

SYNOPSIS OF FEBRUARY 9, 2010, SPECIAL BOARD MEETING

The meeting was called to order at 5:33 p.m. by Board President Elaine Schuster. All Board Members were present, and a quorum was established. Also present were Superintendent Dr. James Branscum, Associate Superintendent of Student and Instructional Services Dr. Elaine Stith, other staff members and guests.

Mr. Pete Lee, ACC Director, said the spring graduation will occur Thursday, March 11, 7:00 p.m., at Metro Downtown. The doors will open at 5:00 p.m. He then reported on student test pass rates. Through the end of third quarter 2009, ACC students tested 4th nationally in Powerplant, 2nd nationally in Airframe, and first nationally in General.

Dr. Branscum asked Mr. Lee to explain with whom they benchmark. Mr. Lee said there are 164 schools across the United States that provide Aviation Maintenance Technology (A&P) training. For comparison, he benchmarked against schools that tested at least three times in three quarters, for a total of nine tests. That brought the number of schools down to 60 that are comparable with ACC. In reviewing the data, MTC produced more A&P mechanics than any other school in Oklahoma. Dr. Branscum said it was important for the Board to know that MTC's students were being benchmarked against the 60 best schools in the nation. He said everyone was proud of what occurs at the ACC and, especially, of the students.

Dr. Stith introduced Ms. Alicia Smith, Financial Aid Officer. She said that Ms. Smith was in this year's eEquip program and had asked Dr. Stith to be her mentor. Dr. Stith said Ms. Smith is a delightful person, and she looks forward to being her mentor.

Mr. Matt Campbell, Director of Information Technology Services, introduced Mr. Jason Conley, Presidio territory manager, who was present to respond to questions the Board might have related to eRate.

Mr. Steve Stockwell, Chief Officer, Business & Industry Services (BIS), explained to the Board what will occur at the Capitol in relation to Business and Industry Day. This event provides an opportunity for business representatives who have been served by CareerTech's BIS divisions to share with legislators how their businesses have been helped by BIS.

Dr. Branscum said the Executive Team will meet to discuss possible solutions to Oklahoma City Public Schools' (OCPS) decision to increase the school day rather than lengthen the school year. OCPS has increased the school day 45 minutes - each class period being increased seven minutes - with the school day ending at 2:55 p.m. This will impact MTC's end of the school year because MTC was not closed as many days as OCPS. MTC's school year ends May 25, Crooked Oak's ends May 26, and OCPS will now end May 21. The great thing about this is that MTC is a competency-based organization.

Ms. Schuster asked when the lengthened school day would begin, and Dr. Branscum said it would begin Tuesday, February 16. He said if a change needed to be made to MTC's school calendar, the information would be brought to the Board for consideration.

Dr. Branscum said the Board Campus Master Plan Committee met. Mr. Fred Quinn and Ms. Noreen Lynam presented the new building's color schemes. Dr. Branscum believed that each committee member reviewed the color schemes in a favorable way. He said the color scheme boards were in the room and invited Board Members to review the information and then let committee members know if they had any questions. The committee members include Ms. Sarah McKinney, Chair; Mr. Jim Huff, member; and Ms. Elaine Schuster, Ex-officio.

Mr. Quinn said the color schemes were developed through consensus with administration, staff, faculty and students. They include a combination of soothing colors and bright colors. Dr. Branscum said they benchmarked the current generation's preferences and colors that help them to learn the best. According to studies, the way the students learn the least is with black and white color schemes, though that is a good color scheme for those who are more mature. Today's students like different colors, so they have tried to include a variety of complementary colors in the building.

Dr. Branscum said one of this year's Grand Strategy major initiatives relates to district procedures, processes and training procedures. He asked Ms. Bertha Robinson, Assistant to the Superintendent, Quality Services, to brief the Board on the ISO plan.

Ms. Robinson said they have updated approximately 80 procedures/work instructions, and these are posted online for all employees to view. They recently requested that everyone submit copies of forms that are used across the district and received over 250 forms. As they reviewed the forms, they found duplication, forms that were no longer used, and also forms that were not referenced in procedures/work instructions. They are systematically numbering active forms and are posting them to KALMS Online.

Ms. Robinson said changes are communicated to employees through an "everyone" email, and they have received many positive comments because of this process. She said that ISO record keeping requirements are stringent and detailed. Therefore, they track everything through an electronic spreadsheet, as well as keep hard copies.

She said they provide training to employees and facilitate meetings and training sessions. Soon, she will facilitate training for the Department of Human Services. Non-instructional staff will have the opportunity to participate in ISO training for about one hour on February 15. Training for instructional staff will occur later. The Administrative Council will be trained in March. After the training has been introduced, they will ask for volunteers to be internal auditors. After training, these individuals will be responsible for auditing at the site level and then reporting inconsistencies. This is not an "I gotcha;" rather, it is a process to facilitate improvement. Two or three individuals will be trained as lead auditors, a national certification, and these individuals will then be placed on a national registry and can then audit external entities.

Dr. Branscum said Ms. Robinson is doing a really good job to cause this to happen. For example, just updating and moving obsolete forms is a real job. [Each Board Member received a copy of MTC's Grand Strategy at this point in the meeting.]

Dr. Branscum said another important item is data related to student performance and, especially, student engagement, and also data about employee engagement. Mr. Phil Carlton, Interactive Media Developer, reviewed results of the Student Satisfaction and Employee Opinion surveys.

Mr. Allan Krahl, Media Services Director, showed a video clip of the MCA building progress that is posted on youtube.com. (The video is located at <http://www.youtube.com/watch?v=zy38MprXtHQ>.)

Mr. Casey Caldwell, CMSWillowbrook, provided an update on the MCA building construction project. Mr. Joe Meyer, Physical Plant Director, said he met with Mr. Caldwell, and it appears the contractors are working well with each other. Also, Mr. Quinn has done a good job responding to RFIs (request for information). Mr. Meyer said he believes they are doing a really good job, especially considering the weather.

Mr. Huff asked if there would be a storm shelter, a safe room, in the building. Mr. Caldwell said there are two designated safe rooms, both on the lower level and accessible from the commons area. Mr. Caldwell said the construction techniques in these areas make them safe rooms.

Mrs. Ruth Giddens, Assistant to the Superintendent, Curriculum and Instructional Support, reported that every five years, MTC has an accreditation site visit. This year, it will occur the first two to three weeks in November. The evaluators will go into each classroom to evaluate each area and will also evaluate administration. The last several reviews have been a joint review between the ODCTE (Oklahoma Department of CareerTech Education) and NCA [North Central Association], now called AdvanceEd. This year's process will be a bit different but will also be a joint accreditation review. Staff began planning for the visit last fall. There are 13 district-wide standards that will be reviewed, ranging from vision, purpose, guidance, job placement, health career development, to classroom activities. Teams have been established to address the items.

Dr. Branscum acknowledged a visitor in the room and asked Ms. Elizabeth Richards to make the introduction. Ms. Richards introduced her 7-year-old grandson, Danny Martinez. She said he has repeatedly asked to come with her to a Board Meeting to see what occurs. Dr. Branscum welcomed Danny to the meeting.

Items approved by the Board:

- Minutes of January 12, 2010, Special Board Meeting
- Minutes of the January 12, 2010, Regular Board Meeting
- Transfer of funds from the school activity accounts to the general fund
- Ratification of an ODCTE-approved TIP program
- Metro Technology Centers' share of the County Assessor's 2009-10 revaluation budget

Personnel items

FY 2010 encumbrances # 1002662 - # 1002836

Encumbrance to Presidio Networked Solutions for network infrastructure replacement at all district sites in FY 2011.

Encumbrance to Presidio Networked Solutions for fiber cable replacement at the Springlake and South Bryant Campuses in FY 2011.

Encumbrance to Presidio Networked Solutions for phone system replacement at all district sites in FY 2011.

Encumbrance to Cox Business Services for telecommunications services to all district sites in FY 2011.

Continuation of lawn care service by Martinez and Sons, LLC

The meeting adjourned at 7:13 p.m.