REGULAR SESSION

TIME: 7:00 P.M.
DATE: July 9, 2012
PLACE: Conference Room – Technology Center
3300 West Bois D' Arc, Duncan, Oklahoma

NOTE: The Red River Technology Center Board of Education may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item on this agenda.

1. Call to order and roll call of members.

2. Vote to approve minute’s clerk.

3. Vote to approve/disapprove agenda as part of the minutes.

4. Vote to approve/disapprove minutes of the June 25, 2012 Special Board meeting.

5. Presentation by Bill Kaighn of Kaighn Associates Architects, Inc. on carpentry house canopy project.

6. Vote to approve/disapprove agreement for architectural services on the carpentry house canopy project with Kaighn Associates Architects, Inc. and authorize to proceed with bid phase.
7. Vote to approve/disapprove the Treasurer’s Report.

8. Vote to approve/disapprove the June 2012 Activity Fund Report.

9. Vote to approve/disapprove the attached sub-accounts for the Activity Fund.

10. Vote to approve/disapprove activity fund policies.

11. Vote to approve/disapprove any or all of the following:

   (a) General fund change orders for FY ’12.
   (b) General fund change orders, warrants and encumbrances for FY ’13, numbers 1-.
   (c) General fund payroll change orders, warrants and encumbrances for FY ’13, numbers 70001 – 70094.


13. Vote to approve/disapprove 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).

14. Vote to approve/disapprove reimbursement of up to $50 to employees who take a bus driver physical for the purpose of transporting students as a function of their employment.

15. Vote to approve/disapprove Additional Retirement
Compensation Contracts (insurance reimbursement from age 62 until they reach 65) with Johnette Harper, Anita Hasenmyer, and Marsha Morris.

16. Vote to approve/disapprove attached employee contracts.

17. Vote to approve/disapprove Ken Layn as purchasing agent for the Agency for Surplus Property.

18. Vote to approve/disapprove following appointments:
   a. Title IX; Financial Aid – Brook Holding
   b. Minutes Clerk; Encumbrance Clerk; Board Clerk – Jennifer Balentine
   c. Treasurer – Edward Witty
   d. Purchasing Agents – Ken Layn; Lisa Williams; Dennis Loafman; Dorothea Perkins; Mark Dellinger; Brook Holding
   e. Activity Fund Custodian – Sheila Brock
   f. Activity Fund Co-Custodian – Linda Henton
   g. Receiving Agents – all full-time RRTC employees are authorized to sign for merchandise
   h. Safety Coordinator – Greg Tanaka
   i. Equal Opportunity & Compliance Coordinators – Brook Holding and Lisa Williams
   j. Adult Education & Literacy Coordinator – Lisa Williams
   k. E-Rate Representative – Ken Layn

19. Vote to approve/disapprove RRTC student handbook.

20. Vote to approve/disapprove RRTC Consumer Guide.


22. Vote to approve/disapprove Cosmetology handbook.

24. Vote to approve/disapprove:

(a) E-Rate Record Retention Policy
(b) E-Rate Procurement Policy
(c) E-Rate Gift Policy


26. Vote to approve/disapprove the continuation of Short-Term Adult class tuition waiver.

27. Vote to approve/disapprove employment of following individuals as night supervisors: Lisa Williams and Brook Holding.

28. Vote to approve/disapprove employment of Don Deal and Sam Porter as substitute night supervisors.

29. Vote to approve/disapprove employment of:

(a) Donna Smith – LPN Instructor
(b) Jeana McDonald – Custodian

30. Vote to approve/disapprove Training for Existing Industry Statement of Understanding for training for (a) Tilley Pressure Testing, (b) CESI Chemical and (c) Halliburton Energy Services.

31. Vote to approve/disapprove Public Official Position Schedule
Bond with RLI Insurance Company, and authorize Board President & Board Clerk to sign certificate & Municipal Order.

32. Vote to approve/disapprove Resolution to Declare Surplus Property (books).

33. Vote to approve/disapprove Resolution to Declare Surplus Property (inventory).

34. Vote to approve/disapprove becoming a Pearson Vue pilot GED Computer-based test site beginning in September 2012.

35. Vote to approve/disapprove revised 2012-2013 School Calendar.

NEW BUSINESS:

36. Informational Items:

   a. Summer Conference (August 2-3, Oklahoma City)
   b. Campus Crime Report

37. Vote to adjourn ________ p.m.
This agenda was posted on the window of the conference room and the window of the main entrance at 4:00 p.m. on Thursday, July 5, 2012.

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Board Clerk

This agenda was posted on the Internet in accordance with the law on Thursday, July 5th, at 4:00 p.m.

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Board Clerk