

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, August 24, 2016 6:30pm MINUTES

- A. Vice-Chairperson Mike Jewers called the meeting to order at 6:37 p.m.
(Mrs. Saba took over the meeting at 6:55pm)

Members Present: Patricia Saba, Kevin Gregory, Michael Jewers
Wayne Danforth, Mary Tompkins, Sarah Crockett,
Ryan Whitehouse, Paul Hatch, Warren Steward
Maureen Bean, Mary Lindahl, Dianne Buck

Members Absent: Donna Stanley, Margaret Manzo,
Jeffrey Gordon, Mary Keegan

- B. **APPROVAL OF MINUTES:** Mr. Danforth moved and Ms. Tompkins seconded approving the minutes of the July 27, 2016 meeting

Discussion: " None

VOTE: Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** Mrs. Hawkes read two thank you notes from students, thanking the Scholarship Committee for the Scholarships they received.

Mrs. Tammy Kirsch, RMA Instructor spoke to the board about upcoming internship opportunities for her students at Eastern Maine Medical Center.

- D. **AGENDA ADJUSTMENTS:** None

- E. **REPORTS OF COMMITTEES:**

1. **Finance Committee** – Mrs. Lindahl reported that the committee met on August 24, 2016. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$91,876.95**. Larger items (\$2,000.00 or more): Anthem BC/BC, Amazon.com, Channing Bete Company, Electude USA LLC, JMG, Maine Trailer, Pocket Nurse, RSU 67, Specialized Purchasing Consultants. Also reviewed and signed were **Payroll Warrants** for **8/02/2016** in the amount of **\$52,062.02**. and for **8/16/2016** in the amount of **\$58,386.32**. A **Student Activity Warrant** in the amount of **\$394.51** was reviewed and signed. A **School Nutrition Program Warrant** in the amount of **\$150.00** was reviewed and signed. .

F. OLD BUSINESS: None

G. NEW BUSINESS:

1. Discussion and Possible Action to authorize the Director to write and submit grants.

Mrs. Buck moved and Mr. Gregory seconded authorizing the Director to write and submit grants.

Discussion: None

VOTE: Unanimous

.2. Discussion and Possible Action to authorize/not authorize the transfer of funds from unassigned fund balance to cover overage in the hot lunch program, not to exceed \$4,000.

Mrs. Buck moved to authorize and Mr. Steward seconded the transfer of funds from unassigned fund balance to cover overage in the hot lunch program, not to exceed \$4,000.

Discussion: Chef Ammerman gave a brief discussion regarding the hot lunch program. Mr. Steward asked if the hot lunch program was paying for itself. Chef Ammerman added the ultimate goal of the program is self-sufficiency, but it is not there yet. .

No further discussion.

VOTE: Unanimous

3 Discussion and possible Action to approve/not approve an increase in the current hot lunch price to \$2.55 per student (current price is \$2.50). Adult price to \$5.00 (current price is \$4.75).

Mr. Steward moved and Mrs. Lindahl seconded approving an increase in the current Hot lunch price.

Discussion: None

VOTE: Unanimous

4. Elect a member to be the voting delegate for the MSMA Fall Conference at Augusta Civic Center on October 27 and 28, 2016.

Mr. Steward nominated and Mr. Whitehouse seconded the nomination of Kevin Gregory as voting delegate for the MSMA Fall Conference.

Discussion: None

VOTE: Unanimous

H. REPORT OF DIRECTOR

1. July 28th – The mandatory Commercial Driving Meeting was held for incoming CDL students. Since drug testing, safety requirements and driving records are such 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. Over the past several years that we have been doing this we have found it very beneficial as it allows us to complete the drug testing requirement early enough in the school year to allow another student into the program in the event of a failed drug test.

2. I am very pleased to announce our recent agreement with Eastern Maine Medical Center that recognizes our sharing of mutual and common goals and objectives of training students in providing quality care. These goals and objectives may be achieved by establishing educational assignments and experiences in mutually agreed upon rotations in clinical areas in the hospital and its associated ambulatory care facilities. Northern Penobscot Tech Region III designates Eastern Maine Medical Center as a major teaching affiliate.

I especially want to congratulate Tammy Kirsch and Heidi Hale two of our Health Science Careers instructors on their successful pursuit to obtain a partnership with Eastern Maine Medical Center. This has been a long and arduous journey but one that will benefit our students for years to come.

Media coverage of this accomplishment will be forthcoming.

3. On our agenda is an item that would raise the price of our student hot lunch from \$2.50 to \$2.55 for students. The adult lunch would remain the same at \$4.75. Also, it is expected we will need to cover the overage in the hot lunch program estimated at approximately \$4,000. The auditors will need to see board approval reflected in the minutes.

4. The current preliminary enrollment count is 208 students. You will receive an official count on October 1st. Based on the preliminary report we are still holding our own in terms of enrollment amidst declining student enrollments overall in our state and region.

5. We have not set a date for the Post Graduate Orientation Meeting yet due to low interest to date; however, it is likely several will appear in the next few weeks. Post Graduates

are chosen based on their application content, instructor approval and proven record of good attendance, behavior etc. Per policy, only under subscribed programs are available for Post Grads and who must be under 21 years of age. Most of our Post Grads have been successful and have gone on to obtain employment, college or both.

6. Our adult welding and carpentry are both currently running double classes through October 2017. This has made for a very busy summer for Adult Ed here at Region III.

7. We recently filled the opening for a Culinary Arts Ed Tech. We are fortunate to have hired James Kent, a well-qualified candidate to fill this position. Mr. Kent is a graduate of the New England Culinary Institute, receiving an Associate of Occupational Studies (AA) Degree. He also has a variety of experiences working in the culinary field. In addition, Mr. Kent has 18 years of experience working with developmentally disabled adults. I feel confident James work well with our Region III Team.

8. Our auditors are scheduled to arrive on Monday, August 29th and Tuesday, August 30th. Maureen has been working diligently to have everything in order for their review.

9. Our Maintenance crew has been busy not only with summer maintenance issues but also with the expansion of our open area to accommodate increased attendance at many of our events. The facility is looking great for school start up and the floors are wicked shiny!!

And finally I want to extend my heartfelt appreciation to all of you for the well wishes, support, cards and flowers that have been showered on me during my recent surgery and recuperation. I cannot express in words how much this has meant to me. Thank you so very much.

I look forward to seeing you at our board meeting next Wednesday, August 24th. Until then enjoy this beautiful weather and cherish each day.

H1. REPORT OF STUDENT SERVICES COORDINATOR

Mr. Ring spoke about the Bridge Year Program with Schenck High School. He also spoke of the preparations for the upcoming school year.

I. ANNOUNCEMENTS: Announcements were read

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

VOTE: Unanimous

Adjournment at: 7:40 p.m.