

The Francis Tuttle Technology Center School District No. 21
12777 North Rockwell
Oklahoma City, Oklahoma 73142

Room A1015
Administration Building

**Regular Board of Education Meeting
October 14, 2019 at 4:00 p.m.**

AGENDA

1. Call to Order and Roll-Call Recording of Members Present and Absent

___Kurt Loeffelholz ___Suzette Northcutt Rhodes ___Kathy Reeser ___Dave Gillogly ___Chad Mullen

2. Acknowledgement of Guests Present

3. Consent Agenda:

All Items a - f Which Concern Reports and Items of a Routine Nature, Will be Approved by One Vote Unless Any Board Member Desires to Have a Separate Vote on Any or All of These Items

- a. Minutes of the September 9, 2019 4:00 p.m. Regular Board of Education Meeting
- b. Minutes of the September 19, 2019 7:30 a.m. Special Board of Education Meeting
- c. Monthly Financial Report of Activity Funds
- d. Monthly Transfer from the School Activity Fund to the General Fund in the Amount of, and Not to Exceed, \$227,408.68 as of September 30, 2019
- e. Declaration of Surplus Property and Authorize Transfer, Sale, Exchange or Disposal of Surplus Property
- f. Student Activity Fundraiser(s)

Vote to Take Action on Consent Agenda Items a - f Unless Any Board Member Desires to Have a Separate Vote on Any or All of These Items

4. Discuss and Vote to Take Action on Treasurer's Report Presented by Carol Fadaiepour, Chief Financial Officer

5. Report on Monthly Encumbrances Presented by Sherri Meyer, Business Manager

- a. Vote to Take Action on Monthly Encumbrances in Excess of \$15,000 Not Previously Presented as Quotation(s) or Contract(s), as follows:

- 1. 2002342 SkillsUSA for Student and Professional Memberships - Districtwide
- 2. 2002379 Sysco for Foodservice Items Curriculum/Retail – Rockwell Campus

3. 2002384 Ben E Keith for Foodservice Items Curriculum/Retail – Rockwell Campus
4. 2002386 US Food Service for Foodservice Items Curriculum/Retail – Rockwell Campus
5. 2002495 Pearson Education for GradPoint Software Renewal – Rockwell Campus
6. 2002499 Accruent for EMS Software Renewal – Rockwell Campus
- b. Vote to Take Action on Monthly Encumbrances Ranging from 2002063 to 2002519 for General, COOP, Building and CME Funds for FY 2020
- c. Vote to Take Action on Encumbrance Change Order No. 2002062
6. District Update Presented by Dr. Jaared Scott, Associate Superintendent
7. Construction Report Presented by Jay Evans, Director Facility Management & Development
 - a. Discuss and Vote to Take Action on the Proposal from EST Comprehensive Engineering for 3rd Party Inspection of the Site Work & Utilities Package for the New Danforth Campus Project
 - b. Discuss and Vote to Take Action on the Proposal from EST Comprehensive Engineering for 3rd Party Building Foundation for the New Danforth Campus Project
 - c. Discuss and Vote to Take Action on the Proposal from EST Comprehensive Engineering for Special Inspections of the Structural Package for the New Danforth Campus Project
 - d. Discuss and Vote to Take Action on Amending the Construction Agreement with McCaleb Homes for the Public Street Improvement for the Danforth Property
 - e. Discuss and Vote to Take Action on the Proposal from Electrical Solutions, Inc. for the Electrical Work for the Copy Center Relocation Project on the Rockwell Campus
8. Superintendent's Report Presented By Dr. Michelle Keylon
 - a. Vote to Take Action on Policy Changes/Additions/Deletions for FY 2020 Policy & Procedure Manual (handout)
 - b. Discuss and Vote to Take Action on Resolution on Board of Education to County Election Board for Annual School Election for Zone 5
 - c. Discuss and Vote to Take Action on the Resolution to Join the Oklahoma Schools Insurance Group (OSIG)

- d. Discuss and Vote to Take Action on New School Activity Fund Account for Welding Program – Reno Campus
- e. Discuss and Vote to Take Action on New School Activity Fund Account for Advanced Manufacturing Program – Reno Campus
- f. Discuss and Vote to Take Action on Awarding of Quotations, and Contracts for Purchases of Capital Improvements, Goods, and/or Services

Quotation(s) FY 2020

2020-023 3D Printers – Reno and Portland Campuses

Contract(s) FY 2020

- 1. Memorandum of Understanding with the Oklahoma Department of Career & Technology Education for the Oklahoma Bid Assistance Network (OBAN)
 - 2. Service Agreement with SafetySkills for Industry Online Safety Training
 - 3. Memorandum of Understanding with Central Oklahoma Workforce Investment Board (COWIB)
9. Confirm the Regular Board of Education Meeting Scheduled for November 11, 2019 at 4:00 p.m. in Room A1015 of the Administration Building Located on the Rockwell Campus of the Francis Tuttle Technology Center, 12777 North Rockwell, Oklahoma City, OK 73142

10. New Business

11. Proposed Executive Session to Discuss:

- a. The Following Personnel Items so the Board May Return to Open Session to Report on and/or to Vote to Take Action on the Following Items Listed with No Action Necessary for Item a (1)(2)

1. Notification of Termination of Employment of Rebekah Bristow, Effective September 23, 2019 for FY 2020 [Title 25 O.S. 307.B.1.]

2. The Retirement of the Following Personnel for FY 2020 [Title 25 O.S. 307.B.1.]

Carolyn Hinten, Accounting Clerk III/Bookstore/Finance/Rockwell Campus, Effective December 31, 2019

Kay Ann Lemen, Accounting Clerk III/Finance/Rockwell Campus, Effective December 31, 2019

Marva White, Program Coordinator/TOP Program/Rockwell Campus, Effective December 31, 2019

Patricia Wooley, Health Resource Center Coordinator/Health Resource Center/Health Sciences/Rockwell Campus, Effective December 31, 2019

3. The Promotion of the Following Personnel for FY 2020 [Title 25 O.S. 307.B.1.]

Felicia Jones, Graphic Designer/Marketing & Communications/Rockwell Campus to Senior Graphic Designer/Marketing & Communications/Rockwell Campus, Effective October 1, 2019

Tomi White, Data Team Member/Career Planning Center/Rockwell Campus to Administrative Assistant III/Campus Administration/Rockwell Campus, Effective October 1, 2019

4. The Employment of the Following Personnel for FY 2020 [Title 25 O.S. 307.B.1.]

Full-Time Personnel

Name	Position	Hire Date
Barbara Bloomfield	Administrative Assistant II/Health Science Center/Rockwell Campus	09/23/19
Melissa Moore	Administrative Assistant II/Career Readiness & Development/Rockwell Campus	10/21/19
Taryn Trujillo	Social Media Strategist/Marketing & Communications/Rockwell Campus	10/21/19

Part-Time and/or Temporary Personnel

Name	Position	Hire Date
Cynthia Scott	GradPoint Instructor/Reno Campus	08/27/19-05/31/20
Emily Pinion	Cashier/Tut's Café/Culinary Arts/Trade & Industrial/Rockwell Campus	09/09/19-06/30/20
Autumn McGehee	A.M. Intern/Information Technology/Rockwell Campus (Temporary)	09/16/19-10/11/19
Amber Wagoner	Cashier/Tut's Café/Culinary Arts/Trade & Industrial/Rockwell Campus	09/17/19-06/30/20
Rebecca Herndon	Evening Administrator/Trade & Industrial/Rockwell Campus	09/18/19-06/30/20
Megan Winters	P.M. Intern/Information Technology/Rockwell Campus (Temporary)	09/19/19-10/11/19
Genji Woods	Cashier/Tut's Café/Culinary Arts/Trade & Industrial/Rockwell Campus	09/30/19-06/30/20
Jacob Jones	Evening Health Resource Center Assistant/Health Sciences/Rockwell Campus	10/08/19-06/30/20

12. Vote to Convene in Executive Session
13. Vote to Approve Returning to Open Session
14. Statement of President Kurt Loeffelholz Concerning Minutes of the Executive Session
15. Motion and Vote on the Superintendent's Action Concerning Richard Stark, an Employee-At-Will, Effective September 11, 2019
16. Vote to Take Action on the Promotion of the Following Personnel for FY 2020: Felicia Jones, Graphic Designer/Marketing & Communications/Rockwell Campus to Senior Graphic Designer/Marketing & Communications/Rockwell Campus, Effective October 1, 2019; Tomi White, Data Team Member/Career Planning Center/Rockwell Campus to Administrative Assistant III/Campus Administration/Rockwell Campus, Effective October 1, 2019
17. Vote to Take Action on the Employment of the Following Full-Time Personnel for FY 2019: Barbara Bloomfield, Administrative Assistant II/Health Science Center/Rockwell Campus, Effective September 23, 2019; Melissa Moore, Administrative Assistant II/Career Readiness & Development/Rockwell Campus, Effective October 21, 2019; Taryn Trujillo, Social Media Strategist/Marketing & Communications/Rockwell Campus, Effective October 21, 2019; the Following Part-Time and/or Temporary Personnel: Cynthia Scott, GradPoint Instructor/Reno Campus, Effective August 27, 2019 through May 31, 2020; Emily Pinion, Cashier/Tut's Café/Culinary Arts/Trade & Industrial/Rockwell Campus, Effective September 9, 2019 through June 30, 2020; Autumn McGehee, A.M. Intern/Information Technology/Rockwell Campus, Effective September 16, 2019 through October 11, 2019; Amber Wagoner, Cashier/ Tut's Café/Culinary Arts/Trade & Industrial/Rockwell Campus, Effective September 17, 2019 through June 30, 2020; Rebecca Herndon, Evening Administrator/ Trade & Industrial/Rockwell Campus, Effective September 18, 2019 through June 30, 2020; Megan Winters, P.M. Intern/ Information Technology/Rockwell Campus (Temporary), Effective September 19, 2019 through October 11, 2019; Gengi Woods, Cashier/Tut's Café/Culinary Arts/Trade & Industrial/Rockwell Campus, Effective September 30, 2019 through June 30, 2020; Jacob Jones, Evening Health Resource Center Assistant/Health Sciences/Rockwell Campus, Effective October 8, 2019 through June 30, 2020
18. Vote to Take Action on Adjournment

Posted on the front door of the Rockwell Campus, 24 hours prior to the Board Meeting. Notice of this Regular Board of Education Meeting was given to the Office of the Oklahoma County Clerk prior to December 15, 2018.

By:  Sherri Meyer, Deputy Clerk, Board of Education