

## **AGENDA**

**Kiamichi Technology Center  
Board of Education  
Regular Meeting  
KTC – Administrative Office  
Board Room  
1004 Highway 2 North  
Wilburton, OK 74578  
July 15, 2008  
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, table, reaffirm, rescind, or take no action on any Agenda item. The meeting will be conducted according to accepted Rules of Order, administered by the Board President 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 AND MEETING CALLED TO ORDER:**
- C. RECOGNITION OF GUESTS, SUBMITTING PROPER REQUESTS PURSUANT TO KIAMICHI TECHNOLOGY CENTER POLICY 6.5**
- D. DISCUSSION OF THE 2006-2007 KTC AUDIT REPORT AND AUDIT CONDITIONS/SUGGESTIONS FOR THE FISCAL YEAR ENDED JUNE 30, 2007 WHICH WAS PREPARED BY KERRY JOHN PATTEN, C.P.A. AND ACCEPTED BY THE KTC BOARD ON APRIL 8, 2008**
- E. 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 10.**

1. **Approval of Minutes  
June 30, 2008 Regular Meeting**
2. **Approval of Declaration of Funds, Treasurer's Report and KTC Cash Reconciliation**
3. **Approval of Resolution 07-15-08-1 Activity Fund Account Reports and Transfer of Funds**
4. **Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2008-2009**

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
Riley, Patricia	Work Study - Clerical	Hugo
Wann, Marjorie	Process 2 <sup>nd</sup> Students	Poteau

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 Wilburton Administration Office as Surplus to be Disposed of Properly**
6. **Approval to Declare Scrap Metal from All Welding Programs District-Wide as Surplus to be Sold on an As-Needed Basis for the 2008-2009 School Year**
7. **Approval of Clinical Agreement with the Following Agency for the Purpose of Allowing KTC Students to Acquire Field Experience**

**EMS PROGRAM**

City of Paris EMS – Paris, Texas

8. **Approval of Statutory Position – Deputy Minutes Clerk – FY 2008-2009**

Angela Coleman – Deputy Minutes Clerk

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

**CHARLEY HAYES, Industrial Coordinator – Poteau Campus  
Industry Visit to Robinson Brick Company & Pine Stone Company  
(Headquarters for Oklahoma Businesses)**

August 6-10, 2008  
Denver, Colorado

- 10. Approval of FY 2008-2009 General Fund Encumbrance Nos. 1 Through 796 for Accounts Payable, Building Fund Encumbrance Nos. 1 Through 9 for Accounts Payable, and Encumbrance Nos. 70001 Through 70309 for Payroll and Change Order for FY 2007-2008 Which Was Over 20% and \$500.00:**

<u>P.O. #</u>	<u>Vendor</u>	<u>Increase</u>	<u>Total</u>
3184	Idabel Public Works	\$1,459.70	\$2,959.70

- F. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 10**

**G. ACTION TOPICS:**

- 11. Recommendation, Consideration and Vote to Adopt/Revise the Following Job Description**
- Superintendent
- 12. Recommendation, Consideration and Vote to Approve Eddie Napier as the Second Signature Authority on the Activity Fund Account – Antlers Campus**
- 13. Recommendation, Consideration and Vote to Approve Transportation Contracts – FY 2008-2009**
- 14. Recommendation, Consideration and Vote to Approve Cell Phone Allowance for Assistant Directors**
- 15. Recommendation, Consideration and Vote for Permission to Authorize the Seeking of Bids for the Sale of the Partially Completed Carpentry House Project – Atoka Campus**
- 16. Proposed Executive Session for the Purpose of Discussing 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)**

**Employment/Appointment:**

**DIRECTOR – TALIHINA CAMPUS**

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

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

**Employment/Appointment:**

**DIRECTOR – TALIHINA CAMPUS**

**H. REPORTS:**

**Superintendent's Report**

**I. NEW BUSINESS**

**J. ANNOUNCEMENT OF NEXT MEETING:**

**The next meeting of the Board is:**

**Thursday, August 14, 2008**

**12:15 p.m.**

**KTC – Administrative Office**

**1004 Highway 2 North**

**Wilburton, OK 74578**

**K. VOTE TO ADJOURN:**

Posted By: \_\_\_\_\_

Date Posted: \_\_\_\_\_

Time Posted: \_\_\_\_\_

Place Posted: \_\_\_\_\_

Signed: \_\_\_\_\_