



# Maine Region Ten Technical High School

68 Church Road  
Brunswick, Maine 04011-9765

Phone (207) 729-6622

Fax (207) 721-0907

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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 27, 2014 meeting.*

## MINUTES OF DECEMBER 16, 2013 BOARD MEETING

BOARD MEMBERS PRESENT: David Johnson, Janet Connors, John Morang, Jim Grant, Brenda Clough, Karin VanNostrand, Jeffrey Wolken, William Thompson, Jim Connors

BOARD MEMBERS ABSENT:

SUPERINTENDENTS PRESENT: Shannon Welsh, Paul Perzanoski

PRINCIPALS PRESENT: None

STAFF MEMBERS PRESENT: Barry Lohnes, Director; David Giroux, Automotive Technology Instructor

1. Meeting called to order at 7:00 PM by David Johnson
2. Pledge of Allegiance
3. Agenda Adjustments – None
4. **Motion: Janet Connors**  
**Second: Jim Grant**  
**To: Accept the Minutes of the October 21, 2013 as written.**  
**Vote: Unanimous of members present**

### Old Business:

None

### New Business

Agenda Items 5 and 6 were combined so MSAD 75 Finance Director Steve Dyer could speak to the 13-14 Budget Curtailment and the FY13 Audit Summary

- 5 & 6. Presentation of Budget to Actual November 30, 2013 & 2012-13 Audit Summary and Budget Curtailment 2013-14

Director Lohnes introduced MSAD75 Finance Director Steve Dyer to the Board.

#### **Budget Curtailment 2013-14**

Mr. Dyer provided a handout and reviewed the FY13 *Statement of Revenues, Expenditures and Changes in Fund Balance Budget (Non-GAAP Budgetary Basis) and Actual – General Fund* from the Audit and Region Ten's Curtailment plan FY14. The Curtailment Plan highlights areas that have been underspent over the past two years that may provide the needed %.40% expense reduction. Superintendent Welsh stated Region Ten staff is concerned with proposed cuts to supplies, books, and equipment, and how those cuts will impact the classroom. Ms. Connors questioned at what point the Board needs to become concerned about savings. Mr. Dyer explained the school needs to progress to a positive number in the fund balance which will happen in two steps: 1) Reduce the use of the fund balance and 2) Build up revenue.

#### **2012-13 Audit Summary**

Mr. Dyer gave an overview of the Management Discussion and Analysis highlighting an increase and diversification in revenue, an increase in expenditures due to retirement payments to State of Maine and a decrease in net position due to depreciation of assets.

Brenda Clough asked how much more was to be expected through the collection of tuition. Director Lohnes explained Lisbon had been billed and post graduate students are expected to pay second semester tuition in

January. Janet Connors asked about tuition for Morse High School students. Director Lohnes stated a contractual agreement is in place allowing students to take classes at one technical school if not offered within the district eliminating tuition. Dr. Welsh explained program revenues can offset deficit and reduce impact on classrooms.

William Thompson asked what the Lowe's Fund was used for. Director Lohnes explained the Lowe's, Senter, MELMAC and Perkins Funds are used to offset expenses by purchasing equipment, hosting student events and in the instance of EMT, paying salary, though not textbooks or supplies.

**Budget to Actual, November 30, 2013**

Director Lohnes reported the Budget to Actual is favorable with revenues exceeding expenditures.

7. **Budget Development 2014-15**

Director Lohnes has received program proposals from instructors and is working the numbers to present a draft budget in mid-January. Finance Director Dyer stated the Board needs to finalize the budget by the April meeting.

8. **Head Custodian Position**

Interview committee interviewed five of seven qualified candidates for the Head Custodian position, bringing two back for second interviews. The committee unanimously agreed upon the best qualified candidate, Michael Knof, a positive thinker with a strong background in OSHA, construction and mechanics.

**Motion: Janet Connors**

**Second: Karin VanNostrand**

**To: Accept the nomination of Michael Knof to the position of Head Custodian**

**Vote: Unanimous**

Chairperson Johnson thanked Janet Connors for serving on the interview committee.

9. **MELMAC College Visitations**

Director Lohnes reported the MELMAC committee is hard at work with instructors in an effort to arrange college visitations to promote interest in post-secondary options. By December break, six programs will have visited one or more post-secondary sites, with program crossover for some students.

10. **Director's Report**

a. Brenda Clough on MSBA Conference – Ms. Clough reported she attended workshops centered around fiscal topics and sessions on what to expect from the legislature on new funding which will impact budget making.

b. Proposal by Janet Connors – Ms. Connors proposed the Multi-Purpose be renamed after the late Frank Lee, director of Region Ten at the schools inception and for the next ten years.

**Motion: James Grant**

**Second: Janet Connors**

Director Lohnes explained Mr. Frank Lee was not only the original director of Region Ten Tech, but was also instrumental promoting grant money for the new Brunswick High School track. Individuals on behalf of Mr. Lee requested the Brunswick School Department Board of Directors that the high school track be named after Mr. Lee. The Brunswick Board of Directors turned the proposal over to Region Ten as all felt it appropriate because Frank Lee made his mark at Region Ten. Discussion ensued.

Chairperson Johnson stated the naming of the room would have more meaning as an agenda item and invitation to family and community.

**Janet Connors withdrew her second.**

**James Grant withdrew his motion.**

c. Attendance Report – Instructors and administration working to improve attendance with phone calls and emails to parents/guardians. This year has seen a 13% improvement with an increase from 89% to 91.7% daily attendance.

d. English/ Pre-Apprenticeship Enrollment – Currently there are 20 students enrolled in the Pre-Apprenticeship program, up 8-9 students from this time last year. English has 39 students enrolled, a remarkable increase over the 23 for the 12-13 school year. Instructor Jason Darling is working closely with sending school English departments, Director Lohnes suspects next year, with help from a grant, Instructor Darling will join the Maine Association of Teachers of English.

e. FAME: Complete the FAFSA Workshop – November 21 Region Ten hosted the first of two FAFSA workshops attended by 33 students and parents as well as guidance counselors Jim Lincoln from Freeport High School and Mary Moore from Brunswick High School. On January 30 Region Ten will host another FAFSA

event in our computer lab so parents and students may utilize professional guidance to begin the process. Most financial aid is contingent upon completing the FAFSA.

f. Calendar Committee – A committee of administrators from all sending districts will meet to work on the 14-15 calendar to limit the number of conflicting days, as required by Maine statutes.

g. Electronic Budget to Actual – Currently the Budget to Actual is available electronically allowing Region Ten Tech administration to view it daily. The Purchase Order system will be available electronically in 2014.

h. Open House review – The annual Open House attracted over 400 visitors and 23 post-secondary representatives. Staff worked with students prior to the event in an effort to enhance communication with college, military and certificate program representatives. Next year Region Ten plans to lessen the parking difficulties by having guests park on the lawn with the assistance of our SkillsUSA students.

i. 8<sup>th</sup> Grade Exploratory – 8<sup>th</sup> Grade Exploratory will take place the week of Dr. Martin Luther King, Jr. Day, January 21-24. High School students take exams during that week, though some will be here to volunteer as schedules allow. Each 8<sup>th</sup> grader from all sending districts will spend one day at Region Ten at this highly anticipated annual event.

j. Other – For the fourth year Region Ten Tech staff and students are participating in Adopt-A-Family, helping two local families during the holiday season. Office Manager Kellie Gardner stated the staff and students raise money to provide gifts for two families who have requested assistance through Mid Coast Maine Community Action.

11. Communication

a. A letter has been received from the Harriet Beecher Stowe Principal thanking our Metal Fabrication/Welding students for the construction of a bike rack.

b. A letter from the Brunswick Fire Department was received thanking our Firefighting I & II students for their assistance with the Fire Department Open House.

c. A letter from Freeport Rescue was received thanking our EMT Basic students for helping out at their annual Open house.

Director Lohnes received a letter from Wendy Ault at MELMAC thanking him for serving on a panel for the Maine Principals Association Annual Conference.

12. Public Discussion

None

13. Executive Session

**Motion: Janet Connors**

**Second: John Morang**

**To: Enter into Executive Session at 8:10 PM to discuss negotiations objectives of the Cooperative Board, pursuant to M.R.S.A. Section 405(6)(D). Session to include Superintendents' Advisory Committee and Director.**

**Vote: Unanimous**

Return from Executive Session at 8:30 PM

14. Executive Session

**Motion: Janet Connors**

**Second: Jim Grant**

**To: Enter into Executive Session at 8:31 PM to discuss plans for Bachelors' Degree achievement as per negotiated agreement, pursuant to M.R.S.A. Section 405(6)(A). Session to include Superintendents' Advisory Committee and Director.**

**Vote: Unanimous**

Return from Executive Session at 8:41

15. Meeting adjourned at 8:42 PM with no objection.