

# NORTHERN PENOBSCOT TECH REGION III

Curt Ring, Director  
Hugh Porter, Student Services Coordinator

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

## NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING Wednesday, January 27, 2021

### MINUTES

- A. Chairperson Saba called the meeting to order at 6:30p.m.  
Pledge of Allegiance

**Members Present:** Wayne Danforth, Dianne Buck, Mary Plourde, Kevin Gregory, Mary Tompkins, Patsy Saba, Warren Steward, Mike Jewers, Diana Lambert

**Present via ZOOM:** Priscilla Clark, Loree Libby, Hilary Emery, Ryan Whitehouse, Jasmine Folster, Rowena Clukey

**Members Absent Excused:** Mary Lindahl, (Matthew Ayotte, observed, not yet sworn in)

**Members Absent Unexcused:**

- B. **APPROVAL OF MINUTES:** Mr. Jewers moved and Mr. Gregory seconded approving the minutes of the December 14, 2020 Cooperative Board Meeting.

**DISCUSSION:** NONE

**VOTE:** Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** Rick Smart, Rachel Cyr, Herman Ammerman, Maureen De La Cruz, James Wadman, Kelly Bowdon and Hugh Porter

- Mrs. Saba read 2 thank you notes from scholarship recipients.
- Mr. Smart and Mrs. Cyr spoke to the Board about the Rapid Testing site for COVID-19 and the CLIA Waiver.
- Chef Ammerman spoke to the Board about the upcoming SkillsUSA activities.
- Mr. Wadman and Mrs. Bowden reviewed and answered questions regarding the 2019-2020 NPT Region III Audit

- D. **AGENDA ADJUSTMENTS:** NONE

- E. **REPORTS OF COMMITTEES:**

**Finance Committee:** Mr. Jewers reported both the November and January Finance Committee information. The committee met on November 23, 2020. **The Accounts Payable Warrant** and bills were reviewed and signed for Region III totaling **\$95,811.42**. Larger items (\$2,000.00 or more): Anthem BCBS, Bangor Savings Bank, Computers to Go, Eastern Maine Community College, Henry Schein, Inc., Jones & Bartlett Learning, LLL, Lincoln Electric Company, Matheson Tri Gas, S.W.

Collins, Snap-On Tools, Corp, Versant Power. Also reviewed and signed were **Payroll Warrants** for 10/27/2020 in the amount of \$52,185.76 for 11/10/2020 in the amount of \$51,127.05 and for 11/24/2020 in the amount of \$49,210.81.

A **Student Activity Warrant** in the amount of \$1,280.21 was reviewed and signed. A **School Nutrition Warrant** in the amount of \$1,924.33 was reviewed and signed.

The committee met on January 27, 2021. **The Accounts Payable Warrant** and bills were reviewed and signed for Region III totaling \$154,683.36. Larger items (\$2,000.00 or more): Anthem BCBS, Bangor Savings Bank, Computers to Go, Dead River, Dummies Unlimited, Inc., Lappen's Garage Equipment, Matheson's Gas, S.W. Collins, School Nutrition Program, Versant Power. Also reviewed and signed were **Payroll Warrants** for 12/22/20 in the amount of \$51,705.64, 01/05/2021 in the amount of \$45,147.09, and 01/19/2021 in the amount of \$50,799.47. A **Student Activity Warrant** in the amount of \$5,205.09 was reviewed and signed. A **School Nutrition Warrant** in the amount of \$1,513.64.

**Program Review Committee** – The Program Review Committee met tonight. Mr. Ring talked to the Committee about the CDL Program. More information will be forthcoming in the coming months.

**Policy Committee** - The Policy Committee met on January 21<sup>st</sup>. The policies that were reviewed are on the agenda tonight for their first reading.

F. **Old Business: NONE**

G. **New Business**

**1. Discussion and Possible Action to accept the 2019-2020 Audit as presented.**

Mr. Jewers moved and Mrs. Buck seconded accepting the 2019-2020 audit as presented. (Mr. Wadman and Mrs. Bowden presented the audit to the board during the Audience and Communications portion of the meeting.

**DISCUSSION: None**

**VOTE: Unanimous**

**2. .Discussion and Possible Action to approve the first reading of Policy KCB – Community Involvement in Decision Making.**

Mrs. Buck moved and Mrs. Plourde seconded approving the first reading of Policy KCB – Community Involvement in Decision Making.

**DISCUSSION: None**

**VOTE: Unanimous**

**3. Discussion and Possible Action to approve the first reading of Policy KDB – Public's Right to Know/Freedom of Access**

Mrs. Buck moved and Mr. Steward seconded approving the first reading of Policy KDB – Public's Right to Know/Freedom of Access.

**DISCUSSION: None**

**VOTE: Unanimous**

**4. Discussion and Possible Action to approve the first reading of Policy KE-Public Concerns and Complaints.**

Mrs. Buck moved and Mr. Steward seconded approving the first reading of Policy KE – Public Concerns and Complaints.

**DISCUSSION:** None

**VOTE:** Unanimous

**5. Discussion and Possible Action to approve the first reading of Policy KF – Community Use of School Facilities.**

Mrs. Buck moved and Mrs. Plourde seconded approving the first reading of Policy KF- Community Use of School Facilities.

**DISCUSSION:** None

**VOTE:** Unanimous

**6. Discussion and Possible Action to approve the first reading of Policy KHB – Advertising in Schools.**

**DISCUSSION:** None

**VOTE:** Unanimous

**H. Report of the Director:**

1. During the first half of the school year, we have had two opportunities to use federal Coronavirus Relief Funds (CRF) to purchase items that have enhanced our ability to teach our students and keep everyone as safe as possible. In order to use the CRF 1 and CRF 2 funds, we must meet the following criteria:
  - a. The funds must be used to counter the impact of COVID19 to Region III.
  - b. The funds cannot replace items already in the approved budget.

Region III used CRF 1 funds to purchase the following:

- a. Employee salary and benefits for after-school sanitizing - \$4602
  - b. Hot lunch supplies (individually wrapped eating utensils, salad containers, etc.) - \$13,403
  - c. Technology (laptops, projectors, etc.) - \$9389
  - d. Tools & PPE (Individual student toolkits, signs, masks, shields, classroom fans, etc.) - \$35,746
  - e. Equipment (Fans for welding shop, scaffolding to build pavilion, etc.) - \$15,001
  - f. Teams Coach - \$507
  - g. Property improvement - \$557
2. The federal government recently gave approval to extend use of CRF funds until 6/30/21. As a result of this extension, we reopened and amended our CRF 2 application. The application was approved on 1/15/21. With the new funds, we will purchase:
    - a. More PPE and sanitizing supplies (if needed).
    - b. We will continue to employ someone to clean and sanitize every day during non-school hours.
    - c. More hot lunch supplies (if needed).
    - d. Technology to improve our network speed and reliability, as well as improve our remote learning capabilities with our students.

3. I was contacted by EMCC about establishing concurrent enrollment agreements for our new Business Management program. They are offering enrollment in four of their courses, for a total of 12 college credits. They have also sent me the syllabi for all four courses, which will be an excellent starting point for the new instructor's planning for next year.
4. I will start advertising for a Business Management instructor in February.
5. We received an excellent equipment grant from the DOE this year. Almost every program benefitted from this grant, and a lot of new equipment was purchased. Examples of equipment purchased are:
  - a. A new metal brake for Construction Technology
  - b. A tire balancing machine for Automotive
  - c. Laptops, desks and a reception desk (to be built by the Constuction Technology students) for MAS
  - d. A training dummy package for Law Enforcement
  - e. A soundproof recording booth for Digital Communications
  - f. Stainless steel tables and small appliances for Culinary
  - g. Textbooks and desks for the Business Management program

This is not a complete list of the items purchased, just a few of the highlights. We are in excellent shape for equipment. The purpose of the grant is to provide our students with the most relevant, modern equipment to prepare them for working with these items in the working world. I believe we have accomplished that with these purchases.

6. Beginning this month, we will continue the process of looking at and, if necessary, changing our policies to reflect the current time. A representative from MSMA went through our policies last year and made a lot of suggestions, which really speeds up the process for us.
7. We have been approved to use part of our MELMAC grant to create a new recruiting video for Region III. Osborne Media, a production company based in Bangor, will do the work. The video should be completed by early February, which will allow Mr. Arthers and Mr. Porter to use it in their visits to 10<sup>th</sup> graders. The video will be added to our website and Facebook page as soon as we get them, so be sure to check it out when you get a chance.

### **H1. Report of Student Services Coordinator**

I started the month out by arranging meetings with KAHEC and UMFK Deans and Rick Smart (EMT Instructor) to discuss getting Rick approved as an adjunct instructor for those colleges to teach Anatomy and Physiology. Both colleges told us that they require a Masters degree so this won't happen. However, we found out that UMFK will accept Community College credits so we will pursue articulation agreements with them, especially in the medical and law enforcement fields. Tim Peters has contacted the Dean at UMFK regarding articulation/concurrent courses work and an on-line Forensics course for his students.

I am arranging company and college reps' visits, personal and zoom, to talk with Region 3 students (BIW, Reed and Reed, Professional Logging Contractors, Cianbro, WCCC, UMPI, Husson, etc.). Our meetings with St. Joseph's and Northern Light Hospitals went well and we continue to push forward with developing post-grad work/higher education pathways with them. I've worked with Beth Hatt and Butch Arthers to revise our substantial MELMAC grants. Our

revisions have been approved and Butch Arthers and I will implement one phase of these plans by meeting with all sophomore students at all of our sending schools during February 9-11.

I've worked with our Marketing Committee (Rachel Cyr, Lisa Tolman, and Tim Peters) and Laura Manzo (Web Design/Digital Communications Instructor) to re-design our program brochures. I've worked with Beth Hatt to keep our video production on track with Osborne Media. Both of these products should be available to Butch and me for our sophomore presentations.

Sending school administrators are getting in our sophomore surveys. Thank you very much; everyone is very challenged during these times so we appreciate the extra time they take to do this survey with their students.

I still spend much time (like other school staff) contacting parents, students, and other counselors to keep students attending Region. This work seems to have had some positive effect as evidenced by fewer unexcused student absences. We still have to work hard to get students off remote and physically attending Region 3. Many of these remote students, and their parents, don't realize that they can't get certifications/licenses through remote education. This will be a significant problem until the covid crisis ends and students are required to physically attend school again. Continuing to work with students' college applications and FAFSAs. All counselors are more challenged to keep up with students on this because of remote status.

I'm now working with Elaine Miller and our faculty to identify eligible juniors and seniors for National Technical Honor Society (NTHS). To be eligible, must have earned a 93 gpa at Region 3 and an 85 gpa at their sending school. NTHS membership is a good motivator for students and looks good on their college/work applications.

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

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

**VOTE:** Unanimous

**Adjournment at:** 7:44 pm