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**Regular Board Meeting Minutes**

Thursday, December 19, 2019

IT Building - Seminar Center,

4701 12th Avenue NW

Norman, OK 73069

**1. Pledge of Allegiance**

**2. Call to Order and the Recording of Members Present and Absent**

**3. Miscellaneous Public Comment**

In accordance with Board Policy #632, "Any person, desiring to speak to the Board of Education must meet the standards and comply with the procedures set forth below:  
a. A specific agenda item, or  
b. A topic which involves the operation of MNTC and, also, is a matter over which the Board of Education of MNTC can exercise control and jurisdiction.  
c. In order to make a presentation about an item which is not on the agenda for the scheduled meeting, the speaker must be a resident of the MNTC School District, current student, or parent/guardian or spouse of a current student.  
d. Loud, profane, abusive, threatening and/or discourteous speech and/or conduct will not be tolerated.  
e. Each speaker is limited to a maximum of three minutes.

**4. Superintendent's Update:**

4.A. MNTC Annual Holiday Breakfast - Friday, December 20, 2019, Franklin Rd Campus, 7:30 am - 9:00 am - N. Dining

4.B. MNTC Named Top Work Place for 2019

4.C. Other Updates:

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Comments: 4.C.

* Brain Ruttman went with a group of MNTC staff, Sherriff Todd Gibson, Sean Willis and Tyler McManaman on a Benchmarking trip to Gateway Technical College in Kenosha Wisconsin. The group had an opportunity to tour the Auto Service Program, HVAC Program, Energy Program and Health Program and the Public Safety Academy program.

Gateway Technical College has a great industry partnership and they capitalize on these partnerships for their programs. It was a great opportunity for us to learn a new view on our partnerships and how to build strong industry ties.

Some of the things that stood out were the industry partner signs that were displayed throughout the campus. The classroom areas were very clean and maintained by students. Gateway works on a stackable certification program and also has a great tool inventory management program. These were all great ideas to bring back and implement at Moore Norman.

Kenosha Wisconsin is also the home of Snap-On-Industrial and the group had the opportunity to tour their facility.

Everyone took home new ideas, best practices and felt that we are moving in the right direction at Moore Norman Technology Center.

* Congratulations to Ernie Gomez for being awarded the 2019 Human Resources Champion Award from the Human Resources Society of Oklahoma.
* Moore Norman was awarded the 2019 Top Workplaces Award. This is our second time to receive this award. Glen Cosper spoke on behave of the Board Members to say how proud they are of our achievements and to serve on the Board of Education for Moore Norman Technology Center.
* Cary Hill has been assisting us with Strategic Planning and has compiled information from four (4) Focus Groups – Business and Industry, Programs, Employees and Students. Based on this SWAT Analysis we will continue to make meaningful improvement and get focused.

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**5. Recognition, Reports and Presentations**

5.A. ACTE Vision 2019 Update - Jeanette Capshaw

Comments 5.A.

Jeanette Capshaw recently attended ACTE Vision 2019 Conference with Ernie Gomez, Jerry McConnell, Krista Scammahorn, Steve Yadon, Jared Williams and Olga Caulfield.

Ernie Gomez is part of our Fellows Program and has been asked back 3 times to speak at this conference.

Jerry McConnell is part of our PACE Division and presented the Safety and Security Session to over 300 people.

Krista Scammahorn is also part of our PACE Division and presented a session on Managing your Emails and Organizing your Life.

Steve Yadon is the President of the Oklahoma T&I Division and represented Moore Norman at the Delegate Assembly.

Jared Williams was named the Outstanding New Professional of 2019 and attended the Presidents Training.

Olga Caulfield was a first-time attendee.

Jeanette Capshaw is a member of the National Bi-laws Committee, Resolution Committee and Admin and Policy Committee.

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**6. 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 board 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:

6.A. Minutes of November 21, 2019 Regular Board Meeting

6.B. Monthly Financial Reports (Treasurer/Activity Fund)

6.C. General Fund Encumbrance numbers 2002197-2002320 and Fundraisers

6.D. Declare Items as Surplus Property and Authorize Sale of Said Items

6.E. Approve Updated MNTC Policy # 450 as per Board Approved Benefit Changes.

Motion to approve Consent Agenda Items as presented in A - E. This motion, made by Pam Lewis and seconded by James Griffith, Passed.

|  |  |
| --- | --- |
| Glen Cosper: | Yea |
| James Griffith: | Yea |
| Todd Kahoe: | Absent |
| Pam Lewis: | Yea |
| Max Venard: | Yea |

**7. Consider and Vote to Approve Superintendent's Personnel Recommendations:**

7.A. Acknowledge Letter of Resignation - Bruce Campbell, Director of Finance

7.B. Acknowledge Letter of Resignation - Alfred Boisson Jr., Bus Driver

7.C. Employment of two (2) Bus Drivers

7.D. Employment of Part Time Employees

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Comments: 7.C.

* Bryan Redding was recommended for the Bus Driver position. Mr. Redding comes to us from Moore Public Schools where he has been a bus driver since 2015.
* Odie Khetsisouvanh has been employed at Moore Norman as a Custodian since 2001 and has filled in as a part-time bus driver when needed.

Motion to Approve Superintendent's Personnel Recommendations as presented A - D. This motion, made by Pam Lewis and seconded by Max Venard, Passed.

|  |  |
| --- | --- |
| Glen Cosper: | Yea |
| James Griffith: | Yea |
| Todd Kahoe: | Absent |
| Pam Lewis: | Yea |
| Max Venard: | Yea |

**8. Consider and Vote to Approve General Business Items:**

8.A. Consider and Vote to Approve the Purchase and Installation of Furniture for Conference Room A200 from Kreuger International (KI) in the amount of $34,712.56

8.B. Consider and Vote to Approve the Purchase of a Master-Bilt Product Model # MB197004658A Cooler/Freezer Walk-in Combination Unit with Accessories from Brooks Industries in the amount of $31,596.22

8.C. Consider and Vote to Approve Phase 3 - Bid Package 3.A. Metal Wall Panels and Roller Shades Recommendation from Manhattan Construction

8.D. Consider and Vote to Approve Agreement with Tools for Schools for Student Recruitment and Retention Consultation

8.E. Consider and Vote to Approve New Purchasing Card Contract with Arvest & Security Bank Card Company

8.F. Consider and Vote to Adopt the Governor's Policy for Free Expression on Campus, consistent with SB 361

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Motion to approve General Business items as presented in A - F. This motion, made by James Griffith and seconded by Max Venard, Passed.

|  |  |
| --- | --- |
| Glen Cosper: | Yea |
| James Griffith: | Yea |
| Todd Kahoe: | Absent |
| Pam Lewis: | Yea |
| Max Venard: | Yea |

**9. 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.

**10. Adjourn:**  5:57 p.m.

ATTEST:

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Presiding Officer Minutes Clerk