AGENDA

Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – Administrative Office
Board Room
1004 Highway 2 North
Wilburton, OK  74578
May 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.  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
   April 8, 2008 Regular Meeting

2.  Approval of Declaration of Funds, Treasurer’s Report and KTC Cash Reconciliation
3. **Approval of Resolution 05-13-08-1 Activity Fund Account Reports and Transfer of Funds**

4. **Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2007-2008**

<table>
<thead>
<tr>
<th>Name</th>
<th>Primary Duty</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Justin</td>
<td>Substitute – Welding</td>
<td>Atoka</td>
</tr>
<tr>
<td>Rodríguez, Gloria</td>
<td>Spanish Instructor</td>
<td>Hugo</td>
</tr>
<tr>
<td>Nance, Charles Edwin</td>
<td>Substitute – T&amp;I Programs</td>
<td>Stigler</td>
</tr>
<tr>
<td>Wise, J.P.</td>
<td>Substitute – T&amp;I Programs/Bus. &amp; Comp.</td>
<td>Stigler</td>
</tr>
</tbody>
</table>

   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 Spiro Campus as Surplus to be Disposed of Properly**

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

   PAIGE SHOUP, Health Careers Certification Instructor – McAlester
   MARILYN TURVEY, Health Careers Certification Instructor – McAlester
   CAROL MAXWELL, Health Careers Certification Instructor – McAlester
   HEATHER FENTON, Practical Nursing Instructor - Stigler
   HOSA National Leadership Conference
   June 18-22, 2008
   Dallas, Texas

   PAMELA ADAMSON, Health Careers Certification Instructor – Hugo
   Officer Leadership Conference/HOSA National Leadership Conference
   June 17-22, 2008
   Dallas, Texas

   ROBERT WALLACE, Construction Trades Instructor - McAlester
   JERRY ARTHUR, Automotive Service Technology Instructor – Durant
   QUINT GOBERT, Computer Repair/Networking Instructor - Durant
   National Skills USA Convention and Contest
   June 23-28, 2008
   Kansas City, Missouri

   BRYAN HALLMARK, Industrial Coordinator – Durant
   National Skills USA Leadership Conference/Contest
   June 20-28, 2008
   Kansas City, Missouri
COLETTE HARPER, Early Care & Education Instructor – Atoka
National FCCLA Leadership Meeting & Alumni Achievement Award Ceremony
July 11-18, 2008
Orlando, Florida

CYNTHIA BURNS, Practical Nursing Instructor – Talihina
GALA BRAUDRICK, Practical Nursing Instructor – Atoka
Pre Conference/Boot Camp for Nurse Educators
July 23-29, 2008
Albuquerque, New Mexico

MELINDA OGDEN, Practical Nursing Instructor – Idabel
JENNIFER BREWER, Practical Nursing Instructor – McAlester
SHEILA WILSON, Practical Nursing Instructor – Poteau
Boot Camp for Nurse Educators
July 24-29, 2008
Albuquerque, New Mexico

LORI JAMES, Math & Science Instructor – Atoka
Exploring Mathematics with TI-Nspire Technology/Calculator Training
August 17-21, 2008
New York, New York

7. Approval of FY 2007-2008 General Fund Encumbrance No. 3762 and Nos. 3766 Through 4061 for Accounts Payable, Building Fund Encumbrance Nos. 34 Through 35 for Accounts Payable, and Encumbrance Nos. 70528 Through 70537 for Payroll

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 Approve Temporary Appropriations for FY 2008-2009

9. Recommendation, Consideration and Vote to Engage Auditor to Conduct the FY 2007-2008 Audit and to Direct the Appropriate Officer of the Board to Execute the “Audit Contract for a Technology Center”

10. Recommendation, Consideration and Vote to Approve Architectural Services for the Wilburton Industrial Building and Secure Bids for the Project
11. Recommendation, Consideration and Vote to Adopt/Revise the Following Job Descriptions

- Secretary
- Teaching Assistant
- Maintenance/Custodian

12. Recommendation, Consideration and Vote to Approve Annual In-District GED Honor Graduate Tuition Waiver Excluding PN and EMS Programs

13. Recommendation, Consideration and Vote to Approve the Employment of Two Temporary Support Employees at Each Campus and the Wilburton Office for the Month of June, 2008 at a Total Cost of $15.00 Per Hour Aggregate and Approve the Flexible Summer Schedule from June 2, 2008 through August 1, 2008 for 12-Month Employees at Each Campus and the Wilburton Office

14. Recommendation, Consideration and Vote to Approve the Appointment of Gina Riggs, EMS Coordinator, to Serve on the ACTE Region IV Policy Committee - Three Year Commitment

15. Recommendation, Consideration and Vote to Approve Summer Curriculum Projects for Summer 2008 as Listed Below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Nelson</td>
<td>Durant</td>
<td>Business</td>
</tr>
<tr>
<td>Ruth Kirk</td>
<td>Durant</td>
<td>Early Care</td>
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<tr>
<td>Hope Boling</td>
<td>Hugo</td>
<td>Coop. Work Ex.</td>
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<tr>
<td>Pam Graham</td>
<td>Hugo</td>
<td>Business</td>
</tr>
<tr>
<td>John Hammons</td>
<td>Hugo</td>
<td>Comp. Repair</td>
</tr>
<tr>
<td>Cinda Edwards</td>
<td>McAlester</td>
<td>Com. Home</td>
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<tr>
<td>Jack Hedrick</td>
<td>McAlester</td>
<td>Business</td>
</tr>
<tr>
<td>Marilyn Turvey</td>
<td>McAlester</td>
<td>HCC</td>
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<tr>
<td>Susie Hess</td>
<td>McAlester</td>
<td>Networking</td>
</tr>
<tr>
<td>Paige Shoup</td>
<td>McAlester</td>
<td>HCC</td>
</tr>
<tr>
<td>Carol Maxwell</td>
<td>McAlester</td>
<td>HCC</td>
</tr>
<tr>
<td>Barney Green</td>
<td>Poteau</td>
<td>HVAC&amp;R</td>
</tr>
<tr>
<td>Janis Sallee</td>
<td>Poteau</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>Burls Spears</td>
<td>Poteau</td>
<td>Networking</td>
</tr>
<tr>
<td>Dennis Thomas</td>
<td>Poteau</td>
<td>Welding</td>
</tr>
<tr>
<td>Nina Morgan</td>
<td>Poteau</td>
<td>Business</td>
</tr>
<tr>
<td>Jerry Williams</td>
<td>Poteau</td>
<td>Math &amp; Science</td>
</tr>
</tbody>
</table>
16. Recommendation, Consideration and Vote to Approve Change Order No. 1, 2007 Building Renovation and New Metal Roof Project – McAlester Campus

17. Recommendation, Consideration and Vote to Approve Change Order No. 1, 2008 Kiamichi Technology Center Renovation Project, Antlers Campus

18. Recommendation, Consideration and Vote to Approve Revisions/Additions to KTC Board of Education Policies

- Section 8, Page 8.26 (A), Sub-Section 8.42A, “Student Technology Resource Use Policy” (New)
- Section 8, Page 8.14, Sub-Section 8.29 b) – Tuition - Payments and Refunds for Regular Students (Rev.)
- Section 9, Page 9.2, Sub-Section 9.1, Item 4) – Emergency Leave (Rev.)
- KTC Travel Manual (Rev.) Pages 3, 4, 9, 10, 11 & 13

19. Recommendation, Consideration and Vote to Approve Cooperative Agreements and Service Agreements with Area Agencies – FY 2008-2009

- Seminole Energy
- State of Oklahoma Department of Rehabilitation Services – Vocational/Technical Educational Services
- State of Oklahoma Department of Rehabilitation Services – Transition School to Work Program
- Technology Centers Cooperative Agreement with The Gooden Group
- Technology Centers Cooperative Agreement – FY 09 Statewide Marketing
- Big 5 One Stop Agreement – Atoka Campus
- Choctaw Nation of Oklahoma (Project LEARN Early Reading First Grant) – Atoka Campus
- Choctaw Nation of Oklahoma Lease Agreement– McCurtain County Campus
- Choctaw Nation of Oklahoma Lease Agreement – Poteau Campus
20. Proposed Executive Session for the Purpose of Discussing the Reemployment of Temporarily Contracted Teachers and Adult Education/Grant Contract Personnel for FY 2008-2009 As Listed Below and 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)

**TEMPORARILY CONTRACTED TEACHERS**
**ADULT EDUCATION/GRANT CONTRACT PERSONNEL**
**FY 2008-2009**

<table>
<thead>
<tr>
<th>Atoka</th>
<th>Durant</th>
<th>Hugo</th>
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<tbody>
<tr>
<td>Lori James</td>
<td>Jennifer Davis</td>
<td>Gerald Beshirs, Jr.</td>
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<tr>
<td>Lonnie Prewitt</td>
<td>Lecretia Dufur</td>
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<td></td>
<td>Ernest Q. Gobert</td>
<td>Faith Hollis</td>
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<td></td>
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<td></td>
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<tr>
<td>McAlester</td>
<td>McCurtain Co.</td>
<td>Poteau</td>
</tr>
<tr>
<td>John Allen</td>
<td>Clarice Ranae Barker</td>
<td>Donnie Holland</td>
</tr>
<tr>
<td>Margie Creager</td>
<td>Shelley Ebert</td>
<td>Lee Liddy</td>
</tr>
<tr>
<td>Jack Hedrick</td>
<td>Monica Ogden</td>
<td>Mark Morris</td>
</tr>
</tbody>
</table>
McAlester (Cont.)
John Helmer
Paige Shoup
Stephen Stewart

Poteau (Cont.)
Jerry Williams

Spiro
Dennis Thomas

Stigler
William Bailey

Talihina
Tammy Lester

Wilburton-Admin
Patricia Hendricks

Retirement:

REBECCA NICHOLS, Early Care & Education Instructor – McAlester Campus

Request to Change Contract Length from 10 Months to 12 Months – Effective July 1, 2008:

CHRISTINA M. SMITH, Student Services Advisor, Hugo

Employment/Appointment:

PRACTICAL NURSING INSTRUCTOR – POTEAU CAMPUS
MATH/SCIENCE INSTRUCTOR – McALESTER CAMPUS
MATH/SCIENCE INSTRUCTOR – TALIHINA CAMPUS
SECRETARY – POTEAU CAMPUS
SECRETARY – ATOKA CAMPUS

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:

TEMPORARILY CONTRACTED TEACHERS
ADULT EDUCATION/GRANT CONTRACT PERSONNEL
FY 2008-2009

Atoka
Lori James
Lonnie Prewitt

Durant
Jennifer Davis
Lecretia Dufur
Ernest Q. Gobert
Faith Hollis

Hugo
Gerald Beshirs, Jr.
Clarice Ranae Barker
Shelley Ebert
Monica Ogden

McAlester
John Allen
Margie Creager
Jack Hedrick

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Donnie Holland
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Retirement:

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MATH/SCIENCE INSTRUCTOR – McALESTER CAMPUS
MATH/SCIENCE INSTRUCTOR – TALIHINA CAMPUS
SECRETARY – POTEAU CAMPUS
SECRETARY – ATOKA CAMPUS

22. Proposed Executive Session for the Purpose of Discussing the Terms and Provisions of the Superintendent's Contract with KTC Including the Ratification of, and/or Revisions to the Proposed Superintendent's Contract Which Would Include 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)

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

23. Recommendation, Consideration and Vote for Ratification of, and/or Revisions to the Proposed Superintendent's Contract with KTC
24. **Recommendation, Consideration and Vote to Approve Clinical Agreements with the Following Agencies for the Purpose of Allowing KTC Students to Acquire Field Experience**

**Medical Office Technology**

Atoka Memorial Hospital – Atoka, OK  
Choctaw Nation Health Services Authority – Talihina/Hugo, OK

**EMS Program**

Carl Albert Mental Health – McAlester, OK

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**G. REPORTS:**

Superintendent’s Report

**H. NEW BUSINESS**

**I. ANNOUNCEMENT OF NEXT MEETING:**

The next meeting of the Board is:

Tuesday, June 10, 2008  
12:15 p.m.  
KTC – Administrative Office  
1004 Highway 2 North  
Wilburton, OK  74578

**J. VOTE TO ADJOURN:**