

**Drumright Campus**

3 CT Circle  
Drumright, OK 74030  
918.352.2551

**Pipeline Center**

918.352.4517

**Transportation &  
Safety Education**

918.352.7311

**Safety Training**

201 N Settle Dr  
Drumright, OK 74030  
918.352.4516

**Sapulpa Campus**

1720 S Main St  
Sapulpa, OK 74066  
918.224.9300

**Industrial &  
Safety Center**

918.224.0235

**NOTICE  
TIME - DATE - PLACE POSTED**

Drumright Campus Front Door (East Entrance) by \_\_\_\_\_ Time/Date \_\_\_\_\_  
Sapulpa Campus Front Door by \_\_\_\_\_ Time/Date \_\_\_\_\_

**TO:** Board of Education, Central Technology Center, Drumright, OK

**FROM:** Kent Burris, Superintendent, Central Technology Center

**SUBJ:** Regular meeting of the Board of Education of Central Technology Center School District No. 3, to be held in the Board Room, Central Technology Center, 3 CT Circle, Drumright, Oklahoma, at 5:00 p.m., March 12, 2024.

**A G E N D A**

<p><b>Note: The Board may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item on the agenda.</b></p>
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1. Call to Order and Roll Call.
2. President's Call for New Business to be Placed on Agenda.
3. Board Vote to Make Agenda, including New Business (if any), an Official Part of the minutes.
4. Presentation of July 1, 2022 – June 30, 2023, Audit Report by Kerry John Patton, CPA.
5. Acknowledge receipt of July 1, 2022 – June 30, 2023 audit, and Audit Acknowledgement Form to be submitted to the State Department of CareerTech with a copy of the 2022-2023 audit report.
6. **Staff Reports and Discussion:**
  - (A) Asst. Superintendent – LaDonna Gear – Instructional Services Update
  - (B) Asst. Superintendent – Mark Cotner – Business & Industry Services Update
  - (C) Director, Sapulpa Campus – Dr. Kim Howard – Sapulpa Campus Update
  - (D) Director, Drumright Campus – Shane Bruce – Drumright Campus Update
  - (E) Business Manager – Heather Brennan – Financial Update
  - (F) Superintendent – Kent Burris – Agenda Item Review/Administrative Update

7. **Consent Agenda:**

*All the following Superintendent's Recommendations which concern items of a routine nature will be approved by one vote unless any Board Member desires to have a separate vote on any or all these items. The consent agenda consists of the discussion, consideration, and approval of the following items:*

- a. Minutes of regular meeting held February 13, 2024.
- b. Transfer and remuneration of Jennifer Arnold from Administrative Assistant to District Administration to Administrative Assistant to Superintendent effective May 1, 2024.
- c. Transfer and remuneration of Stacy Meloy from Health Careers Instructor to Practical Nursing Instructor, Drumright campus, effective June 1, 2024.
- d. Employment of Raylene Kelley, Business Information Technology (BIT) Instructor, Drumright campus, a full-time, 10-month position, effective August 1, 2024.
- e. Employment of Jacey Welch, Medical Assisting Instructor, Drumright campus, a full-time, 10-month position, effective August 1, 2024.
- f. Resignation of Linda Nicholson, Turning Point Instructor, Sapulpa campus, effective May 31, 2024.
- g. Resignation of Heath Miller, Safety Instructor, Drumright campus, effective April 30, 2024.
- h. Resignation of Mark Jobe, Chief of Police, effective June 30, 2024.
- i. Temporary employment of John Abbey, Truck Driver Training (TDT) Instructor, Drumright campus, on an as-needed timesheet basis effective March 18 through June 30, 2024.
- j. Temporary employment of Shannon Barren, Evening Custodian, Drumright campus, on an as-needed, timesheet basis, effective March 4, 2024.
- k. Temporary employment of James Gear, Custodial/Maintenance, Drumright campus, on an as-needed, timesheet basis, effective February 20, 2024.
- l. Temporary employment of Branden Johnson, Security, districtwide, on an as-needed, timesheet basis effective March 1, 2024.
- m. Temporary employment of Jayna Johnson, Security, districtwide, on an as-needed, timesheet basis, effective March 1, 2024.
- n. Temporary employment of Robert Ent, Evening Security, districtwide, on an as-needed, timesheet basis effective March 1, 2024.
- o. Temporary employment of Carl Reed, Evening Security, districtwide, on an as-needed, timesheet basis effective March 1, 2024.
- p. Extra-duty contracts for Tyrone Thiede, Krista Hamilton, and Marshall McDonald, TDT Satellite Instructors, effective January 1, through June 30, 2024.
- q. Extra-duty contract for Tyrone Thiede, TDT Satellite Instructor, Poteau, Oklahoma, January 15 through February 21, 2024.
- r. Extra-duty contracts Athena Frank, Business and Information Technology (BIT) Instructor, and Joe Kennedy, Digital Media Instructor, Drumright campus, to serve as Business Professionals of American (BPA) State Competition Advisors on Sunday, March 3, 2024.
- s. Temporary employment contract for up to fifteen (15) days for Raylene Kelley to prepare new classroom and for curriculum development in July 2024.
- t. Temporary employment contract for up to fifteen (15) days for Jacey Welch to prepare new classroom and for curriculum development in July 2024.
- u. Addition of Beverly Carr and Dora Francine Eastin to the 2023-2024 Substitute Teacher List.
- v. Out-of-state internship for a Lineman Technology student with Capital Electric Line Builders, Parkville, Missouri, effective March 13, 2024.
- w. Extra-duty contracts, out-of-state travel, and related expenses for Jeff Little, Automotive Technology Instructor, and Earl Elliott, Diesel Technology Instructor, Drumright campus, to

participate in Automotive Service Excellence (ASE) Instructor Training Conference in Minneapolis, Minnesota, July 14-20, 2024.

- x. Extra-duty contracts for Kurtis Allen, Electrical Trades Instructor; Zach Isle, Automated Robotics Instructor; Mike Van Sandt, Construction Trades Instructor; Jeremy Sheets, Facilities Maintenance Instructor; Jennifer Hawkins, Pre-Engineering Instructor; Phillip Gobble, Pipeline Technology Instructor; Steven Bradshaw, Power Sports Technology Instructor; Troy Elliott, Welding and Fabrication Technology Instructor; Earl Elliott, Diesel Technology Instructor; Jeff Little, Automotive Technology Instructor; Joe Kennedy, Digital Technology Instructor; Monica Frick, Cosmetology Instructor; and Jo Ann Baugus, Computer Aided Drafting Instructor, Drumright campus, to sponsor students participating in the SkillsUSA State Leadership competitions on Saturday and/or Sunday, April 20-21, 2024, in Tulsa, Oklahoma.
- y. Extra-duty contracts for Mark Smith, Heating, Ventilation and Air Conditioning (HVAC) Instructor; Greg Edmonds, Evening HVAC Instructor; Brian Babcock, Network Security Administration Instructor; Ryan Matthias, Criminal Justice Instructor; and Tony Ogden, Plumbing Instructor, Sapulpa campus, to sponsor students participating in the SkillsUSA State Leadership Conference on Sunday, April 21, 2024, in Tulsa, Oklahoma.
- z. Extra-duty contract for Angela Brownfield, Business and Information Technology Instructor, Sapulpa campus, to sponsor a student participating in the Business Professionals of America (BPA) National Leadership Conference contest, May 11-12, 2024.
- aa. Extra-duty contracts for up to five (5) instructors, Drumright campus, to sponsor students participating in the Health Occupations Student of America (HOSA) State Leadership competitions on Saturday and/or Sunday, April 13-14, 2024, in Norman, Oklahoma.
- bb. Out-of-state travel and related expenses, and use of school vehicle for up to eight (8) Central Tech staff members to attend the ACTE Career Visional Annual Conference in San Antonio, Texas, December 4-7, 2024.
- cc. Out-of-state travel and related expenses for Shelly Rentz, Employment Services Coordinator, Sapulpa campus, to attend the National Technical Assistance Center on Transition: The Collaborative, on May 7-9, 2024, in Charlotte, North Carolina.
- dd. 2024-2025 ADPC Software License and Support Agreement.
- ee. Declare selected items surplus to the needs of the district and authorize administration to dispose of them in the most expedient and legal manner.
- ff. Activity Fund, Receipt of Income and Treasurer's Reports.
- gg. Extra-duty contract for Barry Weaver, TDT Instructor, to serve as TDT Job Coach effective March 11 through June 30, 2024.

*(Board vote to approve or disapprove items contained in Consent Agenda.)*

#### **8. Superintendent's Recommendations:**

- (a) Board vote to approve or disapprove encumbrances.

FY24 GF	2224-2453	Accounts Payable
	70586-70624	Regular Payroll
FY24 BF	9062-9067	Accounts Payable
- (b) Board vote to approve or disapprove Adult Career Development/Business and Industry Services personnel and remunerations.
- (c) Board vote to approve or disapprove acceptance of the Patten & Odom, CPAs FY 24 Engagement Letter and entering audit contract with Kerry John Patten, CPA, to perform 2023-2024 audit, and remuneration for same.
- (d) Board discussion and vote to approve or disapprove re-employment of the following administrators effective July 1, 2024, through June 30, 2025: Dr. Kim Howard, Director, Sapulpa Campus; Shane Bruce, Drumright Campus Director; John Thorpe, Director, Transportation Safety Education.

- (e) Board vote to approve or disapprove employment of an Evening Cosmetology Instructor, a full-time, 12-month position, effective July 15, 2024.
- (f) Board vote to approve or disapprove employment of a Safety and Manufacturing Instructor, a full-time, 12-month position, effective March 13, 2024.
- (g) Board discussion and possible vote to approve or disapprove the addition of up to two (2) Middle School Extension Instructors, fulltime, 10-month positions, effective July 1, 2024.

9. New Business.

- (A) \_\_\_\_\_
- (B) \_\_\_\_\_
- (C) \_\_\_\_\_

10. Clerk Signature on Compliance Form for Posting Notice.

11. Discussion of Dates to Remember.

12. Adjourn.

### **NOTICE OF ASSISTANCE AT PUBLIC MEETINGS**

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print or Braille, are requested to contact LaDonna Gear at 918 352-2551, extension 274, or Dr. Kim Howard, at 918 224-9300, two (2) workdays prior to the meeting so that appropriate arrangements may be made.