

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 Monday, December 19, 2016 6:30pm MINUTES

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

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

Members Absent: Jeffrey Gordon, Diane Buck

- B. **APPROVAL OF MINUTES:** Mr. Jewers moved and Mr. Steward seconded approving the minutes of the November 21, 2016 meeting

Discussion: None

VOTE: Unanimous

- C. **AUDIENCES & COMMUNICATIONS** Mrs. Hawkes read a Thank you note from the Dow family for the Thanksgiving Basket they received.

All members went to the Information Technology room for a presentation by Donald Raymond.

- D. **AGENDA ADJUSTMENTS:** None.

- E. **REPORTS OF COMMITTEES:**

- 1. Finance Committee** – Mrs. Lindahl reported that the committee met on December 19, 2016. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$116,698.47**. Larger items (\$2,000.00 or more): Anthem BC/BC, Bangor Savings Bank Emera Maine, Hannaford Bros., HeartSmart.com, James W. Wadman, School Nutrition Program, Specialized Purchasing Consultant, TD Bank – CDL Truck payoff, TD Equipment Finance – Plow Truck Payoff.
Also reviewed and signed were **Payroll Warrants** for **11/29/2016** in the amount of **\$57,220.55**. for **12/13/2016** in the amount of **\$92,100.14**. **A Student Activity Warrant** in the amount of **\$4,638.05** was reviewed and signed. **A School Nutrition Program Warrant** in the amount of **\$2,122.93** was reviewed and signed. .

Negotiations Committee –

Mr. Gregory reported that the Negotiations Committee met on December 7th and reviewed the Evaluation Surveys of Mrs. Hawkes. The committee will meet again on Wednesday, January 18, 2017.

F. OLD BUSINESS: None

G. NEW BUSINESS:

- 1. Discussion and Possible Action to approve/not approve the revised Maximum Enrollment Guidelines (EMT/FF added).**

Discussion: None

VOTE: Unanimous

H. REPORT OF DIRECTOR

1 .Saturday, December 3rd, we participated in the Lincoln Lakes Chamber of Commerce Festival of Lights Parade. Our program vehicles were decorated with beautiful lights and flags. We have included pictures in your board packets. Region III staff and students from our EMT/FF Program, Law Enforcement Program and CDL Program drove our ambulance, Guard Truck, police cruiser and tractor trailer. Staff and students from these programs deserve recognition for making our participation in this event possible.

2. On Wednesday, December 7th, the Negotiations Committee met to review the results of the Director Evaluation Surveys. In order to complete the process and provide recommendations to the Cooperative Board another meeting will be scheduled in January.

I also met with Bill Diggins, CEO of Health Access Network (HAN) on December 7th to discuss expectations for our student internships, Scribing, contact information and joining together to strengthen our partnership with HAN. We plan to meet on a regular basis to accomplish additional opportunities for our students.

3 .On Tuesday, December 13th, I submitted the following reports to Dept. of Ed's School Review Team: Comprehensive School Review (CSR) Report, CSR Evidence Folder, Methods of Administration (MOA) Report and the MOA Evidence Folder. The reports will be reviewed prior to the on-site review in January and are primarily responses to the status of

recommendations from the last School Review. A time consuming task but will not have to be addressed when the School Review Team is onsite.

Shawn Lagasse, MS-CTE Data Specialist from the Dept. of Ed has been onsite reviewing our facility for the upcoming inspection for the SHAPE AWARD. This inspection will happen sometime in March. I met with Shawn and Scott Arthers, our Facility Director this afternoon to go over their findings. I am happy to announce this review went very well with only minor issues to address. Also, it looks very likely that the issue regarding the ramps in our Public Safety and Construction Technology/Cabinet Making Programs has been resolved without an estimated \$2,500 expense to Region III. Kudos to Scott Arthers for making the case that resulted in this issue being abated.

4. Well we are certainly near the half way mark for this school year and I will once again start meeting with our Seniors to check in on whether they are on track at their sending schools to graduate and also to provide additional resources, make sure those who are going to college have applications completed and financial aid options explored. I also want to make sure we know about any other issues that students are struggling with that we still have time to resolve. Although the process is very time consuming I find it to be very meaningful in terms of not only providing solutions to student issues but also very valuable feedback from students. This information is always used to improve the Region III experience for current and future students. I will share results of the surveys as soon as they are completed.

5. Preparations for the 2017/2018 Proposed Budget are underway. I will be meeting with instructors on their Program budgets after the holidays and hope to have this completed by the end of January. I am still working on a schedule for the Budget Comm. as well as completing projections for health insurance etc. Budget Comm. Meetings will probably start in mid-February. Will keep you posted.

6. OSHA Training for the OSHA 10 hour card began for students on December 13th and will continue through December 15th and then again on January 18th. This is an important training for students to obtain and is certainly a plus on the resume for potential employers.

7. And today, December 14th, Mindy Mackenzie and Lori Peabody from the Gloria C. MacKenzie Foundation presented us with a check for \$46,000 to purchase a new CNC Machine for the Construction Technology/Cabinet Making Program. This new technology will provide another avenue for students, both secondary and adult to broaden the scope of their abilities. Exposure to digital technology and design we believe will enhance math, science and engineering skills. It is the hope that having this equipment will attract more non-traditional students to enroll in this program. This equipment is a step in our journey to expand training and design towards activities such as boat building, custom cabinetry, signs and architectural millwork. Very exciting and in January the new grant application process will begin and we will definitely apply.

Hope to see you at our board meeting next week. Remember it is scheduled for Monday, December 19, 2016 due the Christmas Holiday rather than our regular fourth Wednesday of the month schedule.

H1. REPORT OF STUDENT SERVICES COORDINATOR

1. This is the time of year for college and scholarship applications. Students are visiting my office every day to get help with these items. I sometimes have three or four at a time asking for help. I think it's very satisfying to talk to students about their future plans, and to offer guidance on how to achieve their goals. I look forward to this work being a major part of my day right up until spring.

2. Next month, I will start the next class in my Master's program. I will be taking the EDU 600, Teacher as Leader class.

3. On November 22, I held a meeting with the region's Guidance Counselors. The topics discussed were Accuplacer testing, FAFSA, the success of the new EMT class, and the successful transition of the RMA class to a two-year program. We also agreed to meet again in January to discuss Sophomore Career Day.

4. In preparation for the upcoming MOA review, I have been gathering data for the report Mrs. Hawkes must submit to the state. The largest part of that data gathering has been reviewing every IEP and 504 to get a total count of students with disabilities attending Region III. The reason for this data is to ensure that Region III is compliant with the Americans with Disabilities Act and all special education laws.

5. Our Emergency Plan binder is up to date, and we will have lockdown training for students and staff on December 19 and 20.

I. ANNOUNCEMENTS: Announcements were read.

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

VOTE: Unanimous

Adjournment at: 7:55 p.m.