

**UNAPPROVED**

**Washington Northeast Supervisory Union  
MEETING MINUTES  
Thursday, December 15, 2016**

**PRESENT:** Chris Tormey, Patrick Healy, Jill Wilson, Lisa Olson **Administrators:** Nancy Thomas, Superintendent; Christina Kimball, Business Manager; Mark Tucker, Special Services Director  
**Absent:** Jack Hoffman, Sharon O'Connor

**Call to Order:** Patrick Healy

**Public Comment:** Jim Barlow, a parent of Twinfield students, urged the board to take another look at the Act 46 merger option that included one High School with three campuses.

**Consent Agenda**

- a. Approve December 1, 2016 Minutes – Patrick moved to approve the minutes as written. Jill seconded the motion. Minutes approved as written.

**Reports:**

- a. Superintendent Report – Nancy Thomas
- Work at central office is continuing on Act 46, Negotiations and Budgets.

**Board Discussion**

- a. Teaching Evaluation System Revision
- The Teaching Evaluation System is based on Kim Marshall's system and includes mini observations and rubrics which have been adapted by the teacher committee members.
  - The teaching evaluation system consists of two elements. The first of these elements is annual goal setting and assessment with the teacher and administrator based on the rubrics. The second is classroom walkthroughs. These walkthroughs will be short, frequent, unannounced visits. Following these brief classroom visits the administrator will provide feedback to the teacher.
  - Teaching Evaluation Rubrics Timeline
    - 1.) Goal Setting (20-30 Minutes). In January 2017 (pilot year), teacher self-assessment using the rubrics, meet with their supervisor and set 2-3 goals. After this pilot year, this goal setting meeting will typically be done in the spring of the current school year or September of the new school year.
    - 2.) Mid-year check-in (20-30 Minutes). In future years a mid-January check-in meeting would be held. Supervisor and teacher fill out the rubric in advance and compare each page, discussing differences. The mid-year check-in will give both parties an opportunity to reflect on progress towards the agreed upon goals.

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- 3.) Summing up the year in May or June (30 Minutes). Supervisor and teacher fill out a rubric in advance; discuss the rubric and their different perspectives, striving for consensus. This meeting and work with the rubric can also serve as the goal setting meeting for the coming school year. The supervisor gives an overall rating at the bottom and writes a brief summative statement. The teacher also writes a brief summative statement and both sign off on the evaluation.
- b. Finalize FY18 Budget – Christina Kimball
- Christina shared the WNESU FY18 Budget Draft #2 Highlights.
  - Revenue – added Tech Center Transportation and reduced state placed reimbursement.
  - Overall Changes – Health insurance updated to reflect 6 months on current plans and 6 months on new plans. (Professionals Only) Support staff health insurance is at FY17 rates. There will be no increase on dental insurance.
  - Special Education – state placed tuition was reduced.
  - Christina reviewed the net assessments to the schools based on the building based services and the shared SU costs. Due to the significant tax increases that Cabot faces, Chris asked that the administrators look at possible cuts for the next draft to be presented on January 3, 2017.
- c. Act 46 Update
- The Committee voted 6 to 1 to go out to the communities with 2 options for merger for discussion and feedback.
  - The two options summarized are:
    1. Continue Danville and Twinfield High Schools, building on their current program strengths and close Cabot High School. Students from all communities could choose which high school to attend. Transportation would be provided at the beginning and end of the day.
    2. Continue Danville and Twinfield High Schools and also hold a Project Based Learning Program at Cabot School that would be available to students from all communities. The program would be a full day program and could be accessed for a semester, a full year or more. The administrators and committee members discussed a focus on performing arts and use of CSPAC and one of the satellite building as desirable, flexible space. This option could also allow for a district wide drama/music co-curricular afterschool program.
  - The community discussions will also include the “no” option and what would be required for an “alternative structure” under the law.
  - As committee members prepare to go back to their communities with merger options for discussions and questions, Nancy shared that “Everyday Democracy” has offered to hold a facilitator training for students and community members.
  - The facilitator training would teach students as well as community members how to hold meaningful conversations about Act 46. There will be one training held for all three communities. The hope is to do the training in December or early January and schedule

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community forums in mid-January with the Committee coming back together in late January with the input from the forums.

- At the Act 46 Study Committee Meeting held on December 12 Peter shared some example Articles of Agreement and familiarized the committee with the process of developing the articles.
- d. Negotiations Update and Subcommittee Recommendation
- Nancy reviewed that the Unfair Labor Practice charge against the Cabot and Twinfield Teachers' Negotiating Council written by Scott Cameron, attorney for the district, which the WNESU Board Council is recommending to the WNESU Board. The purpose is to require the Teachers' Council to continue negotiations in open session rather than executive session.
  - Jim Barlow, a Twinfield parent and also an attorney, expressed that the WNESU's interpretation of the open meeting act is right on and he commends them in their work.
  - Terry Vest, lead negotiator for the Teacher's Negotiation Council, stated that the filing will most likely be fast tracked and negotiations should be underway again in 4-6 weeks.

### **Board Action**

- a. Act on Proposed Teaching Evaluation System – Chris moved to approve the proposed Teaching Evaluation System. Patrick seconded the motion. Teaching Evaluation System approved.
- b. Act on FY18 Budget – postponed until after Cabot meeting on Monday, December 19<sup>th</sup>.
- c. Act on Negotiations Subcommittee Recommendation - Patrick moved to approve the negotiations subcommittee recommendation to file an Unfair Labor Practice charge against the Cabot and Twinfield Teachers' Negotiating Council for refusing to continue negotiations in open session. Chris seconded the motion. Subcommittee recommendation approved.

**Executive Session:** None

**Adjournment:** Meeting adjourned at 8:22pm.

Respectfully Submitted

Amanda LeBlanc, Transcriber