

## **AGENDA**

**Kiamichi Technology Center  
Board of Education  
Regular Meeting  
KTC – Administrative Office  
1004 Highway 2 North  
Wilburton, OK 74578  
October 9, 2018  
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 9.**
  - 1. Approval of Minutes.  
September 11, 2018 Regular Meeting**
  - 2. Approval of Declaration of Funds, Treasurer's Report and KTC Cash Reconciliation.**

**3. Approval of Resolution No. 10/09/2018-1 Activity Fund Account Reports and Transfer of Funds.**

**4. Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2018-2019.**

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
Braudrick, Gala	STA Instr. – BLS/CPR, ECS/First Aid/CPR/AED, Clinical Skills Observer for LTCNA	Atoka
Eden, Jennifer	Federal Work-Study, Clerical/Maintenance	Atoka
Nowlin, Moci	Federal Work-Study, Maintenance	Atoka
Pemberton, Billy	STA Instr. – Construction Classes	Atoka
Dill, Steve	Substitute – Criminal Justice	Durant
Halleck, Dewaina	STA Instr. – Online Training for TANF Students	Durant
McKnight, Alice	Substitute – All Programs	Durant
Sutterfield, Jessica	STA Instr. – CCMA Class and Other Medical Related Classes	Durant
Penick, Kathran	STA Instr. – ACT Prep and GED Classes	Hugo/Antlers
Hicks, Linda	Substitute – Business Admin., Cosmetology, Culinary Arts, HCC, Math/Science	Idabel
Mathis-Haubner, Terri	Substitute – Business Admin., Cosmetology, Culinary Arts, HCC, Math/Science	Idabel
Nelson, LaGayla	STA Instr. – Floral, Bow and Wreath Arrangement Classes	Idabel
Pond-Dever, Amanda	Federal Work-Study – Culinary Arts	Idabel
Watson, Rodrick	Federal Work Study – Culinary Arts	Idabel
Adcock, Barbara	Substitute – All Programs	McAlester
King, Judy	STA Instr. – Para Professional	McAlester
Marchus, Mark	Substitute – All Programs	McAlester
Rager, Victoria	Substitute – Math (Not to Exceed 7 Hours/Day)	McAlester
Corbin, Shannon	Federal Work-Study, Maintenance	Poteau/Spiro
Enkoff, Robert	Federal Work-Study, Maintenance	Poteau/Spiro
Isenberg, Sarah	EMS Skills Evaluator	Poteau/Spiro
Lawson, Jabe	EMS Skills Evaluator	Poteau/Spiro
Lynn, Paul	EMS Skills Evaluator	Poteau/Spiro
Morris, Dennis	Substitute – All Programs	Poteau/Spiro
Summerlin, Nathan	EMS Skills Evaluator	Poteau/Spiro
Wann, David	Substitute – All Programs	Poteau/Spiro
Emmert, Lacey	Federal Work-Study, Clerical/Maintenance	Talihina
Robson, Kaylee	Federal Work-Study, Clerical/Maintenance	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 McAlester Campus, the Poteau Campus, the Spiro Campus and the Wilburton Administrative Office, as Surplus to be Disposed of**

**Through Online Public Auction, Trade-In 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 McAlester Campus, as Surplus to be Donated to the Stidham 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 Agreement – FY 2018-2019.**

- **Funds for Learning, LLC – Professional E-Rate Compliance Services Agreement**

**8. Approval of Out-of-State Travel.**

**9. Approval of FY 2018-2019 General Fund Encumbrance Nos. 191603 Through the Latest Numbered Encumbrance Presented at the Time of This Meeting for Accounts Payable, Payroll and Building Fund Encumbrance Nos. 1921013 Through the Latest Numbered Encumbrance Presented at the Time of This Meeting for Accounts Payable.**

**E. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 9.**

**F. ACTION TOPICS:**

**10. Recommendation, Consideration and Vote to Approve the Call for Election of School Board Member, Board Office No. 5, and Annual Election Resolution No. 10/09/2018-2.**

**11. Recommendation, Consideration and Vote to Approve the 2018-2019 General Fund and Building Fund Budgets.**

**12. Recommendation, Consideration and Vote to Approve Additions/Revisions to KTC Board of Education Policy.**

- **Abuse and Neglect – Duty to Report (New Policy)**
- **Personal Wireless Devices and Electronic Accounts (New Policy) – Deleted 24.19(a) Distraction Free Driving)**
- **Medical Marijuana (New Policy)**
- **Service Animals (New Policy)**
- **Professional Organization Payroll Deductions (New Policy)**
- **Contagious Health Conditions (New Policy)**
- **Social Media and Digital Communication Guidelines (Policy Update)**
- **School Board Member Certification and Training Requirements (Policy Update and Title Change)**
- **Family and Medical Leave (FMLA) (Policy Update)**
- **Sale of Surplus Property (New Policy)**

**13. Recommendation, Consideration and Vote to Adopt/Revise the Following Job Description:**

- **District Financial Aid Coordinator**

**14. Recommendation, Consideration and Vote to Establish a Trade and Industrial Program – Talihina Campus – FY 2019-2020.**

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

**RETIREMENT/RESIGNATIONS**

**LUKE WORKMAN, District Financial Aid Coordinator**

**SELINA RILEY, Math/Science Instructor, McAlester Campus**

**LEA GIAUDRONE, Secretary, McAlester Campus**

**JESSICA TURN, Secretary (Evening Position), McAlester Campus**

**EMPLOYMENT/APPOINTMENT, RE-ASSIGNMENT  
AND/OR TRANSFER**

\_\_\_\_\_, Industrial Coordinator, Atoka Campus (12-Month Professional Staff Contract)

\_\_\_\_\_, Teaching Assistant, Poteau Campus (10-Month Support Contract)

\_\_\_\_\_, Secretary (Evening Position), McAlester Campus (12-Month Support Contract)

**STACIA McCUNE, Transfer from District Treasurer to District Financial Aid Coordinator, Wilburton Administration Office (12-Month Professional Staff Contract)**

**CHOCTAW NATION CAREER DEVELOPMENT  
FY 2019 SALARIES EFFECTIVE OCTOBER 1, 2018**

<b>David L. Billy</b>	<b>Counselor</b>
<b>Kelly R. Brame</b>	<b>Counselor/P-T Director/Evaluator PATHS</b>
<b>Jane E. Buffington</b>	<b>Teacher</b>
<b>Robin E. Counce</b>	<b>Assistant Director</b>
<b>Tracy D. (Gilbert) Lick</b>	<b>Counselor</b>
<b>Bryan H. Martin</b>	<b>Teacher</b>
<b>Cynthia M. Martin</b>	<b>Counselor</b>
<b>Rhonda L. Mize</b>	<b>Academic Coordinator</b>
<b>Martha J. (Rorie) Smith</b>	<b>Job Placement/Workforce Development</b>

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

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

**RETIREMENT/RESIGNATIONS**

**LUKE WORKMAN, District Financial Aid Coordinator**

**SELINA RILEY, Math/Science Instructor, McAlester Campus**

**RETIREMENT/RESIGNATIONS (Continued)**

**LEA GIAUDRONE, Secretary, McAlester Campus**

**JESSICA TURN, Secretary (Evening Position), McAlester Campus**

**EMPLOYMENT/APPOINTMENT, RE-ASSIGNMENT  
AND/OR TRANSFER**

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\_\_\_\_\_, **Teaching Assistant, Poteau Campus (10-Month Support Contract)**

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<b>Rhonda L. Mize</b>	<b>Academic Coordinator</b>
<b>Martha J. (Rorie) Smith</b>	<b>Job Placement/Workforce Development</b>

- 17. Consideration and Vote to Appoint a Qualified Individual to Board Office, Zone 7.**

**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 13, 2018**

**12:15 P.M.**

**KTC – Idabel Campus**

**3205 Lincoln Road NE**

**Idabel, OK 74745**

**J. VOTE TO ADJOURN:**

<b>Posted By:</b> _____
<b>Date Posted:</b> _____
<b>Time Posted:</b> _____
<b>Place Posted:</b> _____
<b>Signed:</b> _____