

**Special Board Meeting**

Tuesday, April 14, 2020

Videoconference,

PO Box 4701

Norman, OK 73070-4701

Meeting called to order at 5:30 pm

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

**2. Acknowledge Letter of Resignation from Board Member Todd Kahoe, Zone 3, Office 3 and Declare a Board Vacancy for Zone 3, Office 3**

**3. Consider and Vote to Appoint Board Member for Zone 3, Office 3, and Administer the Oath of Office to Appointed Member for Zone 3, Office 3.**

**Recommended Motion:**

Motion to Appoint Jared Deck for Zone 3, Office 3. This motion, made by Pam Lewis and seconded by Max Venard, Passed.

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

**4. Consider and Vote to Appoint District Officers**

**Recommended Motion:**

Motion to appoint Claudia Burton; Minute Clerk, Debbie Shuman; Assistant Minute Clerk, Shelly Dickey; Encumbrance Clerk, Stefanie Klein; Assistant Encumbrance Clerk. This motion, made by Pam Lewis and seconded by James Griffith, Passed.

|  |  |
| --- | --- |
| Glen Cosper:   | Yea   |
| Jared Deck:   | Yea   |
| James Griffith:   | Yea   |
| Pam Lewis:   | Yea   |
| Max Venard:   | Yea   |

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**5. Consider and Vote to Appoint District Treasurer and Administer Oath of Office**

**Recommended Motion:**

Motion to appoint Nancy Rogers as District Treasurer. This motion, made by Max Venard and seconded by Pam Lewis, Passed.

|  |  |
| --- | --- |
| Glen Cosper:   | Yea   |
| Jared Deck:   | Yea   |
| James Griffith:   | Yea   |
| Pam Lewis:   | Yea   |
| Max Venard:   | Yea   |

**6. Consider and Vote to Re-Appoint District Assistant Treasurer and Administer Oath of Office**

**Recommended Motion:**

Motion to Re-Appoint Katie Dowden as District Assistant Treasurer. This motion, made by James Griffith and seconded by Pam Lewis, Passed.

|  |  |
| --- | --- |
| Glen Cosper:   | Yea   |
| Jared Deck:   | Yea   |
| James Griffith:   | Yea   |
| Pam Lewis:   | Yea   |
| Max Venard:   | Yea   |

**7. Consider and Vote to Appoint Bruce Campbell as District Assistant Treasurer and Administer Oath of Office**

**Recommended Motion:**

Motion to Appoint Bruce Campbell as Assistant District Treasurer. This motion, made by Jared Deck and seconded by James Griffith, Passed.

|  |  |
| --- | --- |
| Glen Cosper:   | Yea   |
| Jared Deck:   | Yea   |
| James Griffith:   | Yea   |
| Pam Lewis:   | Yea   |
| Max Venard:   | Yea   |

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**8. Superintendent's Update:**

8.A. Funds set aside for COVID-19 Contingency Plan

8.B. Other:

**Comments:**

Mr. Ruttman congratulated Mr. Deck and welcomed him as a new Board member.

Mr. Ruttman also thanked the board from the staff and faculty for their continued support during this time.

As of March 13th , our staff has been planning the next steps to provide a quality career technical education to our students via a distance learning module. All grades were frozen as of March 13th. A student is able to enhance their grade by turning in make-up assignments, however, we are not going to lower their grade for any assignments turned in.

70% of our students have chosen to participate in our distance learning curriculum for the remainder of the school year. 100% of our faculty are working hard to provide our students with whatever resources they need to be successful and complete their year.

Instructors not only are working on online curriculum but also making sure that our students have the technology they need, curriculum, computers, internet access, and sometimes food.

IDD has been working diligently to changing our online software to a digital learning environment.

Assessment have been busy getting approval from our vendors for online certification testing.

Pre-Engineering Instructors have changed their Robotics Competition from a hands-on competition to a simulated environment.

HIRE instruction is still taking place for our TANIF recipients. A big thanks to the HIRE team for making this happen.

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Our Advisors and Counselors are making “Well Check” calls to all of our students. We want to make sure we are helping our students with any resources they might need during this time.

100% of our staff is teleworking from home. Everyone has been doing a great job planning, meeting via zoom and executing their daily tasks to maintain business as usual.

Our new Organizational Development Assistant Director, Sara Carper, has been working on Staff Professional Development Opportunities. We are also working on an online version for Part 3 of the Moore Norman Way Training. A big thank you to Sara and Debbie.

Our IT Department has worked tirelessly supporting the needs of our staff and students.

Finance and HR are working every day to keep our administrative functions moving forward.

The MNTC Foundation has offered additional resources to assist our students and staff.

Our Food Pantry is still open and we are serving students who request assistance.

Bus Drivers have been making home deliveries to our students.

The Student Services Team has been working hard to keep things moving. The CSRs and the Finance Team processed over 700 refunds to students who had signed up for short term classes, since short term classes are cancelled for the remainder of the year. It was very important to us to get these funds back to students during this time.

Our staff rounded up all of our PPD supplies and donated them to our local hospitals who are running short on supplies.

Manhattan Construction has been doing an excellent job looking out for their employees and our staff by practicing social distancing and still continuing on with our construction project.

CT Superintendents and the State the Department of Ed meet at least 3 times a week to plan our next step and how to move forward. OCAS codes were set up to be utilized for any emergency purchases resulting from the COVID-19 impact. Money was moved from our contingency fund into the general budget using these OCAS codes to cover any types of emergency purchases we might need to make. We want to track this money carefully since some of these funds will be reimbursable.

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A BIG Congratulations to Clifton Touchstone and the students in the Service Careers Program for placing 1st, 2nd and 7th in the statewide Stock Market Game. Our students competed against 59 other teams in the state. We are very proud of their accomplishment!

Congratulations to Nancy Pierce for being recognized by DECA for volunteering an serving the DECA association or over 40 years.

**9. 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:

9.A. Minutes of March 3, 2020 Regular Board Meeting

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

9.C. General Fund Encumbrance numbers 2002784-2002957

9.D. Adopt Policy - Board of Education, Executive Officer - Superintendent (NEW)

9.E. Approve Student Handbook for CLEET Basic Peace Officer Certification Training

**Recommended Motion:**

Motion to approve Consent Agenda items A - E. This motion, made by James Griffith and seconded by Max Venard, Passed.

|  |  |
| --- | --- |
| Glen Cosper:   | Yea   |
| Jared Deck:   | Yea   |
| James Griffith:   | Yea   |
| Pam Lewis:   | Yea   |
| Max Venard:   | Yea   |

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

10.A. Acknowledge Letter of Resignation - Krista Scammahorn

10.B. Acknowledge Letter of Resignation - Charles Garret, Bus Driver

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10.C. Employment of Jerry McConnell as Director for Safety and Security

10.D. Employment of Marlene Walker as District Improvement Specialist

10.E. Employment of Part Time Employees April 2020

**Recommended Motion:**

Motion to approve Superintendent's Personnel Recommendations as presented in A - E. This motion, made by Pam Lewis and seconded by James Griffith, Passed.

|  |  |
| --- | --- |
| Glen Cosper:   | Yea   |
| Jared Deck:   | Yea   |
| James Griffith:   | Yea   |
| Pam Lewis:   | Yea   |
| Max Venard:   | Yea   |

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

11.A. Consider and Vote to approve the FY 2019-2020 Academic School year to end on May 15, 2020 to align with our sending schools

11.B. Consider and Vote to approve the purchase of a Philips EPIQ Ultrasound Machine from Phillips in the amount of $149,995.00

11.C. Consider and Vote to Approve the Purchase of (23) Dell Precision workstations, (24) Dell Latitude laptops, and (1) charging cart from Dell/EMC, in the total amount of $107,324.70

11.D. Consider and Vote to Approve the Purchase of (5) MacBook Pro computers and (4) LG UltraFine displays for IDD and 11 iPad Pro Tablets with accessories for the members of the Executive Team for a total amount of $38,815.80

11.E. Consider and Vote to Approve the Purchase of Furniture from Kreuger International (KI) for three (3) different areas (Student Services, Quality Services, Administration) in the total amount of $132,856.72

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11.F. Consider and Vote to Approve bid for Phase IV Window Replacement Project, from Pope Contracting, Inc. in the amount of $413,660.00

11.G. Consider and Vote to Approve the New Basic Peace Officer Certification program for payment plan.

**Recommended Motion:**

Motion to approve General Business Items as presented in A - G. This motion, made by Max Venard and seconded by Jared Deck, Passed.

|  |  |
| --- | --- |
| Glen Cosper:   | Yea   |
| Jared Deck:   | Yea   |
| James Griffith:   | Yea   |
| Pam Lewis:   | Yea   |
| Max Venard:   | Yea   |

**12. 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.

**13. Adjourn:  6:01 pm**

 ATTEST:

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Presiding Officer Minutes Clerk