



# Maine Region Ten Technical High School

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*NOTE: These minutes are not official until approved by the Cooperative Board. Such action, either to approve or amend and approve, is anticipated at the January 26, 2015 meeting.*

## MINUTES OF DECEMBER 15, 2014 BOARD MEETING

BOARD MEMBERS PRESENT: David Johnson, Janet Connors, Dee Carrier, Karin VanNostrand, Jeffrey Wolkens, James Grant, John Morang, Brenda Clough

BOARD MEMBERS ABSENT: William Thompson

SUPERINTENDENTS PRESENT: Paul Perzanoski, Brad Smith

PRINCIPALS PRESENT: None

STAFF MEMBERS PRESENT: Barry Lohnes, Director; David Giroux, Auto Tech Instructor

1. Meeting called to order at 6:30 PM PM by Janet Connors
2. Pledge of Allegiance
3. Agenda Adjustments – None
4. **Minutes of the September 15, 2014 Board meeting passed of members present.**
5. Public Comment  
None

### Old Business:

### New Business

6. Budget to Actual for November 30, 2014  
Director Lohnes reported revenues exceeding expenditures. Four new windows have been purchased, a leaking skylight was replaced, two programs were brought to electrical code and several doors and door frames were replaced. All work was taken from Maintenance though some should come from Supplies. Director Lohnes will be meeting with Steve Dyer, Business manager, on the transfer of funds. Also, all vehicles needed moderate work to pass inspection and the fleet is safe for student travel. Ms. VanNostrand asked if extra funds were needed for supplies, would the Finance Committee make that decision. Mr. Lohnes stated the Finance Committee would be consulted to make that decision.
7. October 1 Enrollments  
Director Lohnes referenced a handout. Overall enrollment has declined but the percentage of students from each sending school remains steady. Administration is recruiting with the same enthusiasm, and all programs have adequate to strong enrollment.  
Brenda Clough asked about Tech Ten Basic's lower enrollment. Director Lohnes explained the program is an overview of Region Ten for ninth and tenth graders. Currently, sending school guidance is hesitant in sending younger students for the first semester. Second semester will see full enrollment.  
Janet Connors asked if there were ideas from guidance departments regarding the drop in enrollment. Director Lohnes stated one school sent many more visitors than usual who were not accepted through instructor, guidance, and student decision. All students not accepted are encouraged to apply the following September.

Ms. Clough asked if the non-acceptance is generally the decision of an adult or that of the applying students. The Director explained some students are not accepted into their first program choice due to multiple reasons. When an instructor feels a student is not a right fit for the program, the administration suggests a visit to other programs, in some cases students choose to remain at the sending school and try again the following year. Ms. Clough stated if there is room in the program the students wants, the teachers are here to get students where they want to be; Region Ten is a public. Director Lohnes explained based on maturity and requisite skill level, acceptance into some programs is setting students up for failure. Karin VanNostrand asked if this type of scenario was why English was added. The Director explained English was added to Region Ten because many students were not able to schedule both a technical program and a required English course. Janet Connors stated Region Ten was looking into adding a math class for the same reason. Mrs. Connors said enrollment is based on students display of maturity, good judgement, and the ability to follow directions. Director Lohnes said students are welcome back for a second visit should their first not go well. Mrs. Carrier asked if sending school guidance departments were keeping track of student interest so students, and if students typically return the following year for a visit. Director Lohnes said most students return the following year and all placements are a collaboration between Region Ten and sending school guidance and social workers. Over 50% of students return later in their high school career.

8. Budget Development 2015-16

Director Lohnes reported EMT Basic instructor salary can no longer be provided by the Perkins Grant, but placing of important equipment in the Perkins Grant should balance the budget requests. No new programs or staff are anticipated which should minimize the overall requested increase. Tech Ten Basic has been added as its own line item as it has evolved into its own program. Firefighting I & II instructor will decrease from .6 to .5 as the program has now reached the sustainability stage. All staff budgets are in and show an ability to maintain instructional capability and safety. The first draft 15-16 Budget Proposal will be presented in January with an initial increase of 4.6% - 7.0% understanding the sending districts need to dictate what percentage increase is acceptable.

9. Proficiency Based Projections

Director Lohnes reported Proficiency Based Education will reinvigorate Region Ten's curriculum which was last done in 2009. Requirements include collaboration of practical application in mathematics and in English which will bring forth stronger geometry/algebra skills and a more balanced resume. Currently, English Instructor Jason Darling is working closely with sending school English department heads. Superintendent Perzanoski asked the Board if going forward they would like to establish a curriculum committee. Karin VanNostrand said the Board could brainstorm the creation of a Curriculum Committee or combine a Curriculum Committee with the New Programs Committee. She asked if it would make sense to have an official connection to the sending school Curriculum Committees to ensure communication. Director Lohnes said the first step would be to define the roll of the committee and the second step to determine where each high school is in transposing theoretical math to practical application at Region Ten. Superintendent Perzanoski said it should be revisited at the next meeting.

10. Cooperative Board Sub-Committee Updates

Director Lohnes stated he is impressed at the active level of all committees and the commitment of Board members.

The Policy Committee has been meeting and progress is being made though it is more complicated than anticipated. The Committee is bringing several policies to the Board tonight.

The Negotiations Committee will be presenting information in Executive Session

The S.I.T. Committee has been meeting monthly and reviewing the potential for new programs, establishing a four-year plan for curriculum and new programs, and has been looking at staffing and the building.

11. Report on MSMA Convention

Karin VanNostrand stated she attended several clinics including; Educator Evaluation Systems which included a module should the Cooperative Board/ Evaluation Committee wish to take advantage; The Learning Commons which integrated media technology with library science and how to connect students with equipment; Students Representatives on School Boards where two students serve as non-voting members with no committee assignments but are allowed to talk and ask questions and communicate information between the student body and the Board; and School Attendance Matters which Superintendent Smith spoke to as a part of the presenting team. Superintendent Smith stated MSAD75 has enlisted a national program to get a handle on chronic attendance for students under grade 6. There is a collaboration with all schools to use the program, and

bring families on board so they better understand the importance of attendance. Currently 18 days of absence per year is considered chronic and has an impact on learning no matter the reason. Janet Connors how big an issue attendance was at Region Ten. Karin VanNostrand stated that last year's report showed a significant issue. Superintendent Perzanoski said the superintendents are currently looking at this year's data for Region Ten.

Jim Grant stated there was a discussion on the representation of CTE Board members, and that not every school sends Board of Directors members to CTE Boards. Mr. Grant proposed changing the by-laws to a CTE Board of Directors with the addition of community members to the Board.

12. Policy Committee Report

**Second Reading: School Property Disposition**

Karin VanNostrand stated Section B should have been changed to "seven (7) days after sales agreement" per committee discussion.

**Motion: David Johnson**

**Second: Dee Carrier**

**Vote: Unanimous**

**To: Accept School Proper Disposition policy as amended**

**First Reading: Post Graduates Attending Day Programs (restructured)**

**First Reading: Naming of Facilities**

The Policy Committee would like to see procedures for the Naming of Facilities before approval of the proposed policy. Karin VanNostrand suggested looking at existing policies of other schools to see if anything is missing with the Region Ten proposal. Janet Connors encouraged Board members to send input to either Director Lohnes or a member of the Policy Committee (VanNostrand, Carrier, Thompson). Superintendent Perzanoski stated procedures would be brought to the Board at the next meeting.

**First Reading: Purchasing Procedures**

The Policy Committee asked the Board's feelings regarding the \$10,000 cap on purchases. Brenda Clough asked how many purchases meet the \$10,000 threshold and what message that limit sends. Janet Connors stated the school has many large pieces of equipment that need to be updated periodically. Director Lohnes reported the Region Ten staff is fully capable to making the best value decision for the school because the Board holds trust in its employees. Dee Carrier mentioned if the Board is not ok with \$10,000 then the Policy Committee will entertain other caps. Superintendent Perzanoski suggested getting the minimum from each district.

**First Reading: Video Surveillance**

The Policy Committee reported most video surveillance policies deal with cameras on buses which does not pertain to Region Ten. Also, camera coverage within the school is minimal. The Policy Committee wants more research on Video Surveillance. Karin VanNostrand suggested looking at existing policies within sending districts and municipal buildings. Director Lohnes suggested banks and libraries and Janet Connors suggested local cable stations. Brenda Clough asked if video surveillance on buses needs to be a separate policy. Superintendent Persanowski explained buses would be part of the same policy, but a different sub-section.

18. Director's Report

**a. 2014 Audit** – The FY14 Audit is ready. Copies have been shared with the Superintendents' Advisory Committee and will be presented to the Board at the January meeting.

**English Accuplacer Test, October 17, 2014** – Instructor Darling took students to Southern Maine Community College to take the Accuplacer Pre-test. Karin VanNostrand suggested finding prep materials. Brenda Clough stated the Accuplacer has practice tests online with a list of math topics covered.

**c. MELMAC Report** – So far this year, 49% of Region Ten students have visited a college campus with money from the MELMAC Grant.

**d. Rotary Recognition** – Nicholas Thibeault (BHS) and Kristine Lajoie (BHS) were recognized by the Brunswick Rotary for their commitment to community service. Both students have over 200 hours serving as junior firefighters, and volunteering at the local food bank and Mid-Coast Hospital.

**e. Firehouse Subs Grant** – The EMT Basic program purchased a Stryker Chair with funds received from the Firehouse Subs Grant. On October 1<sup>st</sup> a ceremony was held at Firehouse Subs in Topsham with strong turn-out for the event. Mr. Wolken and Mrs. Connors were present, representing the Cooperative Board.

**f. Joanne McMahon, Six Who Care Award** – Health Occupation/ C.N.A. Instructor Joanne McMahon was honored as one of Six Who Care for her work with Veterans No Boundaries and the Independence Association. Several staff members were present for the formal ceremony.

**g. Roof Repair** – Repair began in November and will not be fully complete until spring, 2015. G&E Roofing will not invoice until the project is complete and no out-of-pocket costs are anticipated.

**h. Adopt-A-Family** – Region Ten has once again adopted two families for the holiday season through Mid Coast Maine Community Action.

**i. Donation to Jones Family** – Two former students lost their home in a fire. Region Ten staff and students did an impromptu drive raising \$500 in cash with additional donations of clothes and household goods.

**j. Other** – Parent/Teacher Conferences yielded 49% participation between phone conferences and face-to-face conferences.

Open House had over 400 visitors and was successful with special parking this year, allowing guests to use a specified area of lawn.

Staff and students have completed annual Fire Extinguisher Training provided by the Firefighter I & II program.

Chairperson Connors asked for any communication before entering into Executive Session.

20. Communication  
None

19. Executive Session  
**Motion: Dee Carrier**  
**Second: David Johnson**  
**Vote: Unanimous**  
**To: Enter into Executive Session at 8:05 PM to discuss a personnel matter, pursuant to M.R.S.A. Section 405(6)(A). Session to include Superintendents' Advisory Committee and Director.**

**Return from Executive Session at 7:29 PM**

**No Action Taken**

22. Meeting adjourned to no objection at 8:30 PM