

Bonny Eagle School District

NEGOTIATIONS COMMITTEE MEETING MINUTES

Wednesday, March 4, 2020

District Central Office

Conference Room

The Negotiations Committee held a meeting on **Wednesday, March 4, 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 (arrived late); Paul Penna, Superintendent of Schools (arrived late); 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 January 14, 2020, Negotiations Committee Meeting Minutes

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

To approve the January 14, 2020, Negotiations Committee meeting minutes as presented.

VOTED: “Yes,” Unanimously

2. Review of a Revised Job Description for Executive Assistant / Superintendent’s Office

The Committee reviewed the revised job description for Executive Assistant / Superintendent’s Office. The revised version is an update of the current Executive Secretary’s job description. It was necessary to update the job description to reflect the current essential duties and responsibilities.

Discussion:

- *Currently, the Executive Secretary has been responsible for providing administrative support for school board elections. Is there a reason that this was not added prior to now?*
The job description has not been reviewed since the time the responsibility was placed as part of the expectations for the Executive Secretary.
- *If you are changing this position from a salaried position to an hourly position, will the employee be able to access comp time?*
Ms. Barschdorf explained that comp time would be available. Comp time is accrued at 1.5 hours for every hour of overtime. Comp time is required to be used throughout the school year. Only 24 hours may be accrued before it is necessary to use the time. All accrued comp time must be used by the end of the school year.

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

To move the job description to the full Board for approval.

VOTED: “Yes,” Unanimously

Mr. Penna joined the meeting at **5:14** p.m.

3. Executive Session Pursuant to 1 MRSA § 405 (6)(d) to Discuss a Memorandum of Understanding between the MSAD 6 Board of Directors and the Saco Valley Teachers Association

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

To move into executive session at **5:14** p.m. with the Superintendent of Schools, the Human Resources Manager, and the Executive Secretary pursuant to 1 MRSA § 405 (6)(d) to discuss a memorandum of understanding between the MSAD 6 Board of Directors and the Saco Valley Teachers Association.

VOTED: “Yes,” Unanimously

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

4. Discussion Regarding the Placement of an Administrator on Special Assignment during the Next Contract Year

Mr. Penna stated that he would be introducing an administrative restructuring at the next Budget Advisory Committee meeting. In looking forward to the curriculum needs at the middle and high school levels next year, he discovered the need to change to model of how administrators work in the District. He explained that the administrators were struggling to move the district forward due to the large number of things that consumes a principal’s day. Mr. Penna stated that “it is a real challenge” and “it’s going to take embedding people into the schools to improve student achievement.” He stated that he would like to move one of the High School assistant principals into a “special assignment” during the 2020-2021 school year.

Mr. Hustus joined the meeting at **5:30** p.m.

Mr. Penna explained that the District used to employ two curriculum coordinators. His plan would be to move the assistant principal, who has incredible instruction background and strength in curriculum and holding teachers accountable, into a curriculum coordinator position overseeing grades 6 through 12. The scope of Ms. Poulin’s position (current Curriculum Coordinator) would also change a little as well. Mr. Penna acknowledged that to oversee teachers who are struggling in the use of high impact strategies it will be important to have someone who has “clout.” An administrator would have that clout. This position would also oversee the Stretch Academy.

Consultant Carrie Thurston will be embedding herself at the Middle School level next year. Reed Dyer of Great Schools Partnership will be at that level as well. Mr. Penna stated that it is his plan to have the administrator “pick up” and continue their work rather than consistently hiring consultants.

Mr. Penna stated that there would be an additional cost to the District of \$38,000. He explained that he would be able to draw off of Title II funds as the use of consultants draws down. If the Negotiations Committee agrees with the concept, Mr. Penna would be willing to share a list of

responsibilities for the position. He also stated that before he presented this to the Board as a permanent position for the 2021-2022 school year, he would share the results of the work completed in the 2020-2021 school year.

Discussion:

- *Will you replace the assistant principal with an interim position?*
Yes.
- *Do you have a measure of success?*
Yes, they will be indicators of progress in this position.
- *What tools will you use? This position is to make a more accountable system to improve student achievement, correct?*
Yes. This position will be at a level to impact change. This will be a collaborative position working with the building principals.
- *Might you receive pushback from the SVTA?*
No. This is an administrator on special assignment position. The position will support teachers using high impact instructional strategies in the classroom. The current curriculum coordinator will be doing a similar job at the PK-5 level.
- *When you presented your goals, did you talk about this transition?*
Mr. Penna stated that he may have. He said that if he did, it would have been in the student achievement section of his goals.
- *In focusing on the future, and if this model is successful, is it possible that the framework would continue to live beyond the current superintendent?*
Mr. Penna acknowledged that this is what he was trying to build—it is the culture of leadership and management in the District.
- *“The end is in the results” (Baldrige 7.0).*
Mr. Penna stated that the District was beginning to shape pathways for students. Administration is working to make instruction relevant to students’ needs and content must be relevant to what is happening.
- *This position is projected to begin next school year?*
Yes.

The Negotiations Committee supported the concept to be vetted through the budget process with the full Board.

5. Executive Session Pursuant to 1 MRSA § 405 (6)(d) to Prepare for Negotiations with the SAD 6 Support Staff Association

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

To move into executive session at **5:49** 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 prepare for upcoming negotiations with the SAD 6 Support Staff Association.

VOTED: “Yes,” Unanimously

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

6. Executive Session Pursuant to 1 MRSA § 405 (6)(d) to Begin Negotiations with the SAD 6 Support Staff Association

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

To move into executive session at **6:05** p.m. with the SAD 6 Support Staff’s Negotiations Team, the Board Chairperson, the Superintendent of Schools, the Human Resources Manager, and the Executive Secretary pursuant to 1 MRSA § 405 (6)(d) to begin negotiations with the SAD 6 Support Staff Association.

VOTED: “Yes,” Unanimously

The Committee moved out of executive session at **6:52** p.m., and the SAD 6 Support Staff left the meeting.

7. Other

- *Revision of the Exit Interview Form in accordance with Policy Code GCQCB*
It was agreed that Mr. Payeur and Ms. Barschdorf would work together to revise the form. They will present the revision at the next meeting of the Negotiations Committee.

- *Future Meeting Dates*

Tuesday, March 10	6:00 PM	Central Office	Committee meets
Wednesday, March 18	5:00 PM	Transportation Building	Committee meets
	5:30 PM		Committee meets with SAD 6 Support Staff Association
Monday, March 30	5:00 PM	Central Office	Committee meets
	5:30 PM		Committee meets with SVTA
Wednesday, April 8	5:00 PM	Transportation Building	Committee meets
	5:30 PM		Committee meets with SAD 6 Support Staff Association

8. Adjournment

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

To adjourn the meeting at **6:57** p.m.

VOTED: “Yes,” Unanimously