

Bonny Eagle School District

NEGOTIATIONS COMMITTEE MEETING MINUTES

Tuesday, July 30, 2019

District Central Office

Library

The Negotiations Committee held a meeting on **Tuesday, July 30, 2019**, in the Central Office Library located in Buxton, Maine. Present were Committee members Julie Bruni, James Moses, and Arthur Payeur. Also present were Peter Felmy, Legal Counsel; Trevor Hustus, Board Chairperson; Paul Penna, Superintendent of Schools, Lori Napolitano, Assistant Superintendent; William Brockman; Business Manager; Jennifer Barschdorf, Human Resources Manager; and Hedy Smith, Executive Secretary.

Mr. Moses called the meeting to order at **3:49** p.m.

1. Approval of the Negotiations Committee Meeting Minutes of June 3, June 11, and July 15, 2019

Moved by Mr. Payeur; seconded by Ms. Bruni:

To approve the Negotiations Committee meeting minutes of June 3, June 11, and July 15, 2019, as presented.

VOTED: “Yes,” Unanimously

2. Executive Session Pursuant to 1 MRSA § 405 (6)(d) to Update the Committee on the Status of Negotiations with the Saco Valley Licensed Practical Nurses Association

Moved by Mr. Payeur; seconded by Ms. Bruni:

To move into executive session at **3:50** p.m. with Legal Counsel, the Board Chairperson, the Superintendent of Schools, the Assistant Superintendent, the Business Manager, the Human Resources Manager, and the Executive Secretary pursuant to 1 MRSA § 405 (6)(d) to update the Committee on the status of negotiations with the Saco Valley Licensed Practical Nurses Association.

VOTED: “Yes,” Unanimously

The Committee moved out of executive session at **6:01** p.m.

3. Discussion Regarding the Impact of the New Pay Averaging Law

The Maine State Legislature recently passed a law that requires school districts to offer pay averaging for school year, hourly employees. Therefore, it will be necessary to meet with the Presidents of both the Saco Valley Instructional Support Personnel Association (SVISPA) and the SAD 6 Support Staff Association to develop a side letter to the existing respective collective bargaining agreements that would address the impact of the law.

Ms. Barschdorf explained that the District would like to propose for the 2019-2020 school year the option of averaging annual anticipated pay throughout 25 equal payments. For those wishing to receive their pay as earned, that option would still continue to be available. Going forward, the pay averaging option would encompass 26 payments rather than 25. The 2019-2020 school year is unique because of the date the law was enacted and the ability of the District to be able to disseminate information to affected employees, to receive information back from employees on their choice of pay option, and for the Payroll Department to have time to adjust the system based on the data received from employees. Regardless, this all must be in place by September 6, 2019.

Mr. Brockman stated that the Associations will have the right to negotiate terms around this issue when their contracts come up for negotiation. He and Ms. Barschdorf have been meeting with the Association Presidents to talk about the issue in general; however, the SAD 6 Support Staff Association President presented proposed language from the MEA.

Ms. Barschdorf stated that she has scheduled meetings in schools for employees who may have questions. All information will be available to employees online as well. She shared a FAQ on pay averaging that she has prepared for school employees (see attached).

Discussion:

- *Will non-bargaining unit employees receive the same options?*
Yes, all school year, hourly employees will receive the options.
- *What are the next steps to move this forward?*
The Negotiations Committee will need to meet with the Association Presidents and come to an agreement on a side letter that addresses pay averaging. Then, the side letter would need to be presented to and ratified by both the Association and the full Board.

It was suggested that the Negotiations Committee meet with the Association Presidents on Thursday, August 8, at 6:00 p.m. Ms. Barschdorf will contact the Presidents to see if they are able to meet at that time.

Mr. Felmlly left the meeting at **6:17** p.m.

4. Update on the Work of the Stipend Review Committee and the Appointment of Two Negotiations Committee Members to Serve on the Committee

Mr. Hustus stated that the Stipends Review Committee had met twice so far. Most of the discussion had centered around the Association's recommendations for change to Appendix B of the collective bargaining agreement.

It was decided that Mr. Moses and Ms. Bruni would represent the Board on the Stipends Review Committee during the 2019-2020 school year. Ms. Smith will share notes of the Stipends Review Committee meetings once they are available.

Mr. Moses and Ms. Bruni will supply some suggested dates to meet during the Negotiations Committee meeting scheduled for August 8.

5. Discussion Regarding Substitute Pay for the 2019-2020 School Year

Committee members discussed the need to review the current pay for substitute teachers. All in attendance agreed that the pay for substitutes needed to be adjusted. Ms. Bruni noted that the District had received feedback from a community member who asked the Board to raise the substitute teacher wages. Other Committee members wondered what the impact of raising the substitute teacher pay would be on the current budget.

Mr. Brockman stated that the Business Office staff would conduct a study and report back to the Committee. Mr. Moses asked if the Business Office would be prepared to report back on August 8. Mr. Brockman stated that he would be prepared to have a discussion with the Committee at its next meeting scheduled after the 8th.

6. Review of the Following Job Descriptions:

- **Administrative Assistant II / Curriculum Department**
- **Administrative Secretary / Assistant Superintendent's Office**
- **Director of Alternative Learning Pathways**
- **School Nutrition Services Coordinator (New)**
- **School Nutrition Specialist (New)**

The Committee reviewed the job descriptions listed above. Mr. Brockman reported that the two new job descriptions were within the operating budget; the positions would not impact the general fund budget. He explained that the School Nutrition Manager had found that she needed to replace the secretarial position in the department with more high level, supervisory support.

The secretary will be offered the School Nutrition Specialist position which is more suited to her skills and talents.

Discussion:

- *What is the current employee's job title?*
Office Assistant.
- *What is the current employee's feeling on this move?*
"She hates it."
- *If the current employee decides not to move into the new position, would the District hire someone else to fill the position?*
Yes. Should the current employee not accept the position, the District would have to give her a 30-day termination notice.
- *Can we legally do this to this employee?*
Yes, because we are reassigning her position.
- *In the other job descriptions, it appears that one Administrative Assistant is moving to a Secretary position while another Secretary is moving to Administrative Assistant. Why change the job descriptions?*

The positions are in different departments. One department is downsizing while the other is expanding the role of their support person.

The Committee recommended that the job descriptions be placed on a future Board meeting agenda for consideration and approval by the full Board.

7. Other

No other items were discussed at this time.

8. Adjournment

Moved by Mr. Payeur; seconded by Ms. Bruni:

To adjourn the meeting at **6:34** p.m.

VOTED: “Yes,” Unanimously