

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 26, 2013 MINUTES

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

Members Present: Wayne Danforth, George McLean, Mary Tompkins, Sarah Crockett, Patricia Saba, Kevin Gregory, Mary Lindahl, Mike Jewers, Thomas Malcolm, Judith Coffin, Ryan Whitehouse

Members Absent: Richard Angotti, Mary Keegan, Bruce Thornton and Don Dare

- A. **APPROVAL OF MINUTES:** Mr. Jewers moved to approve the May 22, 2013 Cooperative Board minutes and seconded by Mr. Malcolm.

VOTE: Unanimous

- B. **AUDIENCES & COMMUNICATIONS:** Thank you notes were read from Danae Thompson and Jessica Tinkham. Both Ms. Thompson and Ms. Tinkham were recipients of scholarships.

- C. **AGENDA ADJUSTMENTS:** None

- D. **REPORTS OF COMMITTEES:**

1. **Program Review:** Mr. Danforth reported that they had just met prior to the meeting to discuss the resignation of Nathan Anaya. They discussed what to do with the program, leave it as is, or to make changes. Mr. Danforth advised that it is a work in progress with no definite changes at this time.

Finance Committee: Mr. McLean reported that on **June 26, 2013** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$54,470.58**. Larger expenses were Anthem BC/BS, Bangor Hydro, Bragdon Bus Service, Brann & Isaacson, Constellation Newenergy, Dysart's Service, Hannaford Bros., University of New England – Mary Hawkes. Also reviewed and signed were **Payroll Warrants** for May 28, 2013 in the amount of **\$43,814.77**, June 11, 2013, in the amount of **\$72,391.94** June 25, 2013 in the amount of **\$52,082.49**. A **Student Activity Warrant** in the amount of **\$4,943.04** was also reviewed and signed.

E. Old Business: None

F. New Business:

1. Discussion and Possible Action to accept or not accept the first reading to revise policy:

- EBCA- Comprehensive Emergency/Crisis Response Policy

Mr. Malcolm moved and Mr. Jewers seconded to accept the first reading to revise policy EBCA – Comprehensive Emergency/Crisis Response Policy.

Mrs. Crockett stated that we have in our policy book several policies that come under the umbrella of emergencies. We also have in that book a plan, and it's a policy, but the title is plan. The policy committee has decided that we should have a general policy of emergency and crisis. The policies will be written up in a book that is available to the Director and Instructors. This is a draft of just the policy covering the various policies. Mr. Malcolm suggested that the plan also be distributed to law enforcement and fire personnel. Mrs. Crockett also mentioned a typo in the procedures paragraph. Mr. Danforth asked whether the policy would be reviewed each year. It will be, as some are mandatory to be reviewed every year.

VOTE: Unanimous

2. Discussion and Possible Action to approve or not approve an NPT Region III Hot Lunch Program.

Mrs. Crockett moved and Mr. Malcolm seconded to postpone discussion of the NPT Region III Hot Lunch Program this until Chef Ammerman could be in attendance.

No discussion

VOTE: Unanimous

3. Discussion and Possible Action to accept or not accept the revised 2013/2104 Region III Cooperative Board Meeting schedule as presented.

Motion was made by Mr. Malcolm and Mr. Jewers seconded to accept the

Revised 2013/2014 Region III Cooperative Board Meeting schedule as presented.

No discussion

VOTE: Unanimous

After the report of the Director, Mrs. Coffin asked if we could return to the Cooperative Board Meeting schedule. She indicated that the meeting scheduled for August 21, 2013 interfered with the Howland School Board meeting. She asked if the meeting could be changed to August 28th. Motion was made by Mrs. Crockett and Mr. Jewers seconded to amend the schedule to reflect the change. Motion was made by Mrs. Crockett and seconded by Mr. Gregory to accept the amended schedule.

VOTE: Unanimous

4. Discussion and Possible Action to accept or not accept the resignation of Nathan Anaya, the Public Safety/Firefighter Instructor.

Mrs. Crockett said she would like to move not to accept, but made a motion to accept with regret. Tom Malcolm seconded the motion.

Program Review Committee is looking to determine a direction, but there is nothing to bring back to the board at this time. It was asked if there were any in-house candidates. There are none at this time.

VOTE: Unanimous

G. REPORT OF DIRECTOR:

1. Our Senior Recognition Night was held on May 29, 2013. Scholarships in the amount of \$5,000 were awarded to deserving students who were chosen by the Scholarship Committee after careful review of applications. In addition to scholarships, the event included recognition of each program's senior of the year, Arch Card Senior drawings and perfect attendance. The event was well attended with family, friends, and staff members.
2. The Health Science Careers CNA Pinning Ceremony took place on June 3, 2013. Students received recognition for obtaining certifications in Certified Nursing Assistant, Medical Assistant, Phlebotomy Technician, Medical Administrative Specialist, First Aid & CPR, and Personal Support Specialist. Mrs. Bowker, Mrs. Hale and Mrs. Kirsch did an outstanding job sharing the duties of Master of Ceremonies. This event was very well attended with proud family members, friends and Staff.
3. Once again I am saddened to inform you of the resignation of a staff member. Nathan Anaya our Public Safety – Firefighting Instructor has resigned to take a full time

position as the Ground Safety Specialist for the Maine Air National Guard in Bangor. Needless to say this was not expected and has us looking at all options to continue to serve students who desire this career path. Of course we wish Nathan and his family the very best and thank him for his efforts this year on behalf of his students.

4. An end of the school year Principal's Meeting was held on June 12, 2013, at 4:00 p.m. where a delicious meal was served by Chef Ammerman and our very own Don Raymond. Our discussions were focused on the 2013/2014 Regional Calendar, Transportation, daily starting and ending times, signing of our Program of Studies and our new Information Technology online pilot program. Everyone enjoyed the meal and we all look forward to the new school year and a few relaxing summer vacation days.
5. A trip to the State Capitol was enjoyed by our Skills USA Gold Medal winners along with Chef Ammerman and Leigh Thurlow, our Media Productions Instructor. The students were given a tour along with Sentiments presented by Senator Emily Cain, from the Governor and Legislators recognizing their accomplishments. Four students accompanied by their instructors will leave for Kansas City on Monday, June 24, 2013 to compete in the Skills USA 2013 National Competition. Our students will compete in Building Trades, Welding, Culinary Arts and Medical Terminology. We will be cheering for them from home and wish them all good luck!! I will keep you posted with results as we receive them.

In all this craziness, I did manage to schedule pre-observation meetings with all my teaching staff along with providing scheduled classroom observations. I am still working on completing the written feedback for post observation meetings which will be scheduled during our workshop days at the start of school in August. I believe it will be more meaningful to share this information at the beginning of the school year rather than at the end when they will not be in the classroom for several weeks. Hopefully next year an earlier evaluation date will be attainable

H. ANNOUNCEMENTS: Announcements were read and reviewed.

I. ADJOURNMENT: Mr. Malcolm moved to adjourn and Mr. Jewers seconded. The motion carried unanimously. Meeting was adjourned 6:50 p.m.

NORTHERN PENOBSCOT TECH REGION III

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NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, June 26, 2013 MINUTES

AMENDED

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

Members Present: Wayne Danforth, George McLean, Mary Tompkins, Sarah Crockett, Patricia Saba, Kevin Gregory, Mary Lindahl, Mike Jewers, Thomas Malcolm, Judith Coffin, Ryan Whitehouse

Members Absent: Richard Angotti, Mary Keegan, Bruce Thornton and Don Dare

- A. **APPROVAL OF MINUTES:** Mr. Jewers moved to approve the May 22, 2013 Cooperative Board minutes and seconded by Mr. Malcolm.

VOTE: Unanimous

- B. **AUDIENCES & COMMUNICATIONS:** Thank you notes were read from Danae Thompson and Jessica Tinkham. Both Ms. Thompson and Ms. Tinkham were recipients of scholarships.

- C. **AGENDA ADJUSTMENTS:** None

- D. **REPORTS OF COMMITTEES:**

1. **Program Review:** Mr. Danforth reported that they had just met prior to the meeting to discuss the resignation of Nathan Anaya. They discussed what to do with the program,

leave it as is, or to make changes. Mr. Danforth advised that it is a work in progress with no definite changes at this time.

Finance Committee: Mr. McLean reported that on **June 26, 2013** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$54,470.58**. Larger expenses were Anthem BC/BS, Bangor Hydro, Bragdon Bus Service, Brann & Isaacson, Constellation Newenergy, Dysart's Service, Hannaford Bros., University of New England – Mary Hawkes. Also reviewed and signed were **Payroll Warrants** for May 28, 2013 in the amount of **\$43,814.77**, June 11, 2013, in the amount of **\$72,391.94** June 25, 2013 in the amount of **\$52,082.49**. A **Student Activity Warrant** in the amount of **\$4,943.04** was also reviewed and signed.

E. Old Business: None

F. New Business:

1. Discussion and Possible Action to accept or not accept the first reading to revise policy:

- EBCA- Comprehensive Emergency/Crisis Response Policy

Mr. Malcolm moved and Mr. Jewers seconded to accept the first reading to revise policy EBCA – Comprehensive Emergency/Crisis Response Policy.

Mrs. Crockett stated that we have in our policy book several policies that come under the umbrella of emergencies. We also have in that book a plan, and it's a policy, but the title is plan. The policy committee has decided that we should have a general policy of emergency and crisis. The various plans will be written up in a book that is available to the Director and Instructors. This is a draft of just the policy covering the various policies. Mr. Malcolm suggested that the plan also be distributed to law enforcement and fire personnel. Mrs. Crockett also mentioned a typo in the procedures paragraph. Mr. Danforth asked whether the policy would be reviewed each year. It will be, as some are mandatory to be reviewed every year.

VOTE: Unanimous

2. Discussion and Possible Action to approve or not approve an NPT Region III Hot Lunch Program.

Mrs. Crockett moved and Mr. Malcolm seconded to postpone discussion of the NPT Region III Hot Lunch Program this until Chef Ammerman could be in attendance.

No discussion

VOTE: Unanimous

3. Discussion and Possible Action to accept or not accept the revised 2013/2104

Region III Cooperative Board Meeting schedule as presented.

Motion was made by Mr. Malcolm and Mr. Jewers seconded to accept the Revised 2013/2014 Region III Cooperative Board Meeting schedule as presented.

No discussion

VOTE: Unanimous

After the report of the Director, Mrs. Coffin asked if we could return to the Cooperative Board Meeting schedule. She indicated that the meeting scheduled for August 21, 2013 interfered with the Howland School Board meeting. She asked if the meeting could be changed to August 28th. Motion was made by Mrs. Crockett and Mr. Jewers seconded to amend the schedule to reflect the change. Motion was made by Mrs. Crockett and seconded by Mr. Gregory to accept the amended schedule.

VOTE: Unanimous

4. Discussion and Possible Action to accept or not accept the resignation of Nathan Anaya, the Public Safety/Firefighter Instructor.

Mrs. Crockett said she would like to move not to accept, but made a motion to accept with regret. Tom Malcolm seconded the motion.

Program Review Committee is looking to determine a direction, but there is nothing to bring back to the board at this time. It was asked if there were any in-house candidates. There are none at this time.

VOTE: Unanimous

G. REPORT OF DIRECTOR:

1. Our Senior Recognition Night was held on May 29, 2013. Scholarships in the amount of \$5,000 were awarded to deserving students who were chosen by the Scholarship Committee after careful review of applications. In addition to scholarships, the event included recognition of each program's senior of the year, Arch Card Senior drawings and perfect attendance. The event was well attended with family, friends, and staff members.
2. The Health Science Careers CNA Pinning Ceremony took place on June 3, 2013. Students received recognition for obtaining certifications in Certified Nursing Assistant, Medical Assistant, Phlebotomy Technician, Medical Administrative Specialist, First Aid & CPR, and Personal Support Specialist. Mrs. Bowker, Mrs. Hale and Mrs. Kirsch did an outstanding job sharing the duties of Master of Ceremonies. This event was very well attended with proud family members, friends and Staff.

3. Once again I am saddened to inform you of the resignation of a staff member. Nathan Anaya our Public Safety – Firefighting Instructor has resigned to take a full time position as the Ground Safety Specialist for the Maine Air National Guard in Bangor. Needless to say this was not expected and has us looking at all options to continue to serve students who desire this career path. Of course we wish Nathan and his family the very best and thank him for his efforts this year on behalf of his students.
4. An end of the school year Principal’s Meeting was held on June 12, 2013, at 4:00 p.m. where a delicious meal was served by Chef Ammerman and our very own Don Raymond. Our discussions were focused on the 2013/2014 Regional Calendar, Transportation, daily starting and ending times, signing of our Program of Studies and our new Information Technology online pilot program. Everyone enjoyed the meal and we all look forward to the new school year and a few relaxing summer vacation days.
5. A trip to the State Capitol was enjoyed by our Skills USA Gold Medal winners along with Chef Ammerman and Leigh Thurlow, our Media Productions Instructor. The students were given a tour along with Sentiments presented by Senator Emily Cain, from the Governor and Legislators recognizing their accomplishments. Four students accompanied by their instructors will leave for Kansas City on Monday, June 24, 2013 to compete in the Skills USA 2013 National Competition. Our students will compete in Building Trades, Welding, Culinary Arts and Medical Terminology. We will be cheering for them from home and wish them all good luck!! I will keep you posted with results as we receive them.

In all this craziness, I did manage to schedule pre-observation meetings with all my teaching staff along with providing scheduled classroom observations. I am still working on completing the written feedback for post observation meetings which will be scheduled during our workshop days at the start of school in August. I believe it will be more meaningful to share this information at the beginning of the school year rather than at the end when they will not be in the classroom for several weeks. Hopefully next year an earlier evaluation date will be attainable

H. ANNOUNCEMENTS: Announcements were read and reviewed.

I. ADJOURNMENT: Mr. Malcolm moved to adjourn and Mr. Jewers seconded. The motion carried unanimously. Meeting was adjourned 6:50 p.m.

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NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, July 24, 2013 MINUTES

Chairman Richard Angotti, Jr. called the meeting to order at 6:29 p.m.

Members Present: Richard Angotti, Wayne Danforth, Mary Tompkins, Sarah Crockett, Patricia Saba, Kevin Gregory, Mary Lindahl, Mike Jewers., Mary Keegan, Bruce Thornton, Don Dare

Members Absent: George McLean, Thomas Malcolm, Ryan Whitehouse, Judith Coffin

- A. APPROVAL OF MINUTES:** Mr. Jewers moved to approve the June 26, 2013 Cooperative Board minutes as amended. It was seconded by Mr. Dare.

Discussion:

Mrs. Crockett indicated that on F1 the fourth line, should read “the various plans” instead of the policies.

VOTE: Unanimous

- B. AUDIENCES & COMMUNICATIONS:** None

- C. AGENDA ADJUSTMENTS:** None

D. REPORTS OF COMMITTEES:

- 1. Finance Committee:** Mr. Angotti reported that on **July 24, 2013** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$112,922.90**. Larger expenses were Anthem BCBS, Bangor Hydro, Bangor Savings Bank, Blue Tarp Financial, Constellation Newenergy, DiCentes Technology Consulting, Gilman Electrical Supplies, JMG, MACTE, Maine School Board Association, MSMA Property & Casualty, MSMA Unemployment, MSMA W/C Trust Fund, Pocket Nurse, Tyler Technology, University of New England (M. Hawkes). Also reviewed and signed were **Payroll Warrants** for July 9, 2013 in the amount of **\$38,621.90** and July 23, 2013 in the amount of **\$36,786.08**. A **Student Activity Warrant** in the amount of **\$1,078.73** was also reviewed and signed.
- 2. Program Review:** Mrs. Hawkes informed the board that three programs were reviewed this year: Automotive, Building Trades and Information Technology as well as the year-end report which is a summary of the results of the review for each program. A revised Maximum Enrollment Guideline was also created based on review of program enrollments. The committee also met to review the firefighter portion of our Public Safety Program due to the resignation of Nathan Anaya our former instructor. I have discussed the idea of offering the firefighting on a halftime basis as it looks like both Fire Science 1 & 2 can be taught within that timeframe the first year with the primary focus becoming Law Enforcement in the second year. The consultants are currently reviewing the requirements as they apply to our request and will provide information by next week. It is expected, however, that our current program application will require some revisions. The ad for an anticipated opening for a part time Firefighter position has been placed. My plan is to start the interview process the beginning of August.

Currently, we only offer internships and job shadows to our Health Science Careers students. I would like to see these opportunities offered to deserving second year students in every program who demonstrate the knowledge, skill, great attendance, grades and have the ability to work well with others. This would be another incentive for first year students to return for a second year as well as provide them with offsite real world experience.

E. Old Business:

1. Discussion and Possible Action to approve or not approve an NPT Region III Hot Lunch Program.

Mrs. Hawkes provided the board members with a handout listing information regarding the proposed hot lunch program which includes a list of monthly administrative issues required to run a hot lunch program. Chef Herman not only provided hot lunch to the board but also spoke about the hot lunch program and how he plans to implement it. The menu he is proposing is not that much different than the one that MA provides, however, he feels the quality will be better. Chef explained that hot lunch is something that the students want to make better. A healthy lunch can be made for \$1.75 per person such as a sandwich, salad, grilled chicken burger for example. The breads and dough will be whole grain and prepared in house. We also are

required to provide students with fruit; tonight I used fresh blueberries, added a little low fat pudding and whipped cream to create a delicious yet nutritious dessert. These are things we can do to create great lunches for our students. Seventy five percent of our students qualify for free or reduced lunch. Not all of our students eat lunch, some would rather go without. We have 100 plus students that have money in their pockets. We want them to buy good healthy food here, not from the vending machine. Chef said he has researched this over the past year as well as meeting with food service personnel in Millinocket and Howland who provided great resources.

Mrs. Hawkes also informed the board that when she spoke with seniors last year she asked them if they could change anything at Region III that would have made their experience here better they replied overwhelmingly “hot lunch.” She also stated that they had run preliminary numbers that indicated the program could be self-sustaining, however this is a new venture and we do not have all the answers so there is an element of risk. Our budget does include \$6,000 for startup funds to implement the program.

Chef explained that he and Elizabeth Savage, the Ed. Tech in the Culinary Program and the new bus driver would be handling the hot lunch program. Elizabeth would be working an extra 1 ½ hours each day. H explained what the menu would look like, salads, sandwiches and possibly a hot dish on the salad bar. Eventually the students in the culinary class would be assisting in preparing the lunches. Chef hopes to be able to teach nutrition, portion control and healthy eating.

Mr. Angotti asked Chef Herman about the issue of food allergies. Chef advised the board he will work with that and that there are very few issues. Mr. Angotti said he realized that kids won't eat the lunch if it doesn't look good, they will just take it and throw it away. The board would like to know that the kids are getting a good nutritious meal and that they are eating the food.

Mr. Jewers asked for some information on the free and reduced portion of the program. Chef indicated that the school gets reimbursed \$2.89 back for each free lunch, .40 cents for reduced lunches and .27 cents on a regular lunch.

Mrs. Tompkins asked Chef if he was going to share information with other schools about his program. He said he first is going to educate our students. He has done some training for other schools, but we want to work with our students. Feeding hundreds of students every day is a very daunting task. We are not going to change how school lunch is provided in our sending schools.

Mrs. Crockett asked what impact this would have on RSU 67. Mrs. Hawkes indicated that they are aware that Region is looking into this and she will be contacting them with the outcome of tonight's meeting. Mrs. Crockett was concerned that this would be a surprise to them. Mrs. Hawkes indicated that they have been aware since May that Region was thinking of making this change, but knew that it would require board approval.

Motion was made by Mrs. Crockett and seconded by Mrs. Saba to approve the NPT/Region III Hot Lunch Program

VOTE: Unanimous

F. New Business:

1. Discussion and Possible Action to accept or not accept the 2013/2014 Region III Comprehensive Calendar as presented.

Mrs. Hawkes indicated that the calendar on the green paper, had a time change. All the finance committee meetings when they happen before the board meeting are now at 6:00 pm.

Mrs. Saba moved to accept and Mr. Jewers seconded the 2013/2014 Region III Comprehensive Calendar as amended.

Discussion: Mr. Jewers thought this calendar gave the board an overview of the upcoming year.

VOTE: Unanimous

2. Discussion and Possible Action to accept or not accept the second reading to revise policy:

- EBCA – Comprehensive Emergency/Crisis Response Policy

Discussion: Mrs. Crockett indicated that there is an umbrella policy to deal with all kinds of emergencies. The committee will be working on the plans and these will be in a different book for the Director and Instructors.

VOTE: Unanimous

3. Discussion and Possible Action to accept or not accept the resignation of Rob Phillips, Part-time bus driver for NPT/Region III

Mrs. Saba moved to accept the resignation of Rob Phillips and it was seconded by Bruce Thornton. No further discussion

VOTE Unanimous

4. Discussion and Possible Action to accept or not accept the Program Review Year End Report.

Mrs. Saba moved to accept the Program Review Year End Report and it was seconded by Mr. Gregory. There was no further discussion.

VOTE: Unanimous

G. REPORT OF DIRECTOR:

1. Public Safety – The ad for a half time firefighter instructor was advertised last week. Program Review Committee will be meeting on Monday, July 22, 2013 at 5:00 p.m. to discuss possible changes with the CTE State Consultants via Tandberg.
2. I met with RSU 67 Interim Superintendent Ray Freve on July 1st. We discussed several issues and agreed to have a follow up meeting soon. Mr. Freve seemed very supportive of CTE. Sarah Crockett also happened to stop by while Mr. Freve was still there and joined us for the remainder of the meeting.
3. We are excited to provide our first ever Summer Cooking Camp with Chef Herman. This was a joint effort of collaboration with the Lincoln Recreation Department. The cooking camp is designed for students of various ages and will run several days each week for the next two weeks. We are having great feedback from parents and students with remarks such as “I’m coming here to school when I am old enough”. Based on the success with this summer program we will be thinking about providing additional offerings next summer.
4. I submitted the final adjustments to the Perkins Grant and received notification recently that our application has been approved. The amount for the 2013/2014 school year is approximately \$39,442 and will provide necessary program equipment, staff development and program support.
This is a very time consuming application that is scrutinized by the state CTE Consultants.
5. We are still waiting for several towns to vote on their budgets. The law states that a special meeting must be called within five days of the last towns vote. Right now it looks like that may be in the middle of August or later. Will keep you informed.
6. The facilities are looking great with Scott and Randy providing excellent maintenance and repairs to classrooms and other areas of the building. This year the culinary kitchen and classroom have been repainted and look fantastic as well as the Media Productions and Academic Lab classrooms. I think everyone will be pleased with the hard work that is taking place this summer. The grounds around the facility are top notch as well and look beautiful.
7. I know you are all aware of our SkillsUSA National gold medal winner in the Medical Terminology competition, Danae Thompson from Penobscot Valley High School in Howland and a second year student in our Health Science Careers program. We are all so proud and excited for Danae, her instructor Heidi Hale and her parents. The media were anxious to interview Danae, which included Bob Evans from TV Channel 2, *Bangor Daily News* and the *Lincoln News*.
8. Our adult ed program will be offering four free classes in the fall:
 - a. Aging Workshop – sponsored by Department of Human Services- One session
 - b. American Sign Language – 7 weeks

- c. Verizon Smart phone – Three separate workshops to include tips/tricks to get the most out of your smart phone device.
- d. Basic Computer mini course – free to seniors 55 and older. One session

In light of the current economic depression in our Region this is a great time for us to provide free access to adult ed classes community members might not otherwise enjoy.

H. ANNOUNCEMENTS: Announcements were read and reviewed.

I. ADJOURNMENT: Motion was made by Mr. Jewers to adjourn and it was seconded by Mrs. Saba. The motion carried unanimously. Meeting adjourned at 7:27 pm.

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Sarah Hainer, Student Services Coordinator

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NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, August 28, 2013 MINUTES

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

Members Present: Richard Angotti, Wayne Danforth, Mary Tompkins, Sarah Crockett, Patricia Saba, Kevin Gregory, Mary Lindahl, Mike Jewers, Mary Keegan, Bruce Thornton, Don Dare, Thomas Malcolm, Ryan Whitehouse, Rebecca Albert

Members Absent: George McLean, Judith Coffin

- A. APPROVAL OF MINUTES:** Mr. Jewers moved to approve and Mr. Dare seconded the July 24, 2013 Cooperative Board minutes. There was no discussion.

VOTE: Unanimous

- B. AUDIENCES & COMMUNICATIONS:** Rebecca Hanscom, a representative from the RSU #67 Board of Directors was sworn in as a Cooperative Board member, by Chairman Angotti. She was welcomed to the board.

Mrs. Hawkes read a thank you note from Rachel Vanadestine. Ms. Vanadestine was a recipient of an NPT Region III Scholarship.

- C. AGENDA ADJUSTMENTS:** None

D. REPORTS OF COMMITTEES:

- 1. Finance Committee:** Mrs. Saba reported that on **August 28, 2013** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$45,171.42**. Larger expenses were Anthem BCBS, Bangor Hydro, Constellation Newenergy, Mitchell 1, Pocket Nurse, Power Tech, Steaks n' Stuff, University of New England (B. Hatt). Also reviewed and signed were **Payroll Warrants** for 8/6/2013 in the amount of **\$41,041.03** and 8/20/2013 in the amount of **\$42,360.29**. A **Student Activity Warrant** in the amount of **\$10,209.60** was also reviewed and signed. A **Food Service Program Warrant** in the amount of **\$950.64** was reviewed and signed.

- 2. Policy Committee** Mrs. Crockett reported they had met tonight and reviewed the Hot Lunch policies as well as Freedom of Access and one on Haz Mat. The Freedom of Access policy will be coming to you for first reading.

- 3. Building and Grounds** Mr. Danforth reported they met yesterday and had a tour of the facility. We are very pleased with the way the building looks. Color has been added in many areas. We are working on the situation with the concrete slab out back as well as the Howland building that houses the records. There will be a special committee made up of faculty and board members to see what we are going to do with both the slab and the building. We will be looking for people to be on this committee. We have had some leaking issues with the roof which will be sealed in September, this is an ongoing project. We are also looking into the air quality here in the open area. Now that we have renovated we are holding more activities in this room, we feel we should be looking into the air quality.

Mrs. Hawkes added that the MSMA Worker's Comp. representatives were here in June. The Buildings and Grounds committee was given a copy of the report. There were a few areas recommended for change; all of these areas have been addressed. Ted Ocana has provided an engineering report for a proposed construction project and I would like to create an ad hoc committee to discuss the details.

E. OLD BUSINESS: None

F. NEW BUSINESS:

1. Discussion and Possible Action to accept or not accept the following as presented:

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

Mrs. Saba moved to approve all of the above and Mr. Dare seconded.

Discussion: Mr. Jewers asked if the staff directory could have the telephone extension of each instructor. He thought this would be easier for parents if they wished to leave a message for a particular instructor. Ms. Tompkins noted that the

calendar in the faculty handbook needed to be changed to reflect the 2013/2014 year.

No further discussion.

All in favor as amended

VOTE: Unanimous

2. Discussion and Possible Action to approve or not approve the amended Valic 403(b) Exclusive Benefit Governmental Retirement Plan.

Mrs. Saba moved to approve and Mr. Malcolm seconded the amended Valic 403(b) Exclusive Benefit Governmental Retirement Plan.

Mrs. Hawkes explained that this would bring us into compliance with the HARD ACT which pertains to Military Reservist being called up for duty.

No further discussion

VOTE: Unanimous

3. Election of officers (Chair – Vice Chair)

Mrs. Keegan nominated and Mrs. Crockett seconded the nomination of Richard Angotti as Chairman.

VOTE: Unanimous

Mrs. Crockett nominated and Mr. Jewers seconded the nomination of Patsy Saba as Vice –Chairperson.

VOTE: Unanimous

4. Elect a member to be the voting delegate for the MSMA Fall Conference at the Augusta Civic Center on October 24 and 25, 2013.

Mrs. Lindahl said she has done it for the past 13 years and is unable to go this year due to a prior commitment. She hopes that someone else will be willing to attend.

Mike Jewers will be the delegate to the conference.

5. Discussion and Possible Action to accept or not accept the hiring of Frank Hammond, Part-time Firefighting Instructor.

Mrs. Saba moved to accept and Mr. Thornton seconded the hiring of Frank Hammond, Part-time Firefighting Instructor.

Mrs. Hawkes introduced Frank, who provided the board with his educational and ab firefighting background. No further discussion.

VOTE: Unanimous

6. Discussion and Possible Action to accept or not accept the change in status from part-time to full-time of Timothy Peters, Law Enforcement Instructor.

Mr. Malcolm moved to accept and Mrs. Saba seconded the change in status from part-time to full-time of Timothy Peters Law Enforcement Instructor.

Tim spoke briefly about himself and the program. There was no further discussion.

VOTE: Unanimous

7. Discussion and Possible Action to accept or not accept the resignation of Sarah Hainer, Student Services Coordinator.

Mrs. Crockett moved to accept with great regret the resignation of Sarah Hainer, Student Services Coordinator. Mrs. Saba seconded.

Mrs. Hawkes explained that she just received the written resignation a little while ago. She further explained that she and Sarah were working on a schedule they could both agree upon. Mrs. Hawkes said she was feeling much better, knowing she wasn't going to be left with no Guidance counselor. She further indicated there was a pool of candidates already and that she was going to be doing some tours of the school to get a feel for the perspective candidates. A board will be assembled to assist with the hiring process. Mrs. Hawkes hopes to have someone hired by the end of September or first of October. Mrs. Hanscom asked about Sarah's schedule and Mrs. Hawkes said they were still working on the details.

VOTE: Unanimous

8. Discussion and Possible Action to Tally the Regional Vocational Operating Budget.

****Still requires board action – see September agenda*****

9. Discussion and Possible Action to Tally the Regional Vocational Debt Service Budget.

****Still requires board action – see September agenda****

10. Discussion and Possible Action to Tally the Regional Vocational Adult Education Budget.

****Still requires board action – see September agenda****

G. REPORT OF DIRECTOR:

1. Public Safety – I am pleased to announce that I am recommending Frank Hammond for the half-time firefighter position. This will be on the agenda for our meeting on Wednesday, August 28, 2013. Frank has over 30 years' experience in firefighting, as well as an Associate Degree in Fire Science. He is currently the Fire Training Program Manager with the Maine Fire Service Institute, a division of Southern Maine Community College. Frank has been developing, managing and supervising fire service training and management programs for more than 12 years to Maine's fire departments. I will also be recommending Tim Peters our half-time Law Enforcement instructor be increased to fulltime to reflect changes in the curriculum focus of the Public Safety Program. Frank and Tim will be in attendance at the board meeting.
2. I regret to announce the anticipated resignation of Sarah Hainer who has been appointed as the new Mattanawcook, Junior High School's Assistant Principal/AD. Sarah has been a great asset to Region III as I know she will be for RSU 67. We all wish her the very best. Sarah will continue to provide services to students through September while we advertise, interview and hopefully hire a well-qualified candidate.
3. To date all our towns have voted and voted in the affirmative except for Drew Plantation. However, I have been assured that we can proceed with our tallying of the votes at our meeting next week since even a negative vote from Drew Plantation would not cease the passing of our budget.
4. I am extremely proud of our facility and grounds. Scott and Randy have done a terrific job of painting, cleaning and repairing the building as well as keeping the grounds looking wonderful. Several areas of the school have new color which is a great enhancement for our classrooms and lab areas. It was time for the white to go, even hospitals have color nowadays. Maybe we can fit a tour into our meeting schedule.
5. On August 8th & 9th I attended the Maine Administrators of Career & Tech Ed (MACTE). Almost every CTE Director in the state was in attendance as well as our state CTE consultants. There are many initiatives going on both at the state and national levels, however, these are two that I feel are of top priority.
 - One important initiative in progress is the creation of a Career & Technical Program Based Funding Model. Committees of CTE Directors, Jim Rier, Deputy Commissioner, Suzan Beaudoin, School Funding Supervisor and Joanne Allen, School Finance & Compliance Coordinator are working this year to design an equitable funding formula for Maine CTE. If this is successful our CTE funding would come directly from the state, not our sending units.
 - New mandates will require new assessment work and a review of our program standards. For example in our Culinary Arts Program we offer a ServSafe Certification which is not a comprehensive assessment of all that is taught in the program. I have volunteered to serve on this new committee that will include CTE Directors, state CTE consultants and Department of Labor personnel to determine what assessment will be required for each CTE program. The goal is

to have a list of recommended assessments from each tech group for MACTE Directors and Maine Department of Education to consider by June 2014. I will keep you informed as we work our way through this endeavor.

As summer comes to a close a new and exciting school year begins. Our preliminary numbers look very good at 205 and I expect even with staff changes that we will do what we do best here at Region III and that is to focus on the needs of our students and do “Whatever It Takes” to ensure their success. I look forward to updating you on all our improvements and sharing an interesting evening with you at our board meeting. Hope you have all had a safe and wonderful summer. See you soon.

Mrs. Hawkes gave the enrollment numbers as of today. She further indicated that because of reductions, Matt Waite will no longer be coming from Stearns for the Multimedia program.

H. ANNOUNCEMENTS: Announcements were read and reviewed.

I. ADJOURNMENT: Motion was made by Mr. Jewers to adjourn and it was seconded by Mrs. Saba. The motion carried unanimously. Meeting adjourned at 7:29 pm.

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director
Curt Ring, Student Services Coordinator

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

NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, September 25, 2013 MINUTES

Chairman Richard Angotti, Jr. called the meeting to order at 6:33 p.m.

Members Present: Richard Angotti, Wayne Danforth, Mary Tompkins, Sarah Crockett, Patricia Saba, Mike Jewers, Mary Keegan, Don Dare, Thomas Malcolm, Ryan Whitehouse, Rebecca Hanscom, Diane Buck

Members Absent: George McLean, Judith Coffin, Kevin Gregory, Bruce Thornton, Mary Lindahl

- A. APPROVAL OF MINUTES:** Mr. Jewers moved to approve and Mrs. Saba seconded, the August 28, 2013 Cooperative Board minutes. No discussion.

VOTE: Unanimous

- B. AUDIENCES & COMMUNICATIONS:** Diane Buck, a representative from the RSU #67 Board of Directors was sworn in as a Cooperative Board member, by Chairman Angotti. She was welcomed to the board.

Mrs. Hawkes introduced Chris Dubois of the Carleton Project. Ms. Dubois spoke about her educational background and the philosophy of the Carleton Project. There are currently 16 students enrolled in the program and several are also attending Region III.

Mrs. Hawkes also introduced Curt Ring, the Student Services Coordinator candidate.

- C. AGENDA ADJUSTMENTS:** None

D. REPORTS OF COMMITTEES:

- 1. Finance Committee:** Mrs. Saba reported that on **September 11, 2013** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$59,034.15**. Larger expenses were Anthem BCBS, Bangor Hydro, Constellation Newenergy, Blue Tarp Financial, Cengage Learning, Dubai Auto Parts, Gateway Press, James W. Wadman, Maine Paper and Janitorial Products, Northcenter Foods, Pearson Education, University of New England 2x (Mary Hawkes), Wheel Adjust. Also reviewed and signed was a **Payroll Warrant** for 9/3/2013 in the amount of **\$41,548.49**. A **Student Activity Warrant** in the amount of **\$59.62** was also reviewed and signed. A **Food Service Program Warrant** in the amount of **\$1,645.76** was reviewed and signed. Mrs. Saba also reported that on **September 25, 2013** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$18,270.68**. Larger expenses were, Edmentum, Gaumard Scientific Company, Millinocket School Dept, Student Activity – SKILLS USA, University of New England (B. Hatt). Also reviewed and signed was a **Payroll Warrant** for 9/17/2013 in the amount of **\$42,082.47**. A **Student Activity Warrant** in the amount of **\$422.12**.
- 2. Policy Committee** Mrs. Crockett reported they had met tonight and reviewed the Chemical Hazards Policy. That policy will be presented at the next meeting.

E. OLD BUSINESS:

1. Discussion and Possible Action to Tally the Regional Vocational Operating Budget.

Mrs. Saba moved to accept and Mr. Jewers seconded the Tally of the Regional Vocational Operating Budget. No Discussion

VOTE: Unanimous

2. Discussion and Possible Action to Tally the Regional Vocational Debt Service Budget.

Mrs. Saba moved to accept and Mr. Malcolm seconded the Tally of the Regional Vocational Debt Service Budget. No Discussion

VOTE: Unanimous

3. Discussion and Possible Action to Tally the Regional Vocational Adult Education Budget.

Mrs. Saba moved to accept and Mr. Jewers seconded the Tally of the Regional Vocation Adult Education Budget. No Discussion

VOTE: Unanimous

F. NEW BUSINESS:

1. Discussion and Possible Action to approve or not approve the first reading of the following policies:

- **EFD** – School Lunch Charging
- **EFBA** – Menu Development Options – Offer vs. Serve Lunch Concept
- **EFE** – Competitive Food Sales – Sales of Foods in Competition with The School Food Service program
- **JL** – Student Wellness.
- **KDB** – Public’s Right to Know/Freedom of Access
-

Mrs. Crockett moved to accept and Mr. Malcolm seconded the first reading of the listed policies.

The question was asked about a student not being able to pay and making their own lunch from the materials provided. Would the school just let it go or how would that be handled? Mrs. Hawkes explained that the parents would be contacted. However, Mrs. Hawkes stated the student would be provided a lunch. No further discussion.

VOTE: Unanimous

2. Discussion and Possible Action to approve or not approve the hiring of Curt Ring, Student Services Coordinator.

Mrs. Crockett moved to approve and Mr. Jewers seconded the hiring of Curt Ring as Student Services Coordinator. Mrs. Hawkes invited Mr. Ring to speak and he shared with the board his background in education, his coaching experience and his commitment to students. Mr. Ring stated this is a great opportunity for him and he is really looking forward to working with the staff and students here at Region III. Mr. Jewers spoke of the hiring process Mr. Ring went through and what an asset he was going to be to Region III. Mrs. Crockett also spoke about Curt and agreed with Mr. Ring about his commitment to students and education. No further discussion.

VOTE: Unanimous

G. REPORT OF DIRECTOR:

1. Student Services Coordinator – I am pleased to announce that I am recommending Curt Ring for the Student Services Coordinator position. The process was thoughtful and well organized with an interview committee consisting of board members and teaching staff as well as myself. The applicant pool was rich with various experience and education, however our challenge was to choose a candidate who not only is a strong student advocate but will also work well with our Region III Team. Curt has over 12 years of experience as a classroom teacher as well as 045 Assistant Building Adm. Certification. His experience includes serving as class advisor, student council advisor and Service Learning Coordinator. Curt has also been a coach at the middle school level

as well as high school for many years and is currently serving as the Vice Chairman of the Lincoln Town Council. He will be introduced at the board meeting.

2. Our 2013/2014 school year is off to a great start. We are serving our own Hot Lunch for the first time with great appreciation from our staff and students. We have also started our new Career Prep classes that run 45 minutes once a week for all our seniors and the classes I have visited so far have been focused and on track. Our enrollment is hovering between 198 and 204 which put us at approximately 71% of maximum enrollment. The October 1, 2013 enrollment will be provided in your packet for the October board meeting.
3. We are currently planning for our Parent Night which will be held on October 3, 2013 at 6:00 p.m. Our staff will serve a meal and meet with parents. It is an enjoyable and informative evening and a great way to get to know parents and answer their questions and concerns.
4. Fire Drills have taken place on two occasions so far with more planned throughout the year. Our building was clear in under two minutes with alarms and strobe lights all in proper working order. We had one door that required minor repair in order to shut automatically when the alarm goes off. Other than that I was very pleased with the results. Lock down drills will also be conducted and are currently being coordinated with the local police department.
5. Today we hosted Caribou Regional Tech Center staff who were given a tour of our facility, lunch as well as time with our instructors in the program they teach. What a great sharing experience for all of us. Ralph Conroy is the Director for CRTC and expressed his gratitude for having the opportunity to visit with us. Everyone from CRTC let me know what an exceptional staff we have here as well as a top notch facility. We have been invited to visit their facility as well.
6. Our student assemblies went extremely well due to the efforts of Chef Ammerman, Don Raymond, Kelly Bowker and Sarah Hainer. Laughter, interaction, listening and recognition make for a successful first assembly with our 2013/2014 students.
7. The Carleton Project has two new teachers this year. Chris Dubois is taking the place of Chris Betts and Matthew Lindsey is a new part time teacher. Chris will be in attendance at our board meeting to provide you an opportunity to meet her.

Mrs. Keegan spoke about the new herb garden project that is being proposed for Region III. She spoke of Chef Ammerman's passion for this project and how they hope to be able to involve many of the programs here at Region III.

Mrs. Hawkes discussed the MSMA Conference being held on October 24th and 25th and extended an invitation to the board members. Mike Jewers is our MSMA Delegate this year. Mr. Dare asked about the Policy Committee Meeting times. He was told the correct time for the meeting.

Mr. Danforth asked for a reschedule date of the Building & Grounds Committee.

H. ANNOUNCEMENTS: Announcements were read and reviewed.

I. ADJOURNMENT: Motion was made by Mr. Jewers to adjourn and it was seconded by Mr. Malcolm.

VOTE: Unanimous

Meeting adjourned at 7:29 pm.

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director
Curt Ring, Student Services Coordinator

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

NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, October 23, 2013 MINUTES

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

Members Present: Richard Angotti, Wayne Danforth, Mary Tompkins, Sarah Crockett, Patricia Saba, Mike Jewers, Mary Keegan, Don Dare, Ryan Whitehouse, Diane Buck, George McLean, Judith Coffin, Kevin Gregory, Bruce Thornton, Mary Lindahl

Members Absent: Rebecca Hanscom, Thomas Malcolm

- A. **APPROVAL OF MINUTES:** Mrs. Lindahl moved to approve and Mr. Gregory seconded, the September 25, 2013 Cooperative Board minutes. No discussion.

VOTE: Unanimous

- B. **AUDIENCES & COMMUNICATIONS:** Mr. McLean and Mrs. Coffin were welcomed back to the board after extended absences.

Mrs. Hawkes read a thank you card from Board Member Judy Coffin thanking NPT Region III Board and staff for the flowers she received after having surgery.

Mr. Shedd, NPT Region III's Building Trades Instructor, along with two of his students, Michael Harrison and Eric Gelfuso gave a brief presentation to the board. A Power Point presentation was shown showcasing some of the projects that Building Trades students have worked on over the last several years. Mr. Shedd also gave a tour of the Building Trades Lab and the students were able to show current projects they are working on. Mr. Shedd spoke about his background in the building industry and some possible plans for the future of the Building Trades program.

- C. **AGENDA ADJUSTMENTS:** None

D. REPORTS OF COMMITTEES:

1. Finance Committee: Mr. McLean reported that on October 9, 2013 the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$41,656.75**. Larger expenses were Anthem BCBS, Bangor Hydro, Constellation Newenergy, Drummond/Woodsum/MacMahon, Matheson Trigas, N.H. Bragg & Sons, Hannaford Bros., Maine Coast Lumber, Worcester Bros. Also reviewed and signed was a **Payroll Warrant** for 10/01/2013 in the amount of **\$45,592.69**. A **Student Activity Warrant** in the amount of **\$397.65** was also reviewed and signed. A **Food Service Program Warrant** in the amount of **\$3,229.14** was reviewed and signed. A **Construction Account Warrant** was reviewed and signed in the amount of **\$1,042.93**. A **Surplus Inventory** was also attached for review in the amount of **\$8,975.00**. Mr. McLean also reported that on **October 23, 2013** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$33,543.51**. Larger expenses were, American Steel & Aluminum, B & H Photo, Bangor Savings Bank, Drummond/Woodsum/MacMahon, Jones & Bartlett Learning, Northcenter Foods, NPT School Nutrition Program, Staples. Also reviewed and signed was a **Payroll Warrant** for 10/15/2013 in the amount of **\$45,987.98**. A **Student Activity Warrant** in the amount of **\$1,122.48**. A **Food Service Program Warrant** in the amount of **\$943.11** was reviewed and signed.

2. Policy Committee: Mrs. Crockett reported there was no meeting held tonight.

3. Building & Grounds: Mr. Danforth reports that Mrs. Hawkes report gives a great overview of items the Building & Grounds Committee is pursuing. The purchase of a new truck with plow will be coming up on the agenda tonight. The air quality in the open area upstairs is still being looked into and Bangor Gas is looking to install a Natural Gas pipeline to LP&T and along West Broadway. Region III will be looking into the advantage of converting to natural gas in the future.

E. OLD BUSINESS: None

F. NEW BUSINESS:

1. Discussion and Possible Action to accept or not accept the first reading of the following policy:

- EBAA – Chemical Hazard Communication

Mr. Gregory moved to accept and Mr. Thornton seconded the first reading of **EBAA - Chemical Hazard Communication**.

No further discussion

VOTE: Unanimous

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

- **EFD** – School Lunch Charging
- **EFBA** – Menu Development Options – Offer vs. Serve Lunch Concept
- **EFE** – Competitive Food Sales – Sales of Foods in Competition with the School Food Service Program
- **JL** – Student Wellness
- **KDB** – Public’s Right to Know/Freedom of Access

Mrs. Keegan moved to accept and Mr. Dare seconded the second reading of the policies.

No further discussion.

VOTE: Unanimous

3. Discussion and Possible Action to accept or not accept the purchase of 2008 One ton plow truck for the amount of \$25,000.00. To be financed through TD Banknorth. This is a replacement of the current maintenance vehicle.

Mrs. Keegan moved to accept and Mrs. Saba seconded the purchase of a 2008 one ton Plow truck.

Discussion on the motion: Mrs. Hawkes indicated the vehicle could be financed with Board approval this year with the balance after this year’s payment to be paid off in the 2014/2015 budget.

The value of the trade-in on the current maintenance truck and plow is \$6000.00.

Mrs. Hawkes indicated that the asking price was close to \$27,000.00 and we were able to negotiate to \$25,000.00. The dealer would not lower the price any further than \$25,000.00.

Mr. Malcolm called around and asked some questions and indicated we may have to pay a little more because winter is upon us. Randy Davis, our Automotive Instructor had the vehicle in his shop and gave it a thorough inspection and noted that it was in very good condition. Mr. Gregory asked about the warranty. Mrs. Keegan said it was being bought from a dealership, but she wasn’t sure on the warranty, it’s usually a 90 day warranty where it’s a used vehicle. Mr. Angotti stated we could see about an extended warranty. The mileage on the vehicle is 49,000 and it is a 2008.

Mr. Danforth indicated that Thornton Bros. was the only dealership that submitted a bid for this type of vehicle. All the dealers in the area were given an opportunity to submit a bid.

No further discussion.

VOTE: Unanimous

G. REPORT OF DIRECTOR:

1. Audit – Our audit has been completed for the fiscal year ending June 30, 2013. The final adjustments are concluding and our approximate undesignated fund balance is \$357, 701.
The great news is that there will be no management letter other than for GASB34 which is standard for the majority of Maine schools. In June 1999, GASB Statement 34 (or GASB 34) was published. GASB 34 requires state and local governments to begin reporting all financial transactions, including the value of their infrastructure assets, roads, bridges, water and sewer facilities, and dams, in their annual financial reports on an accrual accounting basis. Currently our auditor creates the GASB34 reports as is common practice in schools especially smaller ones. I am currently working with our auditor to schedule an audit presentation in November or December. Will keep you posted.
2. Parent Night – Our Parent Night was held on October 4, 2013 and was very well attended by approximately 150 parents, guardians and staff who shared a wonderful meal prepared and served by Chef Ammerman and his Culinary Arts students. Instructors provided tours of their classrooms/labs along with taking questions and discussing concerns. A worthwhile event enjoyed by all.
3. On October 7, 2013 I met with our Building & Grounds Committee to discuss the purchase of a new used plow truck to replace our old maintenance pickup. A 2008 one ton Chevy plow truck was available for the members to inspect and discuss. We are hoping it doesn't snow before our board meeting as the proposed purchase will be on the Agenda for board review.

We also discussed possible installation of central air conditioning in the open area to enhance comfort during school functions which are all now being held here at the Lincoln Facility. Committee members reviewed quotes from several vendors and have requested meeting with two vendors in order to obtain more detailed information regarding installation and equipment.

Information was also provided regarding an upcoming presentation by Bangor Gas Co. to the Lincoln Town Council on Monday, October 21, 2013 at 7:00 p.m. in the Council Chambers. Current predictions are that Natural Gas will be available in this area within three years and will provide an annual savings estimated to be 35% To 50%. I plan to attend this meeting and urge those interested to attend as well. On a positive note our boiler is already equipped to handle a switch from oil to gas if we decide to go in that direction in the future.

4. Advisory Banquet – Approximately 75 Advisory Committee members attended our Advisory Committee Banquet held on October 16, 2013. Staff members helped prepare the meal that was served by Chef Ammerman and his Culinary Arts students as well as cleaning up after. The Advisory Committee meetings were held after the meal and the ones I attended were exciting with lively discussion and sharing of ideas. Several opportunities for students have already resulted from this event.

5. CTE Conference - On Friday, October 11, 2013, I attended along with five staff members the Annual CTE Conference held at Lewiston Regional Tech Ctr. break-out sessions were held during the a.m. with Tech Updates in the afternoon. Heidi Hale presented at the Health Services Tech Update and provided a wonderful overview of Region III's Health Science Careers program and the technology currently being used in the classrooms. Just a little bragging.
6. Bridge Year – The 126th Legislature recently passed the Biennial Budget which included funding for early college funds for CTE/Sending School Students called Bridge Year. The amount funded for Bridge Year is \$500,000 for fiscal year 2013-2014 to support early college programs and is linked to Public Law Chapter 318 enacted this spring. This opportunity is to assist with startup; with no promise of additional funding provided by the state. I am including in your packet a copy of Option 1-Planning Phase and Option 1 Agreement (Exhibit A). You will find upon review of this information that it will require tremendous collaboration effort, as well as plenty of planning and training. However, the end result would be for selected students attending Region III to leave at the end of their senior year with 30 Maine public college or University credits. This will require us to choose only one sending school partner to pilot with for the 2014 Summer Career Academy, the 2014-2015 and 2015-2016 school years for this group of students. Fred Woodman and Greg Miller will be presenting Bridge Year to our board at the November 2013 meeting. What a wonderful opportunity for student's education and parents pocketbooks!
7. I will be meeting with Principals on November 4th and Superintendents on November 12th and look forward to sharing information and ideas that result in more opportunities and success for students.

Mrs. Hawkes spoke of attending the Bangor Gas meeting on October 21st. She came away from the meeting very surprised. Region III will be included in phase one of the project in the spring of 2014. Bangor Gas will run the line from the gas pipe to our building for free. Mrs. Hawkes indicated she believed that our boiler is already equipped to convert easily to natural gas from oil. Representatives from Bangor Gas were adamant that the savings would be between 40 and 60 percent annually.

Mrs. Hawkes also informed the Board that there have been 2 lockdown drills recently that were critiqued by the Lincoln Police Department. We were given very positive feedback on the response of staff and students.

Other information provided by Mrs. Hawkes included:

- Adult Education is offering a Dialysis Technician Class in February 2014 and Mrs. Hawkes hope to have a couple more free community programs.
- Fred Woodman and Greg Miller will be presenting Bridge Year Program (early college) to the Board in the near future, probably at the November or December meeting.
- Reviewed the October 1, 2013 enrollment numbers

H. ANNOUNCEMENTS: Announcements were read and reviewed.

I. ADJOURNMENT: Motion was made by Mr. Jewers to adjourn and it was seconded by Mr. Gregory.

VOTE: Unanimous

Meeting adjourned at 7:45 pm.

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director
Curt Ring, Student Services Coordinator

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

NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Monday, November 25, 2013 MINUTES

Chairman Richard Angotti, Jr. called the meeting to order at 6:32 p.m.

Members Present: Richard Angotti, Wayne Danforth, Mary Tompkins, Sarah Crockett, Patricia Saba, , Mary Keegan, Don Dare, Diane Buck, Kevin Gregory, Bruce Thornton, Mary Lindahl, Rebecca Hanscom

Members Absent: Thomas Malcolm, Mike Jewers, Ryan Whitehouse, George McLean, Judith Coffin

- A. APPROVAL OF MINUTES:** Mr. Danforth moved to approve and Mr. Dare seconded, the October 23, 2013 Cooperative Board minutes. No discussion.

VOTE: Unanimous

B. AUDIENCES & COMMUNICATIONS:

Mrs. Hawkes read thank you notes from Sarah Crockett and Mary and Wally Lindahl, thanking and complimenting the students of Region III on the Veteran's Breakfast. Mrs. Hawkes also read a letter from Craig Kinney, regarding his recent visit to Region III.

Mrs. Hawkes introduced Matt Scott, from Dave's World in Dover-Foxcroft. Mr. Scott recently spoke to the Building and Grounds Committee about his proposal for the cooling/heating of the open area. Mr. Scott spoke about his proposal and explained the technology involved in heat pumps and answered questions from the Board.

- C. AGENDA ADJUSTMENTS:** None

- D. REPORTS OF COMMITTEES:**

1. **Finance Committee:** Mrs. Saba reported that on **November 13, 2013** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$60,960.19**. **Payroll Warrants** for 1/29/13 in the amount of **\$46,180.33** and 11/12/13 in the amount **\$47,191.42** were reviewed and signed, a **Student Activity Warrant** was reviewed and signed in the amount of **\$3,104.50**, and a **Food Service Program Warrant** was reviewed and signed in the amount of **\$3,435.47**.

Mrs. Saba also reported that on **November 25, 2013** the **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$19,944.85**. Larger expenses were, James W. Wadman, N.H. Bragg, School Nutrition Program, Staples, Worcester Bros. also reviewed and signed was a **Payroll Warrant** for 11/26/2013 in the amount of **\$46,971.83**. A **Student Activity Warrant** in the amount of **\$5,217.77**. A **Food Service Program Warrant** in the amount of **\$812.77** was reviewed and signed. A list of **Surplus Inventory** was also attached for review in the amount of **\$10,925.00**

2. **Building & Grounds:** Mr. Danforth indicated that Mr. Scott's presentation tonight was a large part of the last B & G meeting. There are several other issues being discussed as well. The plow truck is getting the finishing touches and will be ready to go. There were several financing issues that made the process a little more lengthy than normal. The roof seaming that was scheduled for fall 2013 completion will be taken care of in the spring, as a preventative measure. The warranty on the roof is 20 years. The last time it was repaired was 1999.
3. **Program Review:** The Culinary Arts Program was reviewed on November 21st. The Culinary students prepared herb rubbed pork, potatoes, squash soup, salad and crème brulee for the Program Review Committee members. Chef Ammerman highlighted the changes in the program and changes he would like to see in the future. There are currently issues to be worked out regarding flooring, storage and refrigeration. There have also been some very positive changes in the program such as overseeing the school hot lunch program. The Program Review Committee will schedule another meeting to review proposed commendations and recommendations. The CDL program will be reviewed in early 2014.
4. **Policy Committee:** Mrs. Crockett reported that there were 8 policies reviewed by the committee. Some will be brought to the board for first reading. There was one that was not applicable to Region III. Also several policies needed further research and work.

OLD BUSINESS: None

E. NEW BUSINESS:

1. **Discussion and Possible Action to accept or not accept the second reading of the following policy:**

- EBAA – Chemical Hazard Communication

Mrs Saba moved to accept and Mr. Gregory seconded the second reading of **EBAA - Chemical Hazard Communication.**

No further discussion

VOTE: Unanimous

F. REPORT OF THE DIRECTOR

1. Audit –Follow up – Our auditor is not available for the November 2013 meeting and will most likely present at our December 18th meeting.
2. On November 14th the Building & Grounds Committee met to listen to a presentation by Matt Scott, owner of Dave’s World regarding his quote for installing AC in the open area upstairs. Using mini-split air conditioners and heat pump technology. Matt provided an overview of this energy efficient method which not only provides AC but works in the reverse in winter by absorbing heat from outside air and moving it to heat the inside. The Building and Grounds committee was very impressed and wanted to share this information with the full board as we prepare for the 2014/2015 budget process. The financing for the 2008 one ton Chevy plow truck has been a very slow process with the bank requiring extensive reports and information regarding governance structure and financial status. Hopefully, I provided the final piece of information this morning. We are hoping to take possession of the plow truck before our first big snow storm.
3. Bridge Year – Due to scheduling conflicts, the Bridge Year presentation has been rescheduled for our December 18th meeting.
4. Our Adult Ed program will be offering an EMCC - EMT-Emergency Medical Technician course starting January 21, 2014 in response to the need in our Region for qualified EMT’s. Also, an Edible Landscapes workshop will be offered free of charge on March 6, 2014 along with an iPad workshop on January 29, 2014. We continue to provide as many free community educational opportunities as possible.
5. Our SkillsUSA Ad Hoc Committee sponsored a Halloween Dance/Party for elementary age children on October 30, 2013. A number of Region III staff and students provided entertainment and music as well as making snack, selling tickets and cleaning up. Over five hundred dollars was raised for SkillsUSA.
6. Our first quarter assemblies were held on November 13th and 14th and I am excited to share with you that 118 students received perfect attendance awards for the first quarter. This is outstanding and truly remarkable. We also recognized students for Student of the Quarter, ARCH card recipients and provided treats for students willing to share what was happening in their programs. Watch for additional coverage in the Lincoln News.

7. Dwight Littlefield, MDOE – CTE informed me on November 4, 2013 that Region III has been selected to participate in the Early College Program (Bridge Year) as part of the planning phase, pending completion of the Grant Application. Dwight also informed me that the grant amount has been increased to \$20,000. You will learn a great deal more about this program at our December meeting.
8. Our Regional High School Principals met here at Region III on December 4th to discuss the following agenda items:
 - Planning for 2014/2015 Regional Calendar
 - October 1st enrollment
 - Bridge Year
 - Fine Art credit – Building Trades

It was agreed that we meet the first Monday of each month at 7:30 a.m. here at Region III.

Our Regional Superintendents also met here at Region III on November 12th and were provided a short presentation by Heidi Hale one of our Health Science Careers instructors. Heidi created a wonderful video presentation of our Health Science Careers Program providing detail information regarding certifications and skills. It is extremely important that our sending school administrators, guidance, teachers, students and parents understand the benefit for students attending this program as well as the successful college placements our students enjoy. Our Superintendents were very interested, took notes and asked great questions.

We also discussed the process in developing a regional calendar and the superintendents agreed we will work with our sending school principals to create a draft calendar to present for superintendent review and then to our individual school boards for final approval.

Gus LeBlanc, the new Headmaster for Lee Academy was present and is very supportive of Career & Tech Education. I look forward to working with Gus in the future to continue our strong partnership with Lee Academy.

Our next Superintendent meeting is scheduled for Tuesday, January 14, 2014.

9. I have included a handout in your packet describing the Samsung Solve for Tomorrow contest that Heidi Hale, one of our Health Science Careers instructors entered recently. This contest is aimed at promoting Science, Technology, Engineering and Math (STEM) education. Heidi utilizes technology extensively in her program and is extremely knowledgeable regarding technology software and hardware. We were notified last week that she is one of five State of Maine finalists out of 2300 applicants. Heidi is now eligible to compete for up to \$140,000 in technology related products for our school. We all rooting for Heidi. Have included copy of Lincoln News article in your packet.
10. Our Commercial Truck Driving students will be picking up and delivering approximately 400 turkeys and fixings on Friday, November 22nd and Monday

November 25th. It is always heartwarming to see the commitment and pride our students display when providing community service for those most needy.

Further Information provided by Mrs. Hawkes:

- Spoke of her meeting with Tim Kane, Superintendent of AOS 90.
- Mark Houde – Interview for Information Technology position at AOS 90.
- Festival of Lights Parade on December 7th.

Mr. Gregory informed the board that the Thanksgiving food deliveries wouldn't have been possible without the partnership of Region III. He commended the CDL program for all their participation. Mr. Gregory also announced to the board the SKILLSUSA Auction and Dinner on December 6th and issued a challenge to all members present to do something for this auction.

Mr. Danforth commended Mrs. Hawkes for her informative board back up. The information provided helps Board members prepare for the upcoming meeting.

G. REPORT OF THE STUDENT SERVICES COORDINATOR

1. Observations about the school
 - a. Busy Students
 - b. Hardworking, caring teachers
2. Art articulations with sending schools/helping schools meet standards
 - a. One school (MA) has expressed an interest, the rest have not
3. FAME night on January 23, 2014
 - a. Students should bring their own laptops to this event
 - b. FAME will assist students and parents fill out the FAFSA online from 6-8pm
4. Thoughtful Ed
 - a. I am working with the teachers to help develop classroom techniques in instruction, differentiation and assessment
5. Accuplacer Site
 - a. We have initial approval to administer the Accuplacer test here at Region III, and the final approval should happen any day

H. ANNOUNCEMENTS: Announcements were read and reviewed.

I. ADJOURNMENT: Motion was made by Mrs. Crockett to adjourn and it was seconded by Mr. Gregory.

VOTE: Unanimous

Meeting adjourned at 7:45 pm.