

## **AGENDA**

**Kiamichi Technology Center  
Board of Education  
Regular Meeting  
KTC – Administrative Office  
Board Room  
1004 Highway 2 North  
Wilburton, OK 74578  
October 13, 2009  
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:**

**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 9.**

**1. Approval of Minutes  
September 8, 2009 – Regular Meeting  
September 29, 2009 – Special Meeting**

**2. Approval of Declaration of Funds, Treasurer's Report and KTC  
Cash Reconciliation**

**3. Approval of Resolution 10-13-09-1 Activity Fund Account Reports and Transfer of Funds**

**4. Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2009-2010**

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
<i>Bryant, Harry L.</i>	<i>Federal Work Study/Maintenance</i>	<i>Atoka</i>
<i>Heilbrun, Josh</i>	<i>Federal Work Study/Maintenance</i>	<i>Atoka</i>
<i>Hibdon, Brandon</i>	<i>Federal Work Study/Maintenance</i>	<i>Atoka</i>
<i>West, Patricia D.</i>	<i>Federal Work Study/Comp. Repair Asst.</i>	<i>Atoka</i>
<i>Aycock, Jeffery</i>	<i>Federal Work Study/Clerical</i>	<i>Durant</i>
<i>Bell, Elizabeth</i>	<i>Substitute</i>	<i>Durant</i>
<i>Dufur, Megan</i>	<i>Substitute (All Programs)</i>	<i>Durant</i>
<i>Giles, Michael</i>	<i>AutoCAD Basics &amp; Intermediate Drawing</i>	<i>Durant</i>
<i>Harkey, Michael</i>	<i>Fire Training Instructor</i>	<i>Durant</i>
<i>Meade, Nicole</i>	<i>Federal Work Study/Clerical</i>	<i>Durant</i>
<i>Puentes, Antonette</i>	<i>Federal Work Study/Clerical</i>	<i>Durant</i>
<i>Ridgway, Charlene</i>	<i>Microsoft Suite Instructor</i>	<i>Durant</i>
<i>Smith, Bill D.</i>	<i>Fire Training Instructor</i>	<i>Durant</i>
<i>Tuttle, Jenny</i>	<i>Clinical Skills Observer and Instructor</i>	<i>Durant</i>
<i>Knight, Kyle S.</i>	<i>Federal Work Study – Maintenance</i>	<i>Hugo/Antlers</i>
<i>Robinson, Kevin L.</i>	<i>Federal Work Study – Maintenance</i>	<i>Hugo/Antlers</i>
<i>Thornburgh, Sarah</i>	<i>Substitute</i>	<i>Hugo/Antlers</i>
<i>Bee, Valarie L.</i>	<i>Federal Work Study/Maintenance</i>	<i>Idabel</i>
<i>Cooper, Leona</i>	<i>Culinary Arts Banquet Assistant</i>	<i>Idabel</i>
<i>Dial, Kenny</i>	<i>CPR/First Aid</i>	<i>Idabel</i>
<i>Elliott, Tabitha</i>	<i>Culinary Arts Banquet Assistant</i>	<i>Idabel</i>
<i>Hubbard, Isabella</i>	<i>Culinary Arts Banquet Assistant</i>	<i>Idabel</i>
<i>Johnson, Blake</i>	<i>Culinary Arts Banquet Assistant</i>	<i>Idabel</i>
<i>Jones, Matthew</i>	<i>Culinary Arts Banquet Assistant</i>	<i>Idabel</i>
<i>Knapik, Alexa</i>	<i>Culinary Arts Banquet Assistant</i>	<i>Idabel</i>
<i>McDonald, Henry L.</i>	<i>Federal Work Study/Maintenance</i>	<i>Idabel</i>
<i>Mendoza, Dulce</i>	<i>Culinary Arts Banquet Assistant</i>	<i>Idabel</i>
<i>Salazar, Jessica L.</i>	<i>Federal Work Study/Maintenance</i>	<i>Idabel</i>
<i>Spears, Debra</i>	<i>Culinary Arts Banquet Assistant</i>	<i>Idabel</i>
<i>Tom, Crystal L.</i>	<i>Federal Work Study/Maintenance</i>	<i>Idabel</i>
<i>Underwood, Renia D.</i>	<i>Federal Work Study/Clerical</i>	<i>Idabel</i>
<i>McDonald, Martha</i>	<i>Substitute – Eufaula</i>	<i>McAlester/Eufaula</i>
<i>Stitt, David</i>	<i>Safety Instructor</i>	<i>McAlester</i>
<i>Coley, Heather M.</i>	<i>Federal Work Study/Clerical</i>	<i>Poteau/Spiro</i>
<i>DeMoss, Lindsey L.</i>	<i>Federal Work Study/Clerical</i>	<i>Poteau/Spiro</i>
<i>Hammon, Brian</i>	<i>Substitute – Computer &amp; Network Tech.</i>	<i>Poteau/Spiro</i>
<i>Helms, Stormy</i>	<i>Federal Work Study/Clerical</i>	<i>Poteau/Spiro</i>
<i>Hill, Joseph L.</i>	<i>Federal Work Study/Maintenance</i>	<i>Poteau/Spiro</i>
<i>King, James (Jim)</i>	<i>Electrical Trades Instructor</i>	<i>Poteau/Spiro</i>
<i>Price, Brittany N.</i>	<i>Federal Work Study/Clerical</i>	<i>Poteau/Spiro</i>
<i>Tobias, Mary C.</i>	<i>Federal Work Study/Clerical</i>	<i>Poteau/Spiro</i>
<i>Whitacre, April</i>	<i>Health/Safety Programs</i>	<i>Poteau/Spiro</i>
<i>Johnson, RN, Joyce Ann</i>	<i>CNA/HHA</i>	<i>Stigler</i>
<i>Oliver, RN, Elizabeth Ann</i>	<i>Substitute PN Instructor</i>	<i>PN District-Wide</i>

**ANY EMPLOYEE NAME SUBMITTED ABOVE MAY INCLUDE OTHER JOB DUTIES, CLASSES AND/OR SUBSTITUTE TEACHING DUTIES AS ASSIGNED.**

**5. Approval of Clinical Agreement for KTC Health-Related Programs for the Purpose of Allowing KTC Students to Acquire Field Experience – FY 2009-2010**

**Poteau Campus**

**Poteau Valley Veterinary Hospital**

**6. Approval to Declare Equipment Located at the Hugo Campus, the McAlester Campus, the Poteau Campus, the Spiro Campus, and the Talihina Campus as Surplus to be Disposed of Properly (A Copy of These Lists Are Available at the Office of the Superintendent and at the Meeting.)**

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

**GINA RIGGS, EMS Coordinator – Poteau Campus**

**November 17-22, 2009**

**ACTE National Convention**

**Nashville, Tennessee**

**MARJORIE WANN, Counselor – Poteau Campus**

**DONELLA HAWLEY, Health Careers Certification Instructor – Poteau Campus**

**LISA DYER, Emergency Medical Services Instructor – Poteau Campus**

**VICKIE HESS, Adult Coordinator – McAlester Campus**

**GAIL HUDDLESTON, Student Services/Job Placement**

**November 18-22, 2009**

**ACTE National Convention**

**Nashville, Tennessee**

**8. Approval of Additional Campus Fund Raisers for FY 2009-2010 - Atoka Campus, Durant Campus and Stigler Campus**

**9. Approval of FY 2009-2010 General Fund Encumbrance Nos. 1272 Through 1821 For Accounts Payable, Encumbrance Nos. 70465 Through 70622 For Payroll, and Building Fund Encumbrance Nos. 17 Through 19 For Accounts Payable**

**E. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 9**

**F. ACTION TOPICS:**

- 10. Recommendation, Consideration and Vote to Approve Resolution No. 10-13-09-2 Proclamation and Resolution Giving Notice of and Calling Election for Election of One (1) School Board Member to the Board of Education of Kiamichi Technology Center School District No. 7 From Board Zone No. 3**
  
- 11. Recommendation, Consideration and Vote to Approve the KTC Board of Education Regular Meeting Dates for 2010**

**KIAMICHI TECHNOLOGY CENTER  
BOARD OF EDUCATION  
REGULAR MEETING DATES - 2010**

<b>Tuesday</b>	<b>January 12, 2010</b>	<b>12:15 PM</b>	<b>KTC – Talihina Campus 13739 SE 202<sup>nd</sup> Rd. - Talihina, OK</b>
<b>Tuesday</b>	<b>February 9, 2010</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>March 9, 2010</b>	<b>12:15 PM</b>	<b>KTC – Durant Campus 810 Waldron Road – Durant, OK</b>
<b>Tuesday</b>	<b>April 13, 2010</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>May 11, 2010</b>	<b>12:15 PM</b>	<b>KTC – Antlers Campus 405 SW “O” Street – Antlers, OK</b>
<b>Tuesday</b>	<b>June 8, 2010</b>	<b>12:15 PM</b>	<b>KTC – Poteau Campus 1509 So. McKenna – Poteau, OK</b>
<b>Wednesday</b>	<b>June 30, 2010</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>July 13, 2010</b>	<b>12:15 PM</b>	<b>KTC – McCurtain Co. Campus 3205 Lincoln Rd. – Idabel, OK</b>
<b>Tuesday</b>	<b>August 17, 2010</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>September 14, 2010</b>	<b>12:15 PM</b>	<b>KTC – Spiro Campus 610 SW 3<sup>rd</sup> – Spiro, OK</b>
<b>Tuesday</b>	<b>October 12, 2010</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>November 9, 2010</b>	<b>12:15 PM</b>	<b>KTC – Hugo Campus 107 SO. 15<sup>th</sup> – Hugo, OK</b>
<b>Tuesday</b>	<b>December 14, 2010</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>

- 12. Recommendation, Consideration and Vote to Approve Kiamichi Technology Centers Communications and Marketing Plan – FY 2009-2010**

- 13. Recommendation, Consideration and Vote to Approve Joining Project Lead the Way Network in Order to Implement a Pre-Engineering Program to be Offered to High School Students Within the Industrial Technology Program – McCurtain County Campus**
- 14. Recommendation, Consideration and Vote to Approve Seeking Architectural Services and Secure Bids for Reroofing of Building A with New Standing Seam Roof and the Replacement of Rooftop HVAC Units – McCurtain County Campus**
- 15. Recommendation, Consideration and Vote to Approve Revision and Consolidation of Board Policies Listed Below:**

*Section 7, Item 7.3, Page 7.4 - Employment of Personnel (Revised)*

*Section 9, Item 9.12, Page 9.10 – Assignment – (Revised & Moved to Section 7)*

*Section 9, Item 9.14, Page 9.11 - Re-Assignments – Suspensions (Revised & Moved to Section 7)*

*Section 9, Item 9.15, Page 9.11 - Request for Transfer or Change of Assignment – (Moved to Section 7)*

*Section 9, Item 9.20, Page 9.13 – Employment & Assignment – Delete from Policy*

*Section 9, Item 9.23, Page 9.14 – Contracts – (Updated per Law & Moved to Section 7)*

*Section 9, Item 9.24, Page 9.14 – Dates of Election of School Personnel – (Moved to Section 7)*

*Section 9 – Renumbered from Item 9.12 thru End of Section*

- 16. Recommendation, Consideration and Vote to Approve Transportation Contract with Coleman Public Schools – FY 2009-2010**
- 17. 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:**

**JIM STORMENT, Adult/Industrial Coordinator - Stigler Campus**

**RESIGNATION:**

**SHEILA D. AMMONS, Secretary - Durant Campus**

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

**STACEY NICKELL, MAINTENANCE/CUSTODIAN, from Wilburton  
Administrative Office to Poteau Campus  
CUSTODIAL/BUILDING & GROUNDS MAINTENANCE – Wilburton  
Administrative Office/Industrial Building**

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

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

**RETIREMENT:**

**JIM STORMENT, Adult/Industrial Coordinator - Stigler Campus**

**RESIGNATION:**

**SHEILA D. AMMONS, Secretary - Durant Campus**

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

**STACEY NICKELL, MAINTENANCE/CUSTODIAN, from Wilburton  
Administrative Office to Poteau Campus**

**CUSTODIAL/BUILDING & GROUNDS MAINTENANCE – Wilburton  
Administrative Office/Industrial Building**

**G. REPORTS:**

**Superintendent's Report**

**H. NEW BUSINESS**

**I. ANNOUNCEMENT OF NEXT MEETING:**

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

**Tuesday, November 10, 2009**

**10:00 AM**

**KTC – McCurtain County Campus**

**3205 Lincoln Rd. NE**

**Idabel, OK 74745**

**J. VOTE TO ADJOURN:**

<b>Posted By:</b> _____
<b>Date Posted:</b> _____
<b>Time Posted:</b> _____
<b>Place Posted:</b> _____
<b>Signed:</b> _____