

NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director
Hugh Porter, Student Services Coordinator

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NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, November 28, 2018 MINUTES

A. Chairperson Saba called the meeting to order at 6:34 p.m.

Members Present: Patricia Saba, Wayne Danforth, Kevin Gregory
Diana Lambert, Mike Jewers, Mary Plourde, Rebecca
Hanscom
Warren Steward, Paul Hatch, Ryan Whitehouse, Priscilla
Clark,
Richard Angotti, Loree Libby, Mary Tompkins, Mary
Lindahl, Jeffrey Gordon

Members Absent Excused: Dianne Buck

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

Discussion: None

VOTE: Unanimous

C. **AUDIENCES & COMMUNICATIONS:**

- James Wadman, Kelly Bowden of James Wadman, CPA,
- Dan Stockford of Brann & Issacson Attorneys - Board Workshop

D. **AGENDA ADJUSTMENTS:** NONE

E. **REPORTS OF COMMITTEES:**

1. **Finance Committee** – Mrs. Lindahl reported that the committee met on November 28, 2018. **The Accounts Payable Warrant** and bills were reviewed and signed in the amount of **\$93,047.24** Larger items (\$2,000.00 or more): American Steel & Aluminum, Anthem BCBS, Bangor Savings Bank, Dysart's Service, Emera Maine, Henry Schein, Inc. , Hogan Tire, James W. Wadman, School Nutrition Program. Also reviewed and signed were **Payroll Warrants** for **10/30/2018** in the amount of **\$51,468.99** for **11/13/2018** in the amount of **\$52,068.83** and for **11/27/2018** in the amount of **\$49,358.64**. A **Student Activity Warrant** in the amount of **\$5,024.83** was reviewed and signed. A **School Nutrition Warrant** in the amount of **\$3,024.75** was reviewed and signed.

F. **OLD BUSINESS:** NONE

G. NEW BUSINESS:

1. Discussion and Possible Action to approve the 2017-2018 Audit as presented.

Mr. Gordon moved and Mr. Gregory seconded approving the 2017-2018 audit.

Discussion: Mrs. Hawkes explained the significance of not receiving a management letter. Appreciation was given to Maureen DeLaCruz, Finance Coordinator for her excellent work to ensure a great audit.

VOTE: Unanimous

2. Discussion and Possible action to approve “Vote to Authorize Amendments to M.S.M.A. Workers’ Compensation Insurance Declaration of Trust and Indemnity Agreement” be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

Mr. Angotti moved and Mr. Gordon seconded approving the MSMA Worker’s Compensation Insurance Declaration of Trust and Indemnity Agreement.

Discussion: Mrs. Hawkes explained to the Cooperative Board why these items had been placed on the agenda. Several members requested more information regarding Items 2,3 and 4. Mr. Angotti requested items 2, 3 and 4 be tabled until the December meeting.

3. Discussion and Possible action to approve “Vote to Authorize Amendments to M.S.M.A. Property & Casualty Insurance Declaration of Trust and Indemnity Agreement” be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

Tabled until December meeting

4. Discussion and Possible action to approve “Vote to Authorize Amendments to M.S.M.A. Dental Insurance Declaration of Trust and Indemnity Agreement” be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

Tabled until December meeting

5. Discussion and Possible Action to approve the first reading of policy EBAA – Chemical Hazards

Mr. Angotti moved and Mr. Jewers seconded approving the first reading of policy EBAA – Chemical Hazards.

Discussion: None

VOTE: Unanimous

6. Discussion and Possible Action to approve the first reading of Policy EBAA-R – Chemical Hazard Communication

Mr. Steward moved and Mrs. Lambert second approving the first reading of items 6 thru 11.

EBCA – Comprehensive Emergency Management Plan

EBCB – Emergency Evacuation Drill

EFE – Competitive Food Sales

EEAG – Use of Private Vehicles for School Business

EEAEEA – Drug and Alcohol Testing of School Bus Driver's

Discussion: None

VOTE: Unanimous

H. REPORT OF THE DIRECTOR:

1. On October 31, 2018, I met with our area Principals. Agenda items included October 1st enrollment, Student medication/health info, concurrent enrollments, live work, driving permits, student sign ups, State SkillsUSA 2019 and 2019 Sophomore Career Day.

2. On November 1, 2018, the Policy Comm. met to review and recommend policies for deletion, first reading and revisions. These policies are on the agenda for first reading.

3. Our first quarter assemblies were held on November 7th and 8th and I am excited to share with you that 121 students received perfect attendance awards for the first quarter and 114 students received Academic Excellence Awards (93 or better average). 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

4. On Thursday, November 8th, we held our annual Advisory Comm. Banquet. Approximately 75 staff and Advisory Comm. members were present. A wonderful meal was prepared by Chef Ammerman, Chef James and the culinary students. After the welcome, Chef Ammerman discussed SkillsUSA and Kelly Bowker, facilitated the drawings. Region III Instructors met in their program area with Advisory Comm. members after the meal. A great evening....

5. 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 day 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 of our students and how caring and thoughtful they were. Betty Vose our Career Prep/JMG Instructor, Chef Ammerman our Culinary Instructor and Tim Peters our Law Enforcement Instructor along with all the student volunteers deserve many thanks for their efforts in making the Veterans Breakfast such a special event. Media Coverage of this event was in last week's Lincoln News.

6. OSHA Training for the OSHA 10 hour card began for students on 11/13/2018 and continued through 11/15/18. Due to the storm day on 11/16/18 we had to reschedule OSHA 10 hour training. This is an important training for students to obtain and is certainly a plus on the resume for potential employers. Students will also receive Driving Dynamics instruction on 11/27/2018 and 11/28/2018.

7. On Saturday, November 17th we held our second annual Region III Craft Fair. This event was originally the brainchild of Elaine Miller our Administrative Assistant and Peggy Murray our Adult Ed Coordinator. With assistance from Betty Vose, Kelly Bowker, Leigh Thurlow, Rick Smart, Bethany Hatt, and many student volunteers along with volunteer Sarah Stuart, over \$2,200 was raised to help fund SkillsUSA. We estimated that approximately 440 people attended the fair which offered a delightful assortment of handmade items along with a delicious lunch which was available for purchase.

8. On November 19th, Kelly Bowker, CNA Instructor and I attended a meeting of the CNA Task Force which was held in Augusta at the Maine State Board of Nursing facility. This task force is currently working through Chapter 5 of the Regulations relating to training programs and delegation by registered professional nurses of selected nursing tasks to certified nursing assistants. I previously asked Kelly to attend these meetings as well as the subcommittee meetings in order to stay on top of any proposed changes to the current CNA curriculum. This is a huge project requiring significant feedback from instructors, organizations and others in the nursing field. The task force is advisory only to the State Board of Nursing the entity which will have the final vote on any changes. Since I am also the CTE Director assigned to the State Health Services Group I feel it is very important for us to be at the table while revisions are being made. I will explain further at our meeting next week.

9. On November 20th, Gifted and Talented students from Lincoln, Medway and East Millinocket participated in the nationwide Hour of Code Program. Under the direction of Leigh Thurlow, Region III's Website Design/Digital Comm. Instructor, students learned the basics of JavaScript. This is a type of coding used to program apps and robots. This exciting experience was the result of collaboration between Leigh Thurlow and Jesse Page, Area Gifted and Talented (GT) Instructor to bring their students together. We expect many more collaborations in the future. I have included in your packet a handout created by Leigh which summarizes the collaboration effort.

10. I have included a copy of our 2018 audit for your review. However, the actual bound audit reports will be provided to you at our board meeting. Our auditors Jim Wadman and Kellie Bowden will present the audit to you at our upcoming meeting. Our audit went very well and adding to this good news is the fact that we did not receive a management letter.

11. Tuesday, December 11, 2018 is an important day for Maine CTE schools. United Technologies (Region 4) is hosting our first Maine CTE Workforce Development Conference from 8:30 a.m. to 1:30 p.m. Lunch included. Join us as representation from Region III. We all know that Maine is facing a critical shortage of qualified workers in almost all career areas. We feel the CTE schools are an integral part of the solution and invite you and area business/industry representatives to discuss how we can develop solutions for the workforce shortage. I am including a handout regarding this conference in your packet.

Also, Dan Stockford, an attorney with Brann & Isaacson will be providing a Training Workshop for all of our Cooperative Board Members at our board meeting next week. This will take approximately an hour or a little longer depending on questions etc. Please feel free to invite other members of your regular board to attend if they wish. Just let us know so we can set up enough chairs.

Hope to see all of you at our board meeting next week on Wednesday, November 28, 2018 at 6:30 p.m.

H1. REPORT OF STUDENT SERVICES COORDINATOR:

More students than last year have come in to ask about colleges and scholarships and it seems like they are talking more about these topics amongst themselves.

Rachel Cyr, Lisa Thurlow, Kelly Bowker, and I will be taking their Health Science students to visit EMCC and Beal College on Thursday, November 29th. We'll be talking with faculty/students in their Nursing, Radiography, Radiology, and Surgical Tech. programs. I am arranging a visit to Hinckley Yacht in December for the Construction, Automotive, and Welding students. Hinckley yacht is in great need of young mechanics and wood crafts people and are looking forward to showing us their production and maintenance facilities in Southwest Harbor and Trenton, Maine. I'm working on a UMFK visit for the spring time.

NOCTI, ASE, and CTECS pre-testing will be completed this month. This takes a lot of logistics planning to access computers, rooms, and times to get students tested and make sure that those were absent get tested. Construction, IT, Law Enforcement, and Web Design/Digital Communications took the NOCTI; Automotive does the ASE; and Web Design/Digital Communications and Law Enforcement took the CTECS. All seniors took the Workplace Ready exam.

I attended the Me School Management Association annual meeting in Augusta on Thursday, 10/25 with several Board Members. I attended the safety/security seminars and the drug abuse seminar, all of which were valuable for Region 3. I have started requesting information and posters from resources gained at these sessions. We'll be posting and making more drug information available for our students in a more concerted effort to better educate them in the dangers of drug abuse and "vaping."

I met with MFS Public Lands, the UMFK Forest Technology Department Chairman (Jeff Dubis), and Admissions Director Jill Bouchard Cairns regarding a new MFS grant for innovative training for future woods workers (truck drivers, forest

techs, etc.) and developing concurrent agreements, respectively. These may hold exciting opportunities for our students. We will be meeting with Joan Dolan, DOL Apprenticeship Director, and later with industry people to identify where apprenticeships might benefit Region 3 students and our region's businesses.

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

"" J. **ADJOURNMENT:** Mr. Angotti moved and Mr. Steward seconded the motion to adjourn.

VOTE: Unanimous

Adjournment at: 8:41 p.m.

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