

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 Thursday, July 23, 2015 MINUTES

- A. Chairperson Patsy Saba called the meeting to order at 6:34 p.m.

Members Present: Mary Tompkins, Sarah Crockett, Mary Lindahl, Mary Plourde
Patsy Saba, Maureen Bean, Kevin Gregory,
Wayne Danforth, Jeff Gordon, Ryan Whitehouse, Dianne Buck,
Warren Steward

Members Absent: Mike Jewers, George Elgass, Margaret Manzo, Mary Keegan

- B. **APPROVAL OF MINUTES:** Mr. Gregory moved and Mr. Whitehouse seconded approving the minutes of the May 27, 2015 meeting.

No Discussion

VOTE: Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** Mrs. Hawkes introduced Peggy Murray, our new Adult Ed. Coordinator

- D. **AGENDA ADJUSTMENTS:** NONE

- E. **REPORTS OF COMMITTEES:**

1. **Finance Committee** – Mrs. Lindahl reported that the committee met on June 24, 2015. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$64,391.09**. Larger items (\$2,000.00 or more): Anthem BCBS, Bragdon Bus Service, Bridge Year Educational Services, RM Flagg Company and School Nutrition Program. Also reviewed and signed were **Payroll Warrants** for **6/9/2015** in the amount of **\$52,979.77** and for **6/23/15** in the amount of **\$80,799.13**. A **Student Activity Warrant** in the amount of **\$8,654.74** was

received and signed. A **School Nutrition Program Warrant** in the amount of **\$1,588.27** was reviewed and signed.

Mrs. Lindahl reported that the committee also met on July 23, 2015. The **Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$74,956.59**. **Larger items (\$2,000.00 or more):** Anthem BCBS, Emera Maine, MSMA Property & Casualty, MSMA W/C Trust Fund, Student Activity Fund, Tyler Technologies, Worcester Bros.

Also reviewed and signed were **Payroll Warrants** for 7/7/2015 in the amount of **\$52,214.93** and for 07/21/2015 in the amount of **\$54,095.40**. A **Student Activity Warrant** in the amount of **\$2,037.56** was reviewed and signed. **School Nutrition Program Warrant** in the amount of **\$0.00** was reviewed and signed.

2. **Building & Grounds Committee** – Mr. Danforth reported that the Committee had met earlier in the day. He stated that Mr. Arthers reported that approximately 85 percent of the classroom general maintenance was completed. A tour of the building as well as the new garage addition was taken. The railroad has been contacted regarding some water issues caused by a plugged drain. There are also some trees on our property that extend over the railroad line, these will need to be cut down. A professional will need to be consulted for that project.

The Howland building was also discussed. It has been vacant for a number of years. There is machinery and equipment as well as school records being store there. Mrs. Hawkes has proposed using a small portion of the media studio to store the school records. This would allow for safe storage of records and easy access for the staff. The Howland building will need to be prepared for sale. There will also need to be a title search done and the right of way issues taken care of. Brian Souers has second refusal on the building after the School Department in Howland. Mrs. Hawkes indicated she would be in touch with Bruce Bragdon, as his real estate firm, ERA/Dawson handles commercial property.

F. OLD BUSINESS:

None

G. NEW BUSINESS:

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

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

Mrs. Crocket moved and Mrs. Plourde seconded accepting the above items as presented.

Discussion: Mrs. Hawkes explained that the only changes to the Teacher's Handbook were several policy updates. The Student Handbook reflects the change in the NTHS selection process. Mr. Ring explained why this change

is necessary.

VOTE: Unanimous

2. Discussion and Possible Action to authorize the transfer of funds from Unassigned fund balance to cover coverage in the hot lunch program, not to exceed \$4000.00

Mrs. Crockett moved and Mr. Gordon seconded to authorize the transfer of funds from Unassigned fund balance to cover coverage in the hot lunch program, not to exceed \$4,000.00.

Discussion: Mrs. Hawkes explained that the amount last year was \$7800.00. This year the amount will be \$3135.00. The hot lunch program has made gains in becoming self-sustaining. The students not only are provided delicious meals, but also receive fresh fruit every morning in they so choose.

VOTE: Unanimous

3. Discussion and Possible Action to approve/not approve continuing with the current hot lunch price of \$2.50 per student and \$4.75 per adult for the 2015-2016 School year.

Mrs. Buck moved and Mrs. Crockett seconded approving the continued hot lunch price of \$2.50 per student and \$4.75 per adult for the 2015-2016 school year.

Mr. Gregory asked what the price was that the school was required to charge for meals? Mrs. Hawkes indicated \$2.45 for students and \$4.46 for adults. Mrs. Hawkes stated that the unpaid lunch debts from the 2014-2015 school year have been billed to the appropriate households. We hope to collect most of it throughout the year. Mrs. Hawkes will meet with Chef during the school year regarding unpaid balances. Free and reduced lunch issues will be discussed at assemblies, students can meet privately with Mrs. Hawkes or Chef regarding any issues. We want students to eat lunch while they are here.

VOTE: Unanimous

4. Discussion and Possible Action to approve/not approve the 2015-2016 Comprehensive Calendar.

Mr. Whitehouse moved and Mr. Gordon seconded approving the 2015-2016 Comprehensive Calendar.

Discussion: Mr. Gregory asked if this had anything to do with the Regional Calendar. Mrs. Hawkes explained it was just a calendar of events for Region III.

VOTE: Unanimous

5. Discussion and Possible Action to approve/not approve the 2015-2016 NPT Region III Cooperative Board Meeting Schedule.

Mr. Whitehouse moved and Mr. Danforth seconded approving the 2015-2016 NPT Region III Cooperative Board meeting schedule.

Discussion: NONE

VOTE: Unanimous

6. Discussion and Possible Action to approve not approve the NPT Region III Cooperative Agreement as presented.

Mr. Steward moved and Mr. Whitehouse seconded approving the NPT Region III Cooperative Agreement as presented.

Discussion: Mr. Danforth asked if this had to be done each year? Mrs. Hawkes indicated it did.

VOTE: Unanimous

7. Discussion and Possible Action to approve/not approve Annual Copier Appropriations to RSU #67 for equipment as presented in the Certificate of Director.

Discussion: Mrs. Hawkes explained that this is a renewal and this year we will be getting new, more efficient equipment. This is a great opportunity made available through partnering with RSU 67.

VOTE: Unanimous

8. Discussion and Possible Action to approve/not approve the donation of the Replaced Culinary Arts walk-in cooler to Food and Medicine.

Mr. Steward moved and Mr. Whitehouse seconded approving the donation of the Culinary Arts walk-in cooler to Food and Medicine.

Discussion: Mr. Gregory explained that he had brought forth the request to Mrs. Hawkes Food and Medicine is the organization that does the Solidarity Harvest. Region III is a big partner in this program. Food and Medicine needs to find restaurants and other places with refrigeration to store the fresh produce that is donated. Food and Medicine is a non-profit organization.

VOTE: 11-0
(Mr. Gregory abstained)

H. REPORT OF DIRECTOR

1. Resignation of Adult Ed Coordinator Glenda Shorey and hiring of Peggy Murray to fill this position. Regretfully after 30 years Glenda Shorey submitted her resignation. Glenda has been such an inspiration not only to Region III staff but to all the adult students, teachers and agencies that she served so thoughtfully. A small get together to celebrate her retirement took place here at Region III on June 16th. She will definitely be missed! However, we are very fortunate that Peggy Murray our evening Adult Ed Receptionist has the skills and experience to move into the Adult Ed Coordinators position. Peggy was hired to transfer into this position June 1, 2015 after a two week orientation with Glenda of approximately two weeks. Peggy is a delight to work with and a wonderful addition to our Region III family. Oh, and did I forget to tell you she is also Sarah Crockett's daughter!!!

2. Resignation of Jeff Hale, Automotive Technology Ed Tech. Jeff Hale informed me on June 16, 2015 that he would not be coming back in the fall due to other family obligations. An ad for anticipated opening for an Ed Tech I will be placed in the Lincoln News and on Servingschools.com. A copy will be included in your board packet. We will miss Jeff and wish him well.

3. 5/27/15 - Professional Evaluation/Professional Growth (PEPG) workshop in Augusta. Herman Ammerman, Culinary Arts Instructor and Leigh Thurlow, Media Productions Instructor, who are teacher members of our Professional Evaluation/Professional Growth (PEPG) Stakeholders Committee attended the workshop and provided an overview to staff. A preliminary PEPG Stakeholders meeting was held on July 7, 2015 to review and discuss approved plan models, meeting dates/times and establish a timeline for completion. The next regular meeting is scheduled for Tuesday, July 14, 2015 at 8:00 a.m. Our goal is to have a draft document by the middle of August.

4. 5/28/15 - Senior Recognition – Our Senior Recognition Night was unbelievable!! It was pretty much standing room only and everyone has told me it was the best Senior Recognition event so far. Scholarships in the amount of approximately \$4,500 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. We had several students who had not missed a Region III day in the one and two years they have been a student here. Unfortunately it was also bittersweet as we celebrated the accomplishments of our seniors as well as gave tribute to the memory of Darren Clement one of our Automotive Technology students who had passed away the weekend before. A very emotional and difficult time was softened by the outpouring of love and support demonstrated during this special evening. A huge thank you to Frank Boynton, Millinocket Superintendent of Schools for his entertaining speech and for sharing this important evening with us.

5. 6/1/15 - Certified Nursing Assistant (C.N.A.) Testing. I am very pleased to inform you that all 32 Health Science Careers – C.N.A. students passed their state exam. Many of these young ladies already have positions with local healthcare providers. And many of them

are returning for a second year in Health Science Careers in the Registered Medical Assisting track.

6. 6/2/15 - Our Culinary Arts Pro Start Team traveled to Washington D.C. as the guests of the National Restaurant Association. This was an exciting adventure for this group of students and for Chef. Luckily we have two of our Pro Start Team returning next year who will take on leadership roles as they train for the 2015/2016 Pro Start Competition.

7. 6/11/15 - Health Science Careers Pinning Ceremony was also a huge success with a large turnout of parents, friends, family and guardians. Students received recognition for obtaining certifications in Certified Nursing Assistant, Medical Assistant, Phlebotomy Technician, Medical Administrative Specialist, First Aid & CPR and Personal Support Specialist. Marco Cornelio, MD from Health Access Network spoke to those in attendance about the importance of having well-trained medical employees working for healthcare providers. He expressed his appreciation for the efforts of our Health Science Careers teachers in providing their students such excellent training. Mrs. Bowker, and Mrs. Kirsch did an outstanding job sharing the duties of Master of Ceremonies. Due to illness, Mrs. Hale was unable to attend.

8. 6/22/15 - Six students, three instructors and the Director traveled to Louisville, Kentucky for the 2015 SkillsUSA National Competition. This is the first time in probably 10 years that the competition was not held in Kansas City. The students were awesome and focused on their competitions. I couldn't have asked for more respectful, courteous and great representatives of Region III as these students were. And Nikkol Mulligan, a Lee Academy and Region III Culinary Arts student placed second in this National Competition receiving a silver medal in Restaurant Service and an opportunity to participate in the world competition which will be held in Dubai a City in the United Arab Emirates. Will keep you posted. Congratulations to all of our Region III National SkillsUSA Competitors, you make us proud.

9. Denise Smith, Youth Initiatives Program Manager, for Eastern Maine Development Corporation. Denise is involved with the Career Compass Program and is using one of our classrooms twice a week from 8:30 to 12:00 through the first two weeks of August to meet with participants. This program provides classroom hours along with a paid internship at a business/industry/nonprofit workplace for up to 10 weeks. Several of our post grad students are involved with this program.

10. 7/1/15 - A meeting was held at the RSU67 central office with Superintendent, Dr. Keith Laser at his request along with Mattanawcook Academy Principal, Henry Pietras, to discuss the M.A. schedule change proposed for 2016/2017. In attendance with me was four of my teaching staff and Curt Ring, Student Services Coordinator. Obviously we are doing everything we can to persuade Dr. Laser and Mr. Pietras to please reconsider due to the impact this would have on RSU67 Region III students as well as students from our other four sending schools. Contrary to what we understood initially, the teaching staff at M.A. to date have not advocated to make a change from the current block schedule. It was very beneficial to have Region III teaching staff present as they were able to explain not only the impact on students but also how difficult it would be for Region III teaching staff to instruct students coming from four high schools all day every other day while at the same time instructing RSU67 students coming from one high school a half day every day. Imagine the difficulty this situation would present. It also appears there is no guarantee that the proposed schedule change would

accomplish the desired goal of increasing student achievement. In an attempt to offer solutions such as having the M.A. students arrive later and leave earlier than they do now, Mr. Ring suggested the amount of time in the current blocks could be reduced in order to provide M.A. teachers with a block of time referred to as a “recovery period” in the afternoon to work with students requiring additional help. It is my understanding that this was a prior request by the MA teaching staff. It would seem logical to try this approach first rather than implementing a drastic schedule change that would not only wreak havoc on Region III staff and students but has no guarantee of success.

Nothing provided to us at this meeting convinced us to agree with a schedule change, however, the sad truth is that we do not have a choice as this is a proposal that the RSU67 School Board will ultimately have to vote on if it is recommended by Dr. Laser. We will strongly advocate for M.A. to continue the block schedule and stay consistent with the current schedule of our other four sending high schools. The block schedule has allowed us to create programs that offer multiple certifications, licenses, career explorations, internships, job shadows and clinical experiences resulting in meaningful employment and college opportunities for students.

I have been asked to submit a document outlining the impact the proposed schedule change would have on students, teaching staff, other sending schools and programs etc. The expected completion date for this document would be sometime in September or October. I will keep you updated on this issue.

11. Regional School Calendar – I recently received a letter from Thomas Desjardin, Acting Commissioner of the Maine DOE stating our 2015/2016 Regional Calendar was in excess of dissimilar instruction days. The law allows up to five (5) dissimilar days and we are over by four (4) due to additional vacation days in December for Lee Academy and Penobscot Valley High School, earlier school end dates for Penobscot Valley High school and Schenck High School as well as days designated just for Freshman at Mattanawcook Academy and Schenck High School. In response to this letter I have communicated with all Superintendents regarding the reasons for dissimilar instructional days, requested and completed a Regional School Calendar Waiver Request Form and have signatures of all Superintendents but one which hopefully will be obtained in the next day or so. Once I have all the signatures I will submit to the Commissioner for approval. Although I don’t expect it, if the Waiver Request is denied, it could possibly affect subsidy payments to our sending units.

12. The annual Perkins Grant Application has been completed and submitted for 2015/2016 in the amount of \$41, 341. As always completing this grant application requires a lot of time and writing. And as always I am very happy when it is finally completed. This grant will allow us to fund an Ed Tech, purchase a new industrial mixer for our Culinary Arts Program, and provide staff development and stipends for our teaching staff.

13. The Program Review Committee completed its 2014/2015 review of the Media Productions Program and the Health Science Careers Program which has three instructors. The committee not only met with the instructors individually but also as a team. I am still working on the follow up and year end reports for the Health Science Careers Program, however, I doubt it will be completed for your review at the July meeting as I am planning to take a vacation next week along with attending the Maine Administrators of Career and Tech Ed

(MACTE) the following week which is being held this year in Portsmouth, New Hampshire. MACTE picks up the tab for the meals and hotel room which is great as this is wonderful opportunity to meet with other CTE Directors from Maine, New Hampshire and Vermont as well as attending informative CTE focused workshops. I will leave Sunday, July 19th and return on July 22nd.

14. I just want to update you on where we are with the budget tally vote. We are still waiting for Millinocket, Woodville and Seboeis Plantation to vote, however, all other voting results are in the affirmative. Once the last town votes (Millinocket, Woodville or Seboeis Plt.) I will need to call a special meeting within ten (10) days to be in compliance with the law.

15. Today I spent the morning at the Howland Facility as we attempt to clean , haul away trash, put machine tool equipment out to bid, cut the grass, and make preparations to obtain a title search, research right of way issues and ultimately put the property up for sale. Much of the work needs to be done now before time slips away and the cold weather (sorry) is back. This has been on the back burner for a while now and I know the building and grounds committee has commented several times on what is happening with the Howland Facility. So, it is getting the attention it deserves and hopefully can be put on the market in a few weeks.

16. And finally, don't forget the July Board Meeting has been changed from the regular date of July 22nd to July 23rd due to the MACTE Conference that I will be attending which runs through July 22nd. I have missed all of you since we didn't meet in June and look forward to seeing you on Thursday, July 23rd. I hope all of you are able to enjoy this beautiful summer weather.

H1. REPORT OF THE STUDENT SERVICES COORDINATOR

Mr. Ring spoke regarding the Bridge Year Boot Camp that occurred in July At UMO and EMCC. Mr. Ring also updated the Board on 2015-2016 preliminary enrollment numbers.

I. ANNOUNCEMENTS: Announcements were read

J. ADJOURNMENT: Mrs. Crockett moved and Mr. Steward seconded the motion to adjourn.

VOTE: Unanimous

Adjournment at: 7:52 p.m.

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NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, August 26, 2015 MINUTES

- A. Chairperson Patsy Saba called the meeting to order at 6:35 p.m.

Members Present: Kevin Gregory, Mike Jewers, Jeffrey Gordon, Margaret Manzo, Warren Steward, Wayne Danforth, Mary Tompkins, Mary Keegan, Dianne Buck, Sarah Crockett, Mary Plourde, Mary Lindahl, Patricia Saba, Maureen Bean

Members Absent: George Elgass, Ryan Whitehouse

- B. **APPROVAL OF MINUTES:** Mr. Jewers moved and Mr. Gordon seconded approving the minutes of the July 23, 2015 meeting.

No Discussion

VOTE: Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** Mrs. Hawkes introduced John Montgomery, Dean of Students for Schenck High School, regarding the Bridge Year Program.

- D. **AGENDA ADJUSTMENTS:** NONE

- E. **REPORTS OF COMMITTEES:**

1. **Finance Committee** – Mrs. Lindahl reported that the committee met on August 26, 2015. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$70,074.02**. Larger items (\$1,500.00 or more): Anthem BCBS, Bangor Savings Bank, Emera Maine, JMG, MACTE, RSU 67. Also reviewed and signed were **Payroll Warrants** for **8/4/2015** in the amount of **\$\$48,396.51** and for **8/18/15** in the amount of **\$53,598.84**. A **Student Activity Warrant** in the amount of **\$937.99** was received and signed. A **School Nutrition Program Warrant** in the amount of **\$663.75** was reviewed and signed.

F. OLD BUSINESS: None

None

G. NEW BUSINESS:

1. Elect a member to be the voting delegate for the MSMA Fall Conference at the Augusta Civic Center on October 22 and 23, 2015.

Mrs. Tompkins nominated and Mrs. Buck seconded the nomination of Kevin Gregory to represent NPT Region III at the MSMA Fall Conference. Mr. Jewers moved and Mr. Gordon seconded ceasing nominations.

Discussion: None

VOTE: Unanimous

2. Election of Officers (Chair – Vice-Chair)

Mrs. Crockett nominated and Mrs. Keegan seconded retaining the same officer's as last year.

Discussion: Mr. Danforth indicated he would like to see the Chair and Vice-Chair nominations be separated. Mrs. Crockett did not wish to recind her motion. No further discussion.

VOTE: Unanimous

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

Mr. Jewers moved and Mr. Gordon seconded approving the Tally of the Regional Vocational Operating and Debt Service Budget.

Discussion: None

VOTE: Unanimous

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

Mr. Jewers moved and Mr. Gordon seconded approving the Tally of the Regional Vocational Adult Education Budget.

Discussion: None

VOTE: Unanimous

5. Discussion and Possible Action to Tally the Regional Vocational Capital Equipment/Roof Reserve Account

Mr. Jewers moved and Mr. Gordon seconded approving the Tally of the Regional Vocational Capital Equipment/Roof Reserve Account.

Discussion: None

VOTE: Unanimous

6. Discussion and Possible Action to Tally the Regional Commercial Driving Reserve Account.

Mr. Jewers moved and Mr. Gordon seconded approving the Tally Regional Commercial Driving Reserve Account

Discussion: None

VOTE: Unanimous

H. REPORT OF DIRECTOR

1. July and August 2015 - our Professional Evaluation and Professional Growth (PEPG) Team also referred to as the Initial Stakeholder Group met during July and August 2015 to develop a system for both teachers and in our case the CTE Director that meets all of the requirements of the law and the rules. The group reviewed several state approved plans and reached consensus to use the National Board of Professional Teachers plan as our model. We expect to have a draft NPT Region III Teacher Evaluation Plan ready to present to our full staff at our early release teacher workshop scheduled for September 23rd, 2015. Members of this group are: Teachers, Heidi Hale, Leigh Thurlow, Herman Ammerman, David Hartley and Board Members Kevin Gregory and Patsy Saba, as well as the Director. The final complete PEPG Plan will be presented to the Cooperative Board later this year for review, approval and submittal to the Department of Education.
2. August 13, students signed up for our Commercial Driving Program (CDL) and a parent attended a mandatory meeting with Tom Baer, CDL Instructor and Curt Ring our Student Services Coordinator. The goal here is to complete driving record/background checks and drug testing early enough to allow another student to take the place of someone who might fail the testing. For example, if testing etc. was not completed until October or November it would be impossible for another student to take the place of someone who failed a drug test or had a driving record.
3. Also on August 12th and 13th we started interviewing candidates for an open Ed Tech position. We were fortunate to have a very good pool of well qualified applicants. We are also fortunate to have great preliminary numbers in many of our programs which presents an issue of safety and the possibility of hiring two Ed Techs instead of one. I will have a better idea of the breakdown of A and B days next week and will make a decision at that time. I will keep you posted. Oh and I did hire Ken Hanscom Jr. to fill one Ed Tech Position. Ken is well known in our area as a coach, has many years of carpentry experience as well as one class away

from his Associates Degree in Carpentry at EMMC. I feel confident Ken will be a great addition to our Region III Team.

4. August 19, Curt and I met with Eric Steeves, Schenck Superintendent and John Montgomery, Schenck Dean of Students, to discuss ideas and share thoughts on how we can best work together to provide support and opportunities as we begin our Bridge Year Pilot Program with Schenck High school. One plan we have is for Schenck Bridge Year staff to meet with our CTE Bridge year Staff in October to share how students are doing and what strategies/interventions may or may not be needed at that time to ensure success. Excitement is mounting around this awesome opportunity and we plan to work very hard to make it a great success.

5. August 19, I received a letter today from the Acting Commissioner, Tom Desjardin in response to the Waiver Request sent to him in July. The waiver was requested due to too many dissimilar days in the Regional Calendar. The commissioner is requesting that our five Superintendents and I travel to Augusta to meet with him to discuss the issue. The law permits five (5) dissimilar days and we have eight (8). Since a potential loss of subsidy is at stake for all of us I want to take care of this as soon as possible. I will schedule a meeting with the Commissioner as soon as we know what dates he can be available. A copy of the Commissioner's letter will be included in your packet.

August 19 - Our preliminary numbers as of today are 230 students!!!!

6. Our auditors are scheduled to arrive on Monday, August 24th and Tuesday, August 25th. Maureen has been working diligently to have everything in order for their review.

7. And I have been notified by our CTE Consultant at the Department of Ed that the legislature appropriated \$1,000,000 for secondary Career and Tech Ed (CTE) Schools. It is not clear at this time, however, what criteria they will be using to disburse the funds.

8. Our maintenance crew – Scott and Randy have been working diligently to have the facility and grounds looking spectacular for school startup. The floors are beautiful!! In addition, all our school and student records have been transferred from the Howland Facility to our new storage room here at the Lincoln Facility.

Also, two CTE Schools have sent instructors to look at our machine tool equipment which will go out to bid soon if they have no interest in purchasing it. The next step is to sell the Howland facility by working with Bruce Bragdon of ERA/Dawson to obtain a title search, appraisal and clarify the right of way issue. Remember, Brian Souers has second refusal on the Howland Facility if MSAD#31 or the Town of Howland are not interested in purchasing it. Brian called me recently to reaffirm his desire to still purchase the building.

I look forward to seeing all of you at the meeting next week on Wednesday, August 26, 2015. Stay Cool!!!

H1. REPORT OF THE STUDENT SERVICES COORDINATOR

1. The Guidance Counselors and I are getting geared up for the new school year. I have Received final numbers and program sign-ups from most of the schools, and it looks like we are going to have in excess of 230 students this year.

2. I am scheduled to attend a couple of training sessions early this year. The first will be August 26, and it will address important Title IX issues and staff training. This training session is a webinar, so I will be doing it here at Region III.

The second training session will be in Augusta on September 11, and it will focus on the issues of school safety and the laws and regulations that address this issue.

3. Beth Hatt and I will once again undertake to administer Accuplacer tests to our students this year. We will be giving the tests to juniors in the fall and the spring. We have decided to give the Diagnostic tests to the juniors, instead of the actual Accuplacer tests that colleges require. There are a couple reasons for this:

a. Although the students won't be able to use their Diagnostic test results for college admissions, we found last year that the majority of students weren't receiving high enough scores to satisfy admission requirements for most colleges. Most students that needed Accuplacer tests to get into college had to retake them in order to get the scores they needed.

b. The Diagnostic tests are an excellent tool to help students achieve higher scores on the actual Accuplacer tests needed to get into college. The Diagnostic tests give a detailed synopsis of students' performance, including their strengths and weaknesses in each content area, so they will know what they need to do in order to get a good score when they take the actual test. This information will help Beth to prepare students in the Academic Lab for taking the Accuplacers in the Spring.

I. ANNOUNCEMENTS: Announcements were read

J. ADJOURNMENT: Mrs. Manzo moved and Mr. Gordon seconded the motion to adjourn.

VOTE: Unanimous

Adjournment at: 7:54 p.m.

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NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, September 23, 2015 MINUTES

- A. Chairperson Patsy Saba called the meeting to order at 6:25 p.m.

Mrs. Saba introduced Mr. Paul Hatch and Ms. Donna Stanley as the two newest members from SAU #31. Mr. Hatch and Ms. Stanley had previously been sworn in at the Lincoln Town Office.

Members Present: Kevin Gregory, Mike Jewers, Jeffrey Gordon, Margaret Manzo, Warren Steward, Wayne Danforth, Mary Tompkins, Mary Keegan, Dianne Buck, Sarah Crockett, Mary Plourde, Mary Lindahl, Patricia Saba, Maureen Bean, Paul Hatch, Donna Stanley, Ryan Whitehouse

Members Absent: Mary Keegan

- B. **APPROVAL OF MINUTES:** Mr. Jewers moved and Mr. Gordon seconded approving the minutes of the August 26, 2015 meeting

Discussion: Item #2 - Mrs. Crockett asked that the names of the Chair and Vice Chair be included in her nomination in case someone was unaware of who the Chair and Vice Chair were.

VOTE: Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** None

- D. **AGENDA ADJUSTMENTS:** add the PEPG Committee to E – Report of Committees.

- E. **REPORTS OF COMMITTEES:**

1. **Finance Committee** – Mrs. Lindahl reported that the committee met on September 23, 2015. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount

of **\$79,351.362**. Larger items (\$2,000.00 or more): Anthem BCBS, Atlantic Plywood Corp., B & H, Cengage Learning, Emera Maine, Hogan Tire, Inc., James W. Wadman, Lincoln Electric, Power Tech. Also reviewed and signed were **Payroll Warrants** for **9/1/2015** in the amount of **\$\$48,688.70** and for **9/15/15** in the amount of **\$53,876.43**. A **Student Activity Warrant** in the amount of **\$5,468.70** was received and signed. A **School Nutrition Program Warrant** in the amount of **\$4,146.92** was reviewed and signed.

2. **Program Review** – Mr. Danforth reported that the Committee met today to discuss Media Productions and Health Science Careers. The year-end report will be presented to the board in October.
3. **PEPG** – Mr. Gregory reported that the PEPG Steering committee is now meeting every 2 weeks. The draft plan was presented to the teachers today during their workshop.

F. OLD BUSINESS: None

None

G. NEW BUSINESS:

1. Discussion and Possible Action to revise the pay range for the Part-Time Food Service Worker.

Mrs. Crockett moved and Mr. Gordon seconded approving revising the pay range for the part-time food service worker.

Discussion: Mrs. Hawkes indicated this revision would provide more flexibility in the hiring process based on experience. No further discussion.

VOTE: Unanimous

2. Discussion and Possible Action to hire a second food service worker up to four hours per day.

Mr. Gordon moved and Mr. Whitehouse seconded approving the hiring of a second food service worker up to four hours per day.

Discussion: Mrs. Hawkes explained that a second Food Service Worker is necessary due to the increase in student enrollment causing an increase in the amount of prep work necessary to feed everyone. .

VOTE: Unanimous

H. REPORT OF DIRECTOR

1. This year our teacher workshop days fell on August 27th and August 31st. 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 required teams, talent, and ingenuity.
2. Our first day of school was on 9/1, however, we were not in full swing with all sending schools attending until 9/3. It looks like our B Day is the largest student day and is very evident if you are in the classroom and the lunchroom. We are even having a difficult time keeping the vending machine full... And wow was it humid!!!! Honestly, we are all very happy to see the increase in students attending our programs and are doing everything in our power to ensure they have a great experience here.
3. In August, 2015 a letter was sent to our five sending school superintendents and me regarding the number of dissimilar days in our Regional Calendar. The law is quite specific that only five dissimilar days are allowed. Our calendar had eight dissimilar days. A waiver request was filed within two days receipt of this letter and was not approved pending our attendance at a meeting with the Commissioner of Education. On 9/3 I traveled to Augusta to meet with Commissioner Desjardin at the Department of Education in Augusta. Our area Superintendents were also asked to attend. It was brought to our attention that even though our superintendents are supportive about sending students to Region III on days that are dissimilar in their districts, it is still counted as a dissimilar day. We were told the reason why was that the Governor wants a common calendar regardless of CTE in the hopes that there could be more staff development and other resource opportunities available within our Region.
4. Our first student assemblies were held on September 8th & September 9th. The staff was 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. 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.
5. The Program Review Committee met on 9/17 to review the follow up reports for Health Science Careers and the year-end report for 2014/2015. We also reviewed policy IHBA-R Program Review Procedure for Programs Having 50% or less Total Enrollments. The committee will meet again on Wednesday, September 23rd, at 5 p.m. just prior to the board meeting.
6. Our current enrollment is 240 students. You will receive an official count on October 1st. Many of our programs are over the maximum enrollment guidelines which has caused the need for an additional Ed Tech for our hard trade programs. Statewide student enrollments are declining and I believe it speaks volumes that our enrollment is increasing. We are also in need of another food service worker for approximately ten hours a week due to the high enrollment. We have 135 students on B Day and 105 on A Day. I have included a picture of the lunchroom to give you an idea of what lunchtime looks like. We are having a **few** programs start lunch 15 minutes early just to keep the line manageable. This item is on your

agenda for possible action.

7. In your packet I have included a copy of the notice from the Department of Education announcing the appropriation of \$1,000,000 for the 27 secondary CTE Schools. I am especially pleased that they will be using our October 2015 enrollment counts as criteria for disbursement of these funds. I will explain more at our meeting in this regard. **YEAH FOR CTE SCHOOLS!!!**

I look forward to seeing all of you at the meeting next week on Wednesday, September 23, 2015.

H1. REPORT OF THE STUDENT SERVICES COORDINATOR

I. ANNOUNCEMENTS: Announcements were read

J. ADJOURNMENT: Mr. Gordon moved and Mrs. Manzo seconded the motion to adjourn.

VOTE: Unanimous

Adjournment at: 7:10 p.m.

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 28, 2015 MINUTES

- A. Chairperson Patsy Saba called the meeting to order at 6:31 p.m.

Members Present: Kevin Gregory, Mike Jewers, Jeffrey Gordon, Margaret Manzo, Warren Steward, Wayne Danforth, Mary Tompkins, Mary Keegan, Dianne Buck, Sarah Crockett, Mary Plourde, Mary Lindahl, Patricia Saba, Maureen Bean, Paul Hatch, Donna Stanley, Ryan Whitehouse,

Members Absent:

- B. **APPROVAL OF MINUTES:** Mr. Jewers moved and Mrs. Buck seconded approving the minutes of the September 23, 2015 meeting

Discussion: It was noted that Mary Keegan needed to be removed from the Members present list, as she was listed in both places. No further discussion.

VOTE: Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** Mrs. Hawkes read Thank you notes from the Family of Darren Clements and Family of Ralph Musher and the Millinocket Library for recent donations.

- D. **AGENDA ADJUSTMENTS:**

- E. **REPORTS OF COMMITTEES:**

1. **Finance Committee** – Mrs. Lindahl reported that the committee met on October 28, 2015. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$92,890.92**. Larger items (\$2,000.00 or more): Airgas USA, Anthem BC/BC, Bangor Savings Bank (CCard), Bangor Savings Bank (Loan Interest), Edmentum, Emera Maine, Jones & Bartlett Learning, RM Flagg Company, School Nutrition Program. Also

reviewed and signed were **Payroll Warrants** for **9/29/2015** in the amount of **\$55,901** and for **10/13/15** in the amount of **\$55,409.78** and for **10/27/15** in the amount of **\$56,434.55**. A **Student Activity Warrant** in the amount of **\$2,522.33** was received and signed. A **School Nutrition Program Warrant** in the amount of **\$4,147.79** was reviewed and signed.

2. **Program Review** – Mr. Danforth reported that the Committee met on October 20th Health Science Carers and Media Productions. The information regarding the programs Is in your packets. The Year –End Report is also on the agenda tonight.
3. **Policy Committee** - Mrs. Crockett reported that the Committee met on October 20th And reviewed several policies, all of which are on the agenda tonight.
4. **PEPG** – Mr. Gregory reported that the PEPG Steering Committee met and discussed the Director’s Annual Review in the policy. The committee continues to meet every two weeks and hope to present to the board soon.

F. OLD BUSINESS: None

G. NEW BUSINESS:

1. Discussion and Possible Action to approve/not approve the 2014-2015 Program Review Year End Report.

Mrs. Crockett moved and Mr. Gordon seconded approving the 2014-2015 Program Review Year End Report.

Discussion: .The Committee was commended for all the time and work that was Put into this report. Mrs. Hawkes stated that Media is currently working on enchancing their recruitment. There are currently 10 students in the program.

VOTE: Unanimous

2. Discussion and Possible Action to approve/not approve at least a one year extension of the Media Productions program. (Recommendation of the Program Review Committee).

Mrs. Buck moved and Mr. Steward seconded approving at least a one year extension of the Media Productions Program.

Discussion: Ms. Thurlow, Media Productions Instructor spoke regarding the Changes that are going to be made including adding web design opportunities. Media may team up with Information Technology in recruitment areas. Industry is starting to realize that students are interested in this field. Students Want web and game design. The Media Program is working with the Penobscot Valley Humane Society with their “Pet of the Week.”

VOTE: Unanimous

3. Discussion and Possible Action to approve/not approve the first reading of the following policies: (To be voted on individually).

EBCF – Automate External Defibrillators (AED’s)

Mr. Gordon moved and Mr. Gregory seconded approving the first reading of EBCF.

Discussion: None

VOTE: Unanimous

EEAG - Use of Private Vehicles or School Buses

Mr. Gregory moved and Mr. Jewers seconded approving the first reading of EEAG.

Discussion: Mrs. Crockett questioned if it was appropriate to have School Buses in the policy. Mrs. Bean thought we should leave in there to clarify C. It will be left as is.

VOTE: Unanimous

EGAD – Copy Right Compliance

Mr. Whitehouse moved and Mr. Steward seconded approving the first reading of EGAD.

Discussion: None

VOTE: Unanimous

EGAD-R – Copy Right Compliance Administration

Mr. Whitehouse moved and Mr. Steward seconded approving the first reading of EGAD-R

Discussion: None

VOTE: Unanimous

IJND – Northern Penobscot Tech Region III Website

Mr. Jewers moved and Mr. Steward seconded approving the first reading of IJND.

Discussion: None

VOTE: Unanimous

IJND-R – Northern Penobscot Tech Region III Website Guidelines

Mr. Jewers moved and Ms. Tompkins seconded approving the first reading of IJND-R.

Discussion: None

VOTE: Unanimous

IJOA – Field Trips

Mr. Jewers moved and Mr. Steward seconded approving the first reading of IJOA.

Discussion: None

VOTE; Unanimous

H. REPORT OF DIRECTOR

1. Our current enrollment as of October 1, 2015 is 237 students. A breakdown of enrollment by sending school and program will be included in your board packet. I know I have mentioned this before, however, it speaks volumes that Career and Tech Ed (CTE) enrollments are increasing at the same time student enrollments are declining statewide.

2. On Thursday, October 1st we held our annual Parent/Teacher Night. We hosted a short program after which parents and guardians met with teachers in the various programs. Instead of a sit down meal this year refreshments were provided in each classroom due to the increase in student enrollment. This event was very well attended by approximately 140 parents/guardians and staff. The support, participation and comments make me incredibly proud to be the Director of our school.

3. The Professional Evaluation Professional Growth (PEPG) team is continuing to work on developing our Professional Evaluation/Professional Growth (PEPG) System and since we filed an “intent to pilot” in June 2015 we have until spring 2016 to submit our completed plan. The submitted plan must include both the teacher and director evaluation plans. The model we have chosen is the National Board of Professional Teaching Standards (NBPTS). Anita Bernhardt and Charles Lomonte are our DOE contacts for this initiative.

4. On Monday, October 5, 2015, our first Principal’s meeting of the new school year was held. The agenda included Regional Calendar, October 1st enrollment, Program of Studies and Bridge Year. All five area Principals were in attendance. The Regional Calendar generated a lot of discussion regarding creation of the calendar, communication and impact of workshop and early release days. This year the Regional Calendar is due by April 14, 2016.

5. The CTE Conference and Tech Updates were held at Lewiston Regional Tech Ctr. On October 9, 2015. This was a workshop day for us with my teaching staff attending the conference and individual Tech Update sessions. The main focus of this year’s conference was in updating CTE Standards and Assessment. This work is ongoing.

6. I met with Bruce Bragdon, who is a real estate broker with ERA/Dawson on Tuesday, October 13th. Bruce and I reviewed the deed and discussed all other aspects of selling the Howland Facility. Charles Beaupain will be providing a “limited scope” appraisal hopefully it will be completed by the end of this month. Once the appraisal has been completed Bruce will handle the sale. I will keep you posted.

7. On Thursday, October 15, 2015, we held our annual Advisory Comm. Banquet. Approximately 85 staff and Advisory Comm. members were present. A wonderful meal was prepared by Chef Ammerman, Elizabeth and the culinary students. I provided a welcome and thank you in appreciation of the time and efforts of our Advisory Committee members, Chef Ammerman discussed SkillsUSA and Kelly Bowker, facilitated the drawings. Region III Instructors met in their program area with Advisory Comm. members after the meal. The exuberance and feedback from the instructors regarding new ideas and projects was a great result from this meeting. We need to keep momentum going. A great evening....

8. On Tuesday, October 20th I met with the Policy and Program Review Committees. The Policy Committee reviewed several proposed policies and will recommend a first reading to the full board. Copies of these policies will be included in your packet.

Also, the Program Review Committee met after the Policy Committee to review October 1st enrollment for our Media Productions program per our Class Sizes-Minimum Enrollments policy IHBA. We are pursuing new recruiting methods, certifications and a name change. It is my recommendation and that of the Program Review Committee to recommend at least a one year extension of the Media Productions Program in order to implement the remaining recommendations outlined in the Summary of Findings Report.

9. Recently Dr. Laser, RSU67 Superintendent requested a five year data comparison report tracking MA student enrollments and what programs they enrolled in. I was happy to provide the information and received a very nice email remarking on the high enrollment as a very positive sign that our programs are having a positive impact in this community. He also mentioned that hopefully next year the Bridge Year Program can be brought to MA. Fred Woodman will be making a presentation on the Bridge Year Program at the November RSU67 Board Meeting. I plan to attend that meeting as well.

10. And finally, great news that my application for PEPG development funds has been approved in the amount of \$4,600. A copy of the award letter will be included in your packet. YEAH!!!!

H1. REPORT OF THE STUDENT SERVICES COORDINATOR

I. ANNOUNCEMENTS: Announcements were read

J. ADJOURNMENT: Mr. Jewers moved and Mr. Gordon seconded the motion to adjourn.

VOTE: Unanimous

Adjournment at: 7:30 p.m.

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
Wednesday, February 25, 2015
6:30p.m.**

AGENDA

- A. Call Meeting to Order by Chairperson**
- B. Approval of Minutes of the January 28, 2015 meeting**
- C. Audience & Communications**
 - Herman Ammerman, School Nutrition Program
- D. Agenda Adjustments**

None
- E. Reports of Committees**
 - 1. Finance Committee
 - 2. Negotiations Committee
 - 3. Building & Grounds
 - 4. Policy Committee
 - 5. Program Review
- F. Old Business**

None
- G. New Business**
 - 1. Discussion and Possible Action to approve/not approve the first reading of the following policies:**
 - **JLCF** – Pediculosis Capitis (Head Lice)
 - **JLCF-E** - Sample Parent Letter
 - **JLCF-R** - Pediculosis Capitis – Procedures
 - **IHANA** – CDL Student Drug & Alcohol Testing
 - **IHANA-E** – Sample Parent Letter
- H. Report of Director**
- H1. Report of Student Services Coordinator**

I. Announcements

1. NTHS Induction Ceremony Thursday, February 26, 2015 @ 6:00p.m.
2. SkillsUSA Competition Friday, March 5, 2015 – UTC Bangor
3. Sophomore Career Day Friday, March 20, 2015
4. ProStart Competition Saturday, March 21, 2015
4. Finance Committee Meeting Wednesday, March 25, 2015 @ 5:00p.m.
5. Cooperative Board Meeting Wednesday, March 25, 2015 @ 5:30p.m.
6. Cooperative Board Spring Banquet, Wednesday, March 25, 2015 @ 6:00p.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.