

AGENDA

**Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – Administrative Office
1004 Highway 2 North
Wilburton, OK 74578
May 14, 2019
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.

April 9, 2019 Regular Meeting

2. Approval of Declaration of Funds, Treasurer's Report and KTC Cash Reconciliation.

3. Approval of Resolution No. 5/14/2019-1 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> |
|--------------------|--|-----------------|
| Brown, Justin | STA Instr. – Auto CAD | Atoka |
| Gammon, Deanna | STA Instr. – Microsoft Office, Excel, Word, PowerPoint, and Access Classes | Atoka |
| Gearhart, Tammy | STA Instr. – CNA, CMA, Phlebotomy, CMA Update, and Deeming Classes | Atoka |
| Kersey, Charles | Federal Work Study – Maintenance | Atoka |
| Singleton, Kalin | STA Instr. – BLS CPR, and ESCI First Aid | Atoka |
| Feltman, Patti | STA Instr. – Certified Clinical Medical Assisting CPR, and Other Medical Classes | Durant |
| Frazier, Jared | National SkillsUSA Conf., Louisville, Kentucky June 24-28, 2019 | Durant |
| McBrayer, Kara | Collecting Data for PATHS Grant | Durant |
| McLarry, Ashley | National HOSA Conf., Orlando, Florida June 18-23, 2019 | Durant |
| Whitmire, Tosha | Skills Examiner for CNA Program; Skills Training for EMS Class | Durant |
| Murrah, James | STA Instr. – TLS, CPR, Heartsaver CPR, First Aid, ESCI Standard CPR, ACLS, PALS, EMR/EMS Classes | Hugo/Antlers |
| Clements, Charla | STA Instr. – Special Ed. Paraprofessional Classes | Idabel |
| Palmer, Faith | STA Instr. – Kids Academy Graphic Design, Summer 2019 | Idabel |
| Busby, Tiffany | Clinical Skills Observer for LTCNA Classes | McAles./Eufaula |
| Campbell, Chuck | Develop Curriculum for 10 Days in June 2019 | McAles./Eufaula |
| Johnson, Rebecca | Collecting Data for PATHS Grant | McAles./Eufaula |
| Newman, Merredith | National HOSA Conf., Orlando, Florida June 18-23, 2019 | McAles./Eufaula |
| Teal, Kelly | STA RN Supervisor – LTCNA and CMA Programs | McAles./Eufaula |
| Hardaway, Kimberly | National HOSA Conf., Orlando, Florida June 18-23, 2019 | Poteau/Spiro |
| Niven, Devon | Federal Work Study – Clerical/Maintenance | Poteau/Spiro |
| Niven, Rudy | Federal Work Study – Clerical/Maintenance | Poteau/Spiro |
| Russell, Vicky | STA Instr. – Health/Safety Classes | Poteau/Spiro |
| Shelton April | STA Instr. – Long Term Care Aide, June 3-19, 2019 | Stigler |
| West, Krystal | National HOSA Conf., Orlando, Florida June 18-23, 2019 | Stigler |

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 Atoka Campus, the Durant Campus, the Idabel Campus, the McAlester Campus and the Talihina Campus, 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 Atoka Campus, the Idabel Campus, and the McAlester Campus, as Surplus to be Donated to the Following Public Schools: (Copies of These Lists Are Available on the District Website, at the Office of the Superintendent and at the Meeting.)**
 - **Atoka Campus – Donated to Cottonwood Public Schools**
 - **Idabel Campus – Donated to Holly Creek Public Schools and Valliant Public Schools**
 - **McAlester Campus – Donated to Indianola Public Schools**

7. **Approval to Accept Donated Welding Filler Wire from American Industrial, Muskogee, Oklahoma, to be Used for Training Purposes in the Welding Program – Stigler Campus.**

8. **Approval of Employment of Temporary Support Employees, as Listed Below, at Each Campus and the Wilburton Administrative Office for the Month of June 2019, at a Combined Rate of \$15.00 Per Hour, Not to Exceed 40 Hours Per Week Aggregate and Approval of a Flexible Summer Schedule, Monday Through Thursday, with Closure of the Campuses and the Wilburton Administrative Office Each Friday, During the Period From June 3, 2019 Through July 26, 2019, Subject to Ratification after July 1, 2019.**

| <u>Name</u> | <u>Primary Duty</u> | <u>Campus</u> |
|-----------------|--------------------------|---------------|
| Raney, Hunter | Summer Worker, June 2019 | Atoka |
| Stanley, Erma | Summer Worker, June 2019 | Durant |
| Ellis, Nate | Summer Worker, June 2019 | Hugo/Antlers |
| Jordan, Tyzhell | Summer Worker, June 2019 | Hugo/Antlers |
| Popejoy, Tyler | Summer Worker, June 2019 | Hugo/Antlers |
| Jeanes, Joshua | Summer Worker, June 2019 | Idabel |
| Timms, Angela | Summer Worker, June 2019 | Idabel |

| | | |
|--------------------------|---|------------------------|
| Sloan, Taya | Summer Worker, June 2019 | McAles./Eufaula |
| Brown, Countri | Summer Worker, June 2019 | Poteau/Spiro |
| Thomas, McKinlee | Summer Worker, June 2019 | Poteau/Spiro |
| Brown, Jentry | Summer Worker, June 2019 – Paid by VISTA | Poteau/Spiro |
| Coyle, Justin | Summer Worker, June 2019 – Paid by Dynamic Workforce Solutions | Poteau/Spiro |
| Hardaway, Kyson | Summer Worker, June 2019 – Paid by Dynamic Workforce Solutions | Poteau/Spiro |
| McCutchan, Carley | Summer Worker, June 2019 – Paid by Dynamic Workforce Solutions | Poteau/Spiro |
| Walker, Jared | Summer Worker, June 2019 – Paid by Dynamic Workforce Solutions | Poteau/Spiro |
| Wood, Makinzie | Summer Worker, June 2019 – Paid by VISTA | Poteau/Spiro |
| Raley, Delbert | Summer Worker, June 2019 | Stigler |
| Smith, Devin | Summer Worker, June 2019 | Stigler |
| Byous, Callie | Summer Worker, June 2019 | Talihina |
| Fuller, Joshua | Summer Worker, June 2019 – Paid by Choctaw Nation | Talihina |
| Hulsey, Jenna | Summer Worker, June 2019 | Wilburton |
| Mellor, Lauren | Summer Worker, June 2019 | Wilburton |

9. Approval of Memorandums of Understanding and Lawn Care Maintenance Service Agreements - FY 2019-2020.

- **Oklahoma Department of Labor, Safety Standards and Licensing Division and Kiamichi Technology Centers – Effective May 15, 2019 Through June 30, 2020**
- **Memorandum of Understanding Between OSUIT and Kiamichi Technology Center – Effective May 15, 2019 Through June 30, 2020**
- **Turfworks Lawn and Landscaping – Durant Campus**
- **Turfworks Lawn and Landscaping – McAlester Campus**
- **Snyder Lawn and Landscape – Poteau Campus**

10. Approval of Clinical Agreement for Health-Related Programs for the Purpose of Allowing KTC Students to Acquire Field Experience – FY 2018-2019.

HCC Program:

- **The Oaks Healthcare Center – Poteau, OK**

11. Approval of Out-of-State Travel.

12. Approval of FY 2018-2019 General Fund Encumbrance Nos. 193592 Through the Latest Numbered Encumbrance Presented at the Time of This Meeting for Accounts Payable, Payroll and Building Fund Encumbrance Nos. 1921040 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 12

F. ACTION TOPICS:

13. Proposed Executive Session for the Purpose of Discussing the Re-Employment of a Professional Staff Member for FY 2019-2020 and the Resignation, Retirement, Employment/Appointment, Re-assignment 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).

| WILBURTON ADMINISTRATION/DISTRICT EMPLOYEE FY 2019-2020 |
|--|
| NINA MORGAN, Instructional Coach |

| RETIREMENTS/RESIGNATIONS |
|---|
| DWIGHT KOS, Adult/Industrial Coordinator, Hugo Campus (Retirement) |
| LORI REED, RN, BSN, Health Careers Certification Instructor, Stigler Campus (Resignation) |
| JEAN S. OLSON, Custodial/Maintenance, Poteau Campus (Retirement) |
| JESSICA REESE, BSN, RN, Practical Nursing (Part-Time) Instructor Durant Campus (Resignation) |

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

_____, Pre-Engineering Instructor, Hugo Campus
(10-Month Temporary Teacher Contract)

_____, Student Services Coordinator, Idabel
Campus (12-Month Professional Staff Contract)

_____, Assistant Campus Director, McAlester
Campus, (12-Month Certified Administrator Contract)

_____, Campus Director, Talihina Campus
(12-Month Certified Administrator Contract)

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

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

**WILBURTON ADMINISTRATION/DISTRICT EMPLOYEE
FY 2019-2020**

NINA MORGAN, Instructional Coach

RETIREMENTS/RESIGNATIONS

DWIGHT KOS, Adult/Industrial Coordinator, Hugo Campus (Retirement)

**LORI REED, RN, BSN, Health Careers Certification Instructor, Stigler
Campus (Resignation)**

JEAN S. OLSON, Custodial/Maintenance, Poteau Campus (Retirement)

**JESSICA REESE, BSN, RN, Practical Nursing (Part-Time) Instructor
Durant Campus (Resignation)**

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

_____, Pre-Engineering Instructor, Hugo Campus
(10-Month Temporary Teacher Contract)

_____, Student Services Coordinator, Idabel
Campus (12-Month Professional Staff Contract)

_____, Assistant Campus Director, McAlester
Campus, (12-Month Certified Administrator Contract)

_____, Campus Director, Talihina Campus
(12-Month Certified Administrator Contract)

G. REPORTS:

Superintendent's Report

H. NEW BUSINESS:

I. ANNOUNCEMENT OF NEXT MEETING:

The next regular meeting of the Board is scheduled for:

**Thursday, June 20, 2019
12:15 P.M.
KTC – Administrative Office
1004 Highway 2 North
Wilburton, OK 74578**

J. VOTE TO ADJOURN:

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