AGENDA

Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – Administrative Office
1004 Highway 2 North
Wilburton, OK  74578
March 13, 2012
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, modify, table, reaffirm, rescind, or take no action on any Agenda item. The meeting will be conducted by the President of the Board 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. OATH OF OFFICE, LOYALTY OATH – VERNON ANDERSON, ZONE 5

E. REORGANIZATION OF BOARD OF EDUCATION: This item may include one or more motions to nominate, second and/or elect Board Members to one or more Board offices, including President, Vice-President, and Clerk.

F. 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 10.
1. Approval of Minutes  
   February 14, 2012 – Regular Meeting

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

3. Approval of Resolution 3-13-2012-1 Activity Fund Account Reports and Transfer of Funds.


<table>
<thead>
<tr>
<th>Name</th>
<th>Primary Duty</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephens, Timber</td>
<td>Fitness Instructor</td>
<td>Atoka</td>
</tr>
<tr>
<td>Chapman, Homer</td>
<td>STA/ Home Improvement, Safety</td>
<td>Hugo/Antlers</td>
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<tr>
<td>Coursey, Kim L.</td>
<td>Substitute Teacher – Cosmetology</td>
<td>Idabel</td>
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<tr>
<td>Curiel, Juan</td>
<td>STA - Safety/Health Careers</td>
<td>Poteau/Spiro</td>
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<tr>
<td>Goodwin, Janice</td>
<td>STA – Safety/Health Careers</td>
<td>Poteau/Spiro</td>
</tr>
<tr>
<td>Daniels, Jennifer</td>
<td>Microsoft Office (Computer Science Instr.)</td>
<td>Stigler</td>
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<tr>
<td>Herbert, Samantha</td>
<td>Practical Nursing/Classroom &amp; Clinical</td>
<td>Talihina</td>
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<tr>
<td>Jenkins, Amanda</td>
<td>STA CNA/CMA, Updates</td>
<td>Talihina</td>
</tr>
<tr>
<td>Kirkes, Carrie</td>
<td>STA – Microsoft Office Specialist</td>
<td>Talihina</td>
</tr>
<tr>
<td>Nix, David</td>
<td>Fire Fighting Instructor</td>
<td>Talihina</td>
</tr>
<tr>
<td>Robbins, Sandra</td>
<td>Practical Nursing/Classroom &amp; Clinical</td>
<td>Talihina</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 Atoka Campus, the McAlester Campus, the Poteau Campus, and the Stigler Campus as Surplus to be Disposed of Properly. (Copies of These Lists are Available on the District Website, at the Office of the Superintendent and at the Meeting.)

6. Approval to Declare Equipment Located in the Automotive Service Technology Program and Welding Program at the Poteau/Spiro Campuses as Surplus to be Donated to the Jim E. Hamilton Skill Center. (Copy of This List is Available on the District Website, at the Office of the Superintendent and at the Meeting.)
7. **Approval to Accept Donated Equipment from Dr. Jack Sellers, DDS to be Used for Training Purposes in the Health Careers Certification Program – Stigler Campus.**

   One Panoura 10 Panoramic X-Ray Unit, Serial Number OA DVE, with a General Electric Arm Model #46-197360G1

8. **Approval of Clinical Agreement for KTC Health-Related Programs for the Purpose of Allowing KTC Students to Acquire Field Experience – FY 2011-2012.**

   **HCC – Atoka Campus & Talihina Campus**

   Atoka Manor, Inc. – Atoka, OK
   Pushmataha Family Medical Center, Dental Department – Clayton, OK

   **PN Program**
   Memorandum of Agreement - Board of Regents of the University of Oklahoma on Behalf of the College of Nursing (OUHSC) & KTC

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

   **LYNNE SHIMP, Academic Center Instructor – Stigler Campus**
   ACTE Region IV Conference
   April 18-21, 2012
   Albuquerque, New Mexico

   **TERRY SMITH, Academic Center Instructor/SEVIS Coordinator – Durant Campus**
   ACT Workforce 2012
   April 10-13 2012
   Chicago, Illinois

   **JILL WARD, Culinary Arts Instructor – Poteau Campus**
   Pro-Start Summer Institute for Culinary Educators (Required by ODCTE)
   June 24-29, 2012
   Orlando, Florida

10. **Approval of FY 2011-2012 General Fund Encumbrance Nos. 2810 Through 3243 for Accounts Payable, Encumbrance Nos. 71433 Through 71633 for Payroll, Building Fund Encumbrance No. 41 for Accounts Payable and Change Order for FY 2011-2012 Which Was Over $500.00 and 20%:**
G. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 10.

H. ACTION TOPICS:

11. Recommendation, Consideration and Vote to Accept the Lowest and Best Bid – 2012 Metal Reroofing Project – Hugo Campus, or to Reject Any and/or All Bids.

12. Recommendation, Consideration and Vote to Approve Lawn Care Service Agreements for the Hugo Campus and the McAlester Campus Through June 30, 2012.

Kiamichi Opportunities – Hugo Campus
Kelley J. Burks – McAlester Campus


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

Board Policies:
Section 5, Policy 5.4 – New School Board Member Certifications & Duties of Board Officers (Effective: 9/4/90 – Revised Effective: 3/13/2012)
Section 8, Policy 8.32 – Academic Year Definition for Financial Aid – (Effective 7/1/11)
Section 24, Policy 24.8 (3)(8)(9) - Satisfactory Academic Progress (SAP) (Effective: 7/1/12)
Section 24, Policy 24.8 (9) – Attendance (Effective: 7/1/12)

Section 5, Policy (f) & (g) – Good Standing and Satisfactory Progress
16. Recommendation, Consideration and Vote to Approve Closure of the Computer and Network Technology Program – Hugo Campus.

17. Recommendation, Consideration and Vote to Approve Civil Site Engineering Service Fees – Technical Study and Design of Drainage System to Service the Kiamichi Technology Center – Durant Campus.

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:

JAMES M. WEAVER, Welding Instructor – Durant Campus
KATHRYN COFFEY, Teaching Assistant – Idabel Campus

EMPLOYMENT/APPOINTMENT/AND/OR REASSIGNMENT:

____________________, Advanced Math/Science (Pre-Engineering) Instructor – Hugo Campus (Temporary Teacher Contract)

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

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

RETIREMENT:

JAMES M. WEAVER, Welding Instructor – Durant Campus
KATHRYN COFFEY, Teaching Assistant – Idabel Campus
EMPLOYMENT/APPOINTMENT/AND/OR REASSIGNMENT:

__________________________, Advanced Math/Science (Pre-Engineering) Instructor – Hugo Campus (Temporary Teacher Contract)

I. REPORTS:

Superintendent’s Report

J. NEW BUSINESS

K. ANNOUNCEMENT OF NEXT MEETING:

The next meeting of the Board is:

Tuesday, April 10, 2012
12:15 PM
KTC – Idabel Campus
3205 Lincoln Road NE
Idabel, OK  74745

L. VOTE TO ADJOURN:

Posted By:_______________  
Date Posted:_______________  
Time Posted:_______________  
Place Posted:_______________  
Signed:_______________