

Bonny Eagle School District

NEGOTIATIONS COMMITTEE MEETING MINUTES

Wednesday, September 19, 2018

District Central Office

Conference Room

The Negotiations Committee held a meeting on **Wednesday, September 19, 2018**, in the Conference Room at the District Central Office located in Buxton, Maine. Present were Committee members Nathan Carlow, Robert Deakin (*arrived late*), Trevor Hustus, and Jeffrey Williams. Also present were Peter Felmly, Board Legal Counsel; Paul Penna, Superintendent of Schools; Jennifer Barschdorf, Human Resources Manager; and Hedy Smith, Executive Secretary.

Mr. Hustus called the meeting to order at **5:00** p.m. He addressed the agenda items out of their order as follows:

2. Approval of the September 10, 2018, Negotiations Committee Meeting Minutes

Moved by Mr. Williams; seconded by Mr. Carlow:

To approve the minutes of the September 10, 2018, Negotiations Committee meeting minutes as presented.

VOTED: “Yes,” Unanimously

3. Other

Mr. Hustus suggested that the Committee begin to review District job descriptions for current practice and alignment.

Discussion:

- *Are there glaring changes to be made?*
Yes.
- Mr. Felmly stated that a good job description was very important particularly when an employee goes on leave and the District must provide a current job description to the doctor to follow up for recommendations on the leave and return-to-work plans. He also suggested that it was important to have the associations’ voice in job descriptions to ensure “buy-in.”
- Ms. Smith reported that there was a process in place to ensure the associations’ input. She shared the process as follows: A job description is drafted and shared with the Administrative Team for feedback. Once obtained, the job description is shared with the association president and the employee(s) who would be affected for their input and recommendations. The recommendations are then shared with the Administrative Team for any revisions to the draft job description. Once the Administrative Team has approved the draft at its level, the job description is then presented to the Negotiations Committee for its consideration. Upon approval by the Negotiations Committee, the job description is shared with the full Board for final approval. Approved job descriptions are shared electronically with the Administrative Team, the association president, and the school community.

Ms. Smith also noted that the next job descriptions to be drafted and presented to the Negotiations Committee should be those of Administrative Assistant and Secretary as these job descriptions should have been realigned after the last negotiations session with the Saco Valley Instructional Support Personnel Association (SVISPA).

1. Executive Session Pursuant to 1 MRSA § 405 (6)(d) to Continue in Negotiations with the Saco Valley Licensed Practical Nurses (SVLPN) Association

Moved by Mr. Williams; seconded by Mr. Carlow:

To move into executive session at **5:08** p.m. with the Board's Legal Counsel, the SVLPN Association's Negotiating Team, the MEA Uniserv Director, the Superintendent of Schools, the Human Resources Manager, and the Executive Secretary pursuant to 1 MRSA § 405 (6)(d) to continue in negotiations with the SVLPN Association.

VOTED: "Yes," Unanimously

Mr. Deakin joined the meeting at **5:16** p.m.

The SVLPN Association's Negotiating Team and the MEA Uniserv Director left the meeting at **6:37** p.m.

The Committee moved out of executive session at **7:14** p.m.

4. Adjournment

Moved by Mr. Deakin; seconded by Mr. Williams:

To adjourn the meeting at **7:14** p.m.

VOTED: "Yes," Unanimously