



**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, September 13, 2022 at 5:30 PM**

**1. Call to Order**

**2. Roll Call and Determination of Quorum**

**3. Moment of Silence - Pledge of Allegiance – Mission**

**4. 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.

**5. Superintendent's Report**

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

B. Presentations/Recognitions

1. Brian Leaver, Site Director, STEM Academy

2. Derek Lollis, Director, Operational Services

C. Financial

1. Treasurer's Report for the month of August 2022 - Bruce Campbell, District Treasurer

D. Dates of Upcoming Events [Administration]

1. Health & Wellness Center Grand Opening; Friday, September 23, 1:00 – 3:00 p.m.; 1600 Springlake Drive, Oklahoma City

2. OSSBA Region 6 Pre-Meeting Workshop (5:30 p.m.) and Region 6 Fall Meeting (6:30 p.m.); Thursday, September 29; Clara Luper Center for Education Services, 615 N. Classen, Oklahoma City (Board Member CEU Credit Approved)

3. October Regular Board Meeting; Tuesday, October 11; 5:30 p.m.; Room 123, Economic Development Center, 1700 Springlake Drive, Oklahoma City

4. ACTE CareerTech VISION 2022; Wednesday-Saturday, November 30 - December 3; Las Vegas, Nevada [may leave the day before and return the day after]

5. NSBA Annual Conference; Saturday-Monday, April 1 - 3, 2023 (Pre-Conference Workshops Friday, March 31, 2023); Orlando, Florida [may leave the day before and return the day after]

E. Board Member Reports

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

David Martin, Assistant Superintendent, Instruction  
Jeremy Cowley, Senior Director, Student Affairs & Workforce Development  
Romel Muex, Senior Director, Human Resources  
Ronald Grant, Interim Director, Finance  
Robyn Miller, Senior Director, Operations  
Jessica Martinez-Brooks, Senior Director, Communications & Transformation

**7. Motion, discussion and possible vote to approve or disapprove the Minutes of the August 16, 2022 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 \$3,202.48, from the Activity Fund to the General Fund account for the month of August 2022. [Business & Finance]

B. Establishment of Activity Fund Accounts to be named Downtown Business Campus. Projected Sources of Revenue: contributions, fundraising, vending commissions and interest income. Planned Utilization: Site events, food, and apparel, awards. This account code to be assigned is 6000.600. [Business & Finance]

C. Establishment of Activity Fund Accounts to be named Barbering - Evening. Projected Sources of Revenue: fundraising, live project work, donations, sponsorships. Planned Utilization: Community service projects, conferences/contests, dues & fees, field trips, CTSO apparel, CTSO activities, awards, events, foods, apparel, charitable causes. This account code to be assigned is 9477.550. [Business & Finance]

D. Establishment of Activity Fund Accounts to be named Cosmetology - Evening. Projected Sources of Revenue: fundraising, live project work, donations, sponsorships. Planned Utilization: Community service projects, conferences/contests, dues & fees, field trips, CTSO apparel, CTSO activities, awards, events, foods, apparel, charitable causes. This account code to be assigned is 9478.550. [Business & Finance]

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

A. Amendment No. 1 to the FY2022-2023 District budget in accordance with the School District Budget Act and the Estimate of Needs for the Sinking Fund. The total amended budget of appropriated funds equals \$129,283,809 - which includes \$44,768,707 for the General Fund, \$21,386,007 for the Building Fund, \$44,234,165 for the Bond Fund,

\$17,327,675 for the Sinking Fund, and \$1,567,256 for the Financial Aid Fund. The Estimate of Needs for the Sinking Fund has been determined to be \$9,878,477.94. [Business & Finance]

B. Appointment of Bob Gay as Assistant Treasurer. [Business & Finance]

C. FY 23 District Civil Rights Compliance Officers: Romel Muex (employees), Gerald Scott (student Title IX), Tim Lankford (student disability), and Civil Rights Campus Liaisons: Kennell Lee (DBC), Ryan Patten (ACC/STEM), Khanita Jefferson (Springlake), Jessica Jacobs (ACC), Landon Young (SBC), and Crystal Rogers (SBC). [Human Resources]

D. Memorandum of Understanding (MOU) between Metro Technology Centers and the Oklahoma Department of Career & Technology Education (ODCTE). The purpose of the MOU is to provide a mechanism for ODCTE to reimburse up to \$7,500 for approved professional development related to Adult Education & Family Literacy (AEFL) in support of directing AEFL grant program activities. The MOU is effective through June 30, 2023. [Business & Finance and Operations]

E. Receipt of FY 2022-23 AEFL (Adult Education & Family Literacy) Federal grant funding, in the amount of \$189,838.00, via the Oklahoma Department of Career & Technology Education (ODCTE). The funding agreement also includes State grant funding of \$22,786.45, for a total amount of \$212,624.45. [Business & Finance and Operations]

F. Acceptance of donation of fourteen (14) Toyota car panels from Collision Repair Education Foundation, with a total estimated value of \$9,800, for the Auto Collision Program at the South Bryant Campus. [Instruction]

G. Declare the attached list of equipment as surplus and no longer of use to the District, and instruct the Superintendent to dispose of the items in a legal manner. (Attached) [Operations]

H. Memorandum of Understanding (MOU) between Metro Technology Centers and Rose State College for providing Water & Wastewater Operator Certification classes. The MOU is for a one-year period beginning July 1, 2022 through June 30, 2023. [Workforce Development]

I. Amendment of sign location lease agreement (Lease No. 266-30385-1, Donrey Lease 762) dated July 1, 1995 between Metro Tech and Donrey Outdoor Advertising Company proceeded by The Lamar Companies located at 3601 N. Martin L. King Blvd., Oklahoma City, OK. The lease shall be for a one-year term commencing on July 1, 2022, and shall extend for successive terms of one-year each [up to ten (10) years]. After the original and any renewal terms of this amendment, the lease shall continue from year-to-year thereafter. [Communications]

J. Memorandum of Understanding between Metro Technology Centers (MTC) and Oklahoma City Public Schools/Douglass High School. The purpose of the MOU is to outline a program through which MTC and OKCPS/Douglass High School provide specialized cosmetology related training in an embedded class at the partner school location. [Instruction]

K. Agreement between Metro Technology Centers and Project Lead the Way (PLTW) for the implementation of PLTW programs to include access to all program curricula and annual updates as well as access to the PLTW electronic communication network, online systematic assessments and evaluation, online training, and online program support and additional benefits. [Instruction]

L. Request to grant a tuition waiver for veterans to attend one (1) short-term ACD (Adult & Career Development) course at no cost as an additional benefit. (Reviewed by the Board Finance Committee, March 3, 2022) [Business & Finance and Workforce Development]

M. Receipt of FY 2022-23 OkPTAC (Oklahoma Procurement and Technical Assistance Center) funding agreement, in the amount of \$63,941.00, via the Oklahoma Department of Career & Technology Education. The funding agreement includes Federal (\$39,583.00) and State Allocations (\$24,358.00). [Business & Finance and Workforce Development]

N. Agreement with Firetrol Protection Systems Inc., in the amount of \$57,997.00, to provide the district equipment and labor to install a Keyscan Enterprise Access Control System for Metro Technology Centers, Automotive Tech Center located at 4901 S. Bryant Ave., Oklahoma City, OK (Pricing, Terms and Conditions per State Contract SW1048F) Student and Community Investment Plan Bond Project. [Business & Finance and Operations].

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

**A. Employment of the persons listed below:**

**1. Probationary:**

- |                  |   |
|------------------|---|
| James Cardoni    | Warehouse/Grounds Assistant 9/27/2022<br>12-month, Non-Exempt, Support Staff, Grade 2<br>Springlake/Service Center    |
| Melissa Thornton | Financial Aid Assistant 9/27/2022<br>12-month, Non-Exempt, Support Staff, Grade 5<br>Springlake/Financial Aid         |
| Ronald Grant     | Director, Finance (Interim) 9/2/2022<br>12-month, Exempt, Prof District Leadership, Grade 5<br>Springlake/Finance     |
| Lenard Smith     | Systems Specialist 9/27/2022<br>12-month, Exempt, Prof Support, Grade 3<br>Springlake/Information Technology Services |

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

- |              |  |
|--------------|--|
| Casey Denton | Director, Curriculum & Instructional Support 9/28/2021<br>12-Month, Exempt, Prof District Leadership Grade 3 |
|--------------|--|

Business Conference Center  
 Candra Slayden Administrative Specialist 9/28/2021  
 12-Month, Non-Exempt, Support Staff, Grade 4  
 South Bryant Campus  
 William Cobb Technical Assistant, Graphic Design  
 10-Month Non-Exempt, (187 days) Support Staff, Grade 4  
 Information Technology Center  
 Sierra Marcus Administrative Specialist 9/28/2021  
 12-Month, Non-Exempt, Support Staff, Grade 4  
 Information Technology Center

**3. Part-Time, Adjunct Faculty & Business & Industry Services Division: [Attached]**

**B. Transfer:**

Terri Johnson From: Student Services Representative  
 12-Month, Non-Exempt, Support Staff, Grade 4  
 Springlake/Business Conference Center  
 To: Bursar 8/22/2022  
 12-Month, Exempt, Professional/Support, Grade 2  
 Springlake/Business Conference Center  
 Vincent Stewart From: Systems Technician  
 12-Month, Non-Exempt, Support Staff, Grade 4  
 Springlake/EDC  
 To: Network Specialist 8/31/2022  
 12-Month, Exempt, Professional Support Grade 2  
 South Bryant Campus

**C. Release/Resignation/Retirement of:**

Tyler Watkins Resignation 9/1/2022  
 South Bryant Campus  
 Instructor, HVAC-Evening  
 Christina Shults Resignation 9/1/2022  
 Springlake/BCC  
 Senior Director, Business & Finance  
 Jack Sanders Retirement 1/1/2023  
 Aviation Career Center  
 Technical Assistant-Tool Room-Evening  
 Jennifer Daniels Resignation 9/16/2022  
 Health Careers Center  
 Instructor/Coordinator, Radiologic Technology  
 David Hopkins Resignation 8/31/2022

Tammy Kersey  
Physical Plant Services  
Building Heat & Air Mechanic  
Retirement 5/31/2023  
Health Careers Center  
Instructor, Medical Assisting

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

A. FY2023 Encumbrances PO #2300986-PO#2301366 (see attachment for a full list of the encumbrances). [Business & Finance]

General Fund \$ 706,901.98

Building Fund \$ 322,329.51

Bond Fund \$ 77,764.37

Register Total \$ 1,106,995.86

B. Rate increase for Tri Corp Inc., in the amount of \$100,000, for FY 2023 Armed Security Guard Services. This is year four of the five-year contract competitively bid with RFP #19-005 and board approved to continue the contract on May 17, 2022. [Business & Finance]

C. Supplemental encumbrance to Johnson Controls, in the amount of \$93,132.00, for three (3) continuous months of rental for the temporary chiller located at Metro Technology Centers, Springlake Campus, District Center. Building funds will be used for this item. (Reference PO #2203986.) [Business & Finance and Operations]

D. Encumbrance to Durante Construction Inc., in the amount of \$73,448.80, as general contractors for the Metro Tech Suspension Bridge Project, located on Metro Tech's Springlake Campus, Oklahoma City, OK 73111. Student and Community Investment Plan Bond Project. [Business & Finance and Operations]

**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 10:05 a.m. on November 17, 2021. The date, time, location and agenda for this meeting was posted on Metro Tech's external website on September 9, 2022 at 4:30 p.m. as required by the Oklahoma Open Meeting Act. JoAnn Johnson/Minutes Clerk

The agenda for this Regular Meeting was first posted on September 9, 2022. The agenda was revised and reposted at 9:40 a.m. on Monday, September 12, 2022. Revisions were made to the General Business Section to add Item 10.N - Agreement with Firetrol Protection Systems Inc. No other items were changed from the first posting to the second posting. JoAnn Johnson/Minutes

Clerk