

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director
Sarah Hainer, Student Services Coordinator

35 W Broadway, Lincoln, ME 04457
(207) 794-3004

NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, August 22, 2012

MINUTES - AMENDED

Richard Angotti called the meeting to order at 6:31 p.m.

Members Present: Richard Angotti, Wayne Danforth, George McLean, Mary Tompkins, Sarah Crockett, Noreen Shorey, Patricia Saba, Mary Lindahl, Bruce Thornton, Carolyn Smith and Rebecca Fleming, Thomas Malcolm, Mary Keegan, and Amy Linscott

Members Absent: Mike Jewers, Judith Coffin, and Kevin Gregory

- A. **APPROVAL OF MINUTES:** Mr. Malcolm moved to approve the July 25, 2012 Cooperative Board minutes; seconded by Mrs. Saba. Motion carried unanimously.
- B. **AUDIENCES & COMMUNICATIONS:** Mrs. Hawkes and the Cooperative Board Members wished our current Board Member, Sarah Crockett, a very Happy Birthday.
- C. **AGENDA ADJUSTMENTS:** None
- D. **REPORTS OF COMMITTEES:**
 1. **Finance Committee:** Mr. McLean reported that on **August 22, 2012** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$37,753.63.** Larger expenses were Bangor Hydro, Haskell Lumber and RSU #67 (annual copier lease & copy paper). Also reviewed and signed were **Payroll Warrants** for **August 7, 2012** in the amount of **\$37,249.81** and **August 21, 2012** in the amount of

\$35,895.95. A **Student Activity Warrant** in the amount of **\$180.65** was also reviewed and signed.

2. **Building & Grounds Committee:** Mr. Thornton reported that Mary and Scott reviewed the long-range plan for NPT Region III Grounds. The Committee would like to visit the Howland building on September 13th at 1:00 p.m. to review equipment and other items for possible sale, disposal or reuse in our programs.

Also discussed was the possibility of erecting a building on the slab located by the garage area. Mr. Angotti asked if there were guidelines with the town regarding construction of a building and Mrs. Hawkes reassured the Building & Grounds committee members that she would be clearing everything with the Department of Education and the town Code Enforcement Officer in Lincoln prior to undertaking a project of that nature.

The Building & Grounds committee discussed repaving the back of the Region III building to the storage buildings where the CDL truck is parked. This project was supported by the Building & Grounds committee to be completed soon at a cost of approximately \$38,000. It was noted that funds were available to complete this project. Also discussed was the possibility of erecting a building on the slab located by the garage area.

Mrs. Hawkes guided the Building & Grounds committee on a tour of the building to showcase the extent of the work performed by our custodians over the summer. Our maintenance folks have done a tremendous job and the school is in great condition. Mr. Danforth reported that a new (all-purpose floor cleaner) was recently purchased. The machine is very compact and maneuverable and requires no chemicals which is a great safety feature. The custodians mentioned how much easier it was to clean and not breath in the harsh air.

E. Old Business: None

F. New Business:

1. **Discussion and Possible Action accept the following as presented:**

- **Student/Parent Handbook**
- **Faculty Handbook**
- **Applied Learning Projects Policy**
- **Affirmative Action Plan**

Mr. Malcolm moved to accept the Student/Parent Handbook, Faculty Handbook, Applied Learning Projects Policy and the Affirmative Action Plan

as presented. It was seconded by Mrs. Saba and there was no further discussion. The motion carried unanimously.

2. Discussion and Possible Action to approve the 2012-2013 Comprehensive School Calendar.

Mrs. Smith moved to approve the 2012-2013 Comprehensive School Calendar and it was seconded by Mrs. Saba. There was no further discussion and the motion carried unanimously.

3. Election of officers (Chair – Vice Chair).

Mrs. Crockett nominated the same officers as last year. Motion was made by Mrs. Crockett and seconded by Mrs. Keegan to retain this year's officers for the coming year. There was no further discussion and the motion carried unanimously.

4. Elect a member to be the voting delegate for the MSMA Fall Conference at the August Civic Center on October 25 and 26, 2012.

Mrs. Saba motioned to have Mary Lindahl represent NPT Region III as the delegate and it was seconded by Mr. Danforth. Mr. Angotti wished her luck as he has in the past years. There was no further discussion and the motion carried unanimously.

5. Discussion and Possible Action to approve the following Balance Sheet Transfers from:

- Designated Natural Resources Reserve \$2,092.12
- Designated Boilers Reserve \$337.90

Transferred to:

- Designated Capital Roof Reserve

ALSO

Based on the 2012/2013 Budget

Transfers from:

- Undesignated Fund Balance \$25,000

Transferred to:

- Designated Capital Roof Reserve \$20,000
- Designated CDL Reserve \$5,000

[Transfer recommended continuing for next ten years]

Mrs. Crockett moved to accept the following Balance Sheet Transfers and it was seconded by Mr. Malcolm. There was no further discussion and the motion carried unanimously.

6. Discussion and Possible Action to accept or not accept the second reading to revise policies:

- ADAA – School System Commitment to Standards for Ethical and Responsible Behavior
- EBCA – Crisis Response Policy
- GBB – Staff Involvement in Decision Making
- GBN – Family and Medical Leave
- GBO – Family Care Leave
- GCOA – Evaluation of Professional Staff
- GCSA-R – Employee Computer and Internet Use Rule

Mrs. Smith moved to accept the motion as read and it was seconded by Mrs. Saba. There was no further discussion and the motion carried unanimously.

7. Discussion and Possible Action to accept or not accept the second reading to rescind policy:

- GCN – Supervision and Evaluation of Professional Staff

Mr. Malcolm moved to accept the motion as read and it was seconded by Mrs. Saba. There was no further discussion and the motion carried unanimously.

8. Discussion and Possible Action to accept or not accept the first reading to adopt policy:

- IHE – Region III Cable Television Channel
- IJNDB-R – Computer Internet Acceptable Use Policy Rules
- IJNDB-E1 – Computer Internet Acceptable User Agreement
- IJNDB-E2 – Computer Network/Internet – Parent Letter

Mrs. Smith moved to accept the motion as read and it was seconded by Mrs. Saba. There was no further discussion and the motion carried unanimously.

9. Discussion and Possible Action to accept or not accept the first reading to revise policies:

- ID – School Day
- IHBA-R – Program Review Procedures for Programs Having 50% or Less Total Enrollment

- IHBAL – Grievance Procedure for Persons with Disabilities
- IJNDB – Computer Network-Acceptable Use Policy
- IKAAB – Class A Truck Driving Examination - Use of NPT Region III Truck
- IKB – Homework

Mr. Malcolm moved to accept the motion as read and it was seconded by Mrs. Smith. There was no further discussion and the motion carried unanimously.

10. Discussion and Possible Action to accept or not accept the first reading to rescind policies:

- IHBAC – Child Find
- IHBG – Home Schooling
- IHBGA – Home Schooling – Participation in School Programs

Mr. Malcolm moved to accept the motion as read and it was seconded by Mrs. Saba. There was no further discussion and the motion carried unanimously.

The following policies were reviewed by the Policy Committee and no action was recommended.

- IGA – Curriculum Development and Adoption
- IHBA – Class Sizes – Minimum Enrollments
- IHBAN – Applied Technology Programs for Students with Disabilities
- IKAAA – Fees for State License or Certificate Examinations
- IKE – Promotion, Retention, and Acceleration of Students
- IKF – Graduation Requirements
- ILA – Tests/Assessment
- ILD – Educational Research: Student Submission to Surveys, Analyses or Evaluations
- IJJ – Instructional and Library-Media Materials Selection
- IJJ-E – Challenge of Instructional Materials Form

G. REPORT OF DIRECTOR:

1. On July 30, 2012, our auditors performed the annual audit. We are currently gathering additional information to send to them. Hopefully this will be completed by the end of next week. I would guess that a presentation to the Cooperative Board might take place at our September board meeting. Preliminary status looks good.

2. On July 31, 2012, I attended a New Director’s Tech Update as part of the MACTE (Maine Administrators for Career and Tech Ed) annual conference. This was a great way to network with the other new directors. I believe there were eight of us total. I also attended the other two days one of which Sarah Hainer, Beth Hatt and I presented on our

RTI (Response to Intervention) initiative and the great work our RTI Team have provided the past two years.

3. On August 7, 2012, Glenda Shorey and I met with Deb Roundtree, the Director of KRHEC (Katahdin Region High Education Center). Glenda is our Adult Ed Coordinator and has worked closely with KRHEC staff for a number of years. My goal was to introduce myself and discuss how we might strengthen our partnership in the future. Deb provided a tour of the facility and I got to see Kevin Gregory hard at work.... The meeting was very productive and generated a lot of enthusiasm on all fronts regarding opportunities for students of all ages.

4. On August 9, 2012, I attended the Millinocket Town Council meeting along with Dr. Ken Smith, the Millinocket Superintendent. At this meeting the Council was reviewing the School Budget a second time. I am happy to announce that our Region III and Region III Adult Ed Budgets were both approved in the affirmative with one abstention. The Millinocket School Dept. budget was also approved. Now the voters will get to vote at a referendum coming up soon. The Councilors were very interested in our programs and supportive of what Career and Tech Ed provides for students. I provided them with follow up information on their students for the past two years, budgets, business cards and an invitation to visit and tour our school. I will also be attending the Millinocket School Board meeting on September 11, 2012 to introduce myself and talk about NPT Region III. One of my goals is to try to attend at least one board meeting at each of our sending schools this year.

5. All three of our new teachers are attending "Boot Camp" at United Technologies Center (UTC) in Bangor this week. This is very beneficial for new teachers as they are taught effective teaching strategies and best practices along with literacy strategies, Department of Education issues, safety, and many other helpful practices. I met all three at UTC today and had a chance to sit down and discuss many issues with them as well as answer questions and concerns. They will all be on board starting next week in preparation for school start up. I expect great things from these folks as I know they are very capable and excited to begin their new career with us.

6. In preparation of our visit with the Governor on Monday, August 20, 2012, I met with Sarah Hainer, David Hartley and Traci Gauthier. Traci is with the Lincoln Lakes Chamber of Commerce and has connections in Augusta. She is a former Region III student and is a very strong supporter of our school. We met to discuss in advance what we wanted to present to Governor LePage and the Commissioner of Education. We only have a half hour and are determined to make it count for Region III.

7. Looks like I could write a book so will give you a break and save the rest for the August 22, 2012 board meeting. Look forward to seeing you all then. Enjoy your summer. ☺

H. REPORT OF STUDENT SERVICES COORDINATOR:

Mrs. Hainer shared reports given to the governor regarding the number of post-graduates planning to attend NPT Region III and the unique reasons students from our Region are interested in attending as post-grads. She added to Mrs. Hawkes' report regarding their visit to meet with the governor earlier in the week. She also wanted to update the board with the anticipated enrollments and provided them with a spreadsheet of numbers of students planning to enroll in each program as well as which schools they are from. In order for board members to make a comparison, she provided them with the 2011/2012 October 1 enrollment numbers. She predicted that the enrollment was at least as strong as if not better than last year.

I. ANNOUNCEMENTS: Announcements were reviewed.

J. ADJOURNMENT: Mr. Thornton moved to adjourn and it was seconded by Mrs. Tompkins. The motion carried unanimously. Meeting was adjourned 7:30 p.m.

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director
Sarah Hainer, Student Services Coordinator

35 W Broadway, Lincoln, ME 04457
(207) 794-3004

NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, July 25, 2012 MINUTES

Richard Angotti called the meeting to order at 6:27 p.m.

Members Present: Richard Angotti, Wayne Danforth, George McLean, Mary Tompkins, Sarah Crockett, Judith Coffin, Noreen Shorey, Patricia Saba, Mary Lindahl, Bruce Thornton, Carolyn Smith and Rebecca Fleming

Members Absent: Mike Jewers, Thomas Malcolm, Mary Keegan, Amy Linscott and Kevin Gregory

- A. **APPROVAL OF MINUTES:** Mr. Thornton moved to approve the June 27, 2012 Cooperative Board minutes; seconded by Mr. Danforth. Motion carried unanimously.

- B. **AUDIENCES & COMMUNICATIONS:** NPT Region III's Information Technology Instructor, Don Raymond, demonstrated some Ethical Hacking techniques and discussed curriculum integration. On June 4-8, 2012, Mr. Raymond attended an Ethical Hacking and Penetration Testing Boot Camp in Washington DC where he earned his Ethical Hacking Certification. Mr. Raymond believes this will encourage a higher enrollment in his current program by expanding student's knowledge in available Information Technology careers.

- C. **AGENDA ADJUSTMENTS:** None

D. REPORTS OF COMMITTEES:

- 1. Finance Committee:** Mr. McLean reported that on **July 11, 2012** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$95,726.72.** Larger expenses were Bangor Hydro and Signet (new phone system – Erate 80% funded). Also reviewed and signed were **Payroll Warrants** for **July 10, 2012** in the amount of **\$33,184.58.** A **Student Activity Warrant** in the amount of **\$30.00** for final June 2012 payable was also reviewed and signed. A **Student Activity Warrant** in the amount of **\$3,106.39** was reviewed and signed. A **Construction Warrant** in the amount of **\$1,051.83** was also reviewed and signed.

Mr. McLean also reported that on **July 25, 2012**, the **Accounts Payable Warrant** and bills were reviewed and signed for Region III totaling **\$41,058.59.** Larger expenses were Bangor Hydro, Anthem BC/BS, University of New England, Apple Computer and Lance Whittier. The **Payroll Warrants** were also reviewed and signed for Region III for **July 24, 2012** in the amount of **\$34,907.92.** A **Student Activity Warrant** was signed in the amount of **\$672.75.**

E. Old Business: None

F. New Business:

- 1. Discussion and Possible Action to accept the hire of Tammy Kirsch as the new full-time Health Science Careers (RMA Track) Instructor:**
Mrs. Saba moved to accept the hiring of Tammy Kirsch as the new full-time Health Science Careers (RMA Track) Instructor and it was seconded by Mrs. Smith. There was no further discussion and the motion carried unanimously.
- 2. Discussion and Possible Action to accept the hire of Nathan Anaya as the new full-time Public Safety (Firefighting) Instructor:**
Mr. Thornton moved to accept the hiring of Nathan Anaya as the new full-time Public Safety (Firefighting) Instructor and it was seconded by Mrs. Smith. There was no further discussion and the motion carried unanimously.
- 3. Discussion and Possible Action to accept the hire of Timothy Peters as the new part-time Public Safety (Law Enforcement) Instructor:**
Mrs. Coffin moved to accept the hiring of Timothy Peters as the new part-time Public Safety (Law Enforcement) Instructor and it was seconded by Mrs. Saba. There was no further discussion and the motion carried unanimously.

4. Discussion and Possible Action to accept or not accept the second reading to adopt policy:

- EBAA – Chemical Hazards

Mrs. Saba moved to accept the motion as read and it was seconded by Ms. Smith. There was no further discussion and the motion carried unanimously.

5. Discussion and Possible Action to accept or not accept the second reading to revise policies:

- DK – Payment Procedures
- DNA – Capital Assets and Other Assets

Mrs. Saba moved to accept the motion as read and it was seconded by Mrs. Smith. There was no further discussion and the motion carried unanimously.

6. Discussion and Possible Action to accept or not accept the first reading to revise policies:

- ADAA – School System Commitment to Standards for Ethical and Responsible Behavior
- EBCA – Crisis Response Policy
- GBB – Staff Involvement in Decision Making
- GBN – Family and Medical Leave
- GBO – Family Care Leave
- GCOA – Evaluation of Professional Staff
- GCSA-R – Employee Computer and Internet Use Rule

Mrs. Saba moved to accept the motion as read and it was seconded by Mrs. Coffin. There was no further discussion and the motion carried unanimously.

7. Discussion and Possible Action to accept or not accept the first reading to rescind policy:

- GCN – Supervision and Evaluation of Professional Staff

Mrs. Smith moved to accept the motion as read and it was seconded by Mrs. Saba. There was no further discussion and the motion carried unanimously.

The following policies were reviewed by the Policy Committee and no action was recommended.

- GBJ – Personnel Records and Files
- GCI – Professional Staff Development Opportunities
- GCOC – Evaluation of Administrative Staff
- GCSA – Employee Computer and Internet Use

G. REPORT OF DIRECTOR:

1. You will notice that the Tallying of Votes for the 2012/2013 Budget is not on your July 25th agenda. The reason is because the Millinocket Town Council may be voting on the Region's Adult Ed Article on July 26th. State statute requires that the Cooperative Board call a special meeting to tally the results of the budget votes "within 5 days after the last unit in the region has voted on the budget." 20-A MRSA Section 8461(2)(A). I recommend the Cooperative Board wait and call a special meeting after the referendum vote to tally the results of the votes on the Region's Budget in the member units provided that the Millinocket Town Council votes on the Adult Ed budget on July 26th.
2. Our Skills USA gold medal winners Tom Millett (welding) and Zach Kennedy (IT) along with their instructors returned from Kansas City on June 28th. Tom placed 11th in the National Welding competition and Zach placed 18th in the National Information Technology competition. Congratulations on their fine representation of Northern Penobscot Tech Region III on a National level.
3. On a sadder note as many of you know, Doug Piehler passed away recently. Doug was a valued member of our Cooperative Board until his health forced him to resign. I attended his funeral at the Congregational Church the Saturday after his passing. I had an opportunity to talk with Doug's wife and sons and they said Doug always spoke fondly about Region III and enjoyed his participation as a board member and friend.
4. I am pleased to bring Tammy Kirsch to the board for approval as our new Health Science Careers (RMA Track) Instructor. Tammy brings a wealth of healthcare knowledge with her including a Bachelors of Science Degree in nursing from the University of Maine, Associate of Science Degree in Medical Assisting from Beal College and an Associates of Science in Medical Laboratory Technician from Eastern Maine Community College. Tammy is excited about teaching and is already exploring grant opportunities to fund new equipment for her students. Today, Tammy, Heidi, Kelly and I met with staff at Health Access Network in an effort to not only strengthen our partnership with them but to also discuss ideas that will improve curriculum, student performance and internship opportunities.

5. We have been interviewing instructor candidates for the Public Safety Program and I am hopeful we may have someone to bring forward soon. I am also working on the creation of an Ad Hoc Committee to pursue programming in the Katahdin Area. Dwight Littlefield and Shawn Lagasse who lead the school review team for the Dept. of Ed have offered to participate in this committee and help with the process. Hopefully we can go forward in the next couple weeks.
6. Hope you are all enjoying the summer as it is flying by way too quickly. Hope to see all of you on July 25th. ☺

H. REPORT OF STUDENT SERVICES COORDINATOR: None

I. ANNOUNCEMENTS: Announcements were reviewed.

J. ADJOURNMENT: Mrs. Crockett moved to adjourn and it was seconded by Mrs. Coffin. The motion carried unanimously. Meeting was adjourned 7:25p.m.

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director
Sarah Hainer, Student Services Coordinator

35 W Broadway, Lincoln, ME 04457
(207) 794-3004

NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, June 27, 2012 MINUTES

Richard Angotti called the meeting to order at 6:24 p.m.

Members Present: Richard Angotti, Kevin Gregory, Wayne Danforth, George McLean, Mary Tompkins, Sarah Crockett, Judith Coffin, Noreen Shorey, Patricia Saba, Mary Lindahl, Thomas Malcolm, Amy Linscott, Bruce Thornton, Carolyn Smith, Mary Keegan and Rebecca Fleming

Members Absent: Mike Jewers

A. APPROVAL OF MINUTES: Mr. Danforth moved to approve the May 23, 2012 Cooperative Board minutes; seconded by Mrs. Saba. Motion carried unanimously.

B. AUDIENCES & COMMUNICATIONS: Three Cooperative Board members, Mary Keegan, Noreen Shorey and Rebecca Fleming took the Oath of Office before our Dedimus Justice, Richard Angotti.

Mrs. Hawkes read three thank you notes/letters from graduating students Ashlee Jipson, Laura Nicholson and Amy Nicholson thanking NPT Region III Administration, Staff and Cooperative Board members for the scholarships received and to let everyone know they wouldn't be on their career path if it wasn't for NPT Region III.

C. AGENDA ADJUSTMENTS: None

D. REPORTS OF COMMITTEES:

- 1. Finance Committee:** Mr. McLean reported that on **June 13, 2012** the Accounts Payable Warrant and bills were reviewed and signed in the amount of **\$36,229.71**. Larger expenses were Viking, Thyssenkrup Elevator, Worcester Brothers, Bangor Hydro, Millinocket School Department, ASCD – Sandra Page (Differentiated Instruction) and Maine Labpack (monitors, light bulbs, etc. Also reviewed and signed were Payroll Warrants for **May 29, 2012** in the amount of **\$66,883.05** and **June 12, 2012** in the amount of **\$61,510.02**. A Student Activity Warrant in the amount of **\$38,894.85** was also signed. Mr. McLean also reported that on **June 27, 2012**, the Accounts Payable Warrant and bills were reviewed and signed for Region III totaling **\$22,593.54**. Larger expenses were Bangor Hydro and Signet (new phone system – Erate 80% funded) The Payroll Warrants were also reviewed and signed for Region III for **June 26, 2012** in the amount of **\$52,597.09** A Student Activity Warrant was signed in the amount of **\$5,630.54**.

- 2. Negotiations Committee:** Mr. Gregory reported that the contract was presented for our Student Services Coordinator, Sarah Hainer.

- 3. Building & Grounds Committee:** Mr. Danforth reported that Mrs. Hawkes gave the committee a brief tour of the main office at NPT Region III and explained the new changes that were to come. Mrs. Hawkes stated the back garage has all been repaired, painted, grass cut and everything has been moved out. Mr. Arthers removed all the scrap metal from the three bays and earned approximately \$1,500 from the scrap metal. Mrs. Hawkes was extremely pleased with the work Mr. Arthers has done so far.

- 4. Program Review Committee:** Mrs. Crockett reported that there was discussion regarding the proposal for Sound Engineering enhancement to the Media Productions program and would be further discussed at this meeting on New Business item #1.

E. Old Business: None

F. New Business:

1. Discussion and Possible Action to accept proposal for Sound

Engineering enhancement to Media Production Program: Mr. Gregory moved to accept the proposal for Sound Engineering enhancement to Media Production Program and seconded by Mrs. Crockett.

Discussion:

Mr. Angotti expressed his concern with Mr. Matthew Waite (Sound Engineering Instructor) trying to balance both jobs and arriving back at Stearns to instruct his Performing Arts students. Ms. Leigh Thurlow (Media Productions Instructor) discussed how combining the two programs would be a great benefit to students from all sending schools. Some of her students have expressed interest in Sound Engineering and Ms. Thurlow stated that sound engineering was not in her background. Ms. Thurlow is looking forward to working with Mr. Waite and he will be a great addition to the Media Program. Ms. Thurlow reassured Mr. Angotti that she was very flexible with her schedule and would help Mr. Waite in any possible way she could. Mr. Gregory stated that he spoke with Mr. Waite and that he will be back at Stearns every day by 10:00 a.m.

There was no further discussion and the motion carried unanimously.

2. Discussion and Possible Action to accept or not accept the second reading to adopt policies:

- KF – Policy for Use of Facilities
- KF-E – Contract and Permit for Use of School Facilities
- KCD – Public Gifts/Donations to the Schools

Mr. Malcolm moved to accept the motion as read and it was seconded by Mrs. Crockett. There was no further discussion and the motion carried unanimously.

3. Discussion and Possible Action to accept or not accept the second reading to revise policies:

- BDB – Board Officers
- CB – Evaluation of the Director
- CB-R – Technical Director and Administrative Officer – Powers and Responsibilities/Job Description

Mrs. Crockett moved to accept the motion as read and it was seconded by Mr. Malcolm. There was no further discussion and the motion carried unanimously.

4. Discussion and Possible Action to accept or not accept the first reading to adopt policy:

- EBAA – Chemical Hazards

Mr. Gregory moved to accept the motion as read and it was seconded by Ms. Tompkins. Mrs. Crockett explained the policy is already in the book; however, there is no notation of the policy being passed. There was no further discussion and the motion carried unanimously.

5. Discussion and Possible Action to accept or not accept the first reading to revise policies:

- DK – Payment Procedures
- DNA – Capital Assets and Other Assets

Mrs. Saba moved to accept the motion as read and it was seconded by Mr. Malcolm. Mrs. Crockett explained that there have been minor changes, such as, deleting a word or adjusting titles to be correct. There was no further discussion and the motion carried unanimously.

The following policies were reviewed by the Policy Committee and no action recommended:

- DN – School Properties Disposition
- EBCC – Lockout/Tagout Policy
- EBBC-R – Lockout/Tagout Plan
- ECB – Integrated Pest Management Policy
- EEA – Student Transportation
- EEAEAA – Drug and Alcohol Testing of School Bus Drivers and Employees who Transport Students

6. Discussion and Possible Action to accept the Region III Cooperative Board meeting schedule as presented. Mr. Thornton moved to accept the Region III Cooperative Board meeting schedule as presented. It was seconded by Mrs. Shorey. Board member Judith Coffin asked if December 19, 2012 Cooperative Board meeting could be changed to Tuesday, December 18, 2012 instead. All members were in favor and the motion carried unanimously.

- 7. Motion to authorize the Director of NPT Region III to hire during the summer months.** Mrs. Crockett asked that the agenda item have “pending Board approval” added. Mr. Malcolm motioned to authorize the Director of NPT Region III to hire during the summer months “pending Board approval” as noted and it was seconded by Mrs. Shorey. There was no further discussion and the motion carried unanimously.

G. REPORT OF DIRECTOR:

1. I am happy to announce that Maureen De La Cruz began her duties as our Finance Coordinator on Monday, June 4, 2012. She currently is using the Public Safety classroom as her temporary office while her office (my old office) is being cleaned. Maureen has a Master’s Degree in accounting and is adapting very well in her new surroundings. I know she will be a great asset to Region III. She was hired in at \$17.50 per hr. (\$36,400) which is within the salary range discussed by the Negotiations Committee.
2. A Program Review Committee meeting was held on June 13, 2012. I called this meeting to discuss the possibility of Matt Waite (Sound Engineering) providing audio instruction to our Media Productions students on a part time (approx. 1/3) basis. Matt and Leigh (Media Productions) attended the meeting and shared their thoughts with the committee members. Matt and Leigh also met a few times during the end of the school year to determine if this was a feasible idea. As it turns out they are excited about the possibility of working together to enhance the current Media Production offerings. As mentioned in the attached rationale, audio is a big part of entertainment visual media and this will provide students the opportunity to focus on all aspects of the finished project including both visual and audio. I have also discussed this proposal with Ken Smith, Millinocket Superintendent and Kelly Weis, Stearns High School Principal. Depending on the budget outcomes and scheduling, they both supported the idea. The cost would be based on Matt’s 2012/2013 salary & benefits of \$34,159.36. The cost sharing amount will be approx. 33% to 37% or \$11,272 to \$12, 638. Bruce Bragdon has also agreed to let Matt ride the bus from Stearns at approx. 7:30 a.m. and have the bus driver stay in Lincoln until approx. 9:30 a.m. when Matt would return to classes at Stearns. This would eliminate any mileage reimbursement costs but would incur minimal expense for bus driver wages. We are excited about going forward with this innovative idea.
3. Our last student day was June 13, 2012 and the staff followed suit shortly after on June 14, 2012. As we reflect on our accomplishments this year it should give us a wonderful sense of pride to be a part of this remarkable school.
4. Our Skills USA gold medal winners Tom Millett (welding) and Zach Kennedy (IT) along with their instructors are off to Kansas City this Saturday, June 23, 2012. We are all

wishing them the best as they compete with other gold medalists throughout the country. We will be anxiously awaiting the results of their competitions.

5. On a sadder note, Doug Piehler has resigned from our board due to health reasons. We will miss Doug's valuable participation not only on the Cooperative Board but on the various committees he served as well. Also, Jackie Thurlow the RSU67 Chairperson informed me today that Mary Keegan will take Doug's place on our Region III board. Mary has served on our board in the past and is a well-known supporter of our school.
6. I also want to inform you that on June 7, 2012 Scott Arthers (Facility Director) was pulling out onto West Broadway hauling a few pieces of equipment to our Howland facility. The strap that was securing the equipment broke apart and a Grizzly Milling Machine fell off and was damaged. I am currently working with the insurance company regarding coverage etc., I will keep you posted. Luckily no one was injured in this mishap.
7. Unfortunately, if any of you have read the Katahdin portion of this week's Lincoln News you will have read the misinformation that was reported by Brian Brown in his coverage of the Millinocket Town Council budget meeting. It was reported that Millinocket's share of the Region III budget was 1.5 million dollars and that per pupil cost based on 20 students was \$73,000 each. It was also reported that Millinocket's share of the Region III Adult Ed budget was \$91,000 and that no adults from Millinocket participated in our Adult Ed offerings. I have talked with Dick Angotti, John Davis the Town Council Chair, Brian Brown the reporter, and Dr. Ken Smith (Millinocket Superintendent). I have provided the correct information and plan to do an interview with Brian on Monday as well as present to the Millinocket Town Council when they provide me a date and time. It will be difficult to undo the damage since Millinocket votes on their budget Tuesday, June 26, 2012. The accurate information is that Millinocket's share of our 1.5 million dollar budget is \$255,119 of which approx. \$200,000 is reimbursed by the State. Their Debt Service assessment is \$15,682. Also, this year's Millinocket assessment is \$22,576 less than it was last year. The Millinocket Adult Ed local share is \$7,556 which is also decreased from last year by \$431. Contrary to what was stated, six adults from Millinocket participated in our Adult Ed programs. The total Adult Ed budget for next year is \$91,000 and of that only \$35,000 is assessed to our sending units. We served over 400 adult students in our Region this year.
8. And finally, our Audit has been set for August 1, 2012. ☺

H. REPORT OF STUDENT SERVICES COORDINATOR: None

I. ANNOUNCEMENTS: Announcements were reviewed.

J. ADJOURNMENT: Mr. Gregory moved to adjourn and it was seconded by Mr. Malcolm. The motion carried unanimously. Meeting was adjourned 7:12 p.m.

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director
Sarah Hainer, Student Services Coordinator

35 W Broadway, Lincoln, ME 04457
(207) 794-3004

NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, October 24, 2012 MINUTES

Patsy Saba called the meeting to order at 6:30 p.m.

Members Present: Wayne Danforth, George McLean, Mary Tompkins, Sarah Crockett, Don Dare, Patricia Saba, Mary Lindahl, Bruce Thornton, Kevin Gregory, Mike Jewers, Mary Keegan and Amy Linscott

Members Absent: Richard Angotti, Thomas Malcolm, Carolyn Smith, Rebecca Fleming and Judy Coffin

- A. **APPROVAL OF MINUTES:** Mr. Jewers moved to approve the September 26, 2012 Cooperative Board minutes as read and seconded by Mr. Thornton.
VOTE: Unanimous
- B. **AUDIENCES & COMMUNICATIONS:** Mrs. Hawkes presented the Advisory Committee banquet video created by NPT Region III's Media Production program to all Cooperative Board members.
- C. **AGENDA ADJUSTMENTS:** None
- D. **REPORTS OF COMMITTEES:**
1. **Finance Committee:** Mr. McLean reported that on **October 9, 2012** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$77,233.72**. Larger expenses were D & D Paving, Airgas East, American Steel & Aluminum, Bangor Hydro, Jones Bartlett Learning, Matheson Tri-Gas, Plato, Inc. and University

of New England. Also reviewed and signed was a **Payroll Warrant** for **October 2, 2012** in the amount of **\$43,632.13**. A **Student Activity Warrant** in the amount of **\$350.00** was also reviewed and signed.

Mr. McLean reported that on **October 24, 2012** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$59,329.03**. Larger expenses were Anthem BC/BS, Bangor Savings Bank, James W. Wadman, Maine Paper & Janitorial Supplies, Matheson Tri-Gas and University of New England. Also reviewed and signed was a **Payroll Warrant** for **October 16, 2012** in the amount of **\$40,812.00**. A **Student Activity Warrant** in the amount of **\$480.60** was also reviewed and signed.

2. **Building & Grounds Committee:** Mrs. Hawkes reported that her communication to area Superintendents regarding notification of interest in our surplus property expired on October 10th with one school official responding. The Building & Grounds Committee will be meeting November 1, 2012 to discuss when a public sale will be held.

Mattanawcook Academy has donated four wrestling mats for our Public Safety program for use during their law enforcement training. NPT Region III sincerely thanks Mr. Henry Pietras, Principal at Mattanawcook Academy, for their generous donation.

3. **Policy Committee:** Mrs. Crockett reported the committee met prior to the board meeting to discuss policies. There will be several policies on the next agenda for first readings.

E. **Old Business:** None

F. **New Business:**

1. **Discussion and Possible Action to accept or not accept the second reading to adopt policies:**

- JKD – Suspension of Students
- JKE – Expulsion of Students

Mrs. Crockett moved to accept the second reading to adopt the above policies and it was seconded by Mr. Jewers. There was no further discussion and the action carried unanimously.

2. Discussion and Possible Action to accept or not accept the second reading to adopt revised policies:

- JEA – Student Attendance
- JICIA – Weapons, Violence and School Safety
- JICH – Drug and Alcohol Use by Students
- JK – Student Discipline

Mrs. Crockett moved to accept the second reading to adopt the above revised policies and it was seconded by Mr. Gregory. There was no further discussion and the action carried unanimously.

3. Discussion and Possible Action to accept or not accept the second reading to rescind policies:

- JICFA – Student Hazing
- JICI – Weapons in the Schools
- JFC – Student Withdrawal from School (Dropout Prevention Committee)
- JL – Student Wellness
- JL-R – Student Wellness Policy Procedures
- JO – Employment of Students

Mr. Jewers moved to accept the second reading to rescind the above policies and it was seconded by Mr. Gregory. There was no further discussion and the action carried unanimously.

G. REPORT OF DIRECTOR:

1. October 3, 2012, we held our Parent's Night event. I am pleased to inform you that we had a great parent turnout (85-90) who were served a wonderful meal prepared by our staff, provided a great welcome and shown our promotional video. After the meal, parents were given a tour of their child's program classroom/shop as well as an opportunity for discussion with the instructor. A very successful evening was enjoyed by all and it was made possible by our great team of professionals.
2. On October 5, 2012, the entire staff attended the MACTE Conference held in Lewiston. In the morning, attendees could choose two break-out sessions from approximately ten that were being offered. In the afternoon everyone attended a Tech Update for their program. The conference was a wonderful opportunity for everyone to network with other CTE Professionals.
3. In your packet I have included a copy of the final Comprehensive School Review (CSR) document for your perusal. Dwight Littlefield and Shawn Lagasse, Education Consultants for the Department of Education will be here to present the CSR to the Board at our meeting on Wednesday, October 24, 2012. Please feel free to ask any

questions that may come up as a result of your review of the CSR. The Comprehensive School Review process is designed to serve two interrelated but distinct functions: Public accountability and program and institutional improvement. I believe this Comprehensive School Review documents the commitment and efforts of staff, students and board members to create a CTE school that not only meets the review team's expectations but in many areas exceeds them.

4. On October 10, 2012, there was a fire alarm at Region III. I knew that we did not have a scheduled fire drill nor did we have a custodian or facility manager on site at that moment. So we evacuated the building immediately and called the Fire Department, who responded and checked out our building. The alarm was set off due to smoke in the kitchen from a culinary cooking exercise. Once we were given the clearance to return by the Fire Department, staff and students returned to their classrooms. Needless to say it made for an exciting half hour. It also has prompted review of our crisis plan, initiated additional training for custodian and office staff as well as looking at reactivating the Safety Committee.
5. In your packet you will also find a copy of an e-mail sent to me by Kitty Barbee, Project Manager, Pathways Project, Eastern Maine Development Corporation. Kitty and I have been conversing on a regular basis regarding the removal of the house that was constructed by students of the pathways Project. It looks like the house was supposed to be removed this week, however, it is still here. I spoke with Kitty today and she informed me that they have hired Crawford's here in Lincoln to remove the house and she thought I was calling to say it was no longer here. Hopefully, by Friday night that will be the case, however, I will not hold my breath.
6. Our Region III Adult Ed will be offering for the first time a Pharmacy Technician Certification Program. This is a 50 hour course that prepares students to sit for the Pharmacy Technical Certification Board (PTCB) exam. I am enclosing a handout that will be listed in the Lincoln News this week. We are excited to offer a new certification for adult students in our area communities. Hat's off to Glenda Shorey for her commitment to obtaining programming for our Adult Learners.
7. Finally, our JMG and Culinary Programs are planning to honor our area Veterans with a free breakfast to be held here at Region III on Monday, November 12, 2012. It is still in the planning stages so will keep you posted. This idea came from the students and instructors who are also prepared to give up their holiday to volunteer.

Enjoy the sun while we have it. Hope to see all of you next week. ☺

H. REPORT OF STUDENT SERVICES COORDINATOR:

Mrs. Hainer gave each Cooperative Board member a copy of NPT Region III's Mission Statement and explained how students will be working on their portfolios this year based on a recommendation from a school review, successful portfolios from last year and Mrs. Hawke's advice on how our mission statement states to provide students with preparation

for the work force. Mrs. Betty Vose, our JMG Instructor, will be helping the staff guide students through this process and doing workshops with all the seniors who are not JMG students. We are hoping to provide students with a tool and mechanism as they move forward in their future career and will have their portfolio to keep with them at all times. Our goal is to have each student present their portfolios in a brief presentation to Mrs. Hawkes and I in May of 2013.

Mrs. Hainer also reported that we have been doing our usual activities this year. The NOCTI test, which is an occupational knowledge test, was given to our students this October as a pre-test. The students will be given another NOCTI test in the spring as a post-test which will allow our Instructors to discuss scores with each of their students and for our Instructors to also use the information as a tool on how their curriculum has helped improve their student's learning. Most of the students who have taken the test in October had very impressive scores.

- I. ANNOUNCEMENTS:** Announcements were reviewed and the Building & Grounds decided to have a meeting on November 1, 2012 at 3:00 p.m.

- J. ADJOURNMENT:** Mrs. Crockett moved to adjourn and it was seconded by Mr. Jewers. The motion carried unanimously. Meeting was adjourned 7:07 p.m.

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director

Sarah Hainer, Student Services Coordinator

35 W Broadway, Lincoln, ME 04457

(207) 794-3004

NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING

Wednesday, September 26, 2012

MINUTES

Richard Angotti called the meeting to order at 6:35 p.m.

Members Present: Richard Angotti, Wayne Danforth, George McLean, Mary Tompkins, Sarah Crockett, Judith Coffin, Don Dare, Patricia Saba, Mary Lindahl, Bruce Thornton, Kevin Gregory, Mike Jewers and Amy Linscott

Members Absent: Thomas Malcolm, Mary Keegan, Carolyn Smith and Rebecca Fleming

- A. APPROVAL OF MINUTES:** Mr. Jewers moved to approve the August 22, 2012 Cooperative Board minutes as amended; seconded by Mrs. Saba.
Motion Carries Vote: 12 Abstained: 1

- B. AUDIENCES & COMMUNICATIONS:** Mrs. Heidi Hale, our Medical Administrative Specialist Health Science Careers Instructors, displayed the American Medical Technologists Recognition Award for Board members to see and provided a short presentation on what the award represents. The AMT recognizes instructors for their contribution to the healthcare community by promoting medical assistant certification and professional advancement in healthcare related careers.

Mr. Angotti also mentioned that our Region III Culinary Arts instructor, Herman Ammerman received the Culinary Educator of the Year award by the Downeast Chapter of the American Culinary Federation. Mr. Angotti commented on how fortunate Region III is to have such qualified and dedicated instructors.

- C. **AGENDA ADJUSTMENTS:** Amended Item G, New Business, #5 to read as follows:
- **Discussion and Possible Action to accept or not accept the second reading to rescind policies:**
 - IHBAC – Child Find
 - IHBG – Home Schooling
 - IHBGA – Home Schooling – Participation in School Programs

D. **REPORTS OF COMMITTEES:**

1. **Finance Committee:** Mr. McLean reported that on **September 12, 2012** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$51,359.24**. Also reviewed and signed was a **Payroll Warrant** for **September 4, 2012** in the amount of **\$47,442.82**. A **Student Activity Warrant** in the amount of **\$494.74** was also reviewed and signed.

Mr. McLean reported that on **September 26, 2012** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$27,093.06**. Larger expenses were Anthem BC/BS and Cengage Learning. Also reviewed and signed was a **Payroll Warrant** for **September 18, 2012** in the amount of **\$40,125.56**. A **Student Activity Warrant** in the amount of **\$413.78** was also reviewed and signed.

2. **Building & Grounds Committee:** Mr. Jewers reported that the Building and Grounds Committee members, the Facilities Manager and the Director spent an afternoon at the Howland facility to review and inspect equipment and other supplies for disposal, public sale, or transfer. A copy of Region III's School Properties Disposition Policy was included with the Director's report. Mrs. Hawkes has already provided a surplus property list indicating Superintendents of our five sending schools a surplus property list indicating a date of October 10, 2012 as the last date to respond. Once the window of opportunity closes, the Building and Grounds Committee will meet and decide further action.

Mrs. Coffin asked if the facility in Howland was being patrolled by police officers daily. Mrs. Hawkes indicated there is a security system at the facility and that police officers ride by periodically and not daily to make sure everything is secure. Mrs. Hawkes also stated she would advise Scott Arthers, our Facilities Manager to follow up with the Police Department.

3. **Policy Committee:** Mrs. Crockett shared with the Cooperative Board members that the committee has adopted, rescinded and revised most of the policies in Region III's policy book.

E. Old Business: None

F. New Business:

- 1. Discussion and Possible Action to adjust NPT Region III's 2012-13 school calendar day to approve October 5, 2012 as a non-school day to allow NPT Region III staff to attend the Maine Career and Technical Education Conference.**

Mrs. Crockett moved to approve October 5, 2012 as a non-school day to allow NPT Region III staff to attend the Maine Career and Technical Education Conference. It was seconded by Mrs. Saba. There was no further discussion and the motion carried unanimously.

- 2. Discussion and Possible Action to approve the garage area paving expense of \$38,000 to be funded from the Adult Ed undesignated reserve in the amount of \$18,000 and from NPT Region III undesignated reserve in the amount of \$20,000.**

Mrs. Saba moved to approve the garage area paving expense of \$38,000 to be funded from the Adult Ed undesignated reserve in the amount of \$18,000 and from NPT Region III undesignated reserve in the amount of \$20,000. It was seconded by Mr. McLean. There was no further discussion and the motion carried unanimously.

- 3. Discussion and Possible Action to accept or not accept the second reading to adopt policy:**

- IHE – Region III Cable Television Channel
- IJNDB-R – Computer Internet Acceptable Use Policy Rules
- IJNDB-E1 – Computer Internet Acceptable User Agreement
- IJNDB-E2 – Computer Network/Internet – Parent Letter

Mr. Gregory moved to accept the second reading to adopt the above policies and it was seconded by Mr. Jewers. There was no further discussion.

Motion Carries Vote: 12 Abstained: 1

4. Discussion and Possible Action to accept or not accept the second reading to revise policies:

- ID – School Day
- IHBA-R – Program Review Procedures for Programs Having 50% or Less Total Enrollment
- IHBAL – Grievance Procedure for Persons with Disabilities
- IJNDB – Computer Network-Acceptable Use Policy
- IKAAB – Class A Truck Driving Examination - Use of NPT Region III Truck
- IKB – Homework

Mrs. Saba moved to accept the second reading to revise the above policies and it was seconded by Mr. Jewers. There was no further discussion.

Motion Carries Vote: 12 Abstained: 1

5 Discussion and Possible Action to accept or not accept the second reading to rescind policies:

- IHBAC – Child Find
- IHBG – Home Schooling
- IHBGA – Home Schooling – Participation in School Programs

Mr. Jewers moved to accept the second reading to rescind the above policies and it was seconded by Mr. Gregory. There was no further discussion and the motion carried unanimously.

6. Discussion and Possible Action to accept or not accept the first reading to adopt policies:

- JKD – Suspension of Students
- JKE – Expulsion of Students

Mrs. Saba moved to accept the first reading to adopt the above policies and it was seconded by Mr. Thornton. There was no further discussion and the motion carried unanimously.

7. Discussion and Possible Action to accept or not accept the first reading to adopt revised policies:

- JEA – Student Attendance
- JICIA – Weapons, Violence and School Safety
- JICH – Drug and Alcohol Use by Students
- JK – Student Discipline

Mrs. Saba moved to accept the first reading to adopt the above policies and it was seconded by Mr. Gregory. There was no further discussion and the motion carried unanimously.

8. Discussion and Possible Action to accept or not accept the first reading to rescind policies:

- JICFA – Student Hazing
- JICI – Weapons in the Schools
- JFC – Student Withdrawal from School (Dropout Prevention Committee)
- JL – Student Wellness
- JL-R – Student Wellness Policy Procedures
- JO – Employment of Students

Mrs. Saba moved to accept the first reading to rescind the above policies and it was seconded by Mrs. Linscott. There was no further discussion and the motion carried unanimously.

The following policies were reviewed by the Policy Committee and no action was recommended.

- JH – Make-up Opportunities
- JI – Student Rights and Responsibilities
- JICK – Bullying
- JIH-R – Questioning and Searches of Students – Administrative Procedure
- JIH-E – Questioning and Searches of Students – Student Check List
- JKE-R – Expulsion of Students – Procedures
- JLCC – Communicable/Infectious Diseases
- JLCCA – Students with HIV/AIDS
- JLCD – Administering Medicines to Students
- JLF – Reporting Child Abuse/Child Protection
- JLIB – Student Dismissal Precautions
- JRB – Applied Learning Projects Policy

G. REPORT OF DIRECTOR:

1. An exciting new school year has begun with students filling our hallways looking for classrooms, busing schedules and lunch sign-up sheets. We were all so enthused about the number of students attending that we were totally caught off guard at lunch time when there weren't enough tables and chairs to seat them. Not to worry, we rapidly sought out what we needed and with minor arranging everyone received lunch and a chair. Our student assemblies were held on September 13th and September 14th. Several of our staff

joined me in planning the assemblies in an effort to create energy and enthusiasm amongst the students. The focus was on student achievement/success and not on rules, regulations, and policies. Based on feedback from staff and students it was a huge success that also motivated students to participate in discussion. (Ice Cream Sundae's are great motivators).

2. On September 11, 2012, I was invited to attend the Millinocket School Board meeting to provide a brief presentation. I gave an overview of Region III governance and programs along with specific follow up information on Stearns students' achievements while attending our programs. I am hoping to return to Millinocket in the near future to show our promotional video as well as provide Millinocket students who can share their own Region III experience.
3. On September 13th and 17th, members of the Building and Grounds Committee along with Scott Arthers, our Facilities Mgr., and myself, traveled to the Howland Facility to review and inspect equipment and other supplies for disposal, public sale, or transfer. I am including a Surplus Property List in your packet for your review. I will email the list to our area Superintendents and Career and Tech Ed Directors. I am also including a copy of our School Properties Disposition Policy which outlines the steps for dealing with school Surplus Property.
4. On September 18th, a Superintendents' Advisory Meeting was held at 8:30 a.m. Superintendent Quentin Clark, East Millinocket, Denise Hamlin, RSU67, and Michael Wright, MSAD#31 attended. One of our second year Information Technology students explained how he obtained his A+ Certification last year and plans on obtaining his Network + Certification this year. His plans include attending a community college in the technology field after graduation. The promotional video was also watched by the Superintendents who had not seen it before. A tour of the upstairs classrooms came next with introductions to the students and a short presentation of their program by the instructor's. I believe the Superintendents enjoyed the meeting and video as they each requested that I attend one of their board meetings to make a short presentation and show the video. The comments and feedback I received from the Superintendents were positive and supportive.
5. Just want to mention that information on the upcoming MSMA Fall Conference is in your packet. The Conference will be held October 25 & 26, 2012. Please review this list of possible clinics and if you have an interest in attending please let Jeannine know at next week's board meeting.
6. Next time you visit us take a minute and check out the new paving at the back of our building. D&D Paving completed the paving project last week and did a wonderful job.
7. In closing this report I just want to let you know what a privilege it is to work as the Director of this school. I am so proud of our staff, the facility, and our students. And it is all made possible by the support of a committed Board of Directors. Have a great weekend!

H. REPORT OF STUDENT SERVICES COORDINATOR:

Mrs. Hainer reported all students were given a survey as to how they learned about NPT Region III and which sources were the most useful. Mrs. Hainer will have a report with the results of the survey for the next Cooperative Board meeting.

Mrs. Hainer shared with the Cooperative Board members that Eastern Maine Community College was at NPT Region III to register students for concurrent/dual enrollment courses. An explanation was given on what concurrent/dual enrollment courses are, which programs at NPT Region III were registered and how many credits the students would receive. Information Technology would receive three credits, Building Trades would receive 7 credits, Culinary Arts would receive 3 credits and Automotive would receive 10 credits.

Mrs. Hainer also reported that she is collating data for two-year reports for each sending school to show the number of students, certifications and college credits earned. This information will be presented to the Cooperative Board members at the next meeting.

Mrs. Hainer informed the Cooperative Board members on how well the RTI committee is doing early intervention by mentoring students at risk due to absences, behaviors or other factors.

I. ANNOUNCEMENTS: Announcements were reviewed.

J. ADJOURNMENT: Mr. Jewers moved to adjourn and it was seconded by Mrs. Crockett. The motion carried unanimously. Meeting was adjourned 8:48 p.m.