

## **AGENDA**

**Kiamichi Technology Center  
Board of Education  
Regular Meeting  
KTC – Administrative Office  
Board Room  
1004 Highway 2 North  
Wilburton, OK 74578  
October 14, 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. 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 8.**
  - 1. Approval of Minutes  
September 9, 2008 Regular Meeting  
September 26, 2008 Special Meeting**
  - 2. Approval of Declaration of Funds, Treasurer's Report and KTC Cash Reconciliation**

**3. Approval of Resolution 10-14-08-1 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>    |
|---------------------|---|------------------|
| Bailey, Myrna       | Substitute – All Programs                   | Atoka            |
| Bailey, Warren      | Substitute – All Programs                   | Atoka            |
| Hankins, Terry      | Work Study – Maintenance                    | Atoka            |
| Hill, Jeremy        | Work Study – Maintenance                    | Atoka            |
| Messec, Gary        | STA - Safety Instructor                     | Atoka            |
| Morris, Tammy       | Substitute –All Programs                    | Atoka            |
| Wright, John        | Work Study – Maintenance                    | Atoka            |
| Hicks, Lorenda      | Aide – Special Needs Student                | Durant           |
| Jernigan, Wayne     | STA – PN Nursing Instructor                 | Durant           |
| Kusch, Cody         | Substitute – Welding                        | Durant           |
| Babb, Jimmy         | Substitute – All Programs                   | Hugo/Antlers     |
| Bates, Michael      | Substitute – All Programs                   | Hugo/Antlers     |
| Blackard, Brenda    | Substitute – All Programs                   | Hugo/Antlers     |
| Blackard, Dan       | Substitute – All Programs                   | Hugo/Antlers     |
| Covington, Bryan    | Substitute – All Programs                   | Hugo/Antlers     |
| Hall, Curtis        | STA – PN Nursing Instructor                 | Hugo/Antlers     |
| Houston, Rachel     | Substitute – All Programs                   | Hugo/Antlers     |
| Burkes, Keith       | Substitute – Maintenance                    | McAlester        |
| Crider, Rachael N.  | Work Study – Clerical                       | McAlester        |
| Rote, Amanda        | Work Study – Clerical                       | McAlester        |
| Thomas, Shayla D.   | Work Study – Clerical                       | McAlester        |
| Baker, Samantha     | Culinary Arts – Banquet Worker              | McCurtain County |
| Burke, Sabastian    | Culinary Arts – Banquet Worker              | McCurtain County |
| Cash, Tommy         | STA – Welding Instructor                    | McCurtain County |
| Chapman, Jamisa     | Culinary Arts – Banquet Worker              | McCurtain County |
| Cook, Richard D.    | Substitute – All Programs                   | McCurtain County |
| Cooper, Leona       | Culinary Arts – Banquet Worker              | McCurtain County |
| Drake, Judd         | Culinary Arts – Banquet Worker              | McCurtain County |
| Duty, Kassandra     | Culinary Arts – Banquet Worker              | McCurtain County |
| Evans, Tanya        | Culinary Arts – Banquet Worker/Work Study-M | McCurtain County |
| Gammon, Yancy       | Culinary Arts – Banquet Worker              | McCurtain County |
| Graham, Matthew     | Culinary Arts – Banquet Worker              | McCurtain County |
| Jackson, Lakaskia   | Culinary Arts – Banquet Worker              | McCurtain County |
| Johnson, Blake      | Culinary Arts – Banquet Worker              | McCurtain County |
| Jones, Matthew      | Culinary Arts – Banquet Worker              | McCurtain County |
| Livingston, Desmond | Culinary Arts – Banquet Worker              | McCurtain County |
| McSwain, Stefie     | Culinary Arts – Banquet Worker              | McCurtain County |
| Meashintubby, Daryl | Culinary Arts – Banquet Worker              | McCurtain County |
| Mendoza, Dulce      | Culinary Arts – Banquet Worker              | McCurtain County |
| Montgomery, Jay     | Culinary Arts – Banquet Worker              | McCurtain County |
| Napier, Channa      | Culinary Arts – Banquet Worker              | McCurtain County |
| Newton, Cara        | Culinary Arts – Banquet Worker              | McCurtain County |
| Rowan, Wendy        | Substitute – All Programs                   | McCurtain County |
| SanJuan, Jr., Luis  | Culinary Arts – Banquet Worker/Work Study-M | McCurtain County |
| Shelton, Candice    | Culinary Arts – Banquet Worker              | McCurtain County |
| Simpson, Kevin      | Culinary Arts – Banquet Worker              | McCurtain County |
| Tom, Crystal        | Culinary Arts – Banquet Worker/Work Study-M | McCurtain County |

|                            |   |                     |
|----------------------------|---|---------------------|
| <b>Cornell, Lowell D.</b>  | <b>Substitute/STA – Auto Service Technology</b> | <b>Poteau/Spiro</b> |
| <b>Gist, Lisa</b>          | <b>Substitute – All Programs</b>                | <b>Poteau/Spiro</b> |
| <b>Kersh, Nickie</b>       | <b>Substitute – All Programs</b>                | <b>Poteau/Spiro</b> |
| <b>Lockhart, James</b>     | <b>Substitute – All Programs</b>                | <b>Poteau/Spiro</b> |
| <b>Long, Joseph</b>        | <b>Work Study – Maintenance</b>                 | <b>Poteau/Spiro</b> |
| <b>Wohosky, Aaron M.</b>   | <b>Work Study – Clerical</b>                    | <b>Poteau/Spiro</b> |
| <br>                       |   |                     |
| <b>Harris, Donna</b>       | <b>Work Study – Clerical</b>                    | <b>Stigler</b>      |
| <br>                       |   |                     |
| <b>Austin, Chasity R.</b>  | <b>Work Study - Clerical</b>                    | <b>Talihina</b>     |
| <b>Eduvigen, Eunice K.</b> | <b>Work Study - Clerical</b>                    | <b>Talihina</b>     |
| <b>Tilden, Barbara A.</b>  | <b>Work Study - Maintenance</b>                 | <b>Talihina</b>     |
| <b>Tilden, Zachary S.</b>  | <b>Work Study - Clerical</b>                    | <b>Talihina</b>     |
| <br>                       |   |                     |
| <b>Johnson, Jimmy</b>      | <b>Building &amp; Grounds</b>                   | <b>Wilburton</b>    |

**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 Hugo, McCurtain County and Poteau Campuses and the Wilburton Administration Office as Surplus to be Disposed of Properly**
  
- 6. Approval of Clinical Agreements with the Following Agencies for the Purpose of Allowing KTC Students to Acquire Field Experience**

**HCC Program – Poteau Campus**

**Dewey Medical Center – Poteau**  
**Eastern Oklahoma Medical Center – Poteau**  
**LeFlore County EMS – Poteau**  
**Mitchell Veterinary Services – Wister**  
**Oaks Healthcare Center - Poteau**  
**Poteau Valley Veterinary Hospital – Poteau**

**HCC Program – Talihina Campus**

**Choctaw Nation Health Care Center - Talihina**  
**Clayton Pharmacy – Clayton**  
**Fields Veterinary Clinic - Wister**  
**Lawson Pharmacy - Talihina**  
**LeFlore County Veterinary - Poteau**  
**Oklahoma Veterans Center, Talihina Division - Talihina**  
**Talihina Family Dentistry - Talihina**  
**Talihina Manor Nursing Home – Talihina**

**EMS Program**

**Summit Medical Center – Van Buren, Arkansas**

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

**GINA RIGGS, EMS Coordinator – Poteau Campus  
Association of Career Technology Education National Conference  
(Expenses to be paid by OkACTE)  
December 2-7, 2008  
Charlotte, North Carolina**

**CRISTY DUFUR, Academics, Math & Science Instructor – Durant Campus  
National Council of Teachers of Mathematics Annual Conference  
April 21-26, 2009  
Washington, DC**

**NORMAN RANGER, Board of Education Member  
T + L Conference  
October 26-31, 2008  
Seattle, Washington**

**8. Approval of FY 2008-2009 General Fund Encumbrance Nos. 1653 Through 2131 for Accounts Payable, Building Fund Encumbrance Nos. 14 through 16 for Accounts Payable, Financial Aid Encumbrance Nos. 122 Through 366, Encumbrance Nos. 70695 Through 70765 for Payroll and Change Orders for FY 2008-2009 Which Were Over 20%:**

| <u>P.O. #</u> | <u>Vendor</u> | <u>Increase</u> | <u>Total</u> |
|---------------|---------------|-----------------|--------------|
| 376           | Ram, Inc.     | \$2,096.00      | \$12,096.00  |
| 1604          | IKON          | \$ 656.81       | \$ 1,656.81  |

**E. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 8.**

**F. ACTION TOPICS:**

**9. Recommendation, Consideration and Vote to Approve Resolution No. 10-14-08-2 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. 2**

**10. Recommendation, Consideration and Vote to Adopt/Revise the Following Job Descriptions**

- **District Bid Assistance Coordinator**
- **District Business & Industry Services Coordinator**

- District Curriculum Development Coordinator
- Business Manager/Chief Financial Officer
- Administrative Assistant

- 11. Recommendation, Consideration and Vote to Approve Transportation Contract for FY 2008-09 between Moyers Public Schools and the Atoka Campus**
- 12. Recommendation, Consideration and Vote to Approve Facility Usage Fee Schedule – Bryan County Campus**
- 13. Recommendation, Consideration and Vote to Rent Surplus Equipment Located at the Poteau Campus to the Jim E. Hamilton Skills Center, Hodgen, Oklahoma**
- 14. Recommendation, Consideration and Vote to Approve the KTC Board of Education Regular Meeting Dates for 2009**

**KIAMICHI TECHNOLOGY CENTER  
BOARD OF EDUCATION  
REGULAR MEETING DATES - 2009**

|                |                          |                 |   |
|----------------|--------------------------|-----------------|---|
| <b>Tuesday</b> | <b>January 13, 2009</b>  | <b>12:15 PM</b> | <b>KTC – Stigler Campus<br/>1410 Old Military Road – Stigler, OK</b>      |
| <b>Tuesday</b> | <b>February 10, 2009</b> | <b>12:15 PM</b> | <b>KTC – Administrative Office<br/>1004 Hwy. 2 No. – Wilburton, OK</b>    |
| <b>Tuesday</b> | <b>March 10, 2009</b>    | <b>12:15 PM</b> | <b>KTC – Atoka Campus<br/>1301 W. Liberty Road – Atoka, OK</b>            |
| <b>Tuesday</b> | <b>April 14, 2009</b>    | <b>12:15 PM</b> | <b>KTC – Administrative Office<br/>1004 Hwy. 2 No. – Wilburton, OK</b>    |
| <b>Tuesday</b> | <b>May 12, 2009</b>      | <b>12:15 PM</b> | <b>KTC – Hugo Campus<br/>107 So. 15<sup>th</sup> – Hugo, OK</b>           |
| <b>Tuesday</b> | <b>June 9, 2009</b>      | <b>12:15 PM</b> | <b>KTC – Durant Campus<br/>810 Waldron Road – Durant, OK</b>              |
| <b>Tuesday</b> | <b>June 30, 2009</b>     | <b>12:15 PM</b> | <b>KTC – Administrative Office<br/>1004 Hwy. 2 No. – Wilburton, OK</b>    |
| <b>Tuesday</b> | <b>July 7, 2009</b>      | <b>12:15 PM</b> | <b>KTC – McAlester Campus<br/>301 Kiamichi Drive – McAlester, OK</b>      |
| <b>Tuesday</b> | <b>August 11, 2009</b>   | <b>12:15 PM</b> | <b>KTC – Administrative Office<br/>1004 Hwy. 2 No. – Wilburton, OK</b>    |
| <b>Tuesday</b> | <b>September 8, 2009</b> | <b>12:15 PM</b> | <b>KTC – Poteau Campus<br/>1509 So. McKenna – Poteau, OK</b>              |
| <b>Tuesday</b> | <b>October 13, 2009</b>  | <b>12:15 PM</b> | <b>KTC – Administrative Office<br/>1004 Hwy. 2 No. – Wilburton, OK</b>    |
| <b>Tuesday</b> | <b>November 10, 2009</b> | <b>12:15 PM</b> | <b>KTC – McCurtain County Campus<br/>3205 Lincoln Rd. NE – Idabel, OK</b> |
| <b>Tuesday</b> | <b>December 8, 2009</b>  | <b>12:15 PM</b> | <b>KTC – Administrative Office<br/>1004 Hwy. 2 No. – Wilburton, OK</b>    |

- 15. Recommendation, Consideration and Vote to Approve Architectural Services and Secure Bids for Roofing Projects – Durant Campus and Poteau Campus**
- 16. Recommendation, Consideration and Vote to Approve Contract for the Establishment of a Virtual Plan Room**
- 17. Recommendation, Consideration and Vote to Approve Additional Fund Raiser for FY 2008-2009 – Poteau Campus**
- 18. Recommendation, Consideration and Vote to Approve Cell Phone Allowance for TANF Program Coordinator and TANF Program Job Developer**
- 19. Recommendation, Consideration and Vote to Approve Distance Education Agreement for the EMT Paramedic Program**
- 20. 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)**

**RESIGNATION:**

**DANNY WAGNON, Building & Grounds Technology Instructor – Hugo Campus**

**EMPLOYMENT/APPOINTMENT/AND/OR REASSIGNMENT:**

**SECRETARY – McAlester Campus**

**LONG TERM CARE/CNA INSTRUCTOR – Poteau Campus (Adult Ed Contract)**

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

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

**RESIGNATION:**

**DANNY WAGNON, Building & Grounds Technology Instructor – Hugo Campus**

**EMPLOYMENT/APPOINTMENT AND/OR REASSIGNMENT:**

**SECRETARY – McAlester Campus**

**LONG TERM CARE/CNA INSTRUCTOR – Poteau Campus (Adult Ed Contract)**

**G. REPORTS:**

**Superintendent's Report**

**H. NEW BUSINESS**

**I. ANNOUNCEMENT OF NEXT MEETING:**

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

**Thursday, November 13, 2008**

**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: \_\_\_\_\_