AGENDA

Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – Administrative Office
Board Room
1004 Highway 2 North
Wilburton, OK  74578
December 9, 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 7.

1. Approval of Minutes
   November 13, 2008 Regular Meeting

2. Approval of Declaration of Funds, Treasurer's Report and KTC Cash Reconciliation
3. Approval of Resolution 12-09-08-1 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>
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<tbody>
<tr>
<td>Coffelt, Clyde</td>
<td>Work Study – Maintenance</td>
<td>Atoka</td>
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<tr>
<td>Smith, James</td>
<td>Work Study – Maintenance</td>
<td>Atoka</td>
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<tr>
<td>Brownfield, Nathan</td>
<td>Work Study – Maintenance</td>
<td>Hugo/Antlers</td>
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<tr>
<td>Hale, Arron</td>
<td>Work Study – Maintenance</td>
<td>Hugo/Antlers</td>
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<tr>
<td>Heady, Donna</td>
<td>Work Study – Clerical</td>
<td>Hugo/Antlers</td>
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<td>Hendrix, Bobbie</td>
<td>Work Study – Maintenance</td>
<td>Hugo/Antlers</td>
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<tr>
<td>Moore, Misty</td>
<td>Work Study – Clerical</td>
<td>Hugo/Antlers</td>
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<tr>
<td>Place, Rickey</td>
<td>Work Study – Maintenance</td>
<td>Hugo/Antlers</td>
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<tr>
<td>Teague, Dustin</td>
<td>Substitute – All Programs</td>
<td>Hugo/Antlers</td>
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<tr>
<td>Tedder, Bart</td>
<td>Substitute – All Programs</td>
<td>Hugo/Antlers</td>
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<tr>
<td>Holt, Matthew B.</td>
<td>Work Study – Maintenance</td>
<td>Poteau/Spiro</td>
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<tr>
<td>Meek, Jeff</td>
<td>Substitute – Welding Program</td>
<td>Poteau/Spiro</td>
</tr>
<tr>
<td>Croff, Cynthia</td>
<td>Work Study - Clerical</td>
<td>Talihina</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 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

**HCC Program – McAlester Campus**
Community Lakeview Hospital - Eufaula, OK

**HCC Program – Talihina Campus**
Talihina Medical Center – Talihina, OK

E. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 7.

F. **ACTION TOPICS:**

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

   - District Procurement & Inventory Coordinator
   - Director of Practical Nursing
   - Assistant Director of Practical Nursing
   - Director of Emergency Medical Services
   - Treasurer/Financial Officer
   - Assistant Business Manager/Financial Officer
   - Information Technology Specialist

9. Recommendation, Consideration and Vote to Approve KTC Communications & Marketing Plan – FY 2008-2009

10. Recommendation, Consideration and Vote to Approve the Appointment of KTC Board Member, Vernon Anderson, to the OSSBA State Legislative Liaison Network

11. Recommendation, Consideration and Vote to Approve Affiliate Agreement between The University of Texas at Arlington, Region VI OSHA Education Center, and Kiamichi Technology Centers to Act as an Education Agent for OSHA Through the Teaching of Select OSHA Training Institute Courses

12. Recommendation, Consideration and Vote to Approve Additional Fund Raiser FY 2008-2009 – Poteau Campus

13. 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/AND/OR REASSIGNMENT:

MARGIE CREAGER, Academic Center Instructor, Certified Teacher Contract, Effective January 1, 2009

MAINTENANCE/CUSTODIAN – Antlers Campus

MAINTENANCE/CUSTODIAN – Durant Campus

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

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

EMPLOYMENT/APPOINTMENT AND/OR REASSIGNMENT:

MARGIE CREAGER, Academic Center Instructor, Certified Teacher Contract, Effective January 1, 2009

MAINTENANCE/CUSTODIAN – Antlers Campus

MAINTENANCE/CUSTODIAN – Durant Campus

G. REPORTS:

Superintendent’s Report

H. NEW BUSINESS

I. ANNOUNCEMENT OF NEXT MEETING:

The next meeting of the Board is:

Tuesday, January 13, 2009
12:15 p.m.
KTC – Stigler Campus
1410 Old Military Road
Stigler, OK 74462

J. VOTE TO ADJOURN:

Posted By:________________ Date Posted:__________
Time Posted:____________ Place Posted:___________
Signed:________________