



Metro Technology Centers
Preparing for Life

Metro Technology Centers
Regular Meeting of the Board of Education
Economic Development Center - Room 123
1700 Springlake Drive
Oklahoma City, OK 73111
Tuesday, December 14, 2021 at 5:30 PM

1. Call to Order

2. Roll Call and Determination of Quorum

3. Public Expressions

The public may comment only on any item appearing on this agenda, subject to the following restrictions: statements to the Board of Education by members of the public are limited to no more than three (3) minutes for each speaker unless altered by the presiding officer, with the approval of the board and, collectively, no more than 15 minutes are allowed for public expressions unless permitted by a majority vote of the board.

4. Character Trait for the Month of December 2021, Moment of Silence, Pledge of Allegiance – Brian Leaver, Site Director, STEM Academy [Trustworthiness - Gaining the confidence of others by demonstrating reliability]

5. Superintendent's Report

A. District Update by Mr. Aaron Collins, Superintendent/CEO

B. Presentations/Recognitions

1. Kayleen Wichert, Site Director, Information Technology Center
2. Jeremy Cowley, Dean of Instruction

C. Financial

1. Treasurer's Report for the month of November 2021 - Bruce Campbell, District Treasurer

D. Dates of Upcoming Events [Administration]

1. Winter Break (No Students/Offices Closed); Monday, December 20, 2021 through Friday, December 31, 2021
2. Classes Resume; Monday, January 3, 2022
3. January Regular Board Meeting; Tuesday, January 11; 5:30 p.m.; Room 123, Economic Development Center, 1700 Springlake Drive, Oklahoma City
4. Martin Luther King Day (Offices Closed); Monday, January 17, 2022

5. NSBA Annual Conference; Saturday-Monday, April 2 - 4, 2022 (Pre-Conference Workshops Friday, April 1); San Diego, CA

6. Metro Tech Foundation Annual ‘Sowing the Seeds of Success’ Banquet; Friday, April 22, 2022; 6:30 p.m.; Oklahoma History Center, 800 Nazih Zuhdi Dr., OKC

E. Board Member Reports

6. Board Reports for Review (no action required):

David Martin, Assistant Superintendent, Instruction

Jeremy Cowley, Dean of Instruction

Romel Muex, Senior Director, Human Resources

Christina Shults, Senior Director, Finance

Robyn Miller, Senior Director, Operations

Jessica Martinez-Brooks, Senior Director, Strategic Communications & Transformation

7. Motion, discussion and possible vote to approve or disapprove the Minutes of the November 16, 2021 Regular Board Meeting. [Administration]

8. Motion and possible vote to approve or disapprove the Consent Docket Item(s):

[The following matters may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request by any Board member, any one or more of said matters will be removed from the consent docket and acted upon separately.]

A. Transfer of funds, in the amount of \$1,468,49, from the Activity Fund to the General Fund account for the month of November 2021. [Business & Finance]

9. Motion, discussion and possible vote to approve or disapprove the following General Business Item(s):

A. Revised agreement with Smith & Pickel Construction Company Inc., as construction manager for the Metro Tech Springlake Campus Business Conference Center Phase 1, 1900 Springlake Drive, Oklahoma City, Oklahoma. Change order to the agreement of Guaranteed Maximum Price of \$2,859,354.00 to be increased in the amount \$98,176.00. The new Guaranteed Maximum Price is \$2,957,530.00. AIA document G701-2017. Student and Community Investment Plan Bond Project. [Business & Finance]

B. Revised agreement with Smith & Pickel Construction Company Inc., as construction manager for the Metro Tech Springlake Campus Business Conference Center Audio Visual Project, 1900 Springlake Drive, Oklahoma City, Oklahoma. Change order to the agreement of Guaranteed Maximum Price of \$797,912.00 to be increased in the amount \$63,635.00. The new Guaranteed Maximum Price is \$861,547.00. AIA document G701-2017. Student and Community Investment Plan Bond Project. [Business & Finance]

C. Memorandum of Understanding (MOU) between Metro Tech and EMSA for use of supplies and equipment for EMS training. The term of the MOU is effective from date of signing for one (1) year with automatic renewals unless notified of changes by the other party. [Economic Workforce Development]

D. Memorandum of Understanding (MOU) between Metro Tech and Heartland Medical Direction for use of supplies and equipment for EMS training. The term of the MOU is effective from date of signing for one (1) year with automatic renewals unless notified of changes by the other party. [Economic Workforce Development]

E. Memorandum of Understanding (MOU) between Metro Technology Centers and the Film Education Institute of Oklahoma (FEIO) for use of FEIO's standardized curriculum to provide consistent motion picture production training. There is no fee to use the FEIO curriculum. The term of the MOU is effective from the approval date through June 30, 2022. [Economic Workforce Development]

F. Proposed easement from Oklahoma City Area Vocational-Technical District No. 22, also known as Metro Technology Centers, to City of Oklahoma City for WF-2021-009093 in reference to Metro Tech – Springlake Campus Business Conference Center Phase 2, for Utility Systems for property described in the Legal Description. [Operations]

10. Motion, discussion and possible vote to approve or disapprove Personnel Items [Human Resources]

A. Employment of the persons listed below:

1. Probationary:

Matthew Botone	System Technician 12-Month, Non-Exempt, Support Staff, Grade 4 Information Technology Services (Contingent on Drug Screen and Background Check)	1/7/2022
Kari Crim	Office Manager 12-Month, Non-Exempt, Support Staff, Grade 5 Downtown Business Campus (Contingent on Drug Screen and Background Check)	1/7/2022
Daisy Casillas	Career Advisor 11-Month, Exempt, Professional Support, Grade 2 Business Conference Center (Contingent on Drug Screen and Background Check)	1/7/2022
Alexis Peabody	Technical Assistant, Entrepreneurship 10-Month, Non-Exempt, Support Staff, Grade 4 (187 days) Information Technology Services (Contingent on Drug Screen and Background Check)	1/7/2022
Jenny Pinkerton	Instructor, Practical Nursing 11-Month, Exempt, Non-Certified Instructor Health Careers Center (Contingent on Drug Screen and Background Check)	1/7/2022

2. Regular Full-Time (employees completing probationary employment):

Fred Esfandiari Technical Assistant 1/4/2021
South Bryant Campus
Non-Exempt, Support Staff, Grade 4 (187 days)

3. Part-Time, Adjunct Faculty & Business & Industry Services Division: (Attached)

B. Release/Resignation/Retirement of:

Joyce Hishaw-Willis Resignation 12/6/2021
Business Conference Center
Administrative Specialist

April Holliday Resignation 11/12/2021
Health Careers Center
Teacher, PN Select

C. New Positions: (Reviewed by Personnel Committee November 30, 2021)

- 1) Human Resources Specialist
- 2) Computer Programmer

D. Revised Job Titles and/or Job Descriptions [Reviewed by Personnel Committee November 30, 2021]:

From: Payroll Coordinator
To: Payroll Manager

From: Curriculum & Instructional Coach (certified)
To: Educational Technology Coach

E. Eliminate the Following Vacant Position: (Reviewed by Personnel Committee November 30, 2021)

Digital Lab Supervisor

11. Motion, discussion and possible vote to approve or disapprove the following Encumbrances and Purchasing Items:

A. FY2022 Encumbrances PO #2202091 - 2202278 (see attachment for a full list of the encumbrances). [Business Finance]
General Fund \$139,011.95
Building Fund \$132,181.71
Bond Fund \$ 16,253.76
Register Total \$ 287,447.42

B. Encumbrance to Krueger International (KI), in the amount of \$314,977.30, to purchase furniture for Phase1 Remodel of the Business Conference Center on Springlake Campus. Quote includes delivery and installation. OU Contract #GY21-28/C. Student and Community Investment Plan Bond Project. [Operations]

C. Encumbrance to Firetrol Protection Systems Inc., in the amount of \$59,826.99, for installation of the Fire Alarm System for the Public Safety Academy at South Bryant Campus (Pricing, Terms and Conditions per State Contract SW1048F). Student and Community Investment Plan Bond Project. [Business & Finance]

D. Encumbrance to PowerSchool, in the amount \$38,470.00, for a full-time student information system license. [Operations]

E. Encumbrance to Oklahoma Teachers Retirement System for back payment of \$50,048.26 on eligible years of service. [Business & Finance]

12. **New Business**

[New Business is any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 Okla. Stat. §311 (A) (9).]

13. **Adjournment**

Notice of this Regular Meeting was received by the Oklahoma County Clerk at 9:00 a.m. on November 13, 2020. Due to building renovations, the original meeting location was changed from the Business Conference Center, Room J, 1900 Springlake Drive, OKC, to the Economic Development Center, Room 123, 1700 Springlake Drive, OKC. Notice of the location change was received by the Oklahoma County Clerk at 3:42 p.m. on November 18, 2021. The date, time and agenda of this meeting were posted on Metro Tech's external website on December 10, 2021 at 4:00 p.m. as required by the Oklahoma Open Meeting Act.

JoAnn Johnson, Minutes Clerk