

AGENDA

**Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – Administrative Office
1004 Highway 2 North
Wilburton, OK 74525
May 12, 2020
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. 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 14, 2020 – Regular Meeting

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

3. **Approval of Resolution No. 5/12/2020-1 Activity Fund Account Reports and Transfer of Funds.**
4. **Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2019-2020.**

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
Hardy, Steve	PLTW – Principles of Engineering (On-Line Trng.) – June 15-19, 2020 – June 22-26, 2020	Hugo/Antlers
Kelley Janna	STA Instr. – Culinary Arts, Nutrition, Health Ed., Financial Lit., Child Development	Hugo/Antlers
Lundry, Jerrod	New Campus Director	Hugo/Antlers
Ratcliff, Kelsey	STA Instr. Nutrition and Health Education	Hugo/Antlers
Wells-Snead, Kimberly	STA Instr. – Skincare Education	Hugo/Antlers
Randolph, Sara	STA Instr. – Personal Finance, Professional Development and Enrichment, Etc. Classes	Idabel
Diamond, Sarah	STA Instr. – Online Classes: Personal Enrichment, Communications and Marketing Grant Writing and Agricultural Education	Poteau/Spiro
Roll, Jim	OSSAA Officiating Classes for All Sports	Poteau/Spiro

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

5. **Approval to Accept Donated Equipment from Lee Passmore, Sanitation Solutions, Inc., 2146 S. Church Street, Paris, TX 75460, to be Used for Training Purposes in the Diesel Technology Program – Hugo Campus.**

Model M2 2004 Freightliner – VIN #1FVACXCS64HM91106

6. **Approval of Lawn Care Maintenance Service Agreements – FY 2020-2021 – Subject to Ratification July 1, 2020.**

- Complete Oilfield Services, LLC – Durant Campus
- Complete Oilfield Services, LLC – Idabel Campus
- Kelley (KJ) Burks – McAlester Campus
- Snyder Lawn and Landscaping – Poteau Campus
- Kelley (KJ) Burks – Wilburton Administration

7. **Approval of FY 2019-2020 General Fund Encumbrance Nos. 203928 Through the Latest Numbered Encumbrance Presented at the Time of This Meeting for Accounts Payable, Payroll, and Building Fund Encumbrance Nos. 2021045**

**Through the Latest Numbered Encumbrance Presented at the
Time of This Meeting for Accounts Payable.**

- 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 – FY 2020-2021.**
 - 9. Recommendation, Consideration and Vote to Approve the KTC District Technology Plan – July 1, 2020 Through June 30, 2023.**
 - 10. Recommendation, Consideration and Vote to Adopt/Revise the Following Job Descriptions:**
 - **Instructional Coach**
 - **Performance and Improvement Specialist**
 - **Workforce and Economic Development Coordinator**
 - **Director of Instruction**
 - 11. Recommendation, Consideration and Vote to Approve Resolution No. 5/12/2020-2 – Resolution of Kiamichi Technology Center SD #7 to Join Oklahoma Schools Insurance Group (OSIG).**
 - 12. Recommendation, Consideration and Vote to Approve the Following KTC Handbooks for FY 2020-2021 to Replace or Supersede Earlier Editions of the Same Handbooks.**
 - **District-Wide Faculty/Staff Handbook**
 - **District-Wide Student Handbook**
 - **Practical Nursing Student Handbook**
 - **Practical Nursing Preceptor Handbook**
 - **EMT Student Handbook**
 - **Paramedic Student Handbook**
 - **Financial Aid Handbook**

- 13. Recommendation, Consideration and Vote to Declare Equipment, Located at the Talihina Campus, as Surplus to be Donated to the Whitesboro Public Schools (A Copy of This List is Available on the District Website, at the Office of the Superintendent and at the Meeting.**
- 14. Proposed Executive Session for the Purpose of Discussing the Re-Employment of Instructional Staff Member for FY 2020-2021 and the Resignation, Retirement, Employment/Appointment, Re-Assignment and/or Transfer of Personnel to the Positions Listed Below Including Discussions of Information, the Disclosure of Which Would Violate Confidentiality Requirements of State and/or Federal Law, as Authorized by Title 25, Okla. Stats., Section 307 (B) (1) and (B) (7).**

INSTRUCTIONAL STAFF STIGLER CAMPUS FY 2020-2021				
First Name	Last Name	Job Description	Teaching Certificate	Expiration Date
Frederick	Sullivan	Instr. (Construction Tech.)	Provisional I (CT)	6/30/2021

RETIREMENTS/RESIGNATIONS
VICKIE A. RICHARDS, Adult and Career Development Coordinator, Durant Campus (Retirement)
LOIS WELCH, Chief Financial Officer/Business Manager, Wilburton Administrative Office (Retirement)
JASA BAIRD, Cosmetology Instructor, Stigler Campus (Resignation)

EMPLOYMENT/APPOINTMENT/RE-ASSIGNMENT AND/OR TRANSFER
_____, Chief Financial Officer/Business Manager, Wilburton Administrative Office (12-Month Certified Administrator Contract)
_____, Health Careers Certification Instructor, Stigler Campus (10-Month Temporary Teacher Contract)

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

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

INSTRUCTIONAL STAFF STIGLER CAMPUS FY 2020-2021				
First Name	Last Name	Job Description	Teaching Certificate	Expiration Date
Frederick	Sullivan	Instr. (Construction Tech.)	Provisional I (CT)	6/30/2021

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G. REPORTS:

Superintendent's Report

H. NEW BUSINESS:

I. ANNOUNCEMENT OF NEXT MEETING:

The next regular meeting of the Board is scheduled for:

**Tuesday, June 30, 2020
12:15 P.M.
KTC – Administrative Office
1004 Highway 2 North
Wilburton, OK 74525**

J. VOTE TO ADJOURN:

Posted By: _____
Date Posted: _____
Time Posted: _____
Place Posted: _____
Signed: _____