

# NORTHERN PENOBSCOT TECH REGION III

Mary Hawkes, Director  
Hugh Porter, Student Services Coordinator

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

## NORTHERN PENOBSCOT TECH REGION III COOPERATIVE BOARD MEETING

Wednesday, July 24, 2019 6:30pm

### 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, Dianne Buck  
Warren Steward, Mary Tompkins, Jeff Gordon  
Paul Hatch, Loree Libby, Richard Angotti, Priscilla Clark, Mary Lindahl

**Members Absent Excused:** Ryan Whitehouse, Rebecca Hanscom,

- B. **APPROVAL OF MINUTES:** Mr. Jewers moved and Mr. Gordon seconded approving the minutes of the May 22, 2019 Cooperative Board meeting.  
**DISCUSSION:** NONE

**VOTE:** Unanimous

- C. **AUDIENCES & COMMUNICATIONS:** Mrs Hawkes introduced Jean Skorapa , Superintendent Of RSU #67 who was in attendance. Mrs. Hawkes shared correspondence from several students thanking Region III for scholarships they received. Mrs. Hawkes also shared a thank you letter from Richard Bronson, Town Manager of Lincoln for the continued use of the school facility over the years.

- D. **AGENDA ADJUSTMENTS:** NONE

- E. **REPORTS OF COMMITTEES:**

**Finance Committee:** Mrs. Lindahl reported that the committee met (no meeting held in June). **The Accounts Payable Warrant** and bills were reviewed and signed for Region III totaling **\$117,081.28**. Larger items (\$2,000.00 or more): Anthem BCBS, Arbor Image Corp, Bangor Savings Bank, Emera Maine, JP Rivard Trailer Sales, Laguna Tools, LED Sign City, Matheson Tri-Gas, Pearson Vue, School Nutrition Program, Student Activity Fund Also reviewed and signed were **Payroll Warrants** for **05/28/2019** in the amount of **\$53,101.92**, for **06/ /2019** in the amount of **\$71,595.11** and for **06/25/219** in the amount of **\$81,245.13**. A **Student Activity Warrant** in the amount of **\$5,903.02** was reviewed and signed. A **School Nutrition Warrant** in the amount of **\$2,626.83** was reviewed and signed.

The Finance Committee met on July 24, 2019. **The Accounts Payable Warrant** and bills were reviewed and signed for Region III totaling **\$89,591.52**. Larger itens (\$2,000.00 or more): Anthem BCBS, Bangor Savings Bank, Emera Maine, JP Rivard Trailer Sales, Matheson Tri-Gas, MSMA Property and Casualty , TD Bank, Tyler Technologies. Also reviewed and signed were **Payroll**

Warrants for 07/09/2019 in the amount of \$43,597.18 and for 07/23/2019 in the amount of \$44,003.06. A **Student Activity Warrant** in the amount of \$362.66 was reviewed and signed. A **School Nutrition Warrant** in the amount of \$387.05 was reviewed and signed.

**Program Review Committee:** Mr. Danforth reported that the Committee had met regarding the Maximum Enrollment Guidelines, reducing the maximum number of welding students per day to 14. This is due to a new Ed. Tech in the program and only one instructor. The items is on tonight's agenda.

**Building & Grounds Committee** – Mr. Danforth reported that the Committee met on July 8<sup>th</sup>. They reviewed the summer maintenance and other upcoming projects. The meeting agenda was put in each packet.

F. **Old Business: NONE**

G. **New Business**

**1. Discussion and Possible action to approve the 2019-2020 Maximum Enrollment Guidelines.**

Mr. Steward moved and Mrs. Buck seconded approving the 2019-2020 Maximum Enrollment Guidelines.

**DISCUSSION:** Mrs. Hawkes indicated that the number of students in the welding program needed to be reduced due to the retirement of long time Welding Instructor David Hartley. Normally there were two full-time Instructors. However, we will start the new 2019-2020 school year with one full-time instructor, Mr. Voisine and one new full-time Ed. Tech, Nick Thornton. Mrs. Hawkes felt leaving the maximum enrollment at forty students would create a safety situation.

**VOTE:** Unanimous

**2. Discussion and Possible action to approve an increase in the current hot lunch price to \$2.95 per student (current price \$2.80). Adult price to remain unchanged at \$5.50.**

Mr. Jewers moved and Mr. Gordon seconded approving an increase in the current hot lunch price to \$2.95 per student.

**DISCUSSION:** None

**VOTE:** Unanimous

**3. Discussion and Possible action to authorize the transfer of funds from undesignated fund balance to cover overage in the hot lunch, not to exceed \$4,500.00.**

Mr. Gordon moved and Mr. Steward seconded authorizing the transfer of funds from undesignated fund balance to cover overage in hot lunch, not to exceed \$4500.00.

**DISCUSSION:** Mrs. Hawkes stated this years overage was significantly less than last year, by approximately \$4,000.00.

**VOTE:** Unanimous

**4. Discussion and Possible Action to approve the proposed 2019-2020 Region III Cooperative Board Meeting schedule.**

Mrs. Buck moved and Mr. Jewers seconded approving the proposed 2019-2020 Region III Cooperative Board Meeting schedule.

**DISCUSSION:** None

**VOTE:** Unanimous

**5. Discussion and Possible Action to approve the proposed 2019-2020 Region III Comprehensive Calendar.**

Mr. Jewers moved and Mr. Gregory seconded approving the proposed 2019-2020 Region III Comprehensive calendar.

**DISCUSSION:** Mr. Gregory asked if the Advisory Committee banquet had been scheduled so that it didn't conflict with the MSMA conference. Mrs. Hawkes advised it had been.

**VOTE:** Unanimous

**6. Discussion and Possible Action to approve the proposed 2019-2020 Region III Student Handbook.**

Mr. Jewers moved and Mr. Gordon seconded approving the proposed 2019-2020 Region III Student Handbook.

**DISCUSSION:** .None

**VOTE:** Unanimous

**7. Discussion and Possible Action to approve the proposed 2019-2020 Teacher Handbook.**

Mr. Angotti moved and Mr. Gordon seconded approving the 2019-2020 Teacher Handbook.

**DISCUSSION:** None

**VOTE:** Unanimous

**H. Report of Director**

1. Our Senior Recognition Night was held on Wednesday, May 29, 2019 at 6:00 p.m. Senior Recognition is always an exciting and popular event. A record number of attendees including family, friends, cooperative board, staff members and several area administrators. Scholarships in the amount of \$12,100 were awarded to deserving students who were chosen by the Scholarship Committee after careful review of applications. This amount included the 2019 CTE MELMAC Scholarship of \$2,000 was awarded to Aubrey Bowers, a two year student in the Automotive Technology Program. In addition to scholarships, the event included recognition of each program's Senior of The Year along with Student Excellence, Arch Card senior drawings and Perfect Attendance.
2. The Health Science Careers Pinning and Awards Ceremony took place on Monday, June 3, 2019. Students received recognition for obtaining certifications in Certified Nursing Assistant, Medical Assistant, Phlebotomy Technician, Medical Administrative Specialist, First Aid & CPR, and Medical Office Technology. Mrs. Bowker, Mrs. Tolman and Mrs. Cyr did an outstanding job sharing the duties of Master of Ceremonies. And once again we were overwhelmed by how well attended the pinning ceremony is by proud family members, friends and Staff.

3. On June 10th, I attended our monthly Maine Administrators of Career and Technical Education (MACTE) meeting held at Lewiston Regional Tech Ctr., Lewiston. I have included a copy of the minutes from this meeting in your board packet.
4. On June 14<sup>th</sup> I held an end of the year breakfast meeting with our area Superintendents. A copy of the DOE approved Regional Calendar and copies of the FREE CTE Middle School Summer Camp Flyer/application were provided. Farewells and best wishes were given to Dawn Pray, Medway Superintendent who is leaving for a new position in Unity and Ray Freve, RSU#67 Interim Superintendent who is leaving at the end of June. The new Superintendent for RSU#67 is Jean Skorapa who also attended our breakfast meeting and was warmly welcomed into our group and to the area.
5. On Sunday, June 23, 2019, two students, Don Raymond, Information Technology Instructor, and several parents boarded a plane to Louisville, Kentucky for the 2019 National SkillsUSA competition. They have worked extremely hard for several months now to prepare for this awesome competition. As this contingent was waiting to board the plane they were approached by Maine Senator Susan Collins. A picture of the students and the Senator is included in your board packet. The students scored in the top twenty out of approximately 50 competitors. A great experience and a wonderful organization.
6. On Monday, July 8, 2019 I met with the Building and Grounds Committee to review the completed projects to date, current maintenance & summer maintenance list, recent inspections and other purchase updates etc. A copy of this agenda with more detail is included in your board packet. Another meeting will be scheduled once a majority of the tasks have been completed.
7. Also, I finally completed the 2019/2020 Perkins Grant application and submitted by the due date of June 24<sup>th</sup>. This was a lengthy (46 pages) application as well as being a new version called Perkins V which meant a great deal more thoughtful writing. Our award this year is \$52,594 which is \$7,835 greater than our 2019/2020 award.
8. It was and still is an extremely busy time of year as we say good bye to students and instructors to enjoy a well-deserved summer break while we are still wrapping up all the reports etc. to end one school year and prepare for a new one. Looking back it doesn't seem possible a school year could end so quickly and yet be so rewarding. Look forward to seeing all of you at the next Board Meeting. ☺

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

None

- I. **ANNOUNCEMENTS:** Announcements were read.
- J. **ADJOURNMENT:** Mr. Jewers moved and Mr. Gordon seconded the motion to adjourn.

**VOTE:** Unanimous

**Adjournment at: 7:16pm**