AGENDA

Kiamichi Technology Center
Board of Education
Regular Meeting
KTC –Talihina Campus
13739 SE 202nd Road
Talihina, OK  74571
October 8, 2013
12:15 P.M.

The Board can discuss, make motions and vote upon any matter appearing on the Agenda. Such motions and votes may be to adopt, reject, modify, table, reaffirm, rescind, or take no action on any Agenda item. The meeting will be conducted by the President of the Board as the presiding officer. Any agenda item containing multiple matters may be severed for separate consideration at the request of any Board member:

A. ROLL CALL:

B. QUORUM DECLARED TO BE PRESENT & MEETING CALLED TO ORDER:

C. RECOGNITION OF GUESTS, SUBMITTING PROPER REQUESTS PURSUANT TO KIAMICHI TECHNOLOGY CENTER POLICY 6.5:

D. CONSENT AGENDA: All of the following items, which concern reports and items of a routine nature normally approved at Board Meetings, will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. The Consent Agenda consists of discussion, consideration and vote on each items 1 through 7.

1. Approval of Minutes.
   September 10, 2013 - Regular Meeting

2. Approval of Declaration of Funds, Treasurer’s Report and KTC Cash Reconciliation.
3. Approval of Resolution 10/08/2013-1 Activity Fund Account Reports and Transfer of Funds.


<table>
<thead>
<tr>
<th>Name</th>
<th>Primary Duty</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belk, William</td>
<td>STA EMS</td>
<td>EMS District-Wide</td>
</tr>
<tr>
<td>Hearon, Margaret</td>
<td>Substitute</td>
<td>Durant</td>
</tr>
<tr>
<td>Hearon, Tommy</td>
<td>Substitute</td>
<td>Durant</td>
</tr>
<tr>
<td>Manker, Gary</td>
<td>Substitute</td>
<td>Durant</td>
</tr>
<tr>
<td>Irvin, Rhonda</td>
<td>STA/CNA, CPR, Safety</td>
<td>Hugo/Antlers</td>
</tr>
<tr>
<td>Beard, Kacey</td>
<td>Banquet Worker</td>
<td>Idabel</td>
</tr>
<tr>
<td>Clement, Sha’Miya</td>
<td>Banquet Worker</td>
<td>Idabel</td>
</tr>
<tr>
<td>Dingus, Saprina</td>
<td>Banquet Worker</td>
<td>Idabel</td>
</tr>
<tr>
<td>Hopson, Khalil</td>
<td>Banquet Worker</td>
<td>Idabel</td>
</tr>
<tr>
<td>Ricks, Keontric</td>
<td>Banquet Worker</td>
<td>Idabel</td>
</tr>
<tr>
<td>Cathey, Donald</td>
<td>Evening Machine Technology Class</td>
<td>McAlester/Eufaula</td>
</tr>
<tr>
<td>Wilson, Shawn</td>
<td>Computer &amp; Social Network Security</td>
<td>McAlester/Eufaula</td>
</tr>
<tr>
<td>Giddings, Christopher</td>
<td>Federal Work Study – Clerical/Maint.</td>
<td>Poteau/Spiro</td>
</tr>
<tr>
<td>Martin, Michael</td>
<td>Short Term Excel I &amp; II Classes</td>
<td>Poteau/Spiro</td>
</tr>
<tr>
<td>McKinney, Hannah</td>
<td>Federal Work Study – Clerical/Maint.</td>
<td>Poteau/Spiro</td>
</tr>
<tr>
<td>Wiedemann, Amber</td>
<td>Federal Work Study – Clerical/Maint.</td>
<td>Poteau/Spiro</td>
</tr>
<tr>
<td>McKnight, Stormi L.</td>
<td>PN Instructor – Classroom &amp; Clinical</td>
<td>PN District-Wide</td>
</tr>
<tr>
<td>Wilks, Alicia</td>
<td>Federal Work Study – Clerical</td>
<td>Stigler</td>
</tr>
<tr>
<td>Lopez, Destinee</td>
<td>Federal Work Study – Maintenance</td>
<td>Talihina</td>
</tr>
<tr>
<td>Stuart, Judy L.</td>
<td>Federal Work Study – Clerical</td>
<td>Talihina</td>
</tr>
</tbody>
</table>

ANY EMPLOYEE NAME SUBMITTED ABOVE MAY INCLUDE OTHER JOB DUTIES, CLASSES AND/OR SUBSTITUTE TEACHING DUTIES AS ASSIGNED.

5. Approval to Declare Equipment, Located at the Durant Campus, the Idabel Campus and the McAlester Campus, as Surplus to be Disposed of Properly. (Copies of These Lists are Available on the District Website, at the Office of the Superintendent and at the Meeting.)

6. Approval of Out-of-State Travel.

GINA RIGGS, EMS Director
ACTE National Conference & Board of Directors Meetings
(Travel expenses paid by ACTE)
December 1-7, 2013
Las Vegas, Nevada
LINDA PETERS, Academic Center Instructor – McAlester Campus
MARGIE CREAGER, Academic Center Instructor – McAlester Campus
AMARYLLIS MATHEWSON, Asst. Director of Practical Nursing
ACTE Vision 2013 National Conference
December 3-8, 2013
Las Vegas, Nevada

NORMAN RANGER, President, KTC Board of Education
JOE CARRICK, Director – Stigler Campus
MARJORIE WANN, Counselor – Poteau Campus
LAURA HARRISON, Student Services – Poteau Campus
ACTE Vision 2013 National Conference
December 4-8, 2013
Las Vegas, Nevada

DANNY BLACK, Automotive Service Technology Instructor – Idabel Campus
2013 SEMA Show/APEX
November 5-8, 2013
Las Vegas, Nevada


E. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 7.

F. ACTION TOPICS:

8. Recommendation, Consideration and Vote to Approve Resolution 10/08/2013-2 Proclamation and Resolution Giving Notice of and Calling Election for Election of One (1) School Board Member to the Board of Education of Kiamichi Technology Center School District No. 7 from Board Zone No. 5 and Board Zone No. 7.


11. **Recommendation, Consideration and Vote to Approve Addition of New HCC Instructor to the 2013-2014 Practical Nursing/Health Careers Certification Advisory Committee – Durant Campus.**

12. **Recommendation, Consideration and Vote to Approve KTC Communications and Marketing Plan – FY 2013-2014.**

13. **Recommendation, Consideration and Vote to Approve the Following Job Descriptions:**

   - Performance Improvement Specialist
   - Executive Assistant
   - Accounts Payable I
   - Accounts Payable II

14. **Recommendation, Consideration and Vote to Approve KTC Board of Education Regular Meeting Dates for 2014**

   **KIAMICHI TECHNOLOGY CENTER**
   **BOARD OF EDUCATION**
   **REGULAR MEETING DATES – 2014**

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>January 14, 2014</th>
<th>12:15 PM</th>
<th>KTC – Hugo Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>107 So. 15th – Hugo, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 11, 2014</td>
<td>12:15 PM</td>
<td>KTC – Stigler Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1410 Old Military Rd. - Stigler, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 11, 2014</td>
<td>12:15 PM</td>
<td>KTC – Poteau Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1509 S. McKenna - Poteau, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 8, 2014</td>
<td>12:15 PM</td>
<td>KTC – Idabel Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3205 Lincoln Rd. NE – Idabel, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 13, 2014</td>
<td>12:15 PM</td>
<td>KTC – Talihina Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13739 SE 202nd Rd. – Talihina, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>June 10, 2014</td>
<td>12:15 PM</td>
<td>KTC – McAlester Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>301 Kiamichi Drive – McAlester, OK</td>
</tr>
<tr>
<td>Friday</td>
<td>June 27, 2014</td>
<td>12:15 PM</td>
<td>KTC – Administrative Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1004 Hwy 2 North – Wilburton, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 15, 2014</td>
<td>12:15 PM</td>
<td>KTC – Antlers Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>405 SW “O” St. – Antlers, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>August 19, 2014</td>
<td>12:15 PM</td>
<td>KTC – Administrative Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1004 Hwy 2 North – Wilburton, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 9, 2014</td>
<td>12:15 PM</td>
<td>KTC – Spiro Campus</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 23, 2014</td>
<td>12:15 PM</td>
<td>610 SW 3rd – Spiro, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>October 14, 2014</td>
<td>12:15 PM</td>
<td>KTC – McAlester Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>301 Kiamichi Drive – McAlester, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>November 18, 2014</td>
<td>12:15 PM</td>
<td>KTC – Durant Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>810 Waldron Drive – Durant, OK</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 16, 2014</td>
<td>12:15 PM</td>
<td>KTC – Atoka Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1301 W. Liberty Rd. – Atoka, OK</td>
</tr>
</tbody>
</table>
15. Recommendation, Consideration and Vote to Approve Revisions to KTC Board of Education Policies.

- Section 24, Item 24.10 & 24.10A – Suspension of Students – Policy & Regulations
- Section 24, Item 24.10A – Delete Policy

16. Recommendation, Consideration and Vote to Change Disability Benefit Insurance Carrier from Unum Life Insurance Company of America to Aetna.

17. Recommendation, Consideration and Vote to Approve Change Orders No. 001 and 002, 2013 Emergency Response Trailer Storage – Poteau Campus

18. Recommendation, Consideration and Vote to Approve Activity Fund Chart of Accounts – FY 2013-2014

19. Proposed Executive Session for the Purpose of Discussing the Resignation, Retirement, Employment/Appointment and or the Reassignment of Positions Listed Below, Including Discussions of Information, the Disclosure of Which Would Violate Confidentiality Requirements of State or Federal Law as Authorized by Title 25, O.S. Section 307 (B) (1) and (7).

RESIGNATION:

MICHELE GIBSON, Health Careers Certification Instructor – Talihina Campus

EMPLOYMENT/APPOINTMENT AND/OR REASSIGNMENT:

__________________, Custodial/Building & Grounds Maintenance – McAlester Campus (12 Month Support Contract)

WILMA J. LEAMY, Executive Assistant, Wilburton Administration Office (12-Month Non-Certified Administrator Contract)

LEIGH BALDWIN, Accounts Payable II, Wilburton Administration Office (12-Month Support Contract)

LEHANN REAGER, Accounts Payable I, Wilburton Administration Office (12-Month Support Contract)
SALARY INCREASE FOR THE CHOCTAW CAREER DEVELOPMENT STAFF AS FOLLOWS:

- Ken English, Director
- Robin Counce, Assistant Director
- Penny James, Counselor
- Jamie Hamil, Counselor
- Lauren English, Counselor
- Karen Thomas, Counselor
- Rhonda Mize, Academic Coordinator
- Deidre Inselman, Teacher
- Bryan Martin, Teacher
- Gena Fowler, Counselor
- Cynthia Martin, Counselor
- Renee Cox, Counselor
- Tracy Gilbert, Counselor
- Jane Buffington, Teacher
- Kelly Brame, Counselor
- Jeanne Smith, Job Placement & Workforce Dev.
- Dawn Hix, Program Coordinator

A. Vote to Convene in Executive Session
B. Vote to Acknowledge Return to Open Session
C. Statement of Minute of Executive Session

20. Recommendation, Consideration and Vote to Approve the Personnel Actions Set Out Below:

RESIGNATION:

MICHELE GIBSON, Health Careers Certification Instructor – Talihina Campus

EMPLOYMENT/APPOINTMENT AND/OR REASSIGNMENT:

______________________, Custodial/Building & Grounds Maintenance – McAlester Campus (12-Month Support Contract)

WILMA J. LEAMY, Executive Assistant, Wilburton Administration Office (12-Month Non-Certified Administrator Contract)

LEIGH BALDWIN, Accounts Payable II, Wilburton Administration Office (12-Month Support Contract)

LEHANN REAGER, Accounts Payable I, Wilburton Administration Office (12-Month Support Contract)
SALARY INCREASE FOR THE CHOCTAW CAREER DEVELOPMENT STAFF AS FOLLOWS:

Ken English  Director
Robin Counce  Assistant Director
Penny James  Counselor
Jamie Hamil  Counselor
Lauren English  Counselor
Karen Thomas  Counselor
Rhonda Mize  Academic Coordinator
Deidre Inselman  Teacher
Bryan Martin  Teacher
Gena Fowler  Counselor
Cynthia Martin  Counselor
Renee Cox  Counselor
Tracy Gilbert  Counselor
Jane Buffington  Teacher
Kelly Brane  Counselor
Jeanne Smith  Job Placement & Workforce Dev.
Dawn Hix  Program Coordinator

G. REPORTS:

Superintendent’s Report

H. NEW BUSINESS:

I. ANNOUNCEMENT OF NEXT MEETING:

The next regular meeting of the Board is scheduled for:

Tuesday, November 12, 2013
12:15 P.M.
KTC – Stigler Campus
1410 Old Military Road
Stigler, OK  74462

J. VOTE TO ADJOURN:

| Posted By: ______________ |
| Date Posted: ______________ |
| Time Posted: ______________ |
| Place Posted: ______________ |
| Signed: ______________ |

7