

## SYNOPSIS OF JANUARY 15, 2008, REGULAR BOARD MEETING

The meeting was called to order at 5:40 p.m. Six board members were present, and a quorum was established. Dr. Elaine Stiith, Assistant Superintendent of Instruction, delivered the invocation, and Mrs. Barbara Loudermilk, ACE Campus Director, led the assembly in the Pledge of Allegiance.

Mrs. Loudermilk introduced two new employees: Sharon McKee, Job Placement Specialist for the BEST program, and Kio Richardson Lee, Graphic Design Teacher.

Site Director and Staff Announcements - Sharon Jackson said that MTC was featured in the Oklahoma Venture Capital Forum. She updated the Board on department activities.

Camilla Riley presented board members with a SIP (Student centered, Industry focused, Performance driven) water bottle. She said that the team came up with this idea as a way to honor anyone they saw behaving in a student centered focus. It can also, perhaps, serve as an improvement model if they see someone who is not acting in this manner. She then said on behalf of Guidance, she would like for each board member to take a SIP! Ms. Riley said that the first group of student records have been sent for scanning. The turnaround time will be quick as they can scan 5,000 images in five days.

Mrs. Loudermilk said that over the winter break, work occurred to prepare for the health center, which should be operational in about a week and a half.

Dr. Branscum said that the month of January has been set aside to honor school board members, and he thinks MTC has a school board that looks to and bases decisions on the needs of students and the community. Each board member was presented a printed version of a document posted to KALMS.

Dr. Branscum also honored Ed Melott on his being elected to the position of ACTE President-Elect. Mr. Melott said it is an honor and pleasure to work at MTC in a culture of MetroQuest. He said he now has the opportunity to tell others about MTC, and he has been surprised by the kind of recognition MTC receives from those outside of Oklahoma. He said he considers those at MTC a part of his family and thanked the board and administration for allowing him to have this opportunity.

MetroQuest Update - Mr. Parrish said that the BCC roofing project is ongoing, though there have been some weather delays. It has been trying at times because of the increased noise and the smell of tar. It will probably be the middle of April before the project is complete because of the many cold days at this time of year. If the temperature is below 40 degrees Fahrenheit, the roofers cannot apply tar.

Dr. Branscum reminded everyone that MTC will be closed on Monday, January 21, in honor of Martin Luther King day. Dr. Thomas said there are several community activities planned in conjunction with Martin Luther King day and encouraged everyone to participate. She said it is a wonderful celebration that unites and brings cultures together. Dr. Vincent said she has read a new book, SOUL SURVIVOR, written by Phillip Yancey. In that book, he talks about 12 mentors who changed his life. The first person he mentions is Martin Luther King.

Dr. Vincent said a strategic advance was held the previous week. During the advance, they realized that about half of the Administrative Council members joined MTC after the MetroQuest journey began. Last Wednesday Sherri Smith Gray, who is the OQI Director and works with MTC and businesses all over the state of Oklahoma, provided a Demystifying Baldrige training session for the Administrative Council. As an improvement process, Baldrige goes through a major revision every two years. Big changes were made last year to the education criteria. She said that Ruth Giddens, Dr. Elaine Stiith, Sherri Smith-Gray, Dr. James Branscum and she have served as Baldrige examiners. Last year Mrs. Giddens served on a Baldrige team that had a national winner; she actually went on a site visit. Although staff are not forbidden to work on the process during work hours, they are expected to carry on all their normal responsibilities in addition to the hours required to serve as an examiner. This requires a tremendous number of hours outside of work.

Dr. Vincent said that during the strategic advance, they reviewed MTC's plan. Every year the goal has been to simply the plan. She presented a draft handout of what the group developed during the advance.

Dr. Vincent said MTC has a lot of suppliers: parents, funding agencies, colleges, schools, etc. who send us people, even self-referral. If you get satisfaction on the back end, the loop closes. The end user will refer back. And now we have a continuous flow and constant growing of individuals and business/industries in our community. If we keep focused on this, we can always stay focused.

Dr. Vincent said during the advance they discussed the fact that the strategic plan does not need to be 40 pages long. Instead, it should be, perhaps, only four pages and should be very specific to MTC's core values, strategic aims, etc. From a tactical perspective, they focused on five areas. The over-arching item is the new cluster approach because of Carl Perkins regulations. This will change how we provide programs (a tactical item). We will have to take our programs and set them up as courses. If new occupations come up, a student might be able to pick a few courses from different tracks to meet a new occupational need. Dr. Vincent said staff is not prepared to make presentations on this item but will definitely present information to the Board at a later date. Dr. Vincent said that because of the changes, MTC will probably no longer have full-time programs and short-term programs but will have full-time students and short-term students.

She said that a third tactical area relates to the Communities in Schools project. She and Dr. Branscum have met with many community organizations to gain support for the program. Some have come back and said that, after review, they believe this is the best approach.

Dr. Vincent said the fourth tactical area relates to the campus master plan, which includes not only facilities but also on-going maintenance schedules. Currently there is not a master schedule to indicate when all classrooms should be repainted or when carpets should be replaced. This plan will allow us to reserve funds to meet physical plant needs. Bob Parrish is heading up this area.

The last tactical area relates to the Baldrige application. Dr. Vincent said they will continue to apply until MTC wins. Linda Manaugh is heading up this area.

Dr. Branscum thanked Dr. Vincent for sharing with the Board our premier tactics for the year and also the plan simplification. He said that the Administrative Council is engaged and works with them on every category.

Dr. Stith said that, going along with the MetroQuest journey, she had the pleasure of speaking with the Leadership Moore Norman group. This group aligns with MTC's MetroShare group. The group toured some of MTC's classrooms and were excited by what they saw. They were amazed that MTC students had been trained in quality processes and were using a PDSA process for improvement of such items as attendance. Dr. Branscum said that lead teachers have done a great job.

Dr. Vincent explained the difference in a formative vs. summative evaluation process. She said that they are now using this with everyone. In everything we do, we should have a two or three question follow up, immediately, that asks how did I do, which will drive improvement.

Dr. Branscum announced that Superintendent Jerry Morris passed away Monday, January 14, after a brief illness. His funeral will be held Monday, January 17, in Duncan. He said that Mr. Morris was a delightful person who had been in career tech for many years. He will be missed.

Dr. Branscum said that in relationship to the Baldrige process, examiners will want to know that the Board has been involved with the process, and minutes of board meetings help to show that the board is involved. Dr. Vincent said they really do want board input. She said that if board members would like any type of training, they should let Dr. Branscum know.

Ms. Schuster thanked Dr. Branscum and Dr. Vincent. She said they are appreciated for what they do for MTC students and also Oklahoma City. She said the reason she has stayed on the MTC board is because economic development is important to each of us.

Items approved:

Minutes of the December 4, 2007, Regular Board Meeting

Transfer of funds from the school activity accounts to the general fund

MTC's share of the County Assessor's 2007-08 Revaluation budget based on 2006-07 ad valorem collections

Agreement between Metro Technology Centers and sending high schools to provide a Biomedical Sciences Academy with academic credit to Oklahoma City Public School and Crooked Oak Public School students effective beginning school year 2008-09

Revised job description for Disability Services Director

Purchase of a 2008 Ford F-250 4-wheel drive extended cab pickup

Declare the portable building at ACE as excess and no longer of use to the district and to instruct the Superintendent to sell it via on-line auction (Public Surplus) or in a commercially reasonable manner

Personnel Items

FY 2008 encumbrances # 802661 - # 802892

The meeting adjourned at 7:07 p.m.