

**Bonny Eagle School District**

**NEGOTIATIONS COMMITTEE MEETING MINUTES**

**Monday, July 30, 2018**  
**District Central Office**  
**Conference Room**

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The Negotiations Committee held a meeting on **Monday, July 30, 2018**, in the Conference Room at the District Central Office located in Buxton, Maine. Present were Committee members Robert Deakin, Trevor Hustus, James Moses, and Jeffrey Williams. Also present were Peter Felmly, MSAD 6 Board Legal Counsel; Paul Penna, Superintendent of Schools; Jennifer Barschdorf, Human Resources Manager; Kelly Stokes, Assistant Director of Special Services; and Hedy Smith, Executive Secretary.

Ms. Bruni called the meeting to order at **4:07** p.m. The Committee held a round table of introductions.

**1. Election of a Committee Chairperson and Vice Chairperson**

Ms. Bruni opened the nominations for Committee Chairperson. Mr. Hustus nominated Mr. Deakin. Mr. Moses nominated himself. Nominations ceased.

**VOTED:** Mr. Deakin **2 Votes** (Deakin/Williams)  
Mr. Moses **2 Votes** (Hustus/Moses)

Because of the tie, Ms. Bruni cast her vote for Mr. Moses as Committee Chairperson. Mr. Moses accepted the position as Negotiations Committee Chairperson.

Ms. Bruni opened the nominations for Committee Vice Chairperson. Mr. Deakin nominated Mr. Hustus as Committee Vice Chairperson. Nominations ceased.

**VOTED:** Yes **3**  
No **1** (Deakin)  
Abstained **0**

Mr. Hustus accepted the position as Negotiations Committee Vice Chairperson.

**2. Approval of the June 12, 2018, Negotiations Committee Meeting Minutes**

**Moved by Mr. Hustus; seconded by Mr. Williams:**

To approve the June 12, 2018, Negotiations Committee meeting minutes as presented.

**VOTED:** “Yes,” Unanimously

**3. Consideration of A Request from the Director of Special Services to Add an Elementary IEP Coordinator**

Ms. Kelly Stokes presented a request to add an elementary level IEP Coordinator. She explained that currently, the District employs an IEP coordinator at the middle/high school level. She stated that this position supports case managers in meeting state and legal requirements. The IEP coordinator reviews paperwork to make sure that the correct information is being documented on IEPs and parent communication.

Current case managers' caseloads range from 10 to 30 cases. At the elementary level, there are approximately 7 to 10 IEP meetings per week. The IEP coordinator can attend IEP meetings which helps to support the Director and Assistant Director of Special Services.

The IEP coordinator has the ability to attend professional development, particularly professional development offered by the State. In doing so, the information is brought back and shared with the case managers.

This position is not an additional position as far as adding money to the budget. There is currently a special education position that will not be filled; therefore, the money is already in the budget.

**Discussion:**

- *Will this position be opened up to teachers?*

Yes. It will be posted for District employees to see.

- *When will the position be posted?*

It will be posted once the full Board has approved the position.

- *Who assumes the duties of this position until it is filled?*

The case managers assume the duties of the position. The Assistant Director of Special Services oversees some of the paperwork.

- *Are you creating more bureaucrats? This position did not exist before.*

The amount of students in our special education program continues to grow. The state and federal reporting and documentation requirements continue to grow as well. The public should understand that the Special Services Department is not requesting an additional position, but requesting to restructure existing personnel. This request will not increase the tax base.

**Moved by Mr. Hustus; seconded by Mr. Williams:**

To approve the request of the Director of Special Services to add an IEP Coordinator at the elementary level and to request that an item be added to the next regular Board meeting agenda for the Board to consider this request.

**VOTED:** "Yes," Unanimously

**4. Review and Approval of a Revised Job Description for IEP Coordinator**

The Committee reviewed the revised IEP Coordinator job description. When asked if Ms. Stokes anticipated difficulties in finding someone to fill the position, she responded that there were currently staff members who held qualifications for the position.

**Moved by Mr. Hustus; seconded by Mr. Williams:**

To approve the revised job description for IEP Coordinator and to recommend its consideration by the full Board at the next regular Board meeting.

**VOTED:** “Yes,” Unanimously

Ms. Stokes left the meeting.

**5. Schedule a Date and Time to Meet with an Employee Requesting an Exit Interview**

Mr. Penna reported that retired School Nurse Elaine Conant had requested an exit interview with the Board. He stated that he and the Board Chairperson had offered to meet with her after she had her first exit interview with the Assistant Superintendent. Ms. Conant declined the offer choosing to meet with the Board instead. The Board Chairperson offered her the opportunity to meet with the Negotiations Committee.

Mr. Moses indicated that he believed this to be a reasonable solution to the request.

Mr. Felmly said that often times, when employees ask to speak with the Board, they do so because they have a complaint. He recommended that the Board have the statutes available to them in order to call for an executive session, if necessary. He reminded the Committee that if Ms. Conant were to bring a complaint about another employee, it may require the employee to be present. In that case, the meeting would have to stop and an executive session would have to be scheduled.

Mr. Penna explained that during the exit interview with the Assistant Superintendent, Ms. Conant did not raise any of those kinds of concerns. Mr. Penna believes that she may want to elevate the importance of health services and school nurses with the Board.

Ms. Bruni asked if it would be appropriate to ask Ms. Conant to share information prior to the meeting so Committee members could be prepared. Mr. Moses did not agree saying that he would prefer to just hear what she had to say. Mr. Hustus agreed and cautioned the Committee about making assumptions. He asked Committee members to keep an open mind and to listen to what Ms. Conant had to say. He believed that this could be a positive session.

Mr. Deakin asked Mr. Penna to ensure that employees have an exit interview with the appropriate administrator prior to entertaining requests to meet with the Board. Mr. Penna stated that he had submitted a suggestion for revisions to the exit interview policy for consideration of the Policy Committee.

**Moved by Mr. Williams; seconded by Mr. Hustus:**

To set a date to conduct an exit interview with Ms. Elaine Conant.

**VOTED:** “Yes,” Unanimously

The meeting was scheduled for August 14, 2018, at 4:00 p.m. in the Central Office Conference Room. Ms. Smith was asked to contact Ms. Conant to see if she would be available on that date and report back to the Committee Chairperson.

**6. Executive Session Pursuant to 1 MRSA § 405 (6)(d) to Prepare for Upcoming Negotiations with the Saco Valley Licensed Practical Nurses Association (SVLPN)**

**Moved by Mr. Hustus; seconded by Mr. Williams:**

To move into executive session at **4:44** p.m. with Legal Counsel, the Superintendent of Schools, the Human Resources Manager, and the Executive Secretary pursuant to 1 MRSA § 405 (6)(d) to prepare for upcoming negotiations with the SVLPN Association.

**VOTED:** “Yes,” Unanimously

The Committee moved out of executive session at **5:29** p.m.

**7. Other**

There were no other items introduced at this time.

**8. Adjournment**

**Moved by Mr. Hustus; seconded by Mr. Williams:**

To adjourn the meeting at **5:30** p.m.

**VOTED:** “Yes,” Unanimously