



## MERIDIAN TECHNOLOGY CENTER

April 3, 2023

### FINAL AGENDA

TO: Meridian Technology Center Board of Education

FROM: Doug Major, Superintendent/CEO

SUBJECT: Regular Monthly Board Meeting, 12:00 p.m., Tuesday, April 4, 2023,  
Room A101, Meridian Technology Center, 1312 South Sangre Road, Stillwater,  
Oklahoma

The Board will meet for a snack lunch in Room B105 at 11:00 a.m. No school board action will be discussed or taken; therefore, no agenda items are listed in connection with this period prior to convening of the board of education meeting.

1. Call to order, roll call, and establish a quorum.
2. Oath of Office taken by Lorrie Janzen administered by Sherri Huneycutt, Board Clerk
3. Pledge of Allegiance Joe Williams
4. Introduction of those present (President will ask the audience to introduce themselves)
5. Reports, Presentations and Comments from the Audience (as per Policy B109-A)
  - A. Dr. Deanna Little to share information regarding possible partnership with USIC to provide Underground Utility Locating Program
6. Superintendent's Reports and Anticipated Discussion by Board and Staff
7. Consent Agenda:

All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:

- A. Minutes of the March 7, 2023, meeting of the Board of Education
- B. Encumbrances for FY23  
GF – PO's 30006; 31601; 31319; 31537; 31621-31796; 70776-70846  
BF – PO's 39012, 39015-39075
- C. Budget to Actual Comparison
- D. Revenue Report
- E. Treasurer's Report

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- F. Book Value of Pledged Securities Report
  - G. Activity Fund Report ending March 31, 2023
  - H. Declare property as Surplus as indicated on Attachment A
  - I. Engagement letter and contract with Kerry John Patten, CPA for the audit of the 2022-23 financial statements
  - J. Foundation Contract for 2023-24
8. Action to be considered:
- A. Discussion and vote to approve or disapprove the designation of the following for FY24:
    - 1. Schelina Burnett, Activity Fund Custodian, Encumbrance Clerk, Purchasing Agent and Minutes Clerk
    - 2. Staff, Receiving Agents
    - 3. Sandy Colasacco, Board of Education Deputy Treasurer
    - 4. Monica Savory, Board of Education Treasurer
    - 5. Jeremy Zweiacker, Compliance Officer
  - B. Discussion and vote to approve or disapprove a Memorandum of Understanding between USIC and Meridian Technology Center.
9. Proposed Executive Session to discuss the employment, hiring, appointment, and promotion of individual salaried public officers or employees. Executive session authority *25 Okla. Stat. § 307(B)(1)*. The Board may discuss:
- A. Employment of and contracts for Short Term Adult Instructors as listed on Attachment B.
  - B. Employment of and contracts for Support Employees as listed on Attachment C.
  - C. Employment of and contracts for Temporary Employees as listed on Attachment D
  - D. Re-Employment of and contracts for Certified and Adult Education Instructors for 2023-24 as listed on Attachment E.
10. Return to regular session and Board President's Statement of Executive Session Minutes.
11. Motion, discussion and vote to approve or disapprove the employment of and contracts for Short Term Adult Instructors as listed on Attachment B.
12. Motion, discussion and vote to approve or disapprove the employment of and contracts for Support Employees as listed on Attachment C.
13. Motion, discussion and vote to approve or disapprove the employment of and contracts for Temporary Employees as listed on Attachment D.
14. Motion, discussion and vote to approve or disapprove the re-employment of and contracts for Certified and Adult Education Instructors for 2023-24 as listed on Attachment E.
15. New Business
16. Announcements
17. Adjournment

Note: "The Board may discuss, make motion, and vote upon all matters appearing on this agenda. Such votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any agenda matter."

POSTED: Administration Building – Meridian Technology Center  
April 3, 2023, at 11:00 a.m.

A handwritten signature in black ink that reads "Schelina Burnett". The signature is written in a cursive style with a large, stylized initial 'S'.

Schelina Burnett, Minutes Clerk  
Meridian Technology Center Board of Education

**Attachment A**  
**April 3, 2023**  
**Surplus List**

<b>Description</b>	<b>Quantity</b>
Bookcase	1
Chair	1
Computer	1
Laptop	4
Loafing Shed/Lean To	2
Rolling Stand	1

## Short Term Adult Instructional Contracts

Instructor	Course	Beginning Date	Ending Date	P.O. #
<b>Computer Training</b>				
Gillman, Kristen	Microsoft Teams	03/10/2023	03/10/2023	70799
Gillman, Kristen	Entering the Google Work	03/23/2023	03/23/2023	70794
Gillman, Kristen	Microsoft Excel Pivot Tables & Charts	04/05/2023	04/05/2023	70798
Gillman, Kristen	Microsoft Excel 2019 Basics	05/03/2023	05/05/2023	70799
Hicks, David	Cutting the Cord – South Campus	03/30/2023	03/30/2023	70817
Lewis, Jennifer	Quickbooks Online Edition	04/24/2023	04/25/2023	70827
<b>Film/Special Projects</b>				
Mutteloke, Toni	Makeup Artist/Film Industry– Curriculum Development	03/06/2023	03/10/2023	70778
Mutteloke, Toni	Makeup Artist/Film Industry – South Campus	03/13/2023	03/17/2023	70778
<b>Management Services</b>				
Haar, Amie	Administrative Professionals Day Training	04/25/2023	04/25/2023	70826
Wilfong, Mackenzie	Speaking Services for Women Mean Business Luncheon	04/12/2023	04/12/2023	70816
<b>Safety</b>				
Montoya, Reynaldo	CPR First Aid	03/11/2023	03/11/2023	70800
<b>Short Term Courses</b>				
Barton, LeeAnn	Diseases/Pests of Fruit Trees in Oklahoma	03/29/2023	03/29/2023	70838
Brandenburg, Drue	Culinary Instruction	03/22/2023	03/22/2023	70818
Brandenburg, Drue	Culinary Instruction	03/30/2023	06/30/2023	70841
Gillman, Kristen	Short Term Instruction	03/29/2023	06/30/2023	70833
Hancock, Jazlyn	Culinary Instruction – South Campus	03/30/2023	03/30/2023	70839
Hedge, Shelby	Short Term Instruction – South Campus	03/02/2023	06/30/2023	70773
Marshall, Marjorie "Brook"	Floral Design	03/06/2023	05/01/2023	70779
Matteson, Chris	Ready Set Retire	03/07/2023	03/09/2023	70796
McDaniel, Hunter	Welding Instruction	03/07/2023	06/29/2023	70797
Mosman, Dana L.	Southern Food – South Campus	02/28/2023	02/28/2023	70768
Mosman, Dana L.	Culinary Instruction – South Campus	03/28/2023	06/30/2023	70834
Pickens, Sharyl	Real Estate Pre-License	03/08/2023	05/18/2023	70801
Salas-Ocampo, Ana	Spanish I & II – South Campus	03/21/2023	05/18/2023	70813
Stock, Kelly	Advanced Braiding Techniques	03/22/2023	03/22/2023	70819
Throckmorton, Dustin	Funky Chicken Culinary – South Campus	03/09/2023	03/09/2023	70811
Timudo, Olimpia	Culinary Instruction	03/21/2023	06/30/2023	70812
Vivar, Angela	Interview Skills	03/30/2023	03/30/2023	70842

**Short Term Medical**

Brand, Russell	Emergency Medical Technician	03/09/2023	06/30/2023	70803
Hara, Stephanie	Basic Life Support Provider	03/21/2023	03/23/2023	70814

**Beginning and Ending dates are subject to change due to extenuating circumstances.**

Support Employees Contracts

<b>Employee</b>	<b>Position</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Paine, Sue Ann Wyatt, Megan	Substitute Teacher Administrative Professional, Career Planning Center	03/27/2023 03/15/2023	06/30/2023 06/30/2023

Temporary Employees Contracts

Employee	Position	Beginning Date	Ending Date
Baer, Chris	Security	06/01/2023	06/30/2023
Grumbles, Jill	Culinary Arts	03/20/2023	06/30/2023
Rivera-Morales, Ariana	Career Planning Center Intern	03/30/2023	05/21/2023
Smith, Naomi	Culinary Arts Assistant	03/20/2023	06/30/2023



## Attachment E

### Re-Employment for School Year 2023-2024

#### Certified Instructors

Bateson, Jeana	Health Careers
Black, Heather	Pharmacy Technician
Bolay, Anita	Health Careers
Boles, Cy	Carpentry
Branch, Gloria	Information Technology
Carlile, Rick	Automotive Technology
Charter, Dustin	Culinary Arts
Chavez, Kayrene	Cosmetology
Coburn, Jacob	Welding Technology
Devers, Daniel	Information Technology
Erwin, Cody	Energy and Power
Ford, Wayne	Electrical Technology
Frick, Russell	Computer Aided Drafting
Hara, Stephanie	Biomedical Sciences/STEM Academy
Herring, Carol	Academic Services
James, Brian	Pre-Engineering/STEM Academy
Johnston, Melody	Business Technology
Jones, Doug	Health Careers
Littau, Jeff	Energy and Power
Little, Les	Criminal Justice
McMurry, Sheila	Digital Media
Mills, Michelle	Health Careers
Moore, Michelle	Graphic Design
Nisbett, Justin	Precision Metal Fabrication
Reeves, Eric	Automotive Technology
Short, Debbie	Pre-Engineering/STEM Academy
Short, Jordan	Collision Repair Technology
Snowden, Travis	Air Conditioning and Refrigeration
Thomas, Mark	Pre-Engineering/STEM Academy
Turlington-Richmond, Andrea	Pre-Engineering/STEM Academy
Williams, Jimmy	CNC Machining
Williams, Travis	Culinary Arts

#### Adult Education Instructors

Autry, Mona	Adult Education & Family Literacy Instructor/Coordinator
Cotton, Dolores	Practical Nursing Coordinator
Haywood, Paige	Radiologic Technology
Laine, Heather	Radiologic Technology
Lee, Audrey	Evening Cosmetology Instructor
Mitchell, Miranda	Practical Nursing
Neiman, Patricia	Health Informatics Technology
Prewitt, Charlotte	Practical Nursing
Ramsey, Jamee	Practical Nursing
West, Heather	Educational Enhancement Center
Wheeler, Emily	Radiologic Technology Coordinator