

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, November 21, 2016 6:30pm MINUTES

- A. Chairperson Saba called the meeting to order at 6:36 p.m.

Members Present: Patricia Saba, Kevin Gregory,
Wayne Danforth, Mary Tompkins, Sarah Crockett,
Diane Buck, Warren Steward, Maureen Bean
Mary Lindahl, Jeffrey Gordon, Mary Plourde, Donna
Stanley

Members Absent: Mike Jewers, Margaret Manzo, Ryan Whitehouse, Mary
Keegan, Paul Hatch

- B. **APPROVAL OF MINUTES:** Mr. Gregory moved and Mr. Steward seconded
approving the minutes of the October 26, 2016 meeting

Discussion: None

VOTE: Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** Mr James Wadman and Ms. Kelly
Bowden of James Wadman, Certified Public Accountant presented the 2015-2016
audit and informed the Cooperative Board members that the presented financial
statements are a fair representation of NPT Region III's financial position of
the last year. Mr. Gregory asked several questions regarding the unassigned
fund balance. Mr. Wadman and Mrs. Hawkes further explained information
contained in the Audit Report. Mrs. Hawkes also recognized Maureen DeLaCruz for her
efforts which contributed to a very successful audit.

D. AGENDA ADJUSTMENTS: None.

E. REPORTS OF COMMITTEES:

- 1. Finance Committee** – Mrs. Lindahl reported that the committee met on November 21, 2016. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$88,875.56**. Larger items (\$2,000.00 or more): Anthem BC/BC, Bangor Savings Bank, Drummond/Woodsum, Elwrod Downs, Inc., Emera Maine, Lincoln Electric Co., MSMA W/C Trust Fund, School Nutrition Program, Student Activity, Treeline, Inc., Worcester Bros.

Also reviewed and signed were **Payroll Warrants** for **11/01/2016** in the amount of **\$59,797.40**. for **11/15/2016** in the amount of **\$60,633.34**. A **Student Activity Warrant** in the amount of **\$6,828.37** was reviewed and signed. A **School Nutrition Program Warrant** in the amount of **\$4,862.19** was reviewed and signed. .

Program Review Committee –

Mr. Danforth reported that the Program Review Committee reviewed the Information Technology program. Mr. Raymond presented an informative overview of his Program. Several other members of the committee added information from the presentation. Information Technology has seen a steady increase in enrollment over the last 4 years. Mrs. Hawkes added that a follow up report would be provided to the board at a later date.

F. OLD BUSINESS: None

G. NEW BUSINESS:

- 1. Discussion and Possible Action to approve a resolution authorizing the Director to accept and expend grant funds in the amount of \$46,000.00 from the Gloria G. MacKenzie Foundation, to be utilized to support educational operations, facilities and equipment of Northern Penobscot Tech Region III (specifically – CNC Machine – Construction Technology).**

Mr. Gordon moved and Mr. Steward seconded approving the resolution authorizing The Director to accept and expend grant funds in the amount of \$46,000.00 from the Gloria C. MacKenzie Foundation, to be utilized to support educational operations, facilities, and equipment of Northern Penobscot Tech Region III (specifically – CNC Machine – Construction Technology).

Discussion: Mr. Danforth asked for an explanation of the CNC Machine. Mr. Ring Explained how the CNC machine works and further added that it will be a great Asset to the Construction Technology Program.

VOTE: Unanimous

- 2. Discussion and Possible Action to approve/not approve the 2015-2016 Audit.**
Mrs. Buck moved and Mr. Gordon seconded approving the 2015-2016 Audit.
Discussion: None

VOTE: Unanimous

3. Discussion and Possible Action to approve/not approve the revised Board Belief Statements.

Mr. Gordon moved and Mr. Danforth seconded approving the revised Board Belief Statements.

Discussion: Mrs. Hawkes indicated that the only change was adding the School Values ARCH – Accountability-Respect-Commitment to Success-Honesty & Integrity.

VOTE: Unanimous

H. REPORT OF DIRECTOR

1. On November 1st, I met with area Superintendents to begin our work on a Regional Calendar for 2017/2018. We managed to plug in vacation days and the two workshop days prior to school start up. I will forward this draft calendar along to the area Principals for their input. We will review and discuss at the November 21st Principals meeting. This year I have to submit a completed Regional Calendar by May 5, 2017. I know this may seem early to you to begin this process, however, it is nearly impossible to create a calendar with no more than five dissimilar days. Included in this calendar are days I knew are unique to some districts. I will share a draft document with you early in 2017.

2. Our first quarter assemblies were held on November 8th and 9th and I am excited to share with you that 119 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

3. On November 11th we held our annual Veterans Breakfast here at Region III. What a heartwarming event this has turned into. I am so proud of our students and staff who gave up their holiday to recognize and serve our area Veterans. Over 200 veterans and special guests were served and many of them made sure to tell me how much they appreciated our efforts. The Veterans also spoke highly about our students and how caring and thoughtful they were.

4. On November 14th, I attended via Tandberg the Maine Administrators of Career & Tech Ed (MACTE) Directors meeting in Westbrook. The agenda included discussion on the following:

- *Funding formula Update (EPS model for CTE)
- *Proficiency Based Education/Academic Integration and CTE
- *College level English and math courses for Praxis 1
- *Proposed rule revision to Certification
- *Perkins accountability data collection and use.

5. On November 15th I met with Shawn Lagasse, MS-CTECTE Data Specialist, CFP, OSHA, and Danielle Despins, MOA/CSR Coordinator both from the DOE –Career and Technical Education. Shawn and Danielle are here as part of their pre site visit prior to our onsite School

and Methods of Administration (MOA) Review. The review is scheduled for January 24th thru 27th. The process is multi-faceted including a thorough inspection of the facility, document review, and compliance with protection of student's civil rights and special populations. The process will include interviews with students, staff, administrators, parents and board members. This is just a partial list to give you an idea of what the review entails. I will provide additional information at our meeting next week.

6. I have included a draft copy of our 2016 audit for your review prior to the meeting. However, the actual bound audit reports will be provided to you at our board meeting.

Hope to see you at our board meeting next week. Remember it is scheduled for Monday, November 21, 2016 due to the Thanksgiving Holiday rather than our normal fourth Wednesday of the month.

H1. REPORT OF STUDENT SERVICES COORDINATOR

1. On November 9, we hosted a representative from FAME for our 4th financial aid night. I was a little surprised at the low turnout, because about 20 students came to my office to get the list of things they needed to bring to the meeting.

For the students that did come, all except one finished their FAFSA. This is a great service provided by the people from FAME, and I am confident that we will continue this relationship into the future.

2. Although college and military recruitment visits have slowed down, applications are up by a significant amount over last year. I'm not keeping a count, but I have helped a lot of students complete applications to several colleges in Maine. Most of those applications have been to community colleges.

3. On October 28, I attended the MSMA fall conference in Augusta. I attended a session that addressed Educator Effectiveness Systems (PEPG), and a presentation from the Maine Cohort for Customized Learning. MCCL deals with Proficiency-Based Learning. Bad weather and a major accident on I-95 north prompted my early return to Lincoln, so I missed the last training session.

4. I am trying to set up a guidance meeting for November 22. I'll follow up with the results in the December report.

5. Barring any unforeseen issues, I will be taking the next class in my Master's program in January

I. ANNOUNCEMENTS: Announcements were read.

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

VOTE: Unanimous

Adjournment at: 7:39 p.m.