

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.**
4. **Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2013-2014.**

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

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/AAPEX
November 5-8, 2013
Las Vegas, Nevada

- 7. Approval of FY 2013-2014 General Fund Encumbrance Nos. 1446 Through 1922 for Accounts Payable, Encumbrance Nos. 70910 Through 71064 for Payroll, and Building Fund Encumbrance No. 13 for Accounts Payable.**

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.**
- 9. Recommendation, Consideration and Vote to Approve 2013-2014 General Fund and Building Fund Budgets.**
- 10. Recommendation, Consideration and Vote to Approve Reciprocity Agreement Between Pontotoc Technology Center and Kiamichi Technology Center – FY 2013-2014.**

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**

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

- 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)

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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

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: _____