

**Western Technology Center  
Regular Meeting for the Board of Education  
Western Technology Center Administration Building, Seminar Center, 621 Sooner  
Drive, Burns Flat, Oklahoma 73624  
Tuesday, July 9, 2024, at 12:00 PM**

**AGENDA**

1. Call to order.
2. Roll call of members.
3. Introduction of guests.
4. Vote on the minutes of the regular meeting held on June 11, 2024.
5. Vote on the agenda as part of the minutes and any new business that could not reasonably be foreseen 48 hours in advance of the meeting.
6. Vote on warrants and encumbrances: 2023-24 General Fund Encumbrance No.1197 to 1204; 70268 to 70270; 2024-25 General Fund Encumbrance No. 1 to 240; Building Fund No. 1 to 8; and any change orders that apply to approved purchase orders.
7. Financial Reports
  - 7.A. Activity Fund and Transfer Reports
  - 7.B. Treasurer's Report on General and Building Funds and Investments
8. Vote on activity, treasurer, and investment reports.
9. Vote on temporary personnel contracts for 2023-24 as listed on agenda as Attachment "A".
10. Vote on encumbering any General or Building Fund outstanding invoices for previous fiscal year.
11. Vote on activity fund sub-accounts and purposes for the accounts for Burns Flat, Sayre, Weatherford, Hobart and Elk City Campuses for 2024-25 and updating the policy book accordingly.
12. Vote to continue the student activity accounts for 2024-25 in the Washita State Bank, Burns Flat; Great Plains Bank, Sayre and Elk City; Blue Sky Bank, Weatherford; and BancFirst, Hobart; the tax deposit account and student aid account in the Washita State Bank, Burns Flat; and the general/building funds account in the Great Plains Bank, Elk City.

13. Vote on resolution authorizing and directing the school district treasurer to invest district funds in Certificates of Deposit, ICS account and/or U. S. Treasury Bills and to reinvest as funds are available.

14. Vote on policy for purchase orders, authorizing the Superintendent and/or Business Manager to issue a purchase order not to exceed \$8,000.00, so that business may be conducted in a timely manner.

15. Vote on tentative budget for the General and Building Funds for fiscal year 2024-25.

16. Discuss appointing the following staff to the listed positions:

16.A. Lori Piercey as Treasurer and Minute Clerk, Pamela Clark as Deputy Treasurer and Nova Johnson as Encumbrance Clerk for fiscal year 2024-25.

16.B. Michelle Campbell, Josie Lesley, Brandi Yeager, Tricia Riley and Catelynn Spieker as Activity Fund Custodians and Pamela Clark as Deputy Activity Fund Custodian for fiscal year 2024-25.

16.C. Kathe Corning, Jeff Lewallen, Zane Trammell, Pamela Clark, Danny Britton, Audie Corning and Christy Glasscock as purchasing agents for 2024-25.

16.D. Dara Holt, Glenn Nightingale, Letty Munoz, Catelynn Spieker, Tricia Riley, Josie Lesley, Brandi Yeager as school district receiving agents for 2024-25.

17. Vote on 16A - D.

18. Vote on allowing electronic and/or stamped signatures on purchase orders, warrants, and contracts for the district for Board President, Vice-President, and Clerk; Superintendent; District Treasurer; and Encumbrance Clerk.

19. Vote on allowing board members and staff to use the Corporate MasterCard, Wal-Mart, Lowes, Tractor Supply, and Dollar General cards for approved school purchases and while attending conferences, workshops, and/or professional trips related to school business for 2024-25.

20. Vote on resolution for district to operate the 2024-25 school year on the 1,080 hours basis thereby allowing for 175 days of classroom teaching plus 5 days of professional development for a total of 1,080 hours per school year pursuant to O.S. 70 § 1-109.

21. Vote on approving the following Math and Science courses for academic credit taught at Western Technology Center for the 24-25 school year: Algebra II, Algebra III, Geometry, Chemistry, Calculus, AP

Biology, PLTW Principles of Biomedical Sciences, PLTW Human Body Systems, PLTW Biomedical Innovations, PLTW Medical Interventions, PLTW Introduction to Engineering Design, PLTW Principles of Engineering, PLTW Engineering & Design and Development, Physics, Robotics Engineering, and Concurrent College Algebra.

22. Vote on allowing Kylee Chapman (Sayre Health Careers Certification Instructor) and Linda Badillo (Burns Flat Health Careers Certification Instructor) to serve as adjunct instructors for Anatomy and/or Physiology.

23. Discuss and vote on rates for transportation contracts for sending schools for fiscal year 2024-25.

24. Vote on agreement for 2024-25 for legal services and relevant educational information for Western Technology Center.

25. Vote on renewal of Starbase agreement for use of WTC Building 501 for 2024-25.

26. Vote on a lease agreement with Pitney Bowes for a replacement mail machine system at the Sayre Campus.

27. Vote on additions and amendments to the Western Technology Center's Policy and Procedure Manual regarding staff members and electronic or digital communications and District payday.

28. Vote on 2024-25 minimum salary schedules.

29. Vote on a leave of absence without pay request by an employee during June 2024.

30. Vote on a leave of absence without pay request by an employee during June 2024.

31. Vote on the interview committee's recommendation to hire a Diesel Technology Instructor at the Burns Flat Campus, effective August 1, 2024, contingent upon satisfactory National Criminal History Records Search.

32. Superintendent's Report

32.A. Review FY25 beginning allocations from the Oklahoma Department of Career and Technology Education.

33. New Business: in accordance with 25 O.S. §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 this agenda.

34. Announcements.

35. Adjourn.

**Attachment "A" to the July 9th, 2024 Agenda**

**Western Technology Center  
Temporary Employee/Extra Duty Contracts  
2023-24**

Shane Perkins  
Brent Clark

motorcycle  
extra duty