

SYNOPSIS OF JUNE 7, 2011, REGULAR BOARD MEETING

The meeting was called to order at 5:35 p.m. by Board Vice President Elizabeth Richards. Six Board Members were present, and a quorum was established. Also present were Dr. James Branscum, Superintendent; Dr. Danene Vincent, Associate Superintendent, Chief of Staff; Dr. Elaine Stith, Associate Superintendent of Student and Instructional Services; Mr. Bob Parrish, Associate Superintendent, Business & Operational Services; other staff members and guests.

Mrs. Ruth Giddens, Assistant to the Superintendent, Instructional & Curriculum Services, shared information about this month's character trait, Joyfulness vs. Self-pity. Mrs. Giddens then led the assembly in the Pledge of Allegiance.

Dr. Branscum said Board Members received a copy of the draft organizational chart for FY12. Dr. Branscum invited Board Members to contact Dr. Vincent, Dr. Carter, or him if they had questions.

Dr. Branscum reminded Board Members that Africa West would be held on the Springlake Campus the upcoming weekend. Most in the audience were familiar with this event, which was sponsored by MTC and the Capitol Chamber of Commerce. He thought this was a successful event to cause the community to come together to discuss business and to share art with one another.

Also going on this week was MoodleMoot. Mr. Matt Campbell, ITS Director, explained that Moodle was the learning management system used by MTC. It was an open source product that MTC had been using the past seven years. This was MTC's fourth year to host the conference. They completed pre-Moot training earlier in the day, having two sessions, with 75-80 people in attendance; 110-115 people were scheduled for training tomorrow and Wednesday, and there would be a number of tracks that individuals could attend on Thursday. Principally, the purpose of the training was to help people to understand more about Moodle, best practices, and how it was being used. MTC's training was regional, but there were trainers coming from Alaska, Belgium and also a video conference from Australia.

Dr. Branscum said the Board Personnel and Finance Committees met earlier this month. They reviewed information about the state and federal budget cuts. Staff believed MTC's budget reductions would fall between 5 and 6 percent. Recommendations from these meetings would be brought forth at the July meeting...

Dr. Danene Vincent informed the Board that staff had worked on updating the strategic plan, and Mrs. Cindy Friedemann, Chief Officer, Strategy & Market Development, facilitated the planning and had done a really good job. Dr. Vincent said a lot of good work had occurred, and they had dealt with many critical and important issues: budget, changes in student population, and changes in the way students learn. She said they did not have everything planned and mapped out as to how they would accomplish the goals, but they did know how they wanted to form teams to accomplish the goals.

Dr. Vincent said Mr. Huff had previously asked about MTC's policies on bullying and harassment. She said this was an area they wanted to work on and to have a team to research and bring back to the Board a recommendation.

MTC staff had been fairly successful the last couple of years in gaining alternative funding. HCC staff wrote a grant and were able to access some of the monies to establish a simulation lab. The work done in south Oklahoma City related to the south side incentive levy resulted in additional funds. Staff had also been good at budgeting well the last three of four years, anticipating budget shortfalls and, as a result, MTC was in fairly good financial stead. However, that did not mean that everyone could sit back and relax.

Dr. Branscum said in regard to the student population, one of the great concerns they saw related to the changing curricular requirements and the changing of how those were presented, for example, through National Academy Foundations in public schools. This was a challenge to MTC's high school population, which meant that the high school population would become less and the adult population would grow. This would not affect capacity.

Dr. Branscum said they called this the hard, brutal facts during strategic planning, and there were large numbers of secondary students who could not attend MTC career majors because of how the curriculum, academics and courses were offered in public schools today. Dr. Vincent said they were excited to be able to bring this information to the Board.

Dr. Branscum called attention to the items listed under the calendar of events. He said they had visited with Superintendent Springer and Superintendent Draper about MTC's school calendar and had noted that it was an attempt to accommodate both sending schools. There were some days on MTC's calendar when Oklahoma City was not in session and Crooked Oak was. Staff communicated that it was their responsibility, as well as MTC's, to communicate with students about the calendar and when MTC classes were in session.

Ms. Schuster said she represented the Oklahoma City Community Foundation at the Crooked Oak Public Schools end-of-the-year student awards ceremony. She was also able to help recognize a MTC student for her membership in the National Technical Honor Society.

Mr. Huff said he raised a question earlier concerning the number of temporary and part-time positions, and he understood that this was a standard item for this time of year. Dr. Branscum said this was standard, but if they looked at the list two years ago, this year's list would be increased. This was due to no longer paying LLCs as contracted employees.

Mr. Stewart Meyers was present and responded to Board member questions related to MTC's insurance coverage. FY 12's premium increased about \$57,000.00, with \$25,000.00 of that cost related to the new MCA building. Mr. Meyers said that because of wind and hail claims across the region, the insurance industry has gone to a catastrophic rating for Oklahoma. Dr. Branscum said he wanted the Board to know that MTC had extensive coverage that had been thought out. Mr. Meyers said that Ms. Melanie Stinnett, Chief Officer, Environmental Safety & Regulatory Affairs, and Mr. Parrish worked closely with Mr. Meyers to ensure MTC had enough coverage. Mr. Huff said it was his understanding the outside of the MCA building looked like brick but was not and wondered whether this had any impact. Mr. Meyers said because of the way it had been reinforced, it had no impact. It could have, but the reinforcement took care of that. Mr. Meyers said it was an honor for them to handle MTC's account. He thanked the Board for allowing him to come and visit with them and invited Board Members to call him any time they had a question.

Items approved:

Minutes of May 3, 2011, Regular Board Meeting

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

Adopted the established Metro Technology Centers School District No. 22 (d/b/a Metro Tech) board policies in effect June 30, 2011, for FY 2012, with the understanding that board policies are under continuous review and are brought to the Board for adoption of revisions and new policies throughout the year, as necessary

FY 2012 Temporary Appropriations and Temporary Budget by Fund

Authorized the President, Clerk, and Treasurer of the Board to execute and transmit the FY 2011 Financial Statement and Estimate of Needs for FY 2012 to the Oklahoma County Excise Board for their approval

Adopted FY2012 School Activity Fund Management

Appointed Marva Danna as the District Petty Cash Custodian for FY 2012

Renewed lease agreement with Walker Center Corporation for the Beauty Academy and Business Development Center located in the Walker Square Shopping Center

2011-2012 Civil Rights Advisory Committee

2011-2012 Compliance Officers

Compliance Officers for Students and Employees

Continued a contract with American Fidelity Assurance Company to administer the Cafeteria Plan (26 U.S.C. Section 125) for regular full-time employees

Probationary/Temporary/Part-Time/Sign Language Interpreter, Substitute Teachers, and Business and Industry Services Division Adjunct Faculty Pay Structures for FY 2011-2012

Amended 2011-12 School Calendar

Encumbrance to Gallagher Meyers-Reynolds (formerly Meyers-Reynolds & Associates, Inc.) for all general and special liability insurance plans in FY 2012

Continuation of a Memorandum of Understanding between Metro Technology Centers School District No. 22 and Oklahoma City Public Schools Independent District #1-89 for an alternative education program

Continuation of a Memorandum of Understanding between Metro Technology Centers School District #22 and Oklahoma City Public Schools Independent District #1-89 for a Pre-Engineering Program

Continuation of a Memorandum of Understanding between Metro Technology Centers School District No. 22 and Crooked Oak Public Schools Independent District #1-53 for an alternative education program

Continuation of an agreement between Metro Technology Centers and the Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc., for the purpose of the Community Action Agency to operate a Head Start and Day Care Center as a lab school for Metro Tech's Early Childhood Development career majors

Continuation of a Project Search contract and Memorandum of Understanding between the Department of Rehabilitation Services (DRS), Chesapeake Energy Corporation, University of Oklahoma National Center for Disability Education and Training and Metro Technology Centers

Renewal of an agreement between Metro Technology Centers and the Oklahoma Alliance for Manufacturing Excellence, Inc., (Alliance) for the employment of a Manufacturing Extension Agent (MEA) during FY 2012.

Receive funds from the Oklahoma Department of Career and Technology Education (ODCTE) for the purpose of Metro Technology Centers offering a nanotechnology summer camp to high school students

Continuation of the participation in the FY 2012 STEM/Aerospace Cooperative Agreement

Acceptance of the donation of a Boeing 727 cockpit procedures trainer from the FAA Mike Monroney Aeronautical Center

Declared a list of equipment as excess and no longer of use to the district and instructed the Superintendent to dispose of the items in a legal manner

Personnel Items

Encumbrances # 1113650 - # 1114064

Purchase of resale books for full-time Dental Assisting, Medical Assisting, Practical Nursing, Radiologic Technology, and Surgical Technology students

Encumbrance to J&B Security for armed security guard services at all sites for the first six months of FY 2012

Encumbrance to Education Solutions Development for APECS Finance/HR system licensing and support for FY 2012

Encumbrance to Education Solutions Development for APECS Student System support for FY 2012

Encumbrance to Xerox Capital Services for the leasing of a DocuColor 6060 (color copier)

Encumbrance to Standley Systems for the leasing of a Savin model 8110 copier

Encumbrance to Jani-King, Inc. for contract custodial services

Encumbrance to INSURICA for workers' compensation insurance coverage

Encumbrance to Energy Education Incorporated for on-going program support in FY 2012

Encumbrance to Bank of Oklahoma for the Metro Career Academy in FY 2012

Purchase of 300 site licenses from Apex Digital Curriculum Solutions for Apex online academic courses

Encumbrance to Clearwater Enterprises for third party natural gas service provider to all eligible district sites in FY 2012

Encumbrance to Dell for 90 laptops to replace current faculty systems for FY 2012

One New Business item was presented as the situation was unknown until earlier in the afternoon today. Mr. Chris Burris, CADD teacher, tendered his resignation because his wife had accepted a position in another state. The Board accepted Mr. Burris' resignation.

The meeting adjourned at 6:35 p.m.