

AGENDA

**Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – Atoka Campus
1301 W. Liberty Road
Atoka, OK 74525
September 22, 2015
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 12.**
 - 1. Approval of Minutes
August 11, 2015 Regular Meeting**
 - 2. Approval of Declaration of Funds, Treasurer’s Report and KTC Cash Reconciliation.**

3. Approval of Resolution No. 9/22/2015-1 Activity Fund Account Reports and Transfer of Funds.

4. Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2015-2016.

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
Barnett, Hollie	LTCNA, Phlebotomy, CMA, MAT, BLS BLS/ All Health Related Courses	Atoka
Lloyd, Crystal	LTCNA, Phlebotomy, CMA, MAT Instr.	Atoka
Cartwright, Susan	Substitute – All Programs	Durant
Dellinger, Cynthia	Federal Work-Study	Durant
Hudson, David	Substitute – All Programs	Durant
Reyes, Rod	Welding Instructor	Durant
West, Natasha	EMS Instructor	Durant
Brooks, Jeffrey	EMS Skills Evaluator	EMS District Wide
Staats, John	EMS Skills Evaluator	EMS District Wide
Looney, Jamal	Federal Work-Study	Hugo/Antlers
Ludlow, Richard	RN Supervisor for CNA Program CPR Instructor	Hugo/Antlers
Allensworth, Alice I.	Banquet Duties as Needed	Idabel
Benoit, Daysia M.	Banquet Duties as Needed	Idabel
Bailey, Juana M.	Banquet Duties as Needed	Idabel
Black, James Devin	Law Enforcement Instructor	Idabel
Everett, LaDonna	Banquet Duties as Needed	Idabel
Lawson, Kenneth	Private Security Guard Instructor	Idabel
McCulloch, Marian N.	Banquet Duties as Needed	Idabel
Allen, Nathan	Bus Driver/Maintenance	McAlester/Eufaula
Blessing, Delores	Substitute – All Programs	McAlester/Eufaula
Fitzer, Paula	Substitute – All Programs	McAlester/Eufaula
Kemp, Hayley	Substitute – All Programs	McAlester/Eufaula
Larson, Shelly	HCC Instructor/Evening Classes	McAlester/Eufaula
Montgomery, Royce	Bus Driver/Maintenance	McAlester/Eufaula
Wolcott, Debra	Substitute – All Programs	McAlester/Eufaula
Cagle, Melinda Ann	Substitute – All Programs	Poteau/Spiro
Cardenas, Fernando	Instructor – Safety Classes	Poteau/Spiro
Griffith, Julia Lynn	Substitute – All Programs	Poteau/Spiro
Brand, Collin	Federal Work-Study	Stigler
Cole, Christina	Federal Work-Study	Stigler
Wieland, Cherry D.	Substitute – Cosmetology	Stigler
Diaz, Noemy	Federal Work-Study	Talihina
Fenton, Eva	Substitute – EAST, BAIT, HCC	Talihina
Guajardo, Hannah	Federal Work-Study	Talihina
Kinsworthy, Jessica	Federal Work-Study	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 Antlers Campus, the Hugo Campus, the McAlester Campus, the Poteau Campus and the Stigler Campus as Surplus to be Disposed of Through Online Public Auction or Salvaged for Scrap. (Copies of These Lists are Available on the District Website, at the Office of the Superintendent and at the Meeting.)**
- 6. Approval to Declare Equipment Located at the Stigler Campus as Surplus to be Donated to the Kinta Public Schools. (A Copy of This List is Available on the District Website, at the Office of the Superintendent and at the Meeting.)**
- 7. Approval of Out-of-State Travel.**

**LESLIE POWELL, Biomedical Sciences Instructor – Durant Campus
Project Lead The Way
July 19-31, 2015
Russellville, Arkansas**

**LOGAN HAYES, STA Safety Instructor – Poteau/Spiro Campuses
Silica/Noise Assessments and/or Hearing Cons. Testing Training
(Rock-It Stone an Oklahoma Company)
September 11, 18, 25 and October 2, 2015
Clarksville, Arkansas**

**CARRIE KIRKES, EAST Facilitator – Talihina Campus
EAST Summer Remix – Facilitator Training
September 22-23, 2015
Little Rock, Arkansas**

**WARNA GIBSON, EAST Facilitator – McAlester Campus
EAST Phase II Training
October 4-6, 2015
Little Rock, Arkansas**

**MATTHEW L. SEWELL, Welding Instructor – McAlester Campus
Welding and Fabrication Workshop
October 7-11, 2015
 Mooresville, North Carolina**

**SHELLEY D. FREE, Superintendent
DEBBIE GOLDEN, Deputy Superintendent
SHELLEY HOVIS, PN Director
SCOTT GARRETT, Director – Hugo Campus
Mt. Pleasant Electrical Trades Program Tour
October 6, 2015
Mt. Pleasant, Texas**

SHELLEY D. FREE, Superintendent
DEBBIE GOLDEN, Deputy Superintendent
SHELLY HOVIS, PN DIRECTOR
Hudson High School – LVN Program Tour
October 7, 2015
Hudson, Texas

KENT SELBY, Custodial/Maintenance – Atoka Campus
MARK MANTZKE, Automotive Service Technology Instructor – Atoka Campus
GUY BURKHALTER, Automotive Service Technology Instructor – Durant Campus
SCOTT GARRETT, Director – Hugo Campus
BRIAN JAMES, Pre-Engineering Instructor – Hugo Campus
DONALD MURPHY, Pre-Engineering Instructor – Hugo Campus
DUSTIN TEAGUE, Automotive Collision Technology Instructor – Hugo Campus
HOMER CHAPMAN, Diesel Technology Instructor – Hugo Campus
DANNY BLACK, Automotive Service Technology Instructor – Idabel Campus
BRYAN PECK, Automotive Service Technology Instructor – McAlester Campus
JOHNNY FOREMAN, Service Careers Technology Instructor – McAlester Campus
MATTHEW SEWELL, Welding Technology Instructor – McAlester Campus
RICHARD TEDDER, CNC Machining Technology Instructor – McAlester Campus
NHRA Drag Race and Educational Program
October 16, 2015
Ennis, Texas

DANNY BLACK, Automotive Service Technology Instructor – Idabel Campus
SEMA (Specialty Equipment Marketing Association Expo
November 3-6, 2015
Las Vegas, Nevada

KAY MacENTIRE, Secretary – Durant Campus
SHERI TAYLOR, Secretary – McAlester Campus
AMANDA DEDMON, Student Services Specialist – Talihina Campus
Southwest Association of Student Financial Aid Administrators Boot-Camp and
Conference
November 1-7, 2015
Albuquerque, New Mexico

SHELLEY D. FREE, Superintendent
STONI PECK, Counselor – Atoka Campus
BRIAN JAMES, Pre-Engineering Instructor – Hugo Campus
BRYAN PECK, Automotive Service Technology Instructor – McAlester Campus
MATTHEW SEWELL, Welding Technology Instructor – McAlester Campus
MICHELE McNUTT, Secretary – McAlester Campus
LYNNE SHARP, Academic Instructor – Stigler Campus
ACTE CareerTech Vision 2015
November 18-23, 2015
New Orleans, Louisiana

8. Approval of Clinical Agreement for Health-Related Programs for the Purpose of Allowing KTC Students to Acquire Field Experience – FY 2015-2016.

Heartway Corporation d/b/a Memorial Heights Nursing Center – Idabel, OK

9. Approval of Student Organization Fund-Raisers for the Purpose of Student Related Activities and Expenses – FY 2015-2016. (See Schedule A)

10. Approval of Business and Education Council (BEC) Committees – All Campuses – FY 2015-2016.

11. Approval of the Following Agreements – FY 2015-2016:

- **Building and Installation of Extension Cabinets Between Haskell County Board of Commissioners and Kiamichi Technology Center – Stigler Campus**
- **Relocation of Electrical Services Outlets Between the City of Poteau and Kiamichi Technology Center Electrical Technology Class – Poteau Campus**
- **NCCER Sponsorship Agreement Between the Associated General Contractors of Oklahoma – Building Chapter and Kiamichi Technology Center**
- **Bus Lease Agreement Between Empire Finance, LLC and Kiamichi Technology Center – Idabel Campus**
- **ALICE eLEARNING Agreement (KTC Emergency Operations)**

12. Approval of FY 2015-2016 General Fund Encumbrance Nos. 1049 Through the Latest Numbered Encumbrance Presented at the Time of this Meeting for Accounts Payable, Encumbrance Nos. 70531 Through the Latest Numbered Encumbrance Presented at the Time of this Meeting for Payroll, and Change Order for FY 2015 – 2016 which was over \$500.00 and 20%:

<u>P.O. #</u>	<u>Vendor</u>	<u>Increase</u>	<u>Total</u>
1065	Thompson's Book & Supply	\$1,490.22	\$3,728.14

E. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 12.

F. ACTION TOPICS:

- 13. Recommendation, Consideration and Vote to Approve Estimate of Needs – FY 2015-2016.**
- 14. Recommendation, Consideration and Vote to Approve Change Order No. 001, a Decrease in the Amount of \$49,186.00 for the 2015 Metal Reroofing and HVAC Project for Kiamichi Technology Centers - Atoka, Idabel and Talihina Campuses.**
- 15. Recommendation, Consideration and Vote to Approve KTC Board of Education Regular Meeting Dates for 2016.**

**KIAMICHI TECHNOLOGY CENTER
BOARD OF EDUCATION
REGULAR MEETING DATES – 2016**

Tuesday	January 12, 2016	12:15 PM	KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK
Tuesday	February 9, 2016	12:15 PM	KTC – McAlester Campus 301 Kiamichi Drive – McAlester, OK
Tuesday	March 8, 2016	12:15 PM	KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK
Tuesday	April 12, 2016	12:15 PM	KTC – Idabel Campus 3205 Lincoln Road NE – Idabel, OK
Tuesday	May 10, 2016	12:15 PM	KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK
Tuesday	June 7, 2016	12:15 PM	KTC – Atoka Campus 1301 W Liberty Road - Atoka, OK
Thursday	June 30, 2016	12:15 PM	KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK
Tuesday	July 19, 2016	12:15 PM	KTC – Hugo Campus 107 So. 15th – Hugo, OK
Tuesday	August 9, 2016	12:15 PM	KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK
Tuesday	September 13, 2016	12:15 PM	KTC – Talihina Campus
Tuesday	September 27, 2016	12:15 PM	13739 SE 202nd Road – Talihina, OK
Tuesday	October 11, 2016	12:15 PM	KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK
Tuesday	November 8, 2016	12:15 PM	KTC – Durant Campus 810 Waldron Drive – Durant, OK
Tuesday	December 13, 2016	12:15 PM	KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK

- 16. Recommendation, Consideration and Vote to Approve the KTC Marketing Plan – FY 2015-2016.**

- 17. Recommendation, Consideration and Vote to Approve Chart of Accounts – FY 2015-2016.**
- 18. Proposed Executive Session for the Purpose of Discussing the Resignation, Retirement, Employment/Appointment and/or the Reassignment of the 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).**

RETIREMENT:

LARRY JACKSON, Custodial/Maintenance – Poteau Campus

RESIGNATION:

LARRY BROWNING, Custodial/Maintenance – McAlester Campus

EMPLOYMENT/APPOINTMENT AND/OR REASSIGNMENT:

_____, **Adult Coordinator – Poteau/Spiro Campuses
(12-Month Non-Certified Administrator Contract)**

_____, **Custodial/Maintenance – Poteau Campus
(12-Month Support Contract)**

_____, **Early Care and Education Instructor – McAlester
Campus (10-Month Temporary Teacher Contract)**

_____, **Teaching Assistant – Hugo Campus (10-Month
Support Contract)**

**SALARY INCREASE FOR THE CHOCTAW CAREER DEVELOPMENT STAFF
AS FOLLOWS:**

Robin Counce	Assistant Director
Jamie Hamil	Counselor
Lauren English	Counselor
Rhonda Mize	Academic Coordinator
Deidre Inselman	Teacher
Bryan Martin	Teacher
Gena Fowler	Counselor
Cynthia Martin	Counselor
Tracy Gilbert	Counselor
Jane Buffington	Teacher
David L. Billy	Career Counselor

**Kelly Brame
Jeanne Smith
Dawn Hix
Todd Hughes**

**Counselor
Job Placement/Workforce Development
Program Coordinator
Instructional Tech Coordinator**

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

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

RETIREMENT:

LARRY JACKSON, Custodial/Maintenance – Poteau Campus

RESIGNATION:

LARRY BROWNING, Custodial/Maintenance – McAlester Campus

EMPLOYMENT/APPOINTMENT AND/OR REASSIGNMENT:

_____, **Adult Coordinator – Poteau/Spiro Campuses
(12-Month Non-Certified Administrator Contract)**

_____, **Custodial/Maintenance – Poteau Campus
(12-Month Support Contract)**

_____, **Early Care and Education Instructor – McAlester
Campus (10-Month Temporary Teacher Contract)**

_____, **Teaching Assistant – Hugo Campus (10-Month
Support Contract)**

**SALARY INCREASE FOR THE CHOCTAW CAREER DEVELOPMENT STAFF
AS FOLLOWS:**

**Robin Counce
Jamie Hamil
Lauren English
Rhonda Mize
Deidre Inselman
Bryan Martin
Gena Fowler**

**Assistant Director
Counselor
Counselor
Academic Coordinator
Teacher
Teacher
Counselor**

Cynthia Martin	Counselor
Tracy Gilbert	Counselor
Jane Buffington	Teacher
David L. Billy	Career Counselor
Kelly Brame	Counselor
Jeanne Smith	Job Placement/Workforce Development
Dawn Hix	Program Coordinator
Todd Hughes	Instructional Tech Coordinator

20. Proposed Executive Session for the Purpose of Confidential Communications Between the Board of Education and Its Attorney Concerning Pending Claim and Demands by the Oklahoma Schools Property/Casualty Cooperative (OSPCC), the Board’s Attorney Having Advised the Board that Disclosure of Such Communications Will Impair the Ability of the Board to Process the Claim and Defend Any Litigation in the Public Interest as Authorized by Title 25, Okla. Stat. Section 307B (4).

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

21. Recommendation, Consideration and Action Authorizing and Directing the Superintendent in Consultation With KTC’s Legal Counsel to Take Such Action as is Necessary and Consistent With the Discussion in Executive Session With Regard to the Claim and Demands of OSPCC.

22. Recommendation, Consideration and Vote to Approve the Appointment of Lois Welch to the Durant TIF Review Committee.

G. REPORTS:

Superintendent’s Report

H. NEW BUSINESS:

I. ANNOUNCEMENT OF NEXT MEETING:

The next regular meeting of the Board is scheduled for:

Tuesday, October 13, 2015

12:15 P.M.

KTC – Spiro Campus

610 SW 3rd

Spiro, OK 74959

J. VOTE TO ADJOURN:

Posted By: _____
Date Posted: _____
Time Posted: _____
Place Posted: _____
Signed: _____

SCHEDULE A

FUND-RAISER ACTIVITIES 2015-16
5K Run
Aluminum Can Recycling
Drawing of Donated or Purchased Items Utilizing Numbered Tickets: Cutting Boards, Food Items, Gift Baskets, Gun Cabinet, iPad, Holiday Wreath, Wood Projects, Hair Products, and \$100 Gift Card
Donations: Charitable Non-Profit Organizations
Entry Fees for 4-Person Golf Scramble
Food Items on as Ordered Basis
Indian Taco Dinner and Pancake Breakfast: Students Sell Numbered Tickets
Penny Wars
Sales: Avon
Sales: Beef Sticks , Beef Jerky
Sales: Candles and Scents Supplies - Take Orders
Sales: Celebrating Home Brochure - Take Orders
Sales: Cutlery and Gift Catalog
Sales: Donna Kates Cookbooks
Sales: First Aid Kits
Sales: Food Catering
Sales of Food Items: Baked Goods, Breakfast Items, Chocolate Covered Strawberries, Cookie Dough, Dried Pasta, Krispy Kreme Doughnuts, Lovera's Ribs, Cheese, and Smoked Sausage, Meats Catalog, Nachos, Sloppy Joe Luncheon, Hot Dogs, Frito Chili Pies, Smoked Meats: Turkey, Ham and Brisket, Snacks/Concession Stand, Water, Gatorade, World's Finest Chocolate Candy Bars, Popcorn, and Yeast Bread
Sales: KTC Logo Lanyard and Flash Drives
Sales: Metal and Wood Working Projects
Sales: Picnic Tables and Benches
Sales: Poinsettias by order
Sales: RADA Knives - Take Orders
Sales: T-Shirts - Take Orders
Sales: Used Paperback and Hardback Books Donated by Students to be Sold in Breakroom and Classroom
Silent Auction of Donated Item