

# NORTHERN PENOBSCOT TECH REGION III

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## NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, September 26, 2018 MINUTES

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

**Members Present:** Patricia Saba, Wayne Danforth, Kevin Gregory  
Diana Lambert, Rebecca Hanscom, , Mike Jewers, Mary Plourde,  
Warren Steward, Paul Hatch, Ryan Whitehouse, Priscilla Clark

**Members Absent Excused:** Richard Angotti, Jeffrey Gordon, Mary Lindahl, Mary Tompkins, Loree  
Libby, Diane Buck

B. **APPROVAL OF MINUTES:** Mr. Jewers moved and Mr. Steward seconded  
approving the minutes of the August 22, 2018 meeting.

**Discussion:** None

**VOTE:** Unanimous

C. **AUDIENCES & COMMUNICATIONS:** Mrs. Saba read Thank you letter for the donation in memory  
of Judy Coffin.

D. **AGENDA ADJUSTMENTS:** NONE

E. **REPORTS OF COMMITTEES:**

1. **Finance Committee** – Mr. Jewers reported that the committee met on September 26, 2018. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$72,936.42** Larger items (\$2,000.00 or more): Anthem BCBS, Bangor Savings Bank, Cengage Learning, Emera Maine, James Wadman, Lincoln Electric Co. Also reviewed and signed were **Payroll Warrants** for **9/4/2018** in the amount of **\$52,575.42** for **09/18/2018** in the amount of **\$52,824.75** A **Student Activity Warrant** in the amount of **\$3,741.42** was reviewed and signed. A **School Nutrition Warrant** in the amount of **\$5,554.65** was reviewed and signed.

2. **Policy Committee** - Mrs. Plourde reported the committee had met and continued the review of current and new policies provided by MSMA during their review of our policy manual. There is one policy on the agenda tonight for first reading.

- 3. Building and Grounds Committee** –Mr. Danforth reported the committee met on September 18<sup>th</sup> and reviewed the summer maintenance and other issues. A tour of the facility was done. Winter maintenance was also discussed.

**E. OLD BUSINESS:**

- 1. Discussion and Possible Action to approve the 2018-2019 Student Handbook**  
Mr. Jewers moved and Mr. Steward seconded approving the 2018-2019 handbook. Mrs. Hawkes explained that the errors/omissions discussed at the August meeting have been taken care of.

**G. NEW BUSINESS:**

- 1. Elect a member to be the voting delegate for the MSMA Fall Conference at the Augusta Civic Center on October 25<sup>th</sup> and 26<sup>th</sup>.**

Mr. Steward nominated Kevin Gregory as the delegate to the MSMA Fall Conference. Mr. Gregory accepted the nomination.

**Discussion:** None

**VOTE:** Unanimous

- 2. Discussion and Possible Action to approve the first reading of policy DJH- Purchasing and Contracting Procurement State Code of Conduct.**

Mr. Jewers moved and Mr. Steward seconded approving the first reading of policy DJH – Purchasing and Contracting Procurement State Code of Conduct.

**Discussion:** None

**VOTE:** Unanimous

**H. REPORT OF THE DIRECTOR:**

- This year our teacher workshop days fell on August 27<sup>th</sup> and 28<sup>th</sup>. 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. Have included some pictures of our teambuilding exercises in your board packet.
- Our first student day was on 8/29/18; however, we were not in full swing with all our students until 8/31/18. The current preliminary enrollment is 225 students. You will receive an official count on October 1<sup>st</sup>. I have included a draft enrollment comparison spreadsheet in your board packet. We are certainly still holding our own amidst declining enrollments overall in our state.
- I am also excited to inform you of an additional grant that has been awarded to us by the Maine State Board of Education – Perkins Middle School Grant. A total of \$5,455 can be used to supplement our MELMAC Grant for teacher compensation and travel. I was not going to apply for this grant but during a three day vacation decided to apply for \$10,000 not thinking we would get it. However, you never know if you don't apply and even though we didn't get the full amount requested, \$5,445 is better than nothing. Will keep you posted.
- Our first student assemblies were held on September 6<sup>th</sup> & 7<sup>th</sup>. 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. Questions are designed for both first and second year students.
- On September 10<sup>th</sup>, I attended the Maine Administrators of Career and Tech Ed (MACTE) monthly meeting. Agenda items discussed were DOE Report, New Teacher boot camp, ICS Training, Roundtable discussion all

Directors and CTE Conference & Maine ACTE update. Janet Mills, Democratic candidate for Governor presented and took questions/feedback from the Directors. Shawn Moody, Republican candidate for Governor will be present at our October MACTE Meeting.

6. We had two meetings back to back on September 18<sup>th</sup>. The Policy Committee met and reviewed 13 agenda items. I included the detail of policies and recommendations for your review in the board packet. Our goal is to meet twice a month until we are caught up with our policy recommendations from Charlotte Bates of MSMA. A copy of the agenda is included in your board packet.

The Building and Grounds Committee also met after the Policy Meeting and reviewed completed projects, summer maintenance, regular/remaining maintenance and issues being explored. Discussion was also had regarding snow removal, electronic sign and welding addition. A copy of the agenda is included in your board packet.

7. I will be meeting with Superintendents on Friday, September 28<sup>th</sup> and with the Principals on October 3<sup>rd</sup>. Lots to discuss, especially with all the new legislation.
8. As you can imagine it has been a very busy start of the new school year, however, it has also been one of the best start ups ever. We are all looking forward to another great year.

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.

#### **HI. REPORT OF STUDENT SERVICES COORDINATOR:**

I'm very proud and impressed with the team effort put in this past year to educate more students and families in the opportunities provided by Region III programs. We're very happy with the higher numbers and all of the Instructors are saying how good their students are. Homeschool student numbers have increased over last year; we now have 9 homeschooled students.

A UM Fort Kent Admissions representative will be visiting us on Friday, 9/28 and Monday, 10/1; a Washington Co. Community College will have a representative here on 10/30 and 10/31; a Beal College rep will address our Health Science students and be available to talk with any other students on 10/24 and 10/25; and a UM Augusta rep will be here on 10/25 and 10/28. I'm working to get other college reps here this fall. We plan to take some students to the NMCC Open House on Friday, 10/12.

I'm helping Terry Mitchell (PVHS Guidance Counselor) find speakers for his MELMAC 8<sup>th</sup> grade aspirations/career exploration project. David Shedd will present the construction industry to them and I'll present Region III programs to them on Wed., 10/3. This seems to be a win-win for both Region III and PV schools' efforts to reach out to the middle school population.

Mila Tappan with FAME will be here on 10/17 and 10/18 to get our students logged into their FAFSA (Free Application for Federal Student Aid) forms for college. This will be different from a general FAFSA presentation because Mila will be actually getting students' accounts set up on-line, which is the trickiest step.

I'm developing a marketing plan for the Bridge program and will be working hard to educate more counselors, students, and families on this wonderful program which gives students the chance to earn 26 or more college course credits AND get technical training and education here at Region III. This combination gives students the college marketing edge in their applications and has helped them figure out what career path they want to pursue.

NOCTI, ASE, IT, and CTECS industry testing will be upcoming soon to ascertain student knowledge levels in their fields of study. Students will test again toward the end of the school year to tell Instructors how much they learned.

Tom Baer (CDL Instructor) received news at the end of last year that CTEs can use our tractor trucks to also teach the Class B license curriculum. Some students who only want the Class B license (more than 26,000 lbs.) and some others need more time to get their Class A license.

**I. ANNOUNCEMENTS:** Announcements were read.

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

**VOTE:** Unanimous

**Adjournment at:** 7:04 p.m.

DRAFT