



**Regular Board Meeting Agenda  
Caddo Kiowa Technology Center  
Monday, September 8, 2025 at 5:30 PM Central  
Administration Building #100, Room #134  
1415 North 7th Street  
Fort Cobb, Oklahoma 73038**

1. Call to Order, roll call and establishment of a quorum
2. Reports and Discussions by Board and Staff: Jolisa Knauss, Instructional Leader; John Noel, BIS Director; Chris Helton, Director of Operations; Mike Newell, Assistant Superintendent and Superintendent's Update; Jennie Nunn regarding:
  - Students/Instructional
  - Short Term/BIS
  - Facilities
  - Employee Development
3. 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 would like to remove an item for individual consideration. The consent agenda consists of the discussion, consideration and approval of the following items:

  - a. August 11, 2025, Regular Board Meeting Minutes.
  - b. General Fund 24-25 checks #3584-3591 in the amount of \$317,217.87;  
General Fund 25-26 checks #173-494 in the amount of \$836,964.31;  
General Fund Encumbrances #60315-60419 & 70120-70121 in the amount of \$110,794.62;  
No Building Fund Encumbrances, including change orders report and appropriations for FY25-26 from reports dated August 31, 2025.
  - c. Treasurer's reports for bank statements dated August 31, 2025.
  - d. Activity Fund reports for bank statements dated August 31, 2025.
  - e. Transfer of \$131,668.91 from the Activity Fund to the General Fund per resolution 70 O.S. § Section 5-129.
  - f. Approve BIS adjunct and part-time employees.
4. Action to be considered:
  - a. Discuss CKTC's full-time & BIS trending data.

- b. Discuss and vote to approve or not approve CKTC's Estimate of Needs for Fiscal Year 2025-2026.
  - c. Discuss and vote to approve or not approve CKTC's budget for Fiscal Year 2025-2026.
  - d. Discuss and review the Superintendent's Evaluation Instrument.
  - e. Discuss and vote to approve or not approve a continuing agreement with Education to Go, a division of Cengage Learning, to offer online courses.
  - f. Discuss and vote to approve or not approve membership dues to OATC, Oklahoma Association of Technology Centers in the amount of \$4,200.00 for Fiscal Year 2025-2026.
  - g. Discuss and vote to approve or not approve the quote to purchase Culinary Arts serving line with Lottery Grant funds.
5. Proposed Executive session to discuss the following personnel items:
- Resignation of Brandy Foster — Administrative Assistant - Truck Driver Training
6. Vote to convene or not convene into executive session.
7. Acknowledge the board's return to open session.
8. Executive session compliance announcement.
9. Motion, consideration and vote to approve or not approve the resignation of Brandy Foster — Administrative Assistant - Truck Driver Training.
10. New Business - This is limited to matters not known about or which could not have been reasonably foreseen prior to the posting of the meeting agenda.
11. Announcements
12. Adjournment
- Note: "The Board may discuss, make motions, and vote upon all matters appearing on this agenda. Such votes may be to adopt, reject, table, reaffirm, rescind or take no action on any agenda matter."

Jana Savage, Minute Clerk  
Caddo Kiowa Technology Center Board of Education