

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 26, 2016 6:30pm MINUTES

- A. Chairperson Saba called the meeting to order at 5:31 p.m.

Members Present: Patricia Saba, Kevin Gregory,
Wayne Danforth, Mary Tompkins, Sarah Crockett,
Paul Hatch, Warren Steward, Maureen Bean
Mary Lindahl, Jeffrey Gordon,

Members Absent: Mike Jewers, Margaret Manzo, Ryan Whitehouse, Mary
Keegan, Diane Buck, Mary Plourde, Donna Stanley

- B. **APPROVAL OF MINUTES:** Mr. Danforth moved and Mr. Steward seconded
approving the minutes of the September 28, 2016 meeting

Discussion: None

VOTE: Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** Mrs. Hawkes read a resignation letter
from food service worker Cynthia Poletti-Jensen.

- D. **AGENDA ADJUSTMENTS:** Item G2 moved after announcements.

- E. **REPORTS OF COMMITTEES:**

1. **Finance Committee** – Mrs. Lindahl reported that the committee met on October 26, 2016.
The Accounts Payable Warrant and bills were reviewed and signed in the amount of
\$59,737.89. Larger items (\$2,000.00 or more): Anthem BC/BC, Bangor Savings Bank,

CDW Government, Inc., Dubai Auto Parts, Edmentum, Emera Maine, Virco, Inc. Also reviewed and signed were **Payroll Warrants** for **10/04/2016** in the amount of **\$61,034.51**. for **10/18/2016** in the amount of **\$58,307.07**. A **Student Activity Warrant** in the amount of **\$1,202.44** was reviewed and signed. A **School Nutrition Program Warrant** in the amount of **\$1,345.24** was reviewed and signed. .

Negotiations Committee – Mr. Gregory reported that the committee had met and gone over the survey for Mrs. Hawkes’ evaluation. Some changes were made and the survey will go out to all Cooperative Board members, Teaching staff, Non-teaching staff sending school Superintendent’s and Principals. Mr. Gregory also reported that the Teacher’s contract was up for negotiation this year.

Building & Grounds Committee - Mr. Danforth reported that the committee met on October 18th. The committee reviewed recent inspections and projects that have been, completed, including the new parking area, water sealing the building and expansion of the open area. The Howland facility was sold on October 14th and all material owned by Region III was removed.

F. OLD BUSINESS: None

G. NEW BUSINESS:

1. Discussion and Possible Action to approve/not approve the second reading of the following revised policy:

• **BID- Board Member Compensation and Expenses**

Mr. Gregory moved and Mr. Steward seconded approving the second reading of: **BID – Board Member Compensation and Expenses.**

Discussion: None

VOTE: Unanimous

2. A motion to go into Executive Session to discuss the revisions to the Director Evaluation Form.

Mr. Steward moved and Mr. Gordon seconded going into Executive Session to discuss revisions to the Director Evaluation Form.

Discussion: None

VOTE: Unanimous

In to Executive Session: 5:47p.m.

Out of Executive Session: 6:06p.m.

H. REPORT OF DIRECTOR

1. On September 30, 2016 I traveled to Augusta to meet with the DOE Construction Committee which also includes three members of the DOE State Education Board. The purpose of the meeting was to plead our case for selling the Howland Facility and obtaining approval from the Construction Committee to recommend allowing us to sell the Howland Facility to the State Board of Education at their next meeting on October 12, 2016. I am

pleased to inform you that the Construction Committee unanimously agreed to recommend approval on this issue. Other than getting caught in the round about traveling to the Cross Building, the meeting was a huge success.

2. Our current enrollment as of October 1, 2016 is 223 students. A breakdown of enrollment by sending school and program will be included in your board packet. Last year the October 1, 2015 enrollment was 237, however, 16 were post graduate students with 221 of the 237 considered eligible by DOE. This year we have 4 post graduate students with 219 of our 223 students considered eligible by DOE.

3. On Tuesday, October 4th, we held our annual Parent/Teacher Banquet. We hosted a short program and a delicious meal after which parents and guardians met with teachers in the various programs. This event was very well attended by approximately 160 parents/guardians and staff. The support, participation and comments make me incredibly proud to be the Director of our school.

4. The Professional Evaluation Professional Growth (PEPG) team is currently working with the teachers who will be evaluated this year. We are reviewing the Teacher Evaluation Plan with them and following a revised timeline for submission of the Student Learning Objectives (SLO) and other materials. We are walking them thru the entire process slowly as this is our pilot year.

5. The CTE Conference and Tech Updates were held at Lewiston Regional Tech Ctr. On October 7, 2016. This was a workshop day for us with many of the 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. On October 12th, the State Board of Education voted to allow us to sell the Howland Facility and on Friday, October 14th I am delighted to inform you that the Howland Facility was sold. I will provide more details at our meeting. I also had a phone conversation with MSAD#31 Superintendent Mike Wright to discuss the sale and other details. The property sold for \$61,500. Again, I will go over the details at our meeting next.

7. A Negotiations Meeting was held on Wednesday, October 19th to discuss the Director's Evaluation and begin working on the upcoming teacher negotiations.

8. A Building and Grounds Committee Meeting was held on Tuesday, October 18th to review recent inspections, completed maintenance projects, current maintenance list and remaining items on the summer maintenance list. A copy of the agenda for the B&G Meeting is included in your board packet.

9. On Thursday, October 20th, our Teacher Workshop agenda included Automated Electronic Defibrillator (AED) refresher training for all staff. We currently have one AED located near the front door as you come in to our building. However, due to a recent incident it became apparent that we could also benefit from having two additional AED units, one for the second floor and one for the lower level. Recently, one of our adult welders collapsed in the welding shop and was taken by ambulance to our local hospital where he subsequently passed away. Our two instructors handled the situation very well; however, as you can imagine this was a very emotional situation.

10. On Thursday, October 27, 2016, we will hold our annual Advisory Comm. Banquet. Hope you have all had the opportunity to enjoy this beautiful fall foliage and weather. We know what is just around the corner.... Look forward to seeing all of you at the October 26, 2016 meeting. Don't forget this meeting will start at 5:30 to accommodate those folks who will be attending the MSMA Conference.

H1. REPORT OF STUDENT SERVICES COORDINATOR

1. College recruiter visits have been underway for the last couple of weeks. Representatives from NMCC, WCCC, UM Fort Kent have already visited, and the representative from UM Machias will be here at the end of the month.
2. The first meeting with assistant principals went very well. In addition to a tour of the school, they received some great information about Region III operations and funding. We also discussed ways that Region III can help their students meet Learning Results standards. I have had a lot of positive feedback about the meeting, and all of the assistant principals would like to meet regularly in the future.
3. I will be attending the MSMA fall conference next month for one day. There are several training sessions that I am interested in attending.
4. On November 2, I will be hosting the area Special Education directors for a meeting. I will provide more information on this meeting in my November report.
5. All pre-testing has been completed. As I stated in last month's report, NOCTI testing was completed first. ASE testing for Automotive students, and CTECS testing for Web Design students was completed the following week.
6. I will be having a meeting with area guidance counselors before the middle of November.
7. Region III will be hosting a FAFSA night for the representatives from FAME on November 9 at 6 pm.

I. ANNOUNCEMENTS: Announcements were read.

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

VOTE: Unanimous

Adjournment at: 6:10 p.m.