

**UNION #28 JOINT SUPERVISORY COMMITTEE**  
**Wednesday, January 10, 2018**  
**Final Minutes**

**Present:** Johanna Bartlett, Anna Wetherby, Brian Guerin, Carl Seppala, Craig Cohen, Bethany Seeger, Lauren Thomas-Paquin, Carla Halpern, Tara Acker; Dan Hayes, Chair; Prudence Marsh, Director of Student Support Services; Bruce Turner, Director of Finance and Operations; Jennifer Haggerty, Superintendent.

**1. Meeting Called to Order by Jennifer at 7:01 P.M.**

**2. Reorganization of the Committee**

**JOHANNA MOVED TO NOMINATE DAN FOR CHAIR. BETHANY SECONDED. UNANIMOUS.**

**CARLA MOVED TO NOMINATE LAUREN FOR VICE-CHAIR. JOHANNA SECONDED. UNANIMOUS.**

**3. Public Hearings: None.**

**4. Approval of the Minutes from September 18, 2017:**

**BETHANY MOVED TO APPROVE THE MINUTES OF SEPTEMBER 18, 2017. LAUREN SECONDED. UNANIMOUS.**

**5. December 26 Request as Holiday Starting FY 19**

Jennifer proposed giving December 26 to Central Office staff as a paid holiday to match practice in surrounding districts.

**JOHANNA MOVED TO GRANT DECEMBER 26 AS A PAID HOLIDAY TO CENTRAL OFFICE STAFF. ANNA SECONDED.**

Carla asked whether the following Monday would be a paid holiday should Dec. 26 fall on a weekend. Jennifer said since we're proposing to match regional practice (and the state calendar), then yes. Dan asked about those who celebrate other holidays; would they get a different day off instead, and how would that affect Central Office? JSC discussed the idea of a floating holiday granted to staff. Tara wondered what the cost would be; there would be none, since staff are salaried. Lauren asked whether it was more important to grant Dec. 26 as a holiday, or offer a floating holiday instead; what does the staff prefer? Johanna noted that Jewish holidays are often overlooked, so this might be an opportunity to address that.

**JOHANNA WITHDREW THE MOTION. ANNA AGREED.**

Bethany asked for clarification about the distinction between contract and salaried staff, as well as how many personal days they get already (5), and whether this would be included in future

negotiations.

**JOHANNA MOVED TO ADD ONE FLOATING HOLIDAY FOR THE SALARIED CENTRAL OFFICE STAFF THAT DOES NOT CARRY OVER INTO THE NEXT FISCAL YEAR. TARA SECONDED. UNANIMOUS.**

## **6. Budget and Personnel Committee**

a. FY19 Union #28 Budget and Vote: Bethany reported that B&P reviewed the Union #28 Budget and is ready to present it to JSC for consideration. One line item was zeroed out for this year but is being left in the budget in the hopes that we can fund it next year. The COLA increase for the Director of Student Support Services is more than is usual in order to bring that salary up to par with regional standards.

Dan invited questions from JSC about the Budget.

Craig asked about the jump in hours for the Curriculum Coordinator. Jennifer responded that the main reason is this position has been assigned additional duties in assessment for ELL students and compliance with federal and state statutes. The COLA increase for this position is determined by a formula created in the past to provide equitable raises for Central Office staff.

Another increased line item is Professional Development, which was reduced from \$10,000 a few years ago; this is a step back toward providing support for Union-wide professional development. Jennifer said we'll continue to learn about and apply Universal Design for Learning this year as well as look at the new state standards for science (possibly creating a single curriculum across the Union to address these) and do some training focused on adapting to the challenges faced by students with trauma. Bethany asked whether these funds are available for individual teachers to request: no, it's for Union-wide professional development. Jennifer noted there's a separate line item for stipends for teachers who can facilitate or offer workshops and training within the Union.

**JOHANNA MOVED TO ACCEPT THE BUDGET IN THE AMOUNT OF \$665,956. CARL SECONDED. UNANIMOUS.**

## **7. Director of Finance and Operations Report**

Bruce thanked JSC for accepting the U#28 Budget. The district budgets are moving along. In Leverett, there's a sprinkler system issue, in Shutesbury the roof needs attention, and Wendell/New Salem face some internal framing problems, so it has been an interesting and active first six months for Bruce. Jennifer noted that Bruce comes to us with experience in renovations as well as applying for infrastructure grants, and this experience is being put to good use now.

Dan asked if there are any concerns Bruce sees in the future: right now, things look okay. Budgeting last year seems to be in the right range. Jennifer noted that there was a sink

malfunction in the Central Office; it turns out the pipes are rotten and require extensive replacement, to the tune of \$5,000. This expense will be addressed at Erving Town Meeting. It doesn't seem like the rental fee will be rising next year. Erving has been very supportive dealing with these and other issues (notably vermin).

## **8. Superintendent's Report:**

- a. Summative Evaluation: Dan noted that JSC is trying to retool the process used for the Summative Evaluation in order to make it easier to collect and compare responses, and to generate more responses from school committee members.
- b. Goal-Setting: Jennifer distributed copies of her Goals for the year, which she did not get to present at the last meeting. DESE requires a 34-item uniform self-assessment of all administrators, principals, and superintendents; this comprises the first five pages of Jennifer's report. The first goal focuses on implementing and integrating Universal Design for Learning into practice across the Union. Jennifer described specific actions being taken here such as walkthroughs and observations at all the schools. The second is engaging with other superintendents regionally and statewide. The third is advocating for rural schools at the state level and developing capacity with the Leadership Team. The fourth and last goal is to create a Data Dashboard that would allow the incorporation of data on a variety of metrics into the decision-making process at the Union level. JSC asked several questions about this Dashboard; Jennifer said creating the Dashboard is a goal this year, and she welcomes any suggestions or feedback from committee members.

**JOHANNA MOVED TO ACCEPT THE SUPERINTENDENT'S GOALS FOR THIS YEAR. CRAIG SECONDED. UNANIMOUS.**

- c. Evaluation Update: Dan updated JSC on the Superintendent Evaluation tool: he spoke with MASC about using an automated collection tool, but they didn't have one available. We'll continue to work on this. Bethany noted it's important to increase the return rate, so it might be worthwhile to have a discussion about the entire process. The rubric can be a little difficult to understand. Jennifer asked whether it would be helpful to tie rubric items to goals; Johanna suggested a guided tour of the whole document would be most helpful. Bethany added that more time with the rubric and the evaluation form prior to the evaluation process would also be helpful. JSC praised Jennifer for her presentations to the committee; it's more a question of the individual school committees doing their homework on how to move through the complete process with confidence. Dan asked JSC members to take this back to their committees.

## **9. Union #28 Policy Subcommittee:**

Lauren noted that the JSC policies aren't readily available; they need to be in order for the Policy Subcommittee to work effectively. JSC requested that these be put online at the U#28 website, or be made available electronically some other way.

## **10. News/Updates from Each School and Union #28**

Wendell / New Salem: Johanna reported that there was no meeting this month due to a weather

cancellation. Carl added no pipes froze, fortunately.

Leverett: Tara reported that the 6<sup>th</sup> Grade participates in a Critical Thinking exercise in which they try to convince their peers to change their minds on an issue; this year, it was about chocolate milk. They presented to school staff, and both sides did a great job. The result was that chocolate milk will be offered during a trial period. There's also a school Talent Show and Game Night coming up on January 26. LES has just started composting lunch materials as well. The 2<sup>nd</sup> Graders are even composting snacks in their classroom. (Johanna added that SRS has been composting for a few years; it's been great.) LSC is still talking about diversity and inclusion, not as another task to take on, but in a reflective and inquiring way. Jennifer added that this discussion has been going on at the Central Office as well. Dan noted that CES is putting on a social justice and diversity conference in March.

Shutesbury: Lauren reported SES had a resident artist doing African drumming and dancing with students at all grade levels. The Moose On the Move program continued out on the new track through the start of freezing weather. There's a lot of work being done with technology because we have new Chromebook and iPad carts. Dan praised the residency; these are the things that make kids want to go to school.

Erving: Brian wasn't able to attend last month's meeting. Jennifer reported that EES has been working with Chip Wood at the leadership level to build Adult Community. One of the teachers at EES, Ben Reuben, has taken on a leadership role in science professional development. The Cookie Exchange and Holiday Program brought the whole community in and was very positive. There's also a Forest Friday, in which the Preschool goes out into the forest to learn about the environment.

## **11. Future Items to Discuss**

a. Next Meeting Date: Monday, March 19, 2018, 7:00 P.M. Shutesbury Elementary School

## **12. Executive Session to Conduct Contract Negotiations with Nonunion Personnel.**

**JOHANNA MOVED TO ENTER EXECUTIVE SESSION TO CONDUCT CONTRACT NEGOTIATIONS WITH NONUNION PERSONNEL, NOT TO RETURN TO PUBLIC SESSION AFTERWARD. ANNA SECONDED. VOICE VOTES ALL AYE.**