

AGENDA

**Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – Administrative Office
Board Room
1004 Highway 2 North
Wilburton, OK 74578
August 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
July 15, 2008 Regular Meeting**
 - 2. Approval of Declaration of Funds, Treasurer's Report and KTC Cash Reconciliation**

3. **Approval of Resolution 08-14-08-1 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>
Wilson, Shanna	STA – Health Classes	Atoka
Baldwin, Shelia	Substitute – Business Technology	Hugo/Antlers
Downing, Mary	Substitute – Business Technology	Hugo/Antlers
Wilson, Jana	Substitute – Bldg. & Grounds	Hugo/Antlers
Busby, Jayme	Cake Decorating	McAlester
Kupke, Chris	Substitute – Maintenance	McCurtain County
Wesley, Sharon L.	STA – Cosmetology	McCurtain County
Coble, Johnny	Substitute – Welding	Poteau/Spiro
Lickly, Elizabeth	STA – Certified Nurse Aide/CPR	Talihina

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 Talihina Campus and the Durant 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**

LTC/CMA Program

- **Walnut Grove Living Center - McAlester**

Practical Nursing Program

- **Clinics & Home Health Clinical Contracts**
- **County Health Department Contracts**
- **Daycare Clinical Contracts**
- **Hospital Clinical Contracts**
- **Mental Health Clinical Contracts**
- **Nursing Home Clinical Contracts**

7. Approval of Out-of-State Travel

**SHELLY HOVIS, Assistant PN Director – Antlers Campus
CHRISTY NEWTON, PN Instructor – Durant Campus
SUSAN LOREY, PN Instructor (Part-Time Option) – Durant Campus
National League of Nursing Education Summit 2008
September 16-21, 2008
San Antonio, Texas**

**TAMMI STEPHENS, Academic Center Instructor – Atoka Campus
SkillsUSA Leadership Training Institute (WLTl)
September 20-24, 2008
Washington, D.C.**

**GINA RIGGS, EMS Coordinator– Poteau Campus
LISA DYER, EMS Instructor – Poteau Campus
SOLVEIG ELROY, EMS Instructor – Poteau Campus
BRIAN COATES, EMS Instructor – Durant Campus
National Association of EMS Educators Conference
September 9-15, 2008
St. Louis, Missouri**

8. Approval of FY 2008-2009 General Fund Encumbrance Nos. 797 Through 1257 for Accounts Payable and Encumbrance Nos. 70310 Through 70409 For Payroll

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 Adopt/Revise the Following Job Descriptions:

- Superintendent
- Deputy Superintendent

10. Recommendation, Consideration and Vote to Approve PN Student Clinical Handbook – FY 2008-2009

11. Recommendation, Consideration and Vote to Approve Resolution No. 08-14-08-2 of KTC School District Board to Change Signature on Existing Account with the Talihina Branch, Spiro State Bank, Talihina, OK – Talihina Campus

- 12. Recommendation, Consideration and Vote to Approve the Securing of Bids on Construction of a Welding Technology Building and/or Automotive Service Technology Building – McAlester Campus**
- 13. Recommendation, Consideration and Vote to Approve the Securing of Bids on the Construction of a Business Center and Meeting Room Addition and Remodel of Vacated Welding Shop – McAlester Campus**
- 14. Recommendation, Consideration and Vote to Approve Permission to Authorize the Seeking of Bids for the Sale of the Carpentry House Project – Talihina Campus**
- 15. Recommendation, Consideration and Vote to Approve Alternate Voting Delegate – OSSBA/CCOSA Annual Conference**
- 16. Recommendation, Consideration and Vote to Approve \$1.00 Per Hour Increase in Bus Driver Pay**
- 17. Recommendation, Consideration and Vote to Approve Memorandum of Understanding between High Plains Technology Center and Kiamichi Technology Center – Poteau Campus**
- 18. Recommendation, Consideration and Vote to Approve Renewal of Lease Agreement for Use of Incubator Facility Between Davis Packing Company, Inc., dba Davis Buildings and Kiamichi Technology Center, Stigler Campus**
- 19. Recommendation, Consideration and Vote to Authorize and Direct the Superintendent to Ask the State Auditor and Inspector's Office to Conduct an Investigative Audit Regarding KTC Inventory for the Period July 1, 2003 Through the Present Date**
- 20. Recommendation, Consideration and Vote to Authorize and Direct the Superintendent to Ask the State Auditor and Inspector's Office to Conduct an Investigative Audit Regarding KTC Attorney Fees Incurred for the Period July 1, 2003 Through the Present Date**

- 21. Discussion of the Duties and Description of the Position of KTC Public Information Officer and Possible Vote on Whether to Revise the Current Duties and Description of the KTC Public Information Officer**

- 22. 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:

FRED RITCHIE, Welding Instructor – Poteau Campus

Employment/Appointment/and/or Reassignment:

**ASSISTANT DIRECTOR – POTEAU CAMPUS
TEACHERS AIDE – HEALTH CAREERS CERTIFICATION – IDABEL CAMPUS
DENNIS THOMAS, WELDING INSTRUCTOR, SPIRO CAMPUS REASSIGNED AS
WELDING INSTRUCTOR, POTEAU CAMPUS**

- 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 to Approve the Personnel Actions Set Out Below:**

Resignation:

FRED RITCHIE, Welding Instructor – Poteau Campus

Employment/Appointment and/or Reassignment:

**ASSISTANT DIRECTOR – POTEAU CAMPUS
TEACHERS AIDE - HEALTH CAREERS CERTIFICATION – IDABEL CAMPUS
DENNIS THOMAS, WELDING INSTRUCTOR, SPIRO CAMPUS, REASSIGNED TO THE
POSITION OF WELDING INSTRUCTOR, POTEAU CAMPUS**

G. REPORTS:

Superintendent's Report

H. NEW BUSINESS

I. ANNOUNCEMENT OF NEXT MEETING:

The next meeting of the Board is:

Tuesday, September 9, 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: _____