

Red River Technology Center Board of Education; Regular Meeting

Thursday, July 9, 2020 6:30 PM

Conference Room-Main Building, 3300 West Bois D'Arc, Duncan, Oklahoma 73533

Attendance Taken at 6:30 PM.

Sam Porter: Absent
Ricky Sanders: Absent
Kristie Gaines: Present
Sandy Pogue: Present
Dee Williams: Present

1.Call to order and roll call of members.

2.Consent Agenda:

All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, 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 the discussion, consideration, and approval of the following items:

- a. Approval of Minutes of the June 22, 2020, Regular Board Meeting
- b. Approval of Kimberly Loveday as Minutes Clerk
- c. Approval of Agenda as part of the minutes
- d. Approval of June 2020 Treasurer's Report
- e. Approval of July 2020 Activity Fund Reports - Regular & Credit Card Account
- f. Approval of General Fund Change Orders, Warrants & Encumbrances for FY 20, in the amount of -\$4,334.65
- g. Approval of General Fund Change Orders, Warrants & Encumbrances for FY 21, numbers 1-230, in the amount of \$1,255,112.66
- h. Approval of General Fund Payroll Warrants and Encumbrances for FY 21, numbers 70001-70144, in the amount of \$5,158,976.41
- i. Approval of the Resolution to Declare Surplus Property (Inventory).

3.Discussion and possible action regarding Reorganization of Board:

a.President:

b.Vice President:

c.Deputy Clerk:

4.Discussion and possible action regarding the approval of Kimberly Loveday as Clerk of Board,

- Encumbrance Clerk and Minutes Clerk.
5. Discussion and possible action regarding the attached employee contracts.
 6. Discussion and possible action regarding the attached sub-accounts for the Activity Fund.
 7. Discussion and possible action regarding amendment to Activity Fund Revenue & Expenditures: Account #328 (scholarship fund) to include "Awarded to students or school personnel in accordance with Board approved Policy and/or Donor instructions to include refunds back to Donor when necessary" as an approved expenditure.
 8. Discussion and possible action regarding Activity Fund Policies.
 9. Discussion and possible action regarding the Letter of Engagement with Jayna R. Vaughn, School Treasurer for FY21.
 10. Discussion and possible action regarding the continuation of employee fringe benefit plan including cafeteria plan. Fringe benefits include: retirement, health insurance, sick leave, emergency leave, personal leave, unused sick leave, group life insurance, dental, flex cash in lieu of health insurance, and retention incentive (health insurance for persons retiring after the age of 62 through the month they reach the age of 65).
 11. Discussion and possible action regarding reimbursement of up to \$30 to employees who take a bus driver physical for the purpose of transporting students as a function of their employment.
 12. Discussion and possible action regarding Dennis Loafman as purchasing agent for the Agency for Surplus Property.
 13. Discussion and possible action regarding the Retirement Compensation Contract (insurance reimbursement from age 62 until they reach 65) with Valerie Diane Gray.
 14. Discussion and possible action regarding the Retirement Compensation Contract (insurance reimbursement from age 62 until they reach 65) with Mike Green.
 15. Discussion and possible action regarding the following appointments:
 - a. Title IX, Financial Aid - Brook Holding
 - b. Minutes Clerk, Encumbrance Clerk, Board Clerk - Kimberly Loveday
 - c. Treasurer- Jayna Vaughn
 - d. Purchasing Agents- Dennis Loafman, Brook Holding, Lisa Williams, Sylvia Loveday, Dorothea Perkins, Tim Yancy
 - e. Activity Fund Custodian- Jennifer Balentine
 - f. Activity Fund Co-Custodian - Megan McNair
 - g. Receiving Agents- All full-time RRTC employees are authorized to sign for merchandise
 - h. Safety Coordinator- Terry Kent Brown

- i. Equal Opportunity & Compliance Coordinators- Brook Holding and Lisa Williams
- j. Adult Education & Literacy Coordinator- Lisa Williams
- k. E-Rate Representative- Dennis Loafman

16. Discussion and possible action regarding the RRTC 2020-2021 Student Handbook.

17. Discussion and possible action regarding the RRTC 2020-2021 Student Consumer Information Guide.

18. Discussion and possible action regarding the RRTC 2020-2021 Health Careers Handbook.

19. Discussion and possible action regarding the RRTC 2020-2021 Financial Aid Policies and Procedures.

20. Discussion and possible action regarding the 2020-2021 Emergency Medical Services Student Handbook. (Daytime Program)

21. Discussion and possible action regarding the Adult & Career Development 2020-2021 Emergency Medical Services Student Handbook.

22. Discussion and possible action regarding E-Rate Record Retention Policy, E-Rate Procurement Policy & E-Rate Gift Policy.

23. Discussion and possible action regarding the continuation of Short-Term Adult Displaced Homemaker Tuition Waiver.

24. Discussion and possible action regarding the employment of Brook Holding, Sylvia Loveday and Lisa Williams as night supervisors.

25. Discussion and possible action regarding the employment of Bill Leyrer, Kelly Pollock, Letitia Weast & Gary Williams as substitute night supervisors.

26. Discussion and possible action regarding the following individuals to serve as Attendance Committee for 2020-2021: Josh Case, Amanda Churchman, Stacy Estes, Laura Long, Krystal McMains, Fonda Smith, Misty Wade & Letitia Weast.

27. Discussion and possible action regarding the following individuals to serve as Staff Development Committee for 2020-2021: Elizabeth Baxter, Sidney Cates, Norma Hernandez, Brook Holding, Davis Loafman, Kelly Pollock, Amanda Slate, Gretchen Taylor, & Tami Wright . There may be 2 students added at a later date.

28. Discussion and possible action regarding the following individuals to serve as Energy Management Committee for 2020-2021: Corey Harwell, Sylvia Loveday, Todd Ottwell, Theresa Poff, Curtis Suson, Gary Williams, Lisa Williams & Tim Yancy.

29. Discussion and possible action regarding the following individuals to serve as Safe School and Healthy Kids Committee for 2020-2021: Deana Adair, Jeff Arnold, Krissy Bohn, Kent Brown,

Dayton Burnside, Brook Holding, William Leyrer, Jeff Prater, Misty Wade, Lisa Williams & Tim Yancy . There may be 2 students & Parents added at a later date.

30. Discussion and possible action regarding the Online Consortium with OdysseyWare for FY21.

31. Discussion and possible action regarding the purchasing of yearbook ads in the amount of \$75.00 from participating school districts.

32. **New Business:** In accordance with Oklahoma State Statute 25 Section 25 311(A) (9), this is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

33. Informational Items:

a. Summer Conference (August 4-5, 2020 - Virtual)

b. BAC Report

c. 2020-2021 Approved Accredited Programs-ODCTE

d. OSSBA Conference

e. Welding Building Update

34. Vote to adjourn.

Board Secretary