

*Northern Penobscot Tech Region III is committed to providing all students with a quality education and technical training that prepares them for college and the workforce. Our safe and supportive school environment empowers students to achieve professional licenses and certifications to fulfill their unique potential in a chosen career.*

**Northern Penobscot Tech Region III  
Cooperative Board Meeting  
Tuesday, August 5, 2014 - 6:30 p.m.**

**AGENDA**

- A. Call Meeting to Order by Chairperson**
- B. Approval of Minutes of the June 25, 2014 Meeting**
- C. Audience & Communications**
  - **Presentation by Chris Weiss – CEPT Propane – Adult Ed. Instructor**
  - **Resignation letter of Judy Coffin**
- D. Agenda Adjustments**
  - None
- E. Reports of Committees**
  - 1. **Finance Committee**
- F. Old Business**
- G. New Business**
  - 1. **Discussion and Possible Action to accept the following as presented:**
    - Faculty Handbook**
    - Applied Learning Projects Policy**
    - Affirmative Action Plan**
  - 2. **Discussion and Possible Action to accept or not accept the 2014-2015 Comprehensive Calendar.**
  - 3. **Discussion and Possible Action to accept or not accept the Program Review Year End Report.**
  - 4. **Election of Officers (Chair – Vice- Chair).**
  - 5. **Elect a member to be the voting delegate for the MSMA Fall Conference at the Augusta Civic Center on October 23 and 24, 2014.**
  - 6. **Discussion and Possible Action to accept or not accept the hiring of Cassidy Ouellette, Automotive Instructor.**

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

- **IMBB** – Exemption from Required Instruction
- **IHBAA** – Referral/Pre-Referral of Students with Disabilities
- **IHBAA-R** – Referral/Pre-Referral of Students with Disabilities
- **JFABD** – Admission of Homeless Students
- **JKF** – Disciplinary Removal of Students with Disabilities
- **JKF-R** – Administrative Procedures for Removal of Students with disabilities

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

- **JLCE** – First Aid and Emergency Medical Care
- **JLCE-R** – First Aid and Emergency Medical Care Administrative Procedure

**9. Discussion and Possible Action to accept or not accept the Revised Cooperative Agreement and Revised Cooperative Board By-Laws.**

**10. Discussion and Possible Action to accept or not accept the first reading of the revised Cooperative Board Legal Status.**

**11. Discussion and Possible Action to Tally the Regional Vocational Operating and Debt Service Budget.**

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

**13. Discussion and Possible Action to Tally the Regional Vocational Capital Equipment/Reserve Account.**

**14. Discussion and Possible Action to Tally the Regional Vocational Commercial Driving Reserve Account.**

**H. Report of Director**

**I. Announcements**

1. Finance Committee Meeting – August 27, 2014 @ 6:00p.m.
2. Cooperative Board Meeting – August 27, 2014 @ 6:30 p.m.

**J. Adjournment**

ADA Notice: If you have special needs that must be met to allow you to fully participate in this meeting, please call the office of the Director at 794-3004.

# NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director  
Curt Ring, Student Services Coordinator

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NORTHERN PENOBSCOT TECH REGION III  
COOPERATIVE BOARD MEETING  
Wednesday, September 24, 2014  
**MINUTES**

- A. Chairperson Patricia Saba called the meeting to order at 6:32 p.m.

Members Present: George McLain, Wayne Danforth, Mary Tompkins, Sarah Crockett, Patricia Saba, Kevin Gregory, Mary Lindahl, Don Dare, Richard Angotti, Mike, Jewers, Ryan Whitehouse, Thomas Malcolm, Dianne Buck, Mary Keegan

Members Absent: Rebecca Hanscom

- B. SWEARING IN OF NEW MEMBERS: Maureen Bean and George Elgass, Representatives from SAD #31 were sworn in by Mr. Angotti, Dedimus Justice. They were welcomed to the board.
- C. APPROVAL OF MINUTES: Mr. Dare moved and Mr. Danforth seconded to approve the minutes of the August 5, 2014 meeting. No discussion.

VOTE: Unanimous

- D. AUDIENCES & COMMUNICATIONS: Mr. Dave Hartley, Welding Instructor spoke to the board regarding the welding program and the purchase of the new water plasma table. The Plasma table was purchased through the Perkins Grant. A demonstration of the new table was done in the welding lab by Mr. Hartley and Mr. Voisine.

Mrs. Tammy Kirsch spoke to the Board regarding a \$35,000.00 grant that the Health Science Careers program received from the Stephen and Tabitha King Foundation. Mrs. Kirsch provided a list of some of the items being purchased for the program.

E. AGENDA ADJUSTMENTS: None

F. REPORTS OF COMMITTEES:

1. Finance Committee: Mrs. Lindahl reported that on August 27, 2014 the Accounts Payable Warrant and bills were reviewed and signed in the amount of \$94,789.53. Larger expenses were: Advanced Fire & Safety, Anthem BCBS, Bangor Savings Bank, Cengage Learning, Dientes Technology Consulting, Downeast Sheet Metal & Cert Weld, Dubai Auto Parts, EMERA Maine, Global Med Industries, LLC, N.H. Bragg & Sons, Northern Building Systems, Inc., Pocket Nurse, S.W. Collins, Spec. Purchasing Consultants, University of New England (B Hatt). Payroll Warrants for 08/05/2014 in the amount of \$50,468.54 and 08/19/2014 in the amount of \$50,232.18. A Student Activity Warrant in the amount of \$447.30 was also reviewed and signed. A School Nutrition Warrant in the amount of \$100.00 was also reviewed and signed.

On September 24, 2014 the Accounts Payable Warrant and bills were reviewed and signed in the amount of \$106,211.27. Larger expenses were: Advanced Fire & Safety, Anthem BCBS, Bangor Savings Bank, C.B. Kenworth, Inc., Cengage Learning, Constellation Newenergy, Computers to Go, Dubai Auto Parts, EMERA Maine, Gateway Press, Hogan Tire, James W. Wadman, Maine Paper & Janitorial Supplies, Matheson Tri-Gas, Mitchell1, N.H. Bragg & Sons, Power Tech, RSU #67, Pocket Nurse, Staples, University of New England (B Hatt). Payroll Warrants for 09/02/2014 in the amount of \$61,545.62 and 09/16/2014 in the amount of \$55,390.54. A Student Activity Warrant in the amount of \$2,456.29 was also reviewed and signed. A School Nutrition Program Warrant in the amount of \$790.27 was also reviewed and signed.

2. Building & Grounds Committee: Mr. Danforth reported that the committee met on Monday, September 22, 2014 and reviewed some of the projects that were completed over the summer and reviewed items that still need to be completed. The committee discussed the expanding programs and the need for a larger walk-in refrigerator. This is still in the investigation stage. The committee further discussed the 40x60 slab in back of the building and how we can preserve it as well as expand storage space and provide an area for some of the programs to build storage sheds and boat docks. David Shedd, Building Trades Instructor and Jason Curtis from S.W. Collins were both present at the meeting. An estimate of \$24,036.00 was received. This estimate includes rafters, walk in doors and two overhead doors. The project has been put out to the agenda as not to exceed \$30,000.00. Mrs. Hawkes added that the slab has been deteriorating. She further explained that she had spoken with Scot Brown from the Department of Education and Region III does not need approval from the Department of Education for a project of this type.

G. Old Business: None

H. New Business:

1. Discussion and Possible Action to accept or not accept as presented:
  - Student Handbook

Mr. Angotti moved and Mr. Jewers seconded to accept the Student Handbook, as presented. There was no discussion.

VOTE: Unanimous

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

- IMBB – Exemption from Required Instruction
- IHBA – Referral/Pre-Referral of Students with Disabilities
- IHBA-R – Referral/Pre-Referral of Students with Disabilities
- JFABD – Admission of Homeless Students
- JKF – Disciplinary Removal of Students with Disabilities
- JKF-R – Administrative Procedures for Removal of Students with disabilities - Administrative Procedure

Discussion: Mrs. Crockett noticed a bracketed paragraph that needed to be removed in JFABD. No further discussion.

VOTE: Unanimous

3. Discussion and Possible Action to accept or not accept the second reading of the revised Cooperative Board Legal Status.

Mrs. Lindahl noted that there were several towns left off under Unit #4 and they needed to be added.

Mr. Malcolm moved and Mr. Dare seconded accepting the second reading to the Revised Cooperative Board Legal Status with the adjustments made to Unit #4.

No further discussion

VOTE Unanimous

4. Discussion and Possible Action to approve or not approve an increase in the price of hot lunch from \$2.25 to \$2.50 for students and from \$4.50 to \$4.75 for adults.

Mrs. Keegan moved and Mr. Malcolm seconded to approve an increase in the price of hot lunch from \$2.25 to \$2.50 for students and from \$4.50 to \$4.75 for adults.

Discussion: Mr. Angotti questioned what each sending school was charging students for hot lunch. Mrs. Hawkes gave the prices. Mrs. Hawkes explained that there was a fairly small overage in the hot lunch program. Many programs are showing huge deficits. We are asking for a slight increase, the program has decreased its labor. We would like the program to be self-sustaining and are taking measure to do so. The lunches are very good. Mrs. Keegan added that the hot lunches would need to come from RSU #67 if Region was not providing them and that RSU #67 charges \$2.50 per student.

Mr. Angotti made a motion and Mr. Dare seconded to amend the amount to \$2.35 for students and leave the adult price at \$4.75.

Mr. Danforth stated he did not agree with changing the adult price for meals and would like to see this item tabled for more information. He asked for figures on the number of students who ate hot lunch last year.

Mr. Danforth requested this items be tabled until the next meeting for further information.

Mrs. Saba requested a vote on tabling this items until the next meeting.

VOTE: 11-4

Table passes and this items will be discussed at the next Cooperative Board Meeting.

5. Discussion and Possible Action to approve/not approve construction of a framed Building with roof and overhead doors on an existing 40x60 slab, not to exceed \$30,000.00 to be funded through Adult Ed.

Mr. Angotti asked if an Engineering plan had been done. Mrs. Hawkes indicted there hadn't been one. Mrs. Hawkes explained that Scot Brown from the Dept. of Ed. indicated their approval was not needed for this type of project. Mr. Angotti had further questions regarding the close proximity to a stream, the engineering aspect of the roof and the load capacity. Mr. Malcolm asked about students using the building. It was explained that students would be in the building, possibly building docks or storage sheds. Mrs. Hawkes further explained that even if students were not in the building, it would still provide for storage and maintain the integrity of the slab.

Mrs. Keegan stated if Region III was going to put money into building a structure she would like to see it done correctly so that it could be utilized as classrooms.

Mrs. Keegan indicated that she wished to table her motion for more information.

Mrs. Saba asked for a vote for tabling #5 Discussion and Possible Action to approve/not Approve construction of a framed building with roof and overhead doors on an existing 40x60 slab, not to exceed \$30,000.00 to be funded through Adult Ed.

VOTE: 13-3  
Table passes

## I. Report of Director

1. On August 11th we held our Post Graduate Orientation Meeting. Post Graduates are chosen based on their application content as well as their past attendance, behavior etc. The orientation is for those post graduate students who have been approved to attend an undersubscribed program here at NPT Region III. The Post Grads must be exceptional students who demonstrate model behavior. Most of our Post Graduates have been very successful and have gone on to obtain employment, college or both.

2. We also held a mandatory Commercial Driving Meeting on August 14th for incoming CDL students. Since drug testing, safety requirements and driving records are sensitive issues we like to meet with parents and students prior to school starting to answer questions as well as provide information regarding the expectations and requirements of enrolling in this program. This is our second year of implementation and we are finding it very beneficial to meet everyone ahead of time. It also allows us to complete the drug testing requirement early enough in the school year to allow another student into the program if someone fails the drug test.

3. This year our teacher workshop days fell on August 28th and August 29th. Mandatory training for all staff took up a huge chunk of time with Suicide Prevention training being added to the list. Our second day in addition to other agenda issues included a very successful team building event that was held at the campground on the river which is owned by the Town of Lincoln. We had our very own SURVIVOR Challenges requiring teams, talent, and ingenuity.

4. On September 4th I met with most of our area Superintendents. The following are the current Superintendents in our Region: Frank Boynton, Millinocket, Quentin Clark, AOS 66, East Millinocket, Keith Laser, RSU67, Lincoln, Mattawamkeag & Chester, Michael Wright, SAU31, Howland, Gus LeBlanc, Headmaster, Lee Academy, and Barry McLaughlin, Interim Superintendent MSAD#30, Lee. Our agenda focused on current enrollment info, Post Graduates, Bridge Year, Regional Calendar, Audit Results and a presentation by Nigel Norton, CTE, CED Specialist with the Maine Dept. of Ed. Mr. Norton presented a short power point regarding how we might create Career & Tech Ed (CTE) crosswalks to align with ELA and Math content. This is in response to the new legislation governing the awarding of Proficiency Based Diplomas.

Proficiency-based education refers to any system of academic instruction, assessment, grading and reporting that is based on students demonstrating mastery of the knowledge and skills they

are expected to learn before they progress to the next lesson, get promoted to the next grade level or receive a diploma.

In Maine, academic expectations and “proficiency” definitions for public-school courses, learning experiences, content areas and grade levels are outlined in the Maine Learning Results which includes the Guiding Principles, expectations for cross-disciplinary skills and life-long learning, and eight sets of content-area standards, including the Common Core State Standards in English language arts and mathematics.

The general goal of proficiency-based education is to ensure that students acquire the knowledge and skills that are deemed to be essential to success in school, higher education, careers and adult life. If students struggle to meet minimum expected standards, they receive additional instruction, practice time and academic support to help them achieve proficiency, but they do not progress in their education until expected standards are met.

5. Our first student assemblies were held on September 11th & September 12th. The staff were introduced individually by Chef Ammerman with much cheering and great music. Lots of information was delivered to students by asking questions and having students answer correctly once they took the microphone and introduced themselves. Coveted prizes (candy bars etc.) were a great motivator. All the questions were answered not only by second year students but by some first year students who must have paid attention when their instructor reviewed the student handbook with them. Lots of fun.

6. Our current enrollment is 202 students. You will receive an official count on October 1st. Many of our programs have an increase this year and I am especially pleased with the increase in our Public Safety Program. We are holding our own in terms of enrollment amidst declining student enrollments overall in our state.

7. In your packet you will find a copy of the Lincoln News articles regarding our recent award of a Steven King Foundation Grant in the amount of \$35,000. Mrs. Tammy Kirsch, one of our Health Science Careers Instructors wrote and submitted this grant for our Health Science Careers Program. We are very proud of her accomplishment and the benefits it will bring to these students. Tammy will be at our September board meeting to provide in a little more detail what this award means to our Health Science Careers Program. Also, our Welding Technology Program is the recipient of a new Plasma Cutter purchased with Perkins Grant funds. This is a state of the art piece of equipment which will provide new opportunities for our welding students. We are the only secondary school in Maine to have this equipment. Mr. Hartley and Mr. Voisine will provide a demo of this equipment at our September meeting.

8. And finally, on our September Agenda is an item which would raise the price of our hot lunch from \$2.25 to \$2.50 for students and \$4.50 to \$4.75 for adults. The reason for this is due to the shortfall in the 2013/2014 school year which did not allow us to be self-sustaining. However, it is our goal to have the hot lunch program become self-sustaining and one way we can help to ensure this is by not only decreasing our labor cost but by increasing our revenue. Currently RSU67 charges \$2.50, Howland was charging \$2.60 (this year they are in a pilot program) and Stearns is charging \$2.35. We frequently will ask students to inform us of any change in their family’s status that would entitle them to free or reduced lunch. We will be discussing this further at our meeting.



## 11. Report of Student Services Coordinator

1. Currently, we have 202 students enrolled
2. As you are probably well aware, it has been a busy fall with add/drop, IEP meetings, students switching programs, etc. Although I don't come from a Guidance background, I think these things went very smoothly, and I learned more during this early season than I ever thought I would. Kudos to Elaine for her great help and patience!
3. We purchased 200 Accuplacer tests last month, with the intention of administering Arithmetic and Reading Comprehension tests to all seniors in October. Beth Hatt is now in the Accuplacer system as a proctor, so she will be instrumental in making sure all of these tests are completed.

We will be giving the tests to seniors again in April. The purpose of this is to compare scores to determine if students are improving in their basic math and literacy skills over the course of the school year.

4. My first guidance lunch will be in October. It's going to be a little more challenging this year, given the big changes that have happened to guidance personnel over the summer, but we'll get it done.
5. College recruiters are starting their rounds. WCCC, Beal College and UMFK on the docket for visits in October.
6. I submitted a sample Program of Studies for the Welding program to Nigel Norton from the state for his approval. We already have one in place for Building Trades. Although the state says we only need one complete Program of Studies to meet the state's requirements for the Perkins Grant, my goal is to create Programs of Studies for all Region III programs. I should have most of them done by the end of the year.
7. Finally, I received some good news from KVCC about their Electrical Line worker program. Usually, that program fills up very quickly each year, and there is a long waiting list to get in. After corresponding for a few months with Greg Fletcher, the Department Chair at KVCC, they have agreed to hold two spots open for Region III graduates, provided they already have their CDL when they attend. We already have two students that have visited KVCC this year, and they were glad to hear that, as long as they meet KVCC's admission requirements, they are guaranteed placement in the Line worker program

J. ANNOUNCEMENTS: Announcements were read and reviewed.

K. ADJOURNMENT: Motion was made by Mrs. Crockett and seconded by Mr. Malcolm to adjourn.

VOTE: Unanimous

Meeting adjourned at 8:39p.m.

# NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director  
Curt Ring, Student Services Coordinator

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NORTHERN PENOBSCOT TECH REGION III  
COOPERATIVE BOARD MEETING  
Wednesday, October 8, 2014  
**MINUTES**

Chairperson Patricia Saba called the meeting to order at 6:08 p.m.

Members Present: Wayne Danforth, Mary Tompkins, Sarah Crockett, Patricia Saba, Kevin Gregory, Mary Keegan, Mike Jewers, Dianne Buck, Richard Angotti, Ryan Whitehouse, Maureen Bean

Members Absent: Don Dare, Rebecca Hanscom, George McLain, Thomas Malcolm, Mary Lindahl, George Elgass

A. AUDIENCES & COMMUNICATIONS: Ted Ocana, Engineer Foresight Engineering, David Shedd, Building Trades Instructor

B. AGENDA ADJUSTMENTS: None

C. REPORTS OF COMMITTEES:

1. Building & Grounds – Mr. Jewers reported that the committee met with Mr. Ocana on Oct. 6<sup>th</sup> regarding the details for building. It was discussed whether or not to hire Mr. Ocana's firm. Curbing for the slab was also discussed, to prolong the life. Mr. Ocana discussed the proper things needed for code and the Fire Marshall's office. We have some things that need to be done. Mr. Ocana has done a lot of the leg work and the drawings. Additional money would be needed for the curbing and Mr. Ocana's services. Mr. Shedd could complete the curbing project with his students.

D. Old Business:

1. Discussion and Possible Action to approve/ not approve construction of a framed building with roof and overhead doors on an existing 40x60 slab not to exceed \$30,000.00 to be funded through Adult Ed.

Removing from the table, bringing out for discussion.

Mr. Gregory moved to amend and Mrs. Crockett seconded the motion to amend the Amount of the article to \$37,000.00 to include the engineering fee.

Discussion: Mr. Angotti asked Mr. Ocana several questions regarding the building plans. Mr. Angotti felt that it was a good idea to have the engineering study done so that they can in all confidence know that everything was done correctly. Mr. Gregory asked if there was \$7000.00 in the Adult Ed. program to cover the study? Mrs. Hawkes indicated that there was. Questions were asked regarding the upstairs and any storage. Mr. Gregory asked if the cage that would house records could be put in the upstairs. He was told that once a full set of stairs was built it would also require an elevator to be ADA compliant. Mr. Gregory also inquired what would be needed to an fire alarm system in the Building. Mr. Ocana indicated that with less than 50 people in the building It's a business occupancy and he wasn't concerned about needing a fire system. Mr. Ocana indicated the fire wall is 2 hours between the two structures.

No further discussion.

Vote on the amended motion: UNANIMOUS

Discussion and Possible Action to approve/not approve construction of a framed Building with roof and overhead doors on an existing 40x60 slab not to exceed \$37,000.00 to be funded through Adult Ed.

Mr. Jewers moved and Mr. Angotti seconded approving the construction of a framed building with roof and overhead doors on an existing 40x60 slab not to exceed \$37,000.0 to be funded through Adult Ed.

VOTE: Unanimous

E. Announcements: Announcements were read

F. Adjournment: Mrs. Keegan moved and Mr. Angotti seconded the motion to adjourn.

VOTE: Unanimous

Adjournment at: 6:51pm