



AGENDA

**Kiamichi Technology Centers
Board of Education
Regular Meeting
Kiamichi Technology Centers – Hugo Campus
107 So. 15th
Hugo, OK 74743
September 22, 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 & MEETING CALLED TO ORDER:**
- C. RECOGNITION OF GUESTS, SUBMITTING PROPER REQUESTS PURSUANT TO KIAMICHI TECHNOLOGY CENTERS POLICY 6.5:**
- D. RECOMMENDATION, CONSIDERATION AND VOTE TO ACCEPT THE RESIGNATION OF MARY CURTIS FROM THE KIAMICHI TECHNOLOGY CENTERS BOARD OF EDUCATION.**
- E. 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 11.**

1. **Approval of Minutes.
August 11, 2020 Regular Meeting**
2. **Approval of Declaration of Funds, Treasurer's Report and Kiamichi Technology Centers Cash Reconciliation.**
3. **Approval of Resolution No. 9/22/2020-1 Activity Fund Account Reports and Transfer of Funds.**
4. **Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2020-2021.**

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
Richardson, Jamie Wilcox, Pamela	Flex LTCNA Class Substitute – Cosmetology	Atoka Atoka
Norton, Lisa	STA Instr. – CCMA, CNA, CMA Updates and Medical Terminology	Durant
Phillips, Ross	Maintenance/Custodial Duties – 2020-2021, (Rock Creek Bus Driver)	Durant
Reed, Gayla Smith, Lucas	STA Instr. – Medical Terminology Class Classroom Prep Prior to Contract; July 27-30, 2020	Durant Durant
Allen, Laura	Clerical Duties, (Battiest Bus Driver)	Idabel
Fernandez, Afton Perry, Ammy	Online Medical Coding Course Classroom Prep Prior to Contract; July 29-30, 2020	McAlester/Euf. McAlester/Euf.
Pitts, Joseph Rivers, Angelo York, Blake	Federal Work Study – Clerical/Maintenance Online Firefighter 1 Class Development Federal Work Study – Clerical/Maintenance	McAlester/Euf. McAlester/Euf. McAlester/Euf.
Herring, Steven	STA Instr. – CDL Truck Driving and CDL Prep Test; Bus Driving; Third Party Examiner	Poteau/Spiro
Rogers, Sarah	Substitute – All Programs	Stigler
Armendariz, Maria Feliciano, Joshua Lopez, Christopher	Federal Work Study – Clerical/Maintenance Federal Work Study – Clerical/Maintenance Federal Work Study – Clerical/Maintenance	Talihina Talihina 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 Durant Campus, the Poteau/Spiro Campus and the Stigler Campus, as Surplus to be Disposed of Through Online Public Auction, Trade-In or Salvaged for Scrap. (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 at the Poteau/Spiro Campus and the Stigler Campus as Surplus to be Donated to the Following Public Schools. (Copies of These Lists are Available on the District Website, at the Office of the Superintendent and at the Meeting.)**

- **Poteau/Spiro Campus – Donated to Pocola Public Schools**
- **Stigler Campus – Donated to McCurtain Public Schools**

- 7. Approval to Accept Donated Equipment from EMSA, in Coordination with The Oklahoma Department of Career Tech, to be Used for Training Purposes in the Practical Nursing and Health Careers Certification Programs – Atoka, Durant, and Talihina Campuses.**

- 8. Approval to Accept Donated Equipment from Trinity Rail, Hugo, OK., to be Used for Training Purposes in the Automotive Collision Technology Program – Hugo Campus.**

Item Description	Make/Model	Serial Number
Milwaukee Metal Saw	6370-20	A35DD1938 0026
Hobart Plasma Cutter	500564	MK462022P

- 9. Approval of Service Agreements – FY 2020-2021.**

- **Space Sharing Assistance and Use Agreement – Oklahoma Department of Human Services – Stigler Campus**
- **Space Sharing Assistance and Use Agreement – Oklahoma Department of Human Services - Wilburton District Office**
- **Remind 101 School Plan Standard Agreement**

- 10. Approval of Business and Education Council (BEC) Committees – All Campuses – FY 2020-2021.**

- 11. Approval of FY 2020-2021 General Fund Encumbrance Nos. 210805 Through the Latest Numbered Encumbrance Presented at the Time of This Meeting for Accounts Payable, Payroll, and Building Fund Encumbrance Nos. 2121007**

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

F. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 11.

G. ACTION TOPICS:

- 12. Recommendation, Consideration and Vote to Approve the Estimate of Needs – FY 2020-2021.**
- 13. Recommendation, Consideration and Vote to Approve the Architectural Design Services of Michael Allen Riley, AIA, Michael Allen Riley Architecture, PLLC., and Accept the Lowest and Best Bid for the 2020 CNC Shop Remodel and Signage Project, McAlester Campus, or to Reject Any and/or All Bids.**
- 14. Recommendation, Consideration and Vote to Approve Board Member, Larry Culwell, and Superintendent, Shelley D. Free, to Serve as District 3 Representatives, OATC Board.**
- 15. Recommendation, Consideration and Vote to Adopt the Following Job Description:**
 - Career Specialist**
- 16. Recommendation, Consideration and Vote to Approve Addition/Revision to Kiamichi Technology Centers Board of Education Policies.**
 - Section 8, Policy 8.25 – Substitute Teacher, Short-Term/Adjunct, Work Study Pay**
- 17. Proposed Executive Session for the Purpose of Discussing 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).**

RETIREMENTS/RESIGNATIONS

WILMA JEAN LEAMY, Executive Assistant, Wilburton District Office
[Retirement]

MARGARET LAPPIN, RN., Practical Nursing Instructor, Idabel Campus
[Retirement]

MICHAEL PROCTOR, Custodial/Maintenance, McAlester Campus
[Resignation]

JUANITA GREEN, Secretary, Durant Campus *[Resignation]*

EMPLOYMENT/APPOINTMENT/RE-ASSIGNMENT AND/OR TRANSFER

_____, Executive Assistant, Wilburton District Office
(12-Month Professional Staff Contract)

_____, Workforce and Economic Development
Coordinator, Durant Campus (12-Month Professional Staff Contract)

_____, Workforce and Economic Development
Coordinator, McAlester Campus (12-Month Professional Staff Contract)

_____, Workforce and Economic Development
Coordinator, McAlester Campus (12-Month Professional Staff Contract)

_____, Student Services Coordinator, McAlester Campus
(12-Month Professional Staff Contract)

_____, Cosmetology Instructor, Idabel Campus (10-Month
Temporary Teacher Contract)

_____, Custodial/Maintenance, McAlester Campus
(12-Month Support Staff Contract) *[Employment]*

_____, Custodial/Maintenance, Poteau Campus (12-Month
Support Staff Contract) *[Employment]*

_____, Secretary, Poteau Campus (12-Month Support
Staff Contract) *[Employment]*

_____, Career Specialist, McAlester Campus (10-Month
Grant Contract) *[Employment]*

**EMPLOYMENT/APPOINTMENT/RE-ASSIGNMENT
AND/OR TRANSFER (Continued)**

_____, Information Technology Specialist, Hugo/Idabel
Campuses (12-Month Professional Staff Contract)

_____, Information Technology Specialist, Poteau/Stigler
Campuses (12-Month Professional Staff Contract)

A. Vote to Convene in Executive Session

B. Vote to Acknowledge Return to Open Session

C. Statement of Minutes of Executive Session

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

RETIREMENTS/RESIGNATIONS

WILMA JEAN LEAMY, Executive Assistant, Wilburton District Office
[Retirement]

MARGARET LAPPIN, RN., Practical Nursing Instructor, Idabel Campus
[Retirement]

MICHAEL PROCTOR, Custodial/Maintenance, McAlester Campus
[Resignation]

JUANITA GREEN, Secretary, Durant Campus *[Resignation]*

**EMPLOYMENT/APPOINTMENT/RE-ASSIGNMENT
AND/OR TRANSFER**

_____, Executive Assistant, Wilburton District Office
(12-Month Professional Staff Contract)

_____, Workforce and Economic Development
Coordinator, Durant Campus (12-Month Professional Staff Contract)

_____, Workforce and Economic Development
Coordinator, McAlester Campus (12-Month Professional Staff Contract)

**EMPLOYMENT/APPOINTMENT/RE-ASSIGNMENT
AND/OR TRANSFER (Continued)**

_____, Workforce and Economic Development
Coordinator, McAlester Campus (12-Month Professional Staff Contract)

_____, Student Services Coordinator, McAlester Campus
(12-Month Professional Staff Contract)

_____, Cosmetology Instructor, Idabel Campus (10-Month
Temporary Teacher Contract)

_____, Custodial/Maintenance, McAlester Campus
(12-Month Support Staff Contract) *[Employment]*

_____, Custodial/Maintenance, Poteau Campus (12-Month
Support Staff Contract) *[Employment]*

_____, Secretary, Poteau Campus (12-Month Support
Staff Contract) *[Employment]*

_____, Career Specialist, McAlester Campus (10-Month
Grant Contract) *[Employment]*

_____, Information Technology Specialist, Hugo/Idabel
Campuses (12-Month Professional Staff Contract)

_____, Information Technology Specialist, Poteau/Stigler
Campuses (12-Month Professional Staff Contract)

H. REPORTS:

Superintendent's Report

I. NEW BUSINESS:

J. ANNOUNCEMENT OF NEXT MEETING:

The next regular meeting of the Board is scheduled for:

Tuesday, October 13, 2020

12:15 P.M.

Kiamichi Technology Centers – Administrative Office

1004 Highway 2 North

Wilburton, OK 74578

K. VOTE TO ADJOURN:

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