

AGENDA

**Kiamichi Technology Center
Board of Education
Regular Meeting
KTC – McCurtain County Campus
3205 Lincoln Road NE
Wayne Crusoe BIS Center Board Room
Idabel, OK 74745
October 9, 2007
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, table, reaffirm, rescind, or take no action on any Agenda item. The meeting will be conducted according to accepted Rules of Order, administered by the Board President 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, 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 10.**
 - 1. Approval of Minutes
September 11, 2007 Regular Meeting**

2. **Approval of Declaration of Funds, Treasurer's Report and KTC Cash Reconciliation**
3. **Approval of Resolution 10-9-07-1 Activity Fund Account Reports and Transfer of Funds**
4. **Approval of Short-Term Instructors and Part-Time Employees to Work at All Campuses – FY 2007-2008**

<u>Name</u>	<u>Primary Duty</u>	<u>Campus</u>
Barger, Aaron	TIP Instructor – Project No. 08-0068	Antlers
Cottrell, Alisha	Work Study - Maintenance	Atoka
McMenamy, Teri	Work Study - Maintenance	Atoka
Buchanan, Ralph	Substitute – BIT	Durant
Gilstrap, Wayne	Substitute – Auto Service Tech.	Durant
Willis, Patricia	Instructor – Medical Office Asst.	Durant
Bradley, DiAngelo C.	Work Study – Maintenance	Hugo
Vaughn, Evelyn	Bus Driver	Hugo
Wenoca, Stewart	Work Study – Maintenance	Hugo
Bohanan, Shanda	Bus Driver/Maintenance	Idabel
Hensley, Wanda	Substitute – Cosmetology	Idabel
James, Andrea	Work Study – Clerical	Idabel
Jessie, Stacey	Work Study – Clerical	Idabel
Thompson, Alicia	Sub – Cosmetology/BIT/Maintenance	Idabel
David, Melissa	Substitute – BIT-Eufaula	McAlester
Maqusi, Gina	Sign Language Interpreter	McAlester
Murrin, Shari	Bus Driver/Maintenance	McAlester
Smith, Chelsea	Work Study - Clerical	McAlester
Zweiacher, Jennifer	Work Study - Clerical	McAlester
Williams, Cecil	Substitute – All Programs	Poteau
Baden, Julie	STA – Computers	Stigler
Black, Bernadette	Work Study – Clerical	Talihina
Graham, William C.	Work Study – Maintenance	Talihina
James, Christopher	Work Study – Maintenance	Talihina
Messer, Brandy	Work Study – Clerical	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 Hugo Campus and Poteau Campus as Surplus to be Disposed of Properly**
6. **Approval of Additional Fund Raisers – Atoka Campus, Hugo Campus and Stigler Campus – FY 2007-2008**

7. Approval of Clinical Agreements with the Following Agencies for the Purpose of Allowing KTC Students to Acquire Field Experience

Certified Nurse Assistant/Home Health Aide – Durant Campus
Southern Pointe Living Center – Colbert, OK

EMS Program:

AHS Oklahoma Health Systems, LLP – Tulsa, OK

Colbert EMS – Colbert, OK

EMSA – Tulsa, OK

Mercy Memorial Hospital – Ardmore, OK

Office of County Judge (Sebastian County Ambulance) – Ft. Smith, AR

Pafford EMS – Sallisaw, OK

Paramed – McAlester, OK

Valley View Regional Hospital – Ada, OK

HCC – Talihina Campus

Choctaw Nation Day Care – Talihina, OK

KiBois Headstart – Talihina, OK

HCC/Phlebotomy/ Certified Nurse Assistant - Poteau Campus

Sparks Regional Medical Center – Ft. Smith, AR

PN Program:

KiBois Head Start – Stigler, OK

Kidz Choice Pediatric Clinic – Stigler, OK

Irvin Medical Clinic – Hugo, OK

Stigler Public Schools – Stigler, OK

8. Approval of Out-of-State Travel

NORMAN RANGER, Member, KTC Board of Education Zone 7

GINA RIGGS, EMS Director – Poteau Campus (December 11-16, 2007 – Expenses Paid by OkACTE)

ACTE Career Tech Expo.

December 12-16, 2007

Las Vegas, Nevada

JOHN L. WORKMAN, Financial Aid Director/Internal Auditor – Wilburton

CHRISTINA SMITH, Secretary, Student Services – Hugo

TINA McMURTREY, Secretary/Office Manager/Financial Aid – McAlester

2007 Federal Student Aid Conference

October 29-November 2, 2007

New Orleans, Louisiana

9. Approval of FY 2007-2008 General Fund Encumbrance Nos. 1477 Through 1781 for Accounts Payable, Building Fund Encumbrance Nos. 13 Through 16 for Accounts Payable,

Encumbrance Nos. 70469 Through 70479 for Payroll and Change Order for FY 2007-2008 Which Was Over 20%:

<u>P.O. #</u>	<u>Vendor</u>	<u>Increase</u>	<u>Total</u>
70057	Sub Tchrs-Poteau Ind. Elec.	\$ 645.90	\$1,184.15

- 10. Recommendation, Consideration and Vote to Approve Change from MetLife to EMC as Life Insurance Company for District Provided Life and AD&D Policies for Full Time Employees**

- E. Motion, Second and Roll Call Vote to Approve the Consent Agenda, Items 1 through 10**

F. ACTION TOPICS:

- 11. Recommendation, Consideration and Vote to Approve Revision to KTC Board of Education Policy, Section 8, Page 8.30-8.31, Item 8.46 – Student Transportation & School Vehicles (Rev.), Proposed Revision to Designate the Position of Public Information/Community Relations Coordinator as an Assigned Position to Have a School Vehicle Permanently Assigned to a Given Individual for His/Her Use and that Which May be Based at the Individual’s Home**
- 12. Proposed Executive Session for the Purpose of Discussing the Recruitment and Search for an Individual to Fill the Position of Superintendent of KTC District Which Would Include Discussions of Information, the Disclosure of Which Would Violate Confidentiality Requirements of State or Federal Law as Authorized by Title 25, O.S., Section 307 (B)(1) and (7)**
 - A. Vote to Convene in Executive Session**
 - B. Vote to Reconvene in Open Session**
 - C. Statement by Board President of Executive Session Minute**
- 13. Recommendation, Consideration and Vote to Take Action as Deemed Appropriate Following the Executive Session Discussing the Recruitment and Search for an Individual to Fill the Position of Superintendent of KTC District**

- 14. Recommendation, Consideration and Vote to Approve the Recruitment and Search Process for the Individual to Fill the Position of Superintendent of KTC District**
- 15. Recommendation, Consideration and Vote to Approve the Process and Placement of Advertisements to Fill the Position of Superintendent of KTC District**
- 16. Recommendation, Consideration and Vote to Approve Funding for any Advertising and/or Recruitment Efforts of KTC to Fill the Position of Superintendent of KTC District**
- 17. Consideration and Vote to Approve the KTC Board of Education Regular Meeting Dates for 2008**

**KIAMICHI TECHNOLOGY CENTER
BOARD OF EDUCATION
REGULAR MEETING DATES - 2008**

Tuesday	January 8, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Tuesday	February 12, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Tuesday	March 11, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Tuesday	April 8, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Tuesday	May 13, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Tuesday	June 10, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Monday	June 30, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Tuesday	July 15, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Thursday	August 14, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Tuesday	September 9, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Tuesday	October 14, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Thursday	November 13, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK
Tuesday	December 9, 2008	12:15 PM	KTC – Administrative Office 1004 Hwy. 2 No. – Wilburton, OK

- 18. Recommendation, Consideration and Vote to Approve Resolution No. 10-9-07-2 Proclamation and Resolution Giving Notice of and Calling Election for Election of One (1) School Board Member to the Board of Education of Kiamichi Technology Center School District No. 7 from Board Zone No. 1**

- 19. Recommendation, Consideration and Vote to Approve the Transition of the Part Time Practical Nursing Program and Reassignment of the Part-Time Practical Nursing Instructor from the Atoka Campus to the Antlers Campus Effective August 2008**

- 20. Recommendation, Consideration and Vote to Approve the Contract for Building Portable Storage Buildings Between Ron's Discount Lumber & Portable Building Sales, Howe, OK and the Occupational Services Maintenance Class - Poteau Campus**

- 21. Recommendation, Consideration and Vote to Approve Addition to KTC Board of Education Policies**

**Section 9, General Personnel Policies, Page 9.1, Sub-Section 9.1 -
Absence From Work Policies (Addition)**

- 22. Recommendation, Consideration and Vote to Approve the KTC "Convenience to the District Agreement" to be Effective October 1, 2007**

- 23. Proposed Executive Session for the Purpose of Discussing the Employment and/or the Appointment of Positions Listed Below, Including Discussions of Information, the Disclosure of Which Would Violate Confidentiality Requirements of State or Federal Law as Authorized by Title 25, O.S. Section 307 (B) (1) and (7)**

Employ or Appoint:

ERNEST Q. GOBERT, Computer Repair/Networking Instructor – Durant Campus (Temporary Contract)

- a. **Vote to Convene in Executive Session**
- b. **Vote to Reconvene in Open Session**
- c. **Statement of Executive Session Minute**

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

Employ or Appoint:

ERNEST Q. GOBERT, Computer Repair/Networking Instructor – Durant Campus (Temporary Contract)

25. Recommendation, Consideration and Vote to Approve Change Order No. 2 - 2006 KTC Wilburton Addition and Remodel for Millwork

26. Recommendation, Consideration and Vote to Approve Corrective Actions for the Special Audit Findings – July 1, 2001 Through June 30, 2003 and July 1, 2003 Through February 14, 2007

G. REPORTS:

Superintendent’s Report

H. NEW BUSINESS:

Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the Agenda was posted.

I. ANNOUNCEMENT OF NEXT MEETING:

The next meeting of the Board is:

Tuesday, November 13 2007

12:15 p.m.

KTC – Poteau Campus

1509 South McKenna

Poteau, OK 74953

J. VOTE TO ADJOURN:

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