

AGENDA

**Kiamichi Technology Center
Board of Education
Special Meeting
KTC – Administrative Office
1004 Highway 2 North
Wilburton, OK 74578
June 12, 2018
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 9.

1. Approval of Minutes.

May 8, 2018 Regular Meeting

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

3. Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2017-2018.

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
Black, Danny	OAPT, June 10-13, 2018; Durant, OK	Idabel
Lansdell, Tina	Summer Youth Academy; June 25-28, 2018	Idabel
Gardner, J. David	SLI, June 11-15, 2018; Claremore, OK	Idabel
Curry, Memory	STA Instr. – Safety and Health Careers Classes	Poteau/Spiro
Hamilton, Kellie	STA Instr. – Cake Decorating Classes; June 2018	Stigler
Jack, Cara	Federal Work-Study, Clerical/Maintenance	Stigler
Powell, Paula	STA Instr. – Phlebotomy; June 2018	Stigler

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

4. Approval to Declare Equipment Located at the Antlers Annex, the Poteau Campus, the Spiro Campus, the Stigler Campus, the Talihina Campus and the Wilburton Administrative Office 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.)

5. Approval to Declare Equipment Located at the Antlers Annex, the Atoka Campus, and the Talihina Campus as Surplus to be Donated to the Following Public Schools:

- Antlers Annex – Donated to Albion Public Schools
- Atoka Campus – Donated to Atoka Public Schools
- Talihina Campus – Donated to Fanshawe Public Schools
- Talihina Campus – Donated to Tuskahoma Public Schools

(Copies of These Lists Are Available on the District Website, at the Office of the Superintendent and at the Meeting.)

6. Approval to Accept Donated Equipment from Becky Black to be Used for Training Purposes in the Criminal Justice Program – Idabel Campus.

- **Light Beige Couch made by Ashley Furniture Industries, Inc., Serial Number 457923453**
- **Dark Brown Love Seat made by H.M. Richards, Inc., Registration Number NC393(MS)**

7. Approval of Agreement for FY 2018-2019, Subject to Ratification after July 1, 2018.

- **CrisisGo Application License Agreement**

8. Approval of Fund-Raiser Activities – FY 2018-2019. See Schedule “A” of the Agenda.

9. Approval of FY 2017-2018 General Fund Encumbrance Nos. 182238 Through the Latest Numbered Encumbrance Presented at the Time of This Meeting for Accounts Payable, Payroll, and Building Fund Encumbrance Nos. 1821034 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 9.

F. ACTION TOPICS:

10. Recommendation, Consideration and Vote to Approve the Architectural Services of Wynn Associates and Accept the Lowest and Best Bid for the 2018 Interior Refurbish for A.D.A. Toilet Compliance and for Criminal Justice Lab and Classroom Project, McAlester Campus, or to Reject Any and/or All Bids.

11. Recommendation, Consideration and Vote to Approve Change Order No. 003, an Increase in the Amount of \$5,324.00, for the 2016 Seminar Training Addition Project – McAlester Campus.

12. Recommendation, Consideration and Vote to Approve the Oklahoma State School Board Association Membership and Policy Maintenance Service Subscription – FY 2018-2019.

13. Recommendation, Consideration and Vote to Approve the Seeking of Bids for the Sale of the Carpentry House Project – Stigler Campus.

14. Recommendation, Consideration and Vote to Approve Statutory Positions – Minutes Clerk/Secretary, Encumbrance Clerk and Deputy Minutes Clerk, Deputy Encumbrance Clerk and Treasurer – FY 2018-2019.

**Jean Leamy, Minutes Clerk/Secretary
Lois Welch, Encumbrance Clerk and Deputy Minutes Clerk
Angela Coleman – Deputy Encumbrance Clerk
Stacia McCune, Treasurer**

15. Recommendation, Consideration and Vote to Approve the Following KTC Handbooks for FY 2018-2019 to Replace or Supersede Earlier Editions of the Same Handbooks.

- **District-Wide Faculty/Staff Handbook**
- **District-Wide Student Handbook**
- **Practical Nursing Student Handbook**
- **EMT Student Handbook**
- **Paramedic Student Handbook**

16. Recommendation, Consideration and Vote to Approve Salary Schedules for Full-Time/Permanent Employees – FY 2018-2019.

17. Recommendation, Consideration and Vote to Adopt/Revise the Following Job Descriptions:

- **District Adult and Client Based Services Director**

18. Recommendation, Consideration and Vote to Approve Oklahoma School Assurance Group (OSAG) as the Insurance Carrier for the Workers' Compensation Insurance – FY 2018-2019.

- 19. **Recommendation, Consideration and Vote to File Certification and Municipal Order and Notice of Treasurer’s Bond with County Clerks and County Treasurers Within the KTC School District – FY 2018-2019.**

- 20. **Proposed Executive Session for the Purpose of Discussing the Resignation, Retirement, Employment/Appointment, Reassignment 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).**

RESIGNATION

TODD HUGHES, Sr. Director, IT Government Service, Choctaw Nation of Oklahoma.

EMPLOYMENT/APPOINTMENT, RE-ASSIGNMENT AND/OR TRANSFER

_____, **Pre-Engineering Instructor, Idabel Campus (10-Month Temporary Teacher Contract)**

_____, **Science/Math Instructor, Idabel Campus (10-Month Temporary Teacher Contract)**

_____, **Performance Improvement Specialist, Wilburton Administrative Office (12-Month Professional Staff Contract)**

_____, **Information Technology Specialist, Wilburton Administrative Office (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**

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

RESIGNATION

TODD HUGHES, Sr. Director, IT Government Service, Choctaw Nation of Oklahoma.

EMPLOYMENT/APPOINTMENT, RE-ASSIGNMENT AND/OR TRANSFER

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

_____, Science/Math Instructor, Idabel Campus
(10-Month Temporary Teacher Contract)

_____, Performance Improvement Specialist, Wilburton
Administrative Office (12-Month Professional Staff Contract)

_____, Information Technology Specialist, Wilburton
Administrative Office (12-Month Professional Staff Contract)

- 22. Proposed Executive Session for the Purpose of Discussing the Appraisal of District Owned Real Property Located at the Hugo Campus, Located in Tract 1, SW/4 of the NE/4, Choctaw County, 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) (3) and (7).**

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

G. REPORTS:

Superintendent's Report

H. NEW BUSINESS:

I. ANNOUNCEMENT OF NEXT MEETING:

The next regular meeting of the Board is scheduled for:

Friday, June 29, 2018

12:15 P.M.

KTC – Administrative Office

1004 Highway 2 North

Wilburton, OK 74578

J. VOTE TO ADJOURN:

Posted By: _____

Date Posted: _____

Time Posted: _____

Place Posted: _____

Signed: _____