

## **AGENDA**

**Kiamichi Technology Center  
Board of Education  
Regular Meeting  
KTC – Administrative Office  
1004 Highway 2 North  
Wilburton, OK 74578  
October 8, 2019  
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 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 13.**

**1. Approval of Minutes.  
September 10, 2019 Regular Meeting  
September 20, 2019 Special Meeting**

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

**3. Approval of Resolution No. 10/08/2019-1 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>
Cochran, Laramie	Substitute – All Programs	Atoka
Cochran, Monta	Substitute – All Programs	Atoka
Eden, Jennifer	Substitute – All Programs	Atoka
Howard, Kimberly	Substitute – All Programs	Atoka
Lewis, Talon	Federal Work Study – Clerical/Maintenance	Atoka
Milligan, Beth	Federal Work Study – Clerical/Maintenance	Atoka
Reeves, Shae	Substitute – Cosmetology	Atoka
Romines, Kaleigh	STA Instr. – Excel, Microsoft, Social Media, and Photography	Atoka
Ernst, Kathryn	Federal Work Study – Clerical	Durant
Littrel, Francine	Bus Driver/Maintenance	Durant
Owens, Crystal	Federal Work Study, Community Service – MRHC	McA/Eufaula
Semeski, Kellye	STA Instr. – Excel and Administrative Classes	McA/Eufaula
Upton, Meagan	STA Instr. – Health Care Class	McA/Eufaula
Hall, Lori	STA Instr. – Health Related Courses, Clinical Skills Observer	Poteau/Spiro
Scott, Autumn	Federal Work Study – Clerical	Poteau/Spiro
Moore, Ty	Mentor to Scotty Gecks	Hugo

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 Idabel Campus and the Poteau 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 Idabel Campus, the McAlester Campus, and the Spiro 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.)**

- **Idabel Campus – Donated to Glover Public Schools**
  - **McAlester Campus – Donated to Webbers Falls Public Schools**
  - **Spiro Campus – Donated to Haileyville Public Schools**
- 7. Approval to Accept Donated Equipment from the City of Poteau and the Poteau Police Department to be Used for Training Purposes in the Criminal Justice Program – Talihina Campus.**
- **2008 Dodge Charger Police Pursuit Vehicle  
VIN # 2B3KA43HX8H252328**
- 8. Approval to Accept Donated Equipment from Robert Hill, Pastor, Spiro First Assembly of God Church, to be Used for Training Purposes in the HVAC Program – Poteau Campus.**
- **Manitowoc Freezer, Serial #930270069**
  - **Hussmann Refrigerator, Serial #IN97TB26145**
- 9. Approval to Accept Donated Equipment from Jonathan McPherson to be Used for Training Purposes in the Automotive Service Technology Program – Poteau Campus.**
- **Toyota Scion XB Transmission – U Series**
- 10. Approval of Agreements – FY 2019-2020.**
- **Renewal Agreement Funds for Learning, LLC – Professional E-Rate Compliance Services Agreement**
  - **Amended Memorandum of Understanding By and Among the Caddo Kiowa Technology Center and Kiamichi Technology Center**
  - **Gabbart Communications Web Hosting License and Service Agreement**
- 11. Approval of Clinical Agreement for the Practical Nursing Program for the Purpose of Allowing KTC Students to Acquire Field Experience – FY 2019-2020.**

**Practical Nursing Program:**

- **Millennium Home Care of S.E. Oklahoma – Hugo, Oklahoma**

- 12. Approval of Out-of-State Travel. (A Copy of This List is Available at the Office of the Superintendent and at the Meeting.)**
- 13. Approval of FY 2019-2020 General Fund Encumbrance Nos. 201642 Through the Latest Numbered Encumbrance Presented at the Time of This Meeting for Accounts Payable, Payroll and Building Fund Encumbrance Nos. 2021019 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 13.**

**F. ACTION TOPICS:**

- 14. Recommendation, Consideration and Vote to Approve the Call for Election of School Board Member, Board Office No. 6, and Annual Election Resolution No. 10/08/2019-2.**
- 15. Recommendation, Consideration and Vote to Approve the 2019-2020 General Fund and Building Fund Budgets.**
- 16. Recommendation, Consideration and Vote to Approve Revisions to the Listing of Personnel in Charge/Signature Authority in Absence of Director at Each Respective Campus as Listed on “Schedule A” of the Agenda – FY 2019-2020.**
- 17. Recommendation, Consideration and Vote to Approve Revisions to the Listing of Designated Signature Authorities on Bank Accounts at Each Respective Campus and the Wilburton Administrative Office as Listed on “Schedule B” of the Agenda – FY 2019-2020.**

**18. Recommendation, Consideration and Vote to Approve KTC Board of Education Regular Meeting Dates of 2020.**

**KIAMICHI TECHNOLOGY CENTER  
BOARD OF EDUCATION  
REGULAR MEETING DATES - 2020**

<b>Tuesday</b>	<b>January 14, 2020</b>	<b>12:15 PM</b>	<b>KTC – McAlester Campus 301 Kiamichi Drive – McAlester, OK</b>
<b>Tuesday</b>	<b>February 11, 2020</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>March 10, 2020</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>April 14, 2020</b>	<b>12:15 PM</b>	<b>KTC – Atoka Campus 1763 W. Liberty Rd. - Atoka, OK</b>
<b>Tuesday</b>	<b>May 12, 2020</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>June 30, 2020</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>July 14, 2020</b>	<b>12:15 PM</b>	<b>KTC – Spiro Campus 610 SW 3<sup>rd</sup> – Spiro, OK</b>
<b>Tuesday</b>	<b>August 11, 2020</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy. 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>September 8, 2020</b>	<b>12:15 PM</b>	<b>KTC – Hugo Campus</b>
<b>Tuesday</b>	<b>September 22, 2020</b>	<b>12:15 PM</b>	<b>107 So. 15<sup>th</sup> – Hugo, OK</b>
<b>Tuesday</b>	<b>October 13, 2020</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>
<b>Tuesday</b>	<b>November 10, 2020</b>	<b>12:15 PM</b>	<b>KTC – Idabel Campus 3205 Lincoln Rd. NE - Idabel, OK</b>
<b>Tuesday</b>	<b>December 8, 2020</b>	<b>12:15 PM</b>	<b>KTC – Administrative Office 1004 Hwy 2 North – Wilburton, OK</b>

**19. Recommendation, Consideration and Vote to Approve Revisions to KTC Board of Education Policies.**

- **Employee Recognition Program (Policy Revision)**
- **Substitutes, Section 9, Policy 9.14 (Policy Revision)**
- **Certification Reimbursement Policy (Policy Revision)**

**20. 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 2019 Retrofit Roof Project, Hugo Campus, or to Reject Any and/or All Bids.**

**21. 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).**

<b>RESIGNATION</b>
<b>SONYA ANDERSON, Practical Nursing Instructor, McAlester Campus</b>

<b>EMPLOYMENT/APPOINTMENT/RE-ASSIGNMENT AND/OR TRANSFER</b>
_____, Custodial/Maintenance (Evening Position), Talihina Campus (12-Month Support Contract)
_____, Custodial/Maintenance, McAlester Campus (12-Month Support Contract)
_____, Practical Nursing Instructor, McAlester Campus (11-Month Adult Ed. Contract)
<b>ANTHONY RUNYON, Re-Assignment from Criminal Justice Instructor, Hugo Campus to Criminal Justice Instructor, McAlester Campus.</b>

<b>CHOCTAW NATION CAREER DEVELOPMENT FY 2020 SALARIES EFFECTIVE OCTOBER 1, 2019</b>	
<b>David L. Billy</b>	<b>Counselor</b>
<b>Kelly R. Brame</b>	<b>Counselor/P-T Director/Evaluator PATHS</b>
<b>Jane E. Buffington</b>	<b>Teacher</b>
<b>Robin E. Counce</b>	<b>Director</b>
<b>Tracy D. Lick</b>	<b>Counselor</b>
<b>Bryan H. Martin</b>	<b>Teacher</b>
<b>Cynthia M. Martin</b>	<b>Counselor</b>
<b>Rhonda L. Mize</b>	<b>Academic Coordinator</b>
<b>Martha J. Rorie</b>	<b>Job Placement/Workforce Development</b>

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

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

**RESIGNATION**

**SONYA ANDERSON, Practical Nursing Instructor, McAlester Campus**

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

\_\_\_\_\_, Custodial/Maintenance (Evening Position), Talihina Campus (12-Month Support Contract)

\_\_\_\_\_, Custodial/Maintenance, McAlester Campus (12-Month Support Contract)

\_\_\_\_\_, Practical Nursing Instructor, McAlester Campus (11-Month Adult Ed. Contract)

**ANTHONY RUNYON, Re-Assignment from Criminal Justice Instructor, Hugo Campus to Criminal Justice Instructor, McAlester Campus.**

**CHOCTAW NATION CAREER DEVELOPMENT  
FY 2020 SALARIES EFFECTIVE OCTOBER 1, 2019**

<b>David L. Billy</b>	<b>Counselor</b>
<b>Kelly R. Brame</b>	<b>Counselor/P-T Director/Evaluator PATHS</b>
<b>Jane E. Buffington</b>	<b>Teacher</b>
<b>Robin E. Counce</b>	<b>Director</b>
<b>Tracy D. Lick</b>	<b>Counselor</b>
<b>Bryan H. Martin</b>	<b>Teacher</b>
<b>Cynthia M. Martin</b>	<b>Counselor</b>
<b>Rhonda L. Mize</b>	<b>Academic Coordinator</b>
<b>Martha J. Rorie</b>	<b>Job Placement/Workforce Development</b>

**G. REPORTS:**

**Superintendent's Report**

**H. NEW BUSINESS:**

**I. ANNOUNCEMENT OF NEXT MEETING:**

**The next regular meeting of the Board is scheduled for:**

**Tuesday, November 12, 2019**

**12:15 P.M.**

**KTC – Poteau Campus**

**1509 So. McKenna**

**Poteau, OK 74953**

**J. VOTE TO ADJOURN:**

**Posted By:** \_\_\_\_\_  
**Date Posted:** \_\_\_\_\_  
**Time Posted:** \_\_\_\_\_  
**Place Posted:** \_\_\_\_\_  
**Signed:** \_\_\_\_\_



**SCHEDULE A**

October 8, 2019

**PERSONNEL IN CHARGE/SIGNATURE AUTHORITY IN ABSENCE OF DIRECTOR  
FY 2019-2020**

<b>ATOKA CAMPUS</b>	
<b>PERSONNEL - IN CHARGE</b>	<b>PERSONNEL – SIGNATURE AUTHORITY</b>
Becky Ward, Student Services Coordinator Jennifer Purcell, Adult Coordinator Stoni Peck, Counselor	Becky Ward, Student Services Coordinator

<b>DURANT CAMPUS</b>	
<b>PERSONNEL – IN CHARGE</b>	<b>PERSONNEL – SIGNATURE AUTHORITY</b>
Vickie Richards, Adult Coordinator Chad Harp, Industrial Coordinator Jennifer Davis, Student Services Coordinator	Vickie Richards, Adult Coordinator

<b>HUGO/ANTLERS CAMPUSES</b>	
<b>PERSONNEL – IN CHARGE</b>	<b>PERSONNEL – SIGNATURE AUTHORITY</b>
Lauren Wren, Adult Coordinator Stacy Miller, Industrial Coordinator	Lauren Wren, Adult Coordinator Stacy Miller, Industrial Coordinator

<b>IDABEL CAMPUS</b>	
<b>PERSONNEL – IN CHARGE</b>	<b>PERSONNEL – SIGNATURE AUTHORITY</b>
Amy Smalling, Student Services Coordinator Danny Black, Auto Service Technology Instructor	Amy Smalling, Student Services Coordinator

<b>McALESTER CAMPUS</b>	
<b>PERSONNEL – IN CHARGE</b>	<b>PERSONNEL – SIGNATURE AUTHORITY</b>
Darlynn Cast, Assistant Campus Director Kellie Cantrell, Student Services Coordinator Kacie Cantrell, Adult Coordinator Shelly Byrd, Counselor Michelle Warmuth, Financial Aid Secretary	Darlynn Cast, Assistant Director Kellie Cantrell, Student Services Coordinator

**SCHEDULE A**

October 8, 2019

**PERSONNEL IN CHARGE/SIGNATURE AUTHORITY IN ABSENCE OF DIRECTOR  
FY 2019-2020 (Continued)**

<b>POTEAU/SPIRO CAMPUSES</b>	
<b>PERSONNEL – IN CHARGE</b>	<b>PERSONNEL – SIGNATURE AUTHORITY</b>
Cory Wood, Assistant Director Marjorie Wann, Counselor Laura Harrison, Student Services Coordinator Charley Hayes, Industrial Coordinator Carly Jones, Adult Coordinator	Cory Wood, Assistant Director

<b>STIGLER CAMPUS</b>	
<b>PERSONNEL - IN CHARGE</b>	<b>PERSONNEL – SIGNATURE AUTHORITY</b>
Brad Martin, Adult/Industrial Coordinator Twila Hamlin, Student Services Coordinator	Brad Martin, Adult/Industrial Coordinator

<b>TALIHINA CAMPUS</b>	
<b>PERSONNEL – IN CHARGE</b>	<b>PERSONNEL – SIGNATURE AUTHORITY</b>
Joyce Jones, Counselor Jacob Poole, Adult/Industrial Coordinator	Joyce Jones, Counselor

**DESIGNATED SIGNATURE AUTHORITIES – BANK ACCOUNTS  
FY 2019-2020**

<b>ATOKA CAMPUS – ACTIVITY FUND ACCOUNT</b>	
Greg Davidson, Director Becky Ward, Student Services Coordinator	Jamie Robertson, Secretary

<b>DURANT CAMPUS – ACTIVITY FUND ACCOUNT</b>	
Mike Goodwin, Director Vickie Richards, Adult Coordinator	Monica Wakefield, Secretary

<b>HUGO/ANTLERS CAMPUSES – ACTIVITY FUND ACCOUNT</b>	
Lane Jackson, Director Lauren Wren, Adult Coordinator Stacy Miller, Industrial Coordinator	Haleigh Owen, Secretary Melinda White, Secretary

<b>IDABEL CAMPUS – ACTIVITY FUND ACCOUNT</b>	
Shelley Ebert, Director Pam Coombs, Secretary	Donna Parker, Secretary

<b>McALESTER CAMPUS – ACTIVITY FUND ACCOUNT</b>	
Raymond Wilson, Director Darlynn Cast, Assistant Director	Danielle Hackler, Secretary

<b>POTEAU/SPIRO CAMPUSES – ACTIVITY FUND ACCOUNT</b>	
Michael Culwell, Director Cory Wood, Assistant Director	Kathy Davidson, Secretary

DESIGNATED SIGNATURE AUTHORITIES – BANK ACCOUNTS  
FY 2019-2020 – (Continued)

STIGLER CAMPUS – ACTIVITY FUND ACCOUNT	
April Murray, Director Brad Martin, Adult/Industrial Coordinator	Reeghon Williams, Secretary

TALIHINA CAMPUS – ACTIVITY FUND ACCOUNT	
Justin Kennedy, Director Joyce Jones, Counselor	Shannon Daney, Secretary

DESIGNATED SIGNATURE AUTHORITIES – BANK ACCOUNTS  
FY 2019-2020 – (Continued)

WILBURTON ADMINISTRATIVE OFFICE	
First National Bank, McAlester – Activity Fund - BIS Program	
Lois Welch, Chief Financial Officer Pam Hulse, Treasurer	Ronda Peck, Procurement Officer

WILBURTON ADMINISTRATIVE OFFICE	
Latimer State Bank, Wilburton – Activity Fund	
Lois Welch, Chief Financial Officer Pam Hulse, Treasurer	Ronda Peck, Procurement Officer

WILBURTON ADMINISTRATIVE OFFICE	
Latimer State Bank, Wilburton – Checking Account/CD	
Shelley D. Free, Superintendent Lois Welch, Chief Financial Officer	Pam Hulse, Treasurer

WILBURTON ADMINISTRATIVE OFFICE	
Community State Bank, Wilburton, Poteau, Talihina – Operating Account/Federal Flow Thru	
Phil Chitwood, D.V.M., Board President Bobbie Wilson, Board Clerk Shelley D. Free, Superintendent	Lois Welch, Chief Financial Officer Pam Hulse, Treasurer

WILBURTON ADMINISTRATIVE OFFICE	
First United Bank, Durant – Money Market and Wealth Management Accounts	
<b><u>Money Market Account</u></b> Shelley D. Free, Superintendent Lois Welch, Chief Financial Officer Pam Hulse, Treasurer	<b><u>Wealth Management Account</u></b> Shelley D. Free, Superintendent Lois Welch, Chief Financial Officer Pam Hulse, Treasurer

WILBURTON ADMINISTRATIVE OFFICE	
Community State Bank, Wilburton, Poteau, Talihina – Building Fund	
Phil Chitwood, D.V.M., Board President Bobbie Wilson, Board Clerk Shelley D. Free, Superintendent	Lois Welch, Chief Financial Officer Pam Hulse, Treasurer