

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director
Curt Ring, Student Services Coordinator

35 W Broadway, Lincoln, ME 04457
(207) 794-3004

NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, July 27, 2016 6:30pm MINUTES

A. Chairperson Patsy Saba called the meeting to order at 6:37 p.m.

Members Present: Jeffrey Gordon, Patricia Saba, Kevin Gregory
Wayne Danforth, Mary Tompkins, Sarah Crockett,
Donna Stanley, Mike Jewers, Mary Plourde,
Maureen Bean, Mary Lindahl, Dianne Buck, Paul
Hatch, Mary Keegan

Members Absent: Warren Steward, Ryan Whitehouse, Margaret
Manzo

B. **APPROVAL OF MINUTES:** Mr. Jewers moved and Mr. Gregory seconded
approving the minutes of the May 25, 2016 meeting

Discussion: " None

VOTE: Unanimous

C. **AUDIENCES & COMMUNICATIONS:** Mrs. Saba read a thank you note from
a student, thanking the Scholarship Committee for the Scholarship he received.

D. **AGENDA ADJUSTMENTS:** None

E. **REPORTS OF COMMITTEES:**

1. **Finance Committee** – Mrs. Lindahl reported that the committee met on June 22, 2016.
The Accounts Payable Warrant and bills were reviewed and signed in the amount of

\$54,479.32. Larger items (\$2,000.00 or more): Anthem BC/BC, East Millinocket School Department, Emera Maine, Krista Irish - Reimburse, Pearson Vue
Also reviewed and signed were **Payroll Warrants** for **6/07/2016** in the amount of **\$84,690.69.** and for **6/21/2016** in the amount of **\$73,905.40** A **Student Activity Warrant** in the amount of **\$4,452.30** was reviewed and signed. A **School Nutrition Program Warrant** in the amount of **\$2,176.43** was reviewed and signed. The Committee also met on July 27, 2016. The Accounts Payable Warrant and bills were Reviewed and signed in the amount of \$133,017.33. Larger items (\$2,000.00 or more) American Welding Society, Anthem BCBS, Bridge Year Education Services, Emera Maine, MSMA Property & Casualty, Power Tech, School Nutrition Program, Tyler Technologies. Also reviewed and signed were **Payroll Warrants** for **7/5/2016** in the amount of **\$64,063.75** and for **7/19/16** in the amount of **\$56,272.90.** A **Student Activity Warrant** in the amount of **\$2,808.31** was reviewed and signed and A **School Nutrition Program Warrant** in the amount of **\$606.40** was reviewed and signed.

2. **Building & Grounds** – Mr. Danforth reported that the committee met regarding several on-going projects. An update was given on the Howland Building and the right-of-way issues. The renovations to the open area were discussed as well as the parking area on the side of the building.
3. **Program Review:** Mrs. Crockett reported that the committee met a week ago and discussed several items that are on the agenda tonight.

F. **OLD BUSINESS: None**

G. **NEW BUSINESS:**

1. **Discussion and Possible Action on nomination to approve/not approve the first reading of the following policy:**
 - **JLCDA – Medical Marijuana in Schools**

Mr. Gregory moved and Mrs. Crockett seconded approving the second reading on JLCDA-Medical Marijuana.

Discussion: None

VOTE: Unanimous

- .2. **Discussion and Possible Action to approve/not approve the hiring of Richard Smart as EMT/Firefighting Instructor at a starting salary of \$33,000.00.**

Mr. Jewers moved to approve and Mr. Gregory seconded the hiring of Richard Smart as EMT/Firefighting Instructor.

Discussion: Mrs. Saba invited Mr. Smart to speak. Mr. Smart provided the board

members with a short narrative of his background in education, emergency medicine, fire fighting and extensive work experience. No further discussion.

VOTE: Unanimous

3 Discussion and possible Action to approve/not approve the Teacher and Leader PEPG plans.

Mrs. Crockett moved and Mr. Gordon seconded approving the Teacher and Leader PEPG Plan.

Discussion: Mrs. Saba stated that the State had accepted the presented plan pending Cooperative Board approval.

VOTE:

Unanimous

4. Discussion and Possible Action to accept/not accept the following as presented.

**Applied Learning Projects Policy
2016-2017 Faculty Handbook
2016-2017 Student Handbook
Affirmative Action Plan**

Mr. Gordon moved and Mrs. Lindahl seconded approving the above as presented.

Discussion: None

VOTE:

Unanimous

5. Discussion and Possible Action to approve/not approve the 2016-2017 Comprehensive Calendar.

Mr. Gordon moved and Mr. Gregory seconded approving the Comprehensive Calendar.

Discussion: None

VOTE:

Unanimous

6. Discussion and Possible Action to approve/not approve the 2016-2017 Cooperative Board Meeting schedule.

Mr. Gordon moved and Mrs. Buck seconded approving the 2016-2017 Cooperative Board meeting schedule.

Discussion: Mrs. Saba made note that several dates were changed due to holidays.

VOTE:

Unanimous

7. Discussion and Possible Action to approve/not approve the 2015-2016 Program Review Year End Report.

Discussion: None

VOTE: Unanimous

8. Discussion and Possible Action to approve/not approve the 2016-2017 Maximum Enrollment Guidelines recommended by the Program Review Committee.

Mrs. Crockett moved and Mr. Gordon seconded approving the 2016-2017 Maximum Enrollment Guidelines recommended by the Program Review Committee.

Discussion: Mrs. Saba stated the only changes were in the Web Design/Digital Communications program.

VOTE: Unanimous

9. Discussion and Possible Action to Tally the Regional Vocational Operating and Debt Service Budget.

Mr. Gordon moved and Mrs. Buck seconded approving the tally of the Regional Vocational Operating and Debt Service Budget.

Discussion: None

VOTE: Unanimous

10. Discussion and Possible Action to Tally the Regional Vocational Adult Education Budget.

Mr. Gordon moved and Mr. Jewers seconded approving the Tally of the Regional Vocational Adult Education Budget.

Discussion: None

VOTE: Unanimous

11. Discussion and Possible Action to Tally the Regional Vocational Capital Equipment/Roof Reserve Account.

Mr. Jewers moved and Mr. Gordon seconded approving the Tally of the Regional Vocational Capital Equipment/Roof Reserve Account.

Discussion: None

VOTE: Unanimous

H. REPORT OF DIRECTOR

1 .Our Senior Recognition Night was held on May 26, 2016 at the K of C Hall in South Lincoln. Scholarships in the amount of \$5,200 were awarded to deserving students who were chosen by the Scholarship Committee after careful review of applications. In addition to scholarships, the event included recognition of each program's senior of the year, Arch Card Senior drawings and perfect attendance. The event was very well attended with family, friends, and staff members.

2.The Health Science Careers CNA Pinning and Awards Ceremony took place on June 8, 2016. Students received recognition for obtaining certifications in Certified Nursing Assistant, Medical Assistant, Phlebotomy Technician, Medical Administrative Specialist, First Aid & CPR, and Personal Support Specialist. Mrs. Bowker, Mrs. Hale and Mrs. Kirsch did an outstanding job sharing the duties of Master of Ceremonies. This event was very well attended with proud family members, friends and Staff.

3.Just an FYI, every CTE Director who is a member of the Maine Administrators of Career & Technical Education (MACTE) is responsible for overseeing a CTE Program. My group is the Health Services Group which is comprised of about 40 CTE nursing instructors who teach a variety of Healthcare career paths. We held our second Tech Update of the year on Friday, June 10th. This Tech Update included a tour of the simulation healthcare lab at Husson University as well as a question/answer period with the Nursing Dean of Admissions. Very impressive! Two guest presenters were Peter Osborne, the new CTE Standards and Assessments Consultant at the Maine Department of Education and Rob Carr, Program Manager Workforce Development: CNA Registry and CRMA Program. Two of my Health Science Careers

instructors accompanied me and participated in sharing several of their best practices. It was a great day and very successful professional development.

4. The interview process for hiring a new EMT/FF Instructor has been completed. I will bring a nomination forward to hire Rick Smart at our Cooperative Board meeting on June 22, 2016. I will also provide additional information regarding Mr. Smart's qualifications at that time.

5. On Monday, June 20, 2016, five students, Chef Ammerman, Culinary Arts Instructor, Heidi Hale, Health Science Careers Instructor and Curt Ring our Student Services Coordinator will board a plane to Louisville, Kentucky for the 2016 National SkillsUSA competition. They have all worked extremely hard for several months now to prepare for this awesome competition. Good luck to all of them. The winners will not be announced until the closing ceremony held on Friday, June 24, 2016.

6. It is an extremely busy time of year as we prepare to send off students and instructors to enjoy a well-deserved summer break. I too will enjoy an upcoming vacation as soon as I have completed and submitted grants and reports due by the end of this week and the end of June. Looking back it doesn't seem possible a school year could end so quickly and be so rewarding.

H1. REPORT OF STUDENT SERVICES COORDINATOR

1. By the time you read this, I will be in Louisville with the SkillsUSA competitors. This will be my first trip to the national competition, and I'm really looking forward to it.

2. I have heard back from all of the high schools with tentative numbers for next year. It looks like another banner year coming up. We have well over 200 students signed up, and that doesn't count home-schooled students or post grads. Of course, we will have several additions to the programs in the add/drop period during the first two weeks of school.

3. My plan next year is to continue NOCTI testing for several of the programs, and hopefully adding another program to the list. ASE testing will continue in Automotive, as well.

4. Next year, the FAFSA night will be held in November. Starting next year, the federal government is allowing FAFSAs to be sent in early. FAME will be here on November 9 to help people with their financial aid forms.

5. I'll be spending a week in July at EMCC with the Bridge Year Cohorts from Schenck High School. July 18, 19 and 20 will be the first-year cohort, and July 21 and 22 will be with the second-year cohort.

I. ANNOUNCEMENTS: Announcements were read

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

VOTE: Unanimous

Adjournment at: 7:30 p.m.