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

<table>
<thead>
<tr>
<th>Name</th>
<th>Primary Duty</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franks, Cindy</td>
<td>STA – Computer Classes</td>
<td>Atoka</td>
</tr>
<tr>
<td>Geary, Donald E.</td>
<td>Work Study – Maintenance</td>
<td>Atoka</td>
</tr>
<tr>
<td>Parker, Muriel</td>
<td>Substitute – Early Care &amp; Education</td>
<td>Atoka</td>
</tr>
<tr>
<td>Ashley, Sally</td>
<td>Substitute – All Programs</td>
<td>Durant</td>
</tr>
<tr>
<td>Ayers, Rocky</td>
<td>STA – Automotive Technology</td>
<td>Durant</td>
</tr>
<tr>
<td>Blackburn, Roy</td>
<td>Vehicle Operators Course for Firefighters</td>
<td>Durant</td>
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<tr>
<td>Owens, Jr., Benny C.</td>
<td>Substitute – HVAC</td>
<td>Poteau</td>
</tr>
<tr>
<td>Ramsey, Annette</td>
<td>STA – Health Classes</td>
<td>Poteau</td>
</tr>
<tr>
<td>Burson, James</td>
<td>STA – Safety Instructor</td>
<td>Stigler</td>
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<tr>
<td>Lackey, David</td>
<td>Substitute – Practical Nursing</td>
<td>Stigler</td>
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<tr>
<td>Cantero, Donald</td>
<td>Substitute – Carpentry Instructor</td>
<td>Talihina</td>
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<tr>
<td>Stanford, Carolyn L</td>
<td>STA – Early Settlement Remed. Intake Clerk</td>
<td>Wilburton</td>
</tr>
</tbody>
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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.


<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Vendor</th>
<th>Increase</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>867</td>
<td>Atoka County Treasurer</td>
<td>$3,046.05</td>
<td>$17,546.05</td>
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</tbody>
</table>

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: