

Bonny Eagle School District

NEGOTIATIONS COMMITTEE MEETING MINUTES

Tuesday, January 14, 2020

District Central Office

Conference Room

The Negotiations Committee held a meeting on **Tuesday, January 14, 2020**, in the Central Office Conference Room located in Buxton, Maine. Present were Committee members Julie Bruni, Nathan Carlow, James Moses, and Arthur Payeur. Also present were Trevor Hustus, Board Chairperson; Paul Penna, Superintendent of Schools; Jennifer Barschdorf, Human Resources Manager; and Hedy Smith, Executive Secretary.

Mr. Moses called the meeting to order at **5:02** p.m.

1. Approval of the September 9, 2019, Negotiations Committee Meeting Minutes

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

To approve the September 9, 2019, Negotiations Committee meeting minutes as presented.

VOTED: “Yes,” Unanimously

2. Discussion Regarding a Temporary Accounting Position

Mr. Penna and Ms. Barschdorf updated the Board on the plan to hire an accountant in the Business Office as a temporary hire through a professional placement service.

Discussion:

- *Is this a new position?*

It is a new position that has been budgeted for this year.

- *Is there a need?*

Yes. There needs to be support with the day-to-day operations in the Business Office. It is difficult to expect the Business Manager to oversee the financial planning, budgeting, the operational side of the organization, and deal with the day-to-day operations in the Business Office.

- *What is the salary?*

Mr. Penna was unsure; he believed that it was around \$50,000. It would be no more than what was budgeted, and at this time, more than half of the contract year has passed.

- *Why are we just advertising now if the position was approved through the budget process in June?*

Mr. Penna replied that administration wanted to “put the right foot forward.” He explained that the process of hiring a temporary placement through a professional service was a different process for the District. He stated that, in the past, the District had not been successful in attracting/hiring the right person for the job. Often times, the candidates who

applied were more bookkeepers than accountants. Mr. Penna stated that the Business Manager was looking for an accountant who had the potential to obtain a CPA. He was looking for someone to grow with MSAD 6. He felt that, in this instance, the process gave the District a plan that was more thoughtful and purposeful. It would afford the opportunity for both the District and the candidate to discover if the fit was mutually beneficial.

Mr. Moses stated that he remembered when the Business Manager met with the Negotiations Committee last year to re-negotiate the number of working days in his contract. Mr. Moses felt at that time that the discussion centered around some transition.

There was consensus among Committee members to move forward with the process of hiring a temporary accountant through a professional placement services agency.

3. Executive Session Pursuant to 1 MRSA § 405 (6)(d) to Begin to Prepare for Upcoming Negotiations with the District’s Bargaining Associations

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

To move into executive session at **5:11** p.m. with the Board Chairperson, the Superintendent of Schools, the Human Resources Manager, and the Executive Secretary pursuant to 1 MRSA § 405 (6)(d) to begin to prepare for upcoming negotiations with the District’s bargaining associations.

VOTED: “Yes,” Unanimously

The Committee moved out executive session at **5:34** p.m. Mr. Hustus directed Ms. Smith to add an executive session to the January 21, 2020, Board meeting agenda. The session will be used to prepare for future negotiations with the District’s bargaining associations.

4. Approval of a Proposed Job Description for Bonny Eagle High School Principal

Mr. Penna explained that he would begin to advertise for a principal at Bonny Eagle High School in the very near future. In reviewing the job description for the position, it was discovered to be out-of-date. He wanted to “clean up” the language and give it more direction.

Ms. Bruni suggested the following changes:

1. Item 3 under Qualifications: Strike out old language.
2. Heading on Page 2: Correct to reflect “Principal, Bonny Eagle High School.”
3. Item 13 under Essential Responsibilities and Duties: Strike through “Committee” and replace with “Board” for consistency.

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

To move the job description for Bonny Eagle High School Principal to the full Board for approval.

VOTED: “Yes,” Unanimously

5. Discussion Regarding the Reporting of Exit Interviews to the Negotiations Committee in Accordance with Policy Code GCQCB

In accordance to Policy Code GCQCB, the Negotiations Committee received a report on exit interviews for the 2018-2019 school year. Ms. Barschdorf stated that the form, in its current state, was difficult to extract qualitative information. She said that there was no way to compare and contrast.

Discussion:

- *What do we do with the information?*
The exit interviews are shared with the appropriate administrator. If there is a need to follow through, the administrator would do so. For example, Mr. Penna receives a copy of teacher exit interviews.
- *Is there value? Is there a better way to ask for this information?*
Ms. Barschdorf stated that in order to compare “apples to apples,” the form or vehicle to extract the information would need to be recreated.

Mr. Moses stated that all of the information presented in the report this evening is anecdotal. He acknowledged that the information may become valuable over time when more information has been compiled.

- *What is the percentage of employees who fill this out?*
The number of exit forms that were sent out last year was over 100. The number returned was 28.

Those employees who want to meet with an administrator do so prior to their leaving and therefore, do not see the necessity in filling out the form.

Ms. Barschdorf added that if the Board and administration want to know what is going on, something different needs to be created. Ms. Bruni agreed saying that it is important to drive the data in order to get the information that is needed.

Mr. Carlow stated that he would agree as long as an open comment section was still included. He said that since he currently sits on the Policy Committee, he would be willing to follow up on the process.

There was consensus by the Negotiations Committee to develop a process/vehicle to gather information at the next meeting of the Committee.

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

To move the form to the Policy Committee for review.

VOTED: “Yes,” Unanimously

6. Discussion Regarding Pay Averaging for Hourly Staff in the Upcoming 2020-2021 School Year

Ms. Barschdorf stated that pay averaging will become a point of negotiations when the Committee meets with the SAD 6 Support Staff. As well, the Committee will have to meet with representatives from SVISPA to revise the current side letter. She stated that the Business Office would like to explore offering 22 pays rather than 21. By doing so, employees would be paid earlier in September.

Discussion:

- *How many took advantage of the pay averaging? Was it more than 50%?*
Yes. Many employees saw the benefit to pay averaging. By offering 22 pays and paying employees one pay period earlier, more employees may want to take advantage of this offer.
- *If we settle around pay averaging with the SAD 6 Support Staff, would it then be the same for the others?*
Not necessarily. The Negotiations Committee will still have to meet to discuss this with SVISPA representatives. We would remain hopeful that that agreement would be the same.

Ms. Barschdorf stated that she would like to be able to discuss this information with employees during open enrollment in May.

7. Other

No other items were brought to the table.

8. Adjournment

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

To adjourn the meeting at **6:03** p.m.

VOTED: “Yes,” Unanimously