

AGENDA

**Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – Administrative Office
1004 Highway 2 North
Wilburton, OK 74578
December 11, 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.

November 13, 2018 Regular Meeting

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

3. **Approval of Resolution No. 12/11/2018-1 Activity Fund Account Reports and Transfer of Funds.**
4. **Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2018-2019.**

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
Goodwin, Annette	Substitute – All Programs	Durant
Lovell, Penny	Substitute – All Programs	Durant
Nunnally, Johnathan	Fire Fighter Training	Durant
Saucedo, Shannon	Federal Work-Study	Durant
Carter, Tia	STA Instr. – Beaded Jewelry Classes	Hugo/Antlers
Gibson, Theresa	STA Instr. – Wire Jewelry Classes	Hugo/Antlers
Kaley, Terrie Lee	STA Instr. – Computer, Business and Customer Service Classes	Hugo/Antlers
Smith, Anglia	STA Instr. – Crochet Classes	Hugo/Antlers
Morse, Gabriel	Milo Training – Immersive, Critical Incident Training for Community	Idabel
Cantrell, Kacie	STA Instr. – Culinary Classes	McAlester
Carlile, Randy	Customized Industry Training	McAlester
Gehret, Cherish	Substitute – All Programs	McAlester
Hicks, Robert	Federal Work-Study	McAlester
Bodine, Cynthia	Substitute – PN Programs	PN Dist-Wide
Comer, Sheila	STA Instr. – Quickbooks	Poteau/Spiro
Boitel, Natalie	STA Instr. – Circuit Crafting Classes	Stigler
Cline, Desiree	STA instr. – Digital Photography Class, Substitute – BAIT, HCC, EAST and Criminal Justice	Talihina
Crabtree, Stacey	STA Instr. – Digital Photography Class	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 Atoka Campus, as Surplus to be Disposed of Through Online Public Auction, Trade-In or Salvaged for Scrap. (A Copy of This List Is Available on the District Website, at the Office of the Superintendent and at the Meeting.)**
6. **Approval to Accept Donated Pipe From Enable Midstream Partners, Wilburton, Oklahoma, to be Used for Training Purposes in the Welding Program – Spiro Campus.**

7. Approval of Agreements.

- **Memorandum of Understanding Between the Board of Regents of the University of Oklahoma, By and Through the University Outreach/College of Continuing Education's Center for Early Childhood Education and Development and Kiamichi Technology Center – 2019 Calendar Year.**
- **Memorandum of Understanding Between Eastern Oklahoma State College in Support of the Four-County Small Business Development Network and Kiamichi Technology Centers – FY 2018-2019.**

8. Approval of Out-of-State Travel.

9. Approval of FY 2018-2019 General Fund Encumbrance Nos. 192349 Through the Latest Numbered Encumbrance Presented at the Time of This Meeting for Accounts Payable, Payroll and Building Fund Encumbrance Nos. 1921018 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 Enter into Contract with Mid-Plains Construction, Inc., for Construction Management At-Risk Services for HVAC and Electrical Building Updates – Poteau Campus.**
- 11. Proposed Executive Session for the Purpose of Discussing, Compiling and Reviewing the Evaluation and Employment Performance of Shelley D. Free, as Superintendent, the Disclosure of Which Would Violate Confidentiality Requirements Under State and/or Federal Law, as Authorized by Title 25 Okla. Stat. Section 307 (B) (1) and (7).**

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

- 12. Discussion and Vote to Deliver to Ms. Free, the Superintendent's Evaluation Compiled by the Board in Executive Session.**
- 13. Recommendation, Consideration and Vote to Establish a Heavy Equipment Operator Program – Hugo Campus – FY 2019-2020.**
- 14. Recommendation, Consideration and Vote to Establish a Heating, Ventilation, and Air Conditioning (HVAC) Program and/or a Heating, Ventilation, and Air Conditioning (HVAC)/Electrical Technology Program – Talihina Campus – FY 2019-2020.**
- 15. Discussion of Possible Purchase of Real Estate Described as George Washington Elementary Building, Durant Public School District.**
- 16. Recommendation, Consideration and Vote to Adopt/Revise the Following Job Descriptions:**
 - District Safety Coordinator**
 - Instructional Coach**
- 17. Recommendation, Consideration and Vote to Request Changing the Long-Term Disability Insurance Carrier from Aetna and Entering into an Agreement with The Hartford Life and Accident Insurance Company, Effective January 1, 2019.**
- 18. Recommendation, Consideration and Vote to Authorize the Addition of Bryan Warren, Adult Coordinator, to Be in Charge in the Absence of the Director/Assistant Director at the McAlester Campus – FY 2018-2019.**
- 19. 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).

EMPLOYMENT/APPOINTMENT, RE-ASSIGNMENT AND/OR TRANSFER
_____, Teaching Assistant, McAlester Campus (10-Month Support Contract)
_____, Treasurer/Financial Officer, Wilburton Administration (12-Month Professional Staff Contract)
_____, District Communications and Marketing Coordinator, Wilburton Administration (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**

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

EMPLOYMENT/APPOINTMENT/RE-ASSIGNMENT AND/OR TRANSFER
_____, Teaching Assistant, McAlester Campus (10-Month Support Contract)
_____, Treasurer/Financial Officer, Wilburton Administration (12-Month Professional Staff Contract)
_____, District Communications and Marketing Coordinator, Wilburton Administration (12-Month Professional Staff Contract)

G. REPORTS:

Superintendent's Report

H. NEW BUSINESS:

I. ANNOUNCEMENT OF NEXT MEETING:

The next regular meeting of the Board is scheduled for:

Tuesday, January 8, 2019

12:15 P.M.

KTC – Durant Campus

810 Waldron Road

Durant, OK 74701

J. VOTE TO ADJOURN:

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