

## **AGENDA**

**Kiamichi Technology Center  
Board of Education  
Regular Meeting  
KTC – Administrative Office  
Board Room  
1004 Highway 2 North  
Wilburton, OK 74578  
November 13, 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 POSSIBLE ACTION CONCERNING KTC'S WELDING TEST PROCEDURES**
- 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 8.**
  - 1. Approval of Minutes**
    - a) September 9, 2008 Regular Meeting Written Minutes Including Personal Statement Made by Dr. Chitwood**

- b) September 9, 2008 Regular Meeting Written Minutes  
Without Personal Statement Made by Dr. Chitwood**
- c) October 14, 2008 Regular Meeting**

- 2. Approval of Declaration of Funds, Treasurer’s Report and KTC Cash Reconciliation**
- 3. Approval of Resolution 11-13-08-1 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>
Franks, Cindy	STA – Computer Classes	Atoka
Geary, Donald E.	Work Study – Maintenance	Atoka
Parker, Muriel	Substitute – Early Care & Education	Atoka
Ashley, Sally	Substitute – All Programs	Durant
Ayers, Rocky	STA – Automotive Technology	Durant
Blackburn, Roy	Vehicle Operators Course for Firefighters	Durant
Owens, Jr., Benny C.	Substitute – HVAC	Poteau
Ramsey, Annette	STA – Health Classes	Poteau
Burson, James	STA – Safety Instructor	Stigler
Lackey, David	Substitute – Practical Nursing	Stigler
Cantero, Donald	Substitute – Carpentry Instructor	Talihina
Stanford, Carolyn L	STA – Early Settlement Remed. Intake Clerk	Wilburton

**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 Durant Campus, Idabel Campus and the Stigler Campus 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**

**Practical Nursing Program – Antlers Campus**

**Total Rehab, Antlers, OK  
Rowland, Ellis, Flatt Clinic, Antlers, OK  
Whispering Pines Hospice, Hugo, OK**

**Practical Nursing Program – Atoka Campus**

**Dr. Peter Hedberg, M.D. – Durant, OK**

**Practical Nursing Program – Hugo Campus**

**Dubuis Hospital – Paris, TX**

**HCC Program – Poteau Campus**

**LeFlore County Veterinary Clinic – Poteau, OK**

**HCC Program – Idabel Campus**

**Choctaw Nation Health Clinic – Idabel, OK**

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

**ROBERT WALLACE, Construction Technology – McAlester Campus  
JOHNNY FOREMAN, Bldg. & Grounds Technology – McAlester Campus  
National Homebuilders Conference  
January 19-24, 2008  
Las Vegas, Nevada**

**MARILYN TURVEY, Health Careers Certification Instructor – McAlester Campus  
2008 ACTE Conference  
December 3-7, 2008  
Charlotte, North Carolina**

**LORI JAMES, Academics, Math & Science Instructor – Atoka Campus  
National Council of Teachers of Mathematics National Conference  
April 21-26, 2009  
Washington, D.C.**

**8. Approval of FY 2008-2009 General Fund Encumbrance Nos. 2132 Through 2436 for Accounts Payable, Building Fund Encumbrance Nos. 17 for Accounts Payable, Financial Aid Encumbrance Nos. 367 Through 510, Encumbrance Nos. 70766 Through 70797 for Payroll and Change Orders for FY 2008-2009 Which Were Over \$500.00 and 20%:**

<u>P.O. #</u>	<u>Vendor</u>	<u>Increase</u>	<u>Total</u>
867	Atoka County Treasurer	\$3,046.05	\$17,546.05

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

**G. ACTION TOPICS:**

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

- **District Marketing & Public Relations Coordinator**
- **District Financial Aid Coordinator**

**And that the Following Statement be Included on All Previously Approved Listed Exempt Positions:**

**“ATTEND WORK REGULARLY FOLLOWING A DESIGNATED WORK SCHEDULE. MUST BE ABLE TO WORK EXTENDED HOURS AND ADDITIONAL DAYS/EVENINGS AS REQUIRED BY POSITION RESPONSIBILITIES”**

- **Superintendent**
- **Deputy Superintendent**
- **Business Manager/Chief Financial Officer**
- **Information Systems Coordinator**
- **Human Resource Manager**
- **District BIS Coordinator**
- **District Bid Assistance Coordinator**
- **District Curriculum Development Coordinator**
- **Director**
- **Assistant Director**
- **Administrative Assistant**

- 10. Recommendation, Consideration and Vote to Approve Rental Agreements Between Kiamichi Technology Center and Jim E. Hamilton Skills Center, Hodgen, Oklahoma**
- 11. Recommendation, Consideration and Vote to Approve Retainer Fee for Dr. Scott Clark, EMS Program Medical Director - FY 2008-2009**
- 12. Recommendation, Consideration and Vote to Approve Architectural Services and Secure Bids on Exhaust System, Welding Program – Stigler Campus**
- 13. Recommendation, Consideration and Vote to Approve Contract for Building Portable Storage Buildings Between Ron’s Discount Lumber & Portable Building Sales, Howe, OK and the Building & Grounds Technology Program – Poteau Campus**

- 14. Recommendation, Consideration and Vote to Approve Additional Fund Raisers for FY 2008-2009 – Atoka Campus and Hugo/Antlers Campuses**
- 15. Recommendation, Consideration and Vote to Approve Service Agreement for Custodial Services Between Hazel Allen and Kiamichi Technology Center - McAlester Campus**
- 16. Recommendation, Consideration and Vote to Approve Service Agreement for Custodial Services Between Ayers Cleaning Service and Kiamichi Technology Center - Atoka Campus**
- 17. Recommendation, Consideration and Vote to Approve Agreement to Offer Online Courses Between Ed2Go and Kiamichi Technology Center**
- 18. 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)**

**RETIREMENT**

**HENRY LYNN JACKSON, Maintenance, Building & Grounds – Durant Campus**

**RESIGNATION**

**DONNIE R. HOLLAND, Temporary Teacher, Electrical Technology Instructor, Poteau Campus**

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

**BUILDING & GROUNDS TECHNOLOGY INSTRUCTOR – Hugo Campus**

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

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

**RETIREMENT**

**HENRY LYNN JACKSON, Maintenance, Building & Grounds – Durant Campus**

**RESIGNATION**

**DONNIE R. HOLLAND, Temporary Teacher, Electrical Technology Instructor – Poteau Campus**

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

**BUILDING & GROUNDS TECHNOLOGY INSTRUCTOR – Hugo Campus**

**H. REPORTS:**

**Superintendent's Report**

**I. NEW BUSINESS**

**J. ANNOUNCEMENT OF NEXT MEETING:**

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

**Tuesday, December 9, 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: \_\_\_\_\_