

NORTHERN PENOBSCOT TECH REGION III

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NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, September 28, 2016 6:30pm MINUTES

- A. Chairperson Saba called the meeting to order at 6:40 p.m.

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,
Donna
Keegan
Stanley, Margaret Manzo, Jeffrey Gordon, Mary

Members Absent: None

- B. **APPROVAL OF MINUTES:** Mr. Jewers moved and Mr. Gordon seconded approving the minutes of the August 24, 2016 meeting

Discussion: " None

VOTE: Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** Dave Hartley and Max Voisine spoke to the Board about the welding program, the new improvements and upcoming projects. Also discussed was the thousands of dollars saved by Mr. Hartley and Mr. Voisine building and installing the new welding booths.

- D. **AGENDA ADJUSTMENTS:** None

E. REPORTS OF COMMITTEES:

1. **Finance Committee** – Mrs. Lindahl reported that the committee met on September 28, 2016. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$104,452.24**. Larger items (\$2,000.00 or more): Airgas, Anthem BC/BC, Amazon.com, Cengage Learning, East Millinocket School Department, James W. Wadman, Lincoln Electric, NES Rental, NOCTI, Power Tech, Student Activity Fund, S.W. Collins, Testout, Wheel Adjust.

Also reviewed and signed were **Payroll Warrants** for **8/30/2016** in the amount of **\$28,068.41**. for **9/6/2016** in the amount of **\$42,842.12** and for **9/20/2016** in the amount of **\$58,803.00**. A **Student Activity Warrant** in the amount of **\$10,298.81** was reviewed and signed. A **School Nutrition Program Warrant** in the amount of **\$5,825.73** was reviewed and signed and a list of **Surplus Inventory** was also attached for review in the amount of **\$8,200.00**. .

Policy Committee – Mrs. Crockett reported that the committee met on September 27th. The Cooperative Agreement was reviewed. A change in the title was made. The Committee agreed to wait for the next census before making any other changes. The Cooperative Board By-Laws were also reviewed. The curriculum committee was Removed, as it is now part of Program Review. Policy BID was also reviewed and wording was changed regarding the meeting reimbursement.

Program Review Committee - Mr. Danforth reported that the committee met tonight and discussed maximum enrollment. The EMT program was added. Digital Communication/Web Design has a current enrollment of 12 students. This program was granted a one year extension at its review. The Digital Communications/Web Design program will be monitored.

F. OLD BUSINESS: None

G. NEW BUSINESS:

1. **Election of Officers (Chairperson)**

Mrs. Crockett moved and Mr. Jewers seconded the nomination of Patsy Saba
Mr. Danforth moved and Mrs. Keegan seconded ceasing nominations.
Vote is unanimous for Patsy Saba for Chairperson.

2. **Election of Officers (Vice-Chairperson)**

Mrs. Crockett moved and Mr. Steward seconded the nomination of Mike Jewers
as Vice Chairperson.
Mrs. Keegan moved and Mrs. Crockett seconded ceasing nominations.
Vote is unanimous for Mike Jewers for Vice-Chairperson .

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

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

Mrs. Crockett moved and Mrs. Keegan seconded approving the first reading of The following revised policy:

- BID – Board Member Compensation and Expenses

Discussion: None

VOTE - Unanimous

4. Discussion and Possible Action to approve/not approve the NPT Region II Cooperative Agreement and Cooperative Board By-Laws.

Mrs. Crockett indicated it should say Revised Cooperative Agreement and Cooperative Board By-Laws.

Mrs. Buck moved and Mrs. Crockett seconded approving the revised cooperative Agreement and Cooperative Board By-Laws.

Discussion: None

VOTE: Unanimous

H. REPORT OF DIRECTOR

1. This year our teacher workshop days fell on August 29th and 30th. Mandatory training for all staff was provided along with numerous agenda items followed by a very successful team building event that required teams, talent and ingenuity.

2. Our first student day was on 8/31/16, however, we were not in full swing with all our students until 9/2/16. We have over a hundred students on both A & B day. Luckily with the expansion of our open area we have enough room to accommodate the students comfortably as well as eliminating the need for a second lunch. The current preliminary enrollment is 225 students. You will receive an official count on October 1st. We are certainly still holding our own amidst declining enrollments overall in our state.

3. We recently filled the opening for a Culinary Arts Food Service position. We are fortunate to have hired Cynthia Poletti-Jensen, a well-qualified candidate with experience in restaurant service and baking. Also joining our Region III staff is Archie Shorey who fills the Ed Tech position, which primarily works in the Automotive Program. Archie is a former two-year Region III automotive student who went on to complete two years at the Motorcycle Mechanics School located in Phoenix, Arizona. He also has significant experience operating CNC equipment. I feel confident that Cynthia and Archie will work well with our Region III Team.

4. Our auditors are scheduled to present our audit at the October 26th meeting. Copies of the audit report will be included in the board packets.

5. Just an FYI that we are still waiting for notification from the MacKenzie Grant Foundation on whether we will be successful in obtaining the two grant requests that made it through the first round. Grant requests were \$46,000 for CNC Routing Equipment for Carpentry and \$35,000 for Community Garden/Outdoor Kitchen/Classroom. We are crossing our fingers....

6. On September 7th, I met with our area Principals to discuss school start up issues, proficiency based learning/grading, Bridge Year, teacher evaluations and many other topics of interest that are taking place in their high schools. I also suggested inviting our area Assistant Principals to a breakfast or lunch meeting to take a tour of our school and also to learn more about Region III. Everyone was in favor. We will be meeting every other month for the remainder of the year.

7. Our first student assemblies were held on September 8th & 9th. The entire staff was introduced to the students. Lots of information was delivered to the students in a competitive manner by asking questions about driving permits, medications, bullying/harassment etc. and having students answer correctly. Students who answer correctly have their choice of candy/cookies or a healthier choice of fruit or a parfait. Questions are designed for both first and second year students.

8. On September 12th, I attended via Tandberg the Maine Administrators of Career and Tech Ed (MACTE) monthly meeting. One highlight from this meeting was being informed that there is another CTE Appropriation available this year for CTE Regions and Centers in the amount of \$900,000. Last year the appropriation was \$1,000,000. Region III received \$32,576 last year based on the number of students enrolled excluding post-graduates. I'm projecting we will receive approximately \$30,000 this year.

I also met with our Realtors Andy Nadeau and Bruce Bragdon who presented me with an offer to purchase agreement for our Howland Facility. A counter offer was made and accepted the next day. In the counter offer it was clearly stated that surveying and legal costs associated with right of access would be the responsibility of the buyer. A clause was also added as with the sale of the Lee Facility that prohibited any educational use of the facility for five years. The State Board also has to approve the sale of the facility and does not meet until October 12th. Greg Im from Drummond/Woodsum is representing us on this aspect of the sale. I will hopefully have additional information to share at our meeting.

9. On September 16th, I met with our area Superintendents, primarily to update them on changes to our facility and programs as well as discussing current enrollment, Infinite Campus data input, CTE Appropriation, student transportation and power school access.

10. I also want to inform you that we have recently installed a camera in the school van as

often times students are transported by Region III personnel (maintenance, bus driver, and administrator) during the school day due to illness, extra- curricular, etc. This is a precautionary measure.

11. I would like to congratulate Cassidy Ouellette, Automotive Instructor on obtaining his Master ASE (Automotive Service Excellence) Certification and Max Voisine, Welding Instructor on receiving his AWS Certified Welding Inspector Certification.

It does not seem possible we are already four weeks into the school year. Unreal how fast the time gets away from us. Hope to see all of you next Wednesday at our Cooperative Board Meeting. Enjoy the beauty of our fall weather and take care. See you soon.

H1. REPORT OF STUDENT SERVICES COORDINATOR

1. As you can imagine, things have been really busy during the first part of the year. New enrollments, add/drop, program changes, IEP's, etc. keep the guidance office busy for the first couple of months of the school year.

2. NOCTI pre-testing has been done for several of the programs. Construction Technology, Information Technology, EMT, Law Enforcement, MAS and RMA all participated in NOCTI testing this year. ASE pre-testing for Automotive and CTECS pre-testing for Web Design/Digital Communications will be completed by the end of September. Post-testing will take place in the spring.

3. Accuplacer testing for Bridge Year students will take place before the end of September.

4. Students wishing to get concurrent enrollment with EMCC in several programs have been signed up. We have agreements with EMCC for Automotive, Culinary Arts, Information Technology, Web Design/Digital Communications, EMT, Medical Terminology, Blueprint Reading (Welding), and Construction Technology. We also have agreements with NMCC, NESCOM and SMCC, but they don't require students to sign up. Students are awarded credit upon completion of their program, as long as they have a grade of C or better.

5. Representatives from EMCC, NMCC, WCCC, UM at Fort Kent, and UM at Machias will be visiting before the end of October.

6. A representative from UM at Augusta came to Region III on September 8 to talk to Bridge Year students. They discussed admissions, registration, grade expectations, and how to navigate the UMA website. Overall, it was a very informative meeting, and the students had a lot of their questions answered.

7. I will be meeting with all area assistant principals on October 13. This will be my first meeting with them, and I anticipate a lot of good discussion. It is important to have a good

working relationship with all area administrators, and assistant principals are a part of that.

8. Beginning this year, the federal government is allowing students to fill out their FAFSA's earlier. We will be having our FAFSA night on November 9, instead of the usual January date.

I. **ANNOUNCEMENTS:** Announcements were read. It was decided by the board to change the time of the October 26th board meeting to 5:30pm to accommodate The members traveling to Augusta for the MSMA conference.

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

VOTE: Unanimous

Adjournment at: 7:46 p.m.