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Metro Technology Centers
Preparing for Life

Metro Technology Centers
Regular Meeting of the Board of Education
District Center - Room K
1900 Springlake Drive
Oklahoma City, OK 73111
Tuesday, February 13, 2024 at 5:30 PM

{{Name: Agenda Item Name}}

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. Mylissa Hall, Site Director, Health Careers Center
 2. Indrit Vucaj, Director, Technology and Data
 - C. Financial
 1. Treasurer's Report for the month of January 2024 - Bruce Campbell, District Treasurer
 - D. Dates of Upcoming Events [Administration]
 1. OkACTE Partners in Progress Recognition Program; Tuesday, February 20; 5:00 – 6:30 p.m. (Reception 4:00 – 5:00 p.m.); Hilton Garden Inn, 2833

Conference Drive, Edmond

2. Spring Break (Schools Closed-No Students); Monday-Friday, March 18-22
3. Spring Break (Offices Closed); Thursday-Friday, March 21-22
4. March Regular Board Meeting; Tuesday, March 12; 5:30 p.m.; Room K, District Center, 1900 Springlake Drive, Oklahoma City
5. Metro Tech Foundation Annual ‘Sowing the Seeds of Success’ Banquet; Friday, April 12, 2024; 6:30 p.m.; Oklahoma History Center, 800 Nazih Zuhdi Dr., OKC
6. NSBA Annual Conference; Saturday-Monday, April 6 - 8, 2024 (Pre-Conference Workshops Friday, April 5, 2024); New Orleans, LA [may leave the day before and return the day after]

E. Board Member Reports

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

David Martin, Deputy Superintendent

Jeremy Cowley, Senior Director, Student Affairs & Workforce Development

Romel Muex-Pullen, Senior Director, Organizational Development

Ronald Grant, Senior Director, Business & Finance

Robyn Miller, Senior Director, Operations

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

7. **Motion, discussion and possible vote to approve or disapprove the Minutes of the January 19, 2024 Special 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 \$151,657.18, from the Activity Fund to the General Fund account for the month of January 2024. [Business & Finance]

B. FY24 Health Careers Center (HCC) Activity Fund Fundraisers. (Attached) [Instruction and Business & Finance]

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

A. Declare 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]

- B. Annual adoption of established Metro Technology Centers School District No. 22 (Metro Tech) board policies in effect February 13, 2024, 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. [Administration]
- C. Fundraising activity and related expenses for the Metro Tech Foundation Banquet to be held April 12, 2024. [Administration]
- D. Revised AEFL (Adult Education and Literacy) Subaward Funding Agreement including new 2nd year carry-over total amount of \$23,736.83 and 1st year carry-over total amount of \$47,459.50. [Instruction and Business & Finance]
- E. Authorize the Superintendent to execute Memorandums of Understanding (MOUs) with member organizations of the Opioid Abatement Grant Advisory Council established to seek a grant from the Oklahoma Opioid Abatement Board. The MOUs will describe the member organization's roles in supporting Metro Tech's grant project and are a required component of all applications for a grant award. [Operations]
- F. Memorandum of Understanding between Metro Technology Centers School District No. 22 and Community Health Centers, Inc. to provide referral services to appropriate students/clients based on client needs. [Administration]
- G. Acceptance of funds from DPS/Oklahoma Highway Safety Office, in the amount of \$16,000.00, to teach motorcycle safety classes sanctioned by the MSF (Motorcycle Safety Foundation). [Operations and Business & Finance]
- H. Revised agreement with Quad Construction Company Inc., as construction manager for the Metro Tech South Bryant Industrial Technology Facility, Change Order No.16 to the agreement of Guaranteed Maximum Price, to be increased in the amount of \$54,108. AIA Document G701 – 2017 Change Order. Student and Community Investment Plan Bond Project. [Operations and Business & Finance]
- I. Memorandum of Understanding between Metro Technology Centers and Villages OKC to provide facility usage to offer on-going senior life skills learning to empower adults to age with vitality, purpose and strong relationships in the OKC communities. The term of the MOU is from the date of signing through CY2025. [Strategic Communications & Engagement]

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

A. Employment of the persons listed below:

1. Probationary [Contingent on Drug Screen & Background Check]:
 2. Natalie Curtis
 3. Administrative Specialist 2/27/2024
 - 4.
 5. 12-Month, Non-Exempt, Support Staff 4
 - 6.
 7. South Bryant Campus
 8. Christian Patterson
 9. Conference Room Attendant 2/27/2024
 - 10.
 11. 12-Month, Non-Exempt, Support Staff 1
 - 12.
 13. South Bryant Campus
 14. Abigail Rice
 15. Instructor, Surgical Technology 2/27/2024
 - 16.
 17. 11-Month, Exempt, Instructional, Non-Certified
 - 18.
 19. Health Careers Center
 20. John Curtis
 21. Technical Assistant, Public Safety 2/27/2024
 - 22.
 23. 10-Month, Non-Exempt, Support Staff
 - 24.
 25. South Bryant Campus
 26. Clifton Howard
 27. Evening Custodian 2/27/2024
 - 28.
 29. 12-Month, Non-Exempt, Support Staff 1
 - 30.
 31. Facilities/Operational Services
 - 32.
33. **Regular Full-Time (employees completing probationary employment):**
 34. Michele Sanders
 35. Site Director 2/6/2023
 - 36.
 37. 12-Month, Professional/District Leadership 5
 - 38.
 39. Business & Technology Center
 40. April Davison
 41. Instructor, Radiologic Technology 2/6/2023
 - 42.
 43. 11-Month, Exempt, Instructional, Bachelor's
 - 44.
 45. Health Careers Center
 46. Dalana Seay
 47. Adult Safety Trainer 2/28/2023
 - 48.
 49. 12-Month, Exempt, Professional/Support 3
 - 50.
 51. Downtown Business Campus/Economic Workforce Development
 52. Stella Koonce
 53. Instructor, Practical Nursing 2/28/2023
 - 54.
 55. 11-Month, Exempt, Instructional, Bachelor's
 - 56.
 57. Health Careers Center

- 58. Ryan Whitlock
- 59. Instructional Design Specialist 2/28/2023
- 60.
- 61. 12-Month, Exempt, Professional/Support 3
- 62.
- 63. Curriculum & Instructional Support
- 64. Jema Esparza
- 65. Data Analyst 2/28/2023
- 66.
- 67. 12-Month, Exempt, Professional/Support 3
- 68.
- 69. Enrollment & Student Services
- 70. Sylvain Hache
- 71. Coordinator, Environmental Safety 2/28/2023
- 72.
- 73. 12-Month, Exempt, Professional/Support 3
- 74.
- 75. Environmental Safety & Regulatory Affairs
- 76.

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

B. Transfer:

- C. Terry Spencer
- D. From: Purchasing Coordinator
- E.
- F. 12-Month, Exempt, Professional/Support 3
- G.
- H. District Center/Finance
- I.
- J. To: Finance Manager 2/14/2024
- K.
- L. 12-Month, Exempt, Professional/Support 4
- M.
- N. District Center/Finance
- O.

P. Release/Resignation/Retirement of:

- Q. JoAnn Johnson
- R. Resignation 3/29/2024
- S.
- T. Superintendent's Office/Administration
- U.
- V. Senior Administrative Assistant/Board Minutes Clerk
- W. Cydni Ward
- X. Resignation 2/16/2024
- Y.
- Z. Health Careers Center
- AA.
- BB. Instructor, Practical Nursing
- CC.

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

- A. FY 2024 Encumbrances PO #2403044 - PO #2403410 (see attachment for a full list of the encumbrances). [Business & Finance]
- B. General Fund
- C. \$ 633,926.40
- D. Building Fund
- E. \$ 457,787.72
- F. Bond Fund
- G. \$ 78,944.80

H. Register Total I. \$ 1,170,658.92
J.

K. Encumbrance to John Vance Fleet Services, in the amount of \$65,604.44, to purchase a 2024 Ford, F250 Crew Cab with snow plow for the Metro Technology Centers Transportation Department, Springlake Campus. Transportation funds will be used. [Operations and Business & Finance]

L. Encumbrance to Avante Health Solutions, in the amount of \$72,000.00, to purchase surgical operating room equipment for the simulation lab in the STEM building on Springlake Campus. The project was competitively bid using RFQ #24-002 on February 5, 2024. [Instruction and Business & Finance]

M. Encumbrance to Curbside Upfitters, in the amount of \$175,915.00, to custom build a food truck for Metro Technology Centers Culinary Arts Department. The project was competitively bid with RFP #24-010 on January 30, 2024. [Instruction and Business & Finance]

N. Primary Vendor Contract with Focal Pointe of Oklahoma LLC to provide lawn services for District campuses. The vendor acquired Signature Landscape LLC and agreed to accept the remainder of year two (2) of the 5-year contract with an option to renew an additional three (3) years. The remaining balance of the contract for year two (2) is \$142,456.18. The contract was competitively bid with RFP #23-001 and approved on 6.27.2023 Item #10M. [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 10:09 a.m. on November 16, 2023. The date, time, location and agenda for this meeting was posted on Metro Tech's external website on February 9, 2024, as required by the Oklahoma Open Meeting Act.

The agenda for this Regular Meeting was first posted on February 9, 2024. An attachment to the agenda was revised and reposted at 2:00 p.m. on Monday, February 12, 2024. Revisions were made to the attachment to General Business Item 9.A - Surplus List to correct an item acquisition date. No other items were changed from the first posting to the second posting.

JoAnn Johnson, Minutes Clerk









