

Maine School Administrative District No. 6
NEGOTIATIONS COMMITTEE MEETING
Monday, November 13, 2017
MINUTES

The Negotiations Committee held a meeting on Monday, November 13, 2017, in the Conference Room at the District Central Office located in Buxton, Maine. Present were Committee members: Raymond Cullen, Cynthia Meserve, and James Moses. Also present were Peter Felmly, Esq., Legal Counsel; Paul Penna, Superintendent of Schools; Jennifer Barschdorf, Human Resources/Accounting Manager; and Rae Theriault, Administrative Assistant.

The meeting was opened at **4:01** p.m.

1. **Moved by Mr. Cullen; seconded by Mr. Moses:**
To approve the September 27, 2017, Negotiations Committee Meeting Minutes.

VOTED: “Yes,” Unanimously

2. **Moved by Mr. Cullen; seconded by Mr. Moses:**
To move into executive session at **4:02** p.m. pursuant to 1 MRSA § 405 (6)(d) with Legal Counsel, the Superintendent of Schools, and the HR/Accounting Manager to discuss labor negotiations with the Saco Valley Teachers Association (SVTA).

VOTED: “Yes,” Unanimously

The Committee moved out of executive session at **4:59** p.m. Ms. Barschdorf left the meeting.

3. **Moved by Mr. Cullen; seconded by Mr. Moses:**
To move into executive session at **4:59** p.m. pursuant to 1 MRSA §405 (6)(e) with with Legal Counsel and the Superintendent of Schools to discuss legal/rights and duties of the Board.

VOTED: “Yes,” Unanimously

The Committee moved out of executive session at **5:15** p.m.

4. Mr. Penna proposed to use contingency funds to establish 1.5 new positions during the 2017-2018 school year. The full-time position will be a technology position responsible for retrieving data. The half-time position will be a position that will allow for one of our current teachers to be assigned to a special project working with high school teachers to help them move the assessment for learning initiative forward. This new position will be similar to an instructional coach.

Data Assistant: The District has an information system housing a lot of data, but does not have an organized way to pull the data, system-wide. Every program has a level of data.

We should be able to access this data, but we do not have enough people to actually pull it. Mr. Nason has drafted a proposed job outline and has shared it with Ms. Poulin, Curriculum Coordinator. This position would be re-evaluated at the end of the year. The salary would be around \$16 to \$18 per hour, depending upon the person hired.

Discussion:

- Mr. Penna wants to compare data for grades 4, 8, and 10 across the District.
- Decisions can be made based on data.
- This will help with best practices.
- *Where are our students falling behind? Is it instructional practices?* The data will answer these questions?
- Administrators and principals will use data pulls.
- Data will tell us what we are doing with our practices.
- Data will come out of Synergy.
- *Are all of these items being used?* We are data rich but expertise poor.
- *Can you ensure that this information will be used to drive instruction?* The building administrators will have access to this data.
- *Will administrators and teachers get professional development so that they can pull the information?*
- This position will come out of the Technology Department instead of the Curriculum Department. The position was not included in the budget as all of this information can be pulled from Synergy. However, the District is experiencing some start-up issues with the new program.
- *If the position is deemed to be used wisely, will this position be budgeted for next year?* It will be proposed under the Technology Department budget.
- *Will you be willing to give something up in order to add another position?* This District is running incredibly lean. Many things have been cut over the last few years. Mr. Penna is conducting a program review of several programs.
- *What are the greatest needs and where will the greatest impact be?*
- There was previously a similar position in the Curriculum Department, but there must be structure for delivery. Once Mr. Penna receives approval, he will develop the chain of command before the position is advertised.

Moved by Mr. Cullen; seconded by Ms. Meserve:

To approve a new hourly position in the Technology Department for the purpose of data collection for the 2017-2018 school year.

VOTED: “Yes,” Unanimously

Teacher on Special Assignment (Instructional Coach for Assessment for Learning): The second position being proposed will be a half-time position working with high school teachers for the purpose of moving the assessment for learning initiative forward. This person will work directly with high school teachers, as they do not presently have an instructional coach. Mr. Penna would like to move a teacher to this new assignment. A half-time teacher would then be needed to fill the vacant classroom position.

Every principal is introducing the instructional modules in the schools. Eventually, one person will need to oversee the work that is now being done. This new position will also work with key people in other buildings to ensure that the model of delivering instruction is being done consistently throughout the District. Alignment is needed. These instructional practices will help students move at their own pace. Proficient-Based Education (PBE) is complicated, and there is no one heading it up. The work being done with USM can potentially change how MSAD 6 schools will look in the next few years. The District needs to invest in order to sustain PBE.

Moved by Mr. Cullen; seconded by Mr. Moses:

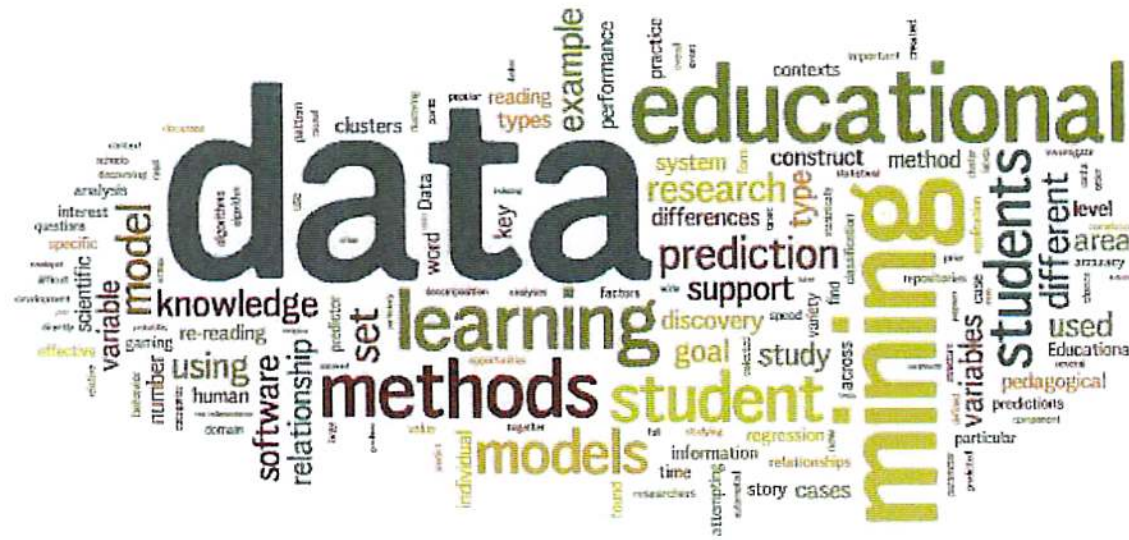
To approve a half-time teacher for the remaining of the 2017-2018 school year.

VOTED: “Yes,” Unanimously

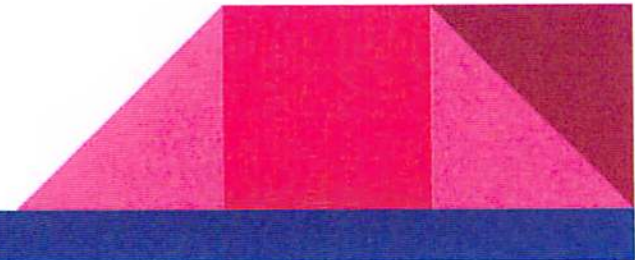
5. There was no other business discussed.
6. **Moved by Mr. Cullen; seconded by Ms. Meserve:**
To adjourn the meeting at 6:00 p.m.

VOTED: “Yes,” Unanimously

Data Team Organizational Composition



Presented by:
Scott Nason
Director of Technology

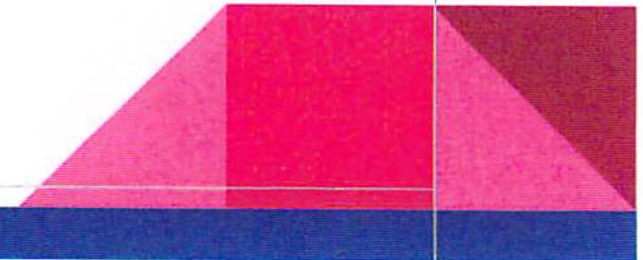


What do we manage?

- Synergy (formerly Infinite Campus)
- StateSIS
- ADS*
- Frontline Suite*
- Transfinder*
- VersaTrans*
- Mosaic*
- School Messenger*
- NWEA
- Scholastic*
- NEO*
- Accuplacer*
- IXL for BEMS*
- DRA2*
- StemScope*
- iObservation*

- GAFE*
- Parchment*
- SchoolWires*
- FreshService*
- RingCentral*
- HiveSchool*
- Alexandria*
- Clever*
- RAND*
- TeenTrend Setter*
- Q-Global*
- PreK-12 Registration*

* = did not manage or exist previous to 2008



Data Services Coordinator	Christine Varac Data Specialist	Drena Lucarelli PreK-12 Registrar	Data Assistant
<ul style="list-style-type: none"> • Provide technical support and leadership that will maximize the use of all the school district's databases and programs. • Provide training for school district staff on various programs used throughout the district • Provide recommendations for new programs/software to assist staff and students • Complete the following state reports for the district: Staff Report, Oct 1 and Apr 1 EPS Reports, Cohort Reports, Dropout and Completers Reports, Special Education Child Find Report, Special Education Exit Report, RAS Report, ADA/ADM Report • Monitor all District Facebook pages and maintain the Technology Department Blog, Google+, FB and Twitter accounts • Troubleshoot user issues with various programs via the ticket system • Any additional duties as assigned by Director of Technology 	<ul style="list-style-type: none"> • Processing staff changes form for all new, rehire, leaving, transfers, name changes, misc. subs, etc district staff • Assist and act as backup for the Data Services Coordinator with maintaining all the various district programs, state reports, and projects throughout the year • Troubleshoot user issues with various programs via the ticket system • Assist with student registrations as needed • Any additional duties as assigned by Director of Technology 	<ul style="list-style-type: none"> • Process all new and re-enrollments, including in-district transfers (includes scheduling of PreK-K screening apps., working with schools setting guidance and school tour apps) • Maintain PreK-12 add/drop lists and process all GAFE student change forms (504, Title IA, GI, ELL, Demographics) and portal change requests • Upload student photos in SIS • Create and maintain student GAFE accounts and password class sheets • Add/remove students from various assessment programs as they move into or leave district during the school year • Work with homeless liaison in order to maintain correct info in SIS • Process transcript requests from alumni via Parchment • Assists Data Services Coordinator as needed • Any additional duties as assigned by Director of Technology 	<ul style="list-style-type: none"> • Maintain (and create as needed) Test Groups in SIS • Maintain assessment programs: upload rosters, export scores and upload to SIS • Build and maintain data analysis reports/charts as requested by district administration • Update the district website as needed • Assist with data tickets • Back-up for staff changes and student registration • Assist Data Services Coordinator with student reports, as needed • Any additional duties as assigned by Director of Technology

**Maine School Administrative District No. 6
Job Description**

Position Title: Data Assistant
Department: Technology
Reports To: Director of Technology
Supervises: None
Reviewed By:
Review Date:
Approved By:
Approved Date:

Job Goal: To assist the Data Services Coordinator with assessments and other services

Qualification Requirements:

1. High School Diploma or equivalent, and three (3) to five (5) years prior experience in a related position. Experience with student information systems and data collection.
2. Ability to pass a background check and obtain CHRC fingerprinting.
3. Ability to multi-task and work in a fast-paced environment.
4. Demonstrated ability to use common office productivity software applications such as Microsoft Office and GAFE.
5. Knowledge of student information and assessment systems and reporting.
6. Advanced knowledge of Excel and formulas

Essential Duties and Responsibilities:

1. Maintain Test Groups in the SIS
2. Maintain rosters in assessment programs: upload rosters, export scores and upload to SIS
3. Build and maintain data analysis reports/charts as requested by district administration
4. Update the district website with news articles as needed
5. Assist with data tickets

6. Back-up for staff changes and student registration
7. Assist Data Services Coordinator with student reports, as needed
8. Performs any additional duties that may be assigned by the Director of Technology or Curriculum Coordinator.

The above is a general description of the job. It is not intended to include all the details that are normally or customarily performed in the particular job.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to write routine reports and correspondence. Must have the ability to speak effectively before employees of the District.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Valid driver's license with good driving records.

Other Skills and Abilities: Ability to establish and maintain effective working relationships with students, parents, staff, and the community. Ability to perform duties with awareness of all District requirements and MSAD 6 Board of Directors policies.

Physical Demands: The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; and see, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors.

Work Year: School year, plus 2 (two) weeks

Wages and Benefits: As determined by the MSAD 6 Board of Directors

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of nonprofessional Personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

An employer must consider reasonable accommodations if the prospective employee meets the criteria as a qualified individual with a disability under the Americans with Disabilities Act of 1990 (A.D.A.).

I have read, understand and am able to fulfill the requirements necessary to perform this job.

Signature:

MSAD 6

Date

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 6
JOB DESCRIPTION**

Position: Instructional Coach
Department: Pre-K through 12 School Buildings
Reports To: Building Level Administrator, Curriculum Coordinator
Reviewed By: Negotiations Committee
Reviewed Date: March 22, 2016
Approved By: MSAD 6 Board of Directors
Approved Date: April 4, 2016
Revised Date:

Job Goal:

The goal of this position is to assist in closing the student achievement gap and accelerating learning for all students. This is done by building teacher capacity through the implementation of effective instructional practices.

Qualifications:

1. Master's Degree or matriculation in a Master's Degree Program.
2. Maine Department of Education certification (preference may be given to candidates who hold any of the following endorsements: #020, #092, #078, #100, #300, #690, #040, or #045).
3. Minimum of three (3) years classroom teaching experience.
4. Experience in research-based instructional practices.
5. Experience providing or presenting professional development opportunities and a background in facilitation and leading adult learning groups.
6. Familiarity with Marzano's classroom-based instructional model.
7. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Responsibilities and Duties:

1. Facilitates teachers in the implementation of district initiatives and state standards within district curriculum.
2. Supports teachers in the implementation of effective instructional strategies.
3. Demonstrates effective teaching strategies for staff, and co-teaches with staff to build their capacity with a strategy on a one-on-one basis.
4. Engages teachers in reflective practices.

5. Designs and facilitates professional learning opportunities at the district and building level.
6. Provides resources regularly to staff to enhance classroom instruction and student achievement.
7. Collaborates and designs methods to incorporate student data in conjunction with administration.
8. Performs any additional duties that may be assigned by the Building Level Administrator or the Curriculum Coordinator.

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee is frequently required to reach with hands and arms. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee must have the ability to move about between district locations and/or inside/outside the vehicle. The employee must have the ability to effectively communicate accurate information to staff and community members. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

Work Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee regularly works indoors. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints while interacting with the public.

Work Year: Teacher work year as specified in the Agreement between the MSAD 6 Board of Directors and the Saco Valley Teachers Association.

Wage and Benefits: In accordance to the Agreement between the MSAD 6 Board of Directors and the Saco Valley Teachers Association.

Evaluation: Performance in this position will be evaluated in accordance with the provisions of the MSAD 6 Board of Directors' policy.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

An employer must consider reasonable accommodations if the prospective employee meets the criteria as a qualified individual with a disability under the Americans with Disabilities Act of 1990 (ADA).

I have read, understand and am able to fulfill the requirements necessary to perform this job.

Signature:

Instructional Coach

Date