



Canadian Valley Technology Center
Special Virtual and Physical Meeting

Dr. Greg Z. Winters District Administration Building (Building 200) Board Room,
El Reno Campus 6505 E. HWY. 66
El Reno, Oklahoma 73036
Tuesday, September 8, 2020 at 5:30 PM

Approved Minutes

This meeting was conducted via teleconferencing, via videoconferencing, and at a physical location.

Physical Location: (Penny Jones – Vice President)

Physical Location: (Dean Riddell - Clerk)

Physical Location: (Christy Stanley – Member)

Videoconference: (Travis Posey – Member)

Physical Location: (Gayla Lutts - Superintendent)

Physical Location: (Mauri Riggs - Minutes Clerk)

Roll Call of Board of Education members and establish a quorum: Attendance taken at 5:35 pm
Christy Stanley: Present; Penny Jones: Present; Dean Riddell: Present; Travis Posey: Present;
Jimmie Vickrey: Absent.

Showcase: Dr. Gayla Lutts introduced Angie Lewis and Dr. Jay Watson with the BIS department. They discussed with the board the reorganization that took place within the department over the summer. The program was broken into two areas, Workforce Development and Adult Career and Community Development. Angie talked about the Adult Career and Community Development side and how the pandemic has not hindered enrollment. In fact, enrollment is up by 85 students so far and 76 classes are already in development for Spring 2021. Next, Dr. Jay Watson discussed Workforce Development, which is customized classes for businesses during the day. Within the last 6 months they have developed three new delivery methods for their classes. They now offer voice-over for power point presentations, Full Zoom classes and a hybrid model that will utilize a Zoom portion for the book work as well as a hands-on portion for the skills section of the class. Since March they have provided training for over 100 clients in which 9 of those were new.

Construction Report: Julie McCormick gave the El Reno construction report stating that work is still being completed on the exhaust in the composite lab. Joe Meziere gave the Cowan report that on the side being renovated sheet rock, ceiling grids and drop-down LED lights are being put up and installed. The slab for the new maintenance building has been poured and the metal structure is being put up. Lastly, in the new building, furniture is still being delivered.

Financial Report: Tammy Ridgeway presented the financial report to the Board. Mrs. Ridgeway reported on the following: 1) total cash and investments in the General Fund as of August 31, 2020 was \$14,500,401.18; 2) total cash and investments in the Building Fund as of August 31, 2020 was \$14,132,211.05 3) CV Tech has collected 4.26% of estimated revenue in the General Fund vs. 4.62% this time last year not including carryover; 4) CV Tech has collected 1.56% of estimated revenue in the Building Fund vs 1.48% this time last year not including the carryover. Mrs. Ridgeway also presented the Sinking Fund Account on the following: The Sinking Fund Account total cash and investments as of August 31, 2020, was \$626,688.13.

Administrative Reports: Dr. Lutts gave the administrative report and discussed with the board the steps that have been taken with students to ensure that accurate parent contact information is on file for notifications. Students were also given a survey about devices and connectivity to give the school an idea of what students may need. Next, she discussed the new program recruitment videos that are being made this year since in person recruitment will not be possible. Marketing is also writing a story about 3 past superintendents for the 50th Anniversary. District leadership should have the Policy and Procedure manual ready in the next couple of months. Lastly, she discussed working with program instructors to get more information about ecosystems for the Centers of Workforce Excellence application that is due in October.

Personnel Report - Acting on behalf of the Board, Dr. Gayla Lutts has accepted the Resignation of the following employee(s): (Board Policy 2.2):

- a) Resignation of Amanda Bridges, Instructional Assistant, El Reno campus effective August 10, 2020.
- b) Retirement of Pamela Bradley, Evening Custodian, El Reno campus effective October 31, 2020.
- c) Resignation of Julie Sparks, Instructional Assistant Cowan campus effective August 28, 2020.
- d) Resignation of Jennifer Covalt, Project Search Job Developer. El Reno campus effective August 25, 2020.

Motion to approve personnel report. This motion made by Travis Posey and seconded by Dean Riddell, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to not go into executive session to discuss employment of the following personnel pursuant to 25 O.S. § 307 (B) (1) of the Open Meeting Act:

- a) Jeanine Knight, Instructional Assistant, Cowan campus effective September 8, 2020.

This motion made by Christy Stanley and seconded by Dean Riddell, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve employment of Jeanine Knight, Instructional Assistant, Cowan campus effective September 8, 2020.

This motion made by Christy Stanley and seconded by Dean Riddell, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Dr. Lutts reviewed and discussed CV Tech's Return to Learn Plan.

Motion to approve Shantel Denise Burns as 504, Title II Coordinator for students at the Chickasha campus for fiscal year 2020-2021.

This motion made by Dean Riddell and seconded by Christy Stanley, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve Canadian Valley Technology Center Foundation Employee Services Contract for Mr. William Kramer (Addendum A).

This motion made by Travis Posey and seconded by Christy Stanley, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve renewal agreement between Canadian Valley Technology Center and Learning Sciences International (LSi) (Addendum B).

This motion made by Christy Stanley and seconded by Dean Riddell, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve End-User License Agreement for Educational Users (EULA) with Perforce Software Inc. for the CADD program at the El Reno campus (Addendum C).

This motion made by Dean Riddell and seconded by Travis Posey, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve equipment rental agreement between Canadian Valley Technology Center and Standley Systems for the Chickasha, Cowan and El Reno Campuses (Addendum D).

This motion made by Christy Stanley and seconded by Travis Posey, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve Facility Use and License Agreement for Cafe 66 (Addendum E).

This motion made by Christy Stanley and seconded by Travis Posey, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve Professional and Non-Professional Services Agreement between Canadian Valley Technology Center and the Oklahoma Department of Career and Technology Education (Agency) for accreditation site visits (Addendum F).

This motion made by Dean Riddell and seconded by Christy Stanley, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve contracts with Emergency Medical Response System (EMSA) for the ACCD program at the Cowan and Chickasha campus (Addendum G).

This motion made by Travis Posey and seconded by Dean Riddell, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve to provide a Clothing Allowance for fiscal year 2020-2021 for Regular Full-Time Employee New Hires up to the amount of \$125.00, through payroll stipend, for the purchase of approved clothing. This incentive payment will be contingent upon district funds available and approval by the Superintendent and Board of Education on an annual basis.

This motion made by Dean Riddell and seconded by Christy Stanley, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve revision of policy 3-6 Investments effective September 9, 2020 (Addendum H).

This motion made by Travis Posey and seconded by Christy Stanley, passed.

Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve the Policy and Procedure modifications for policies 2-6.3 Personal Leave, 2-6.3-1 Attendance Incentive and 2-6.5 Emergency Leave, retroactively effective July 1, 2020 (Addendum I).

This motion made by Christy Stanley and seconded by Travis Posey, passed.
Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve Memorandum of Understanding between Canadian Valley Technology Center and Oklahoma Department of Career & Technology Education (ODCTE) for Adult Basic Education (Addendum J).

This motion made by Dean Riddell and seconded by Christy Stanley, passed.
Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

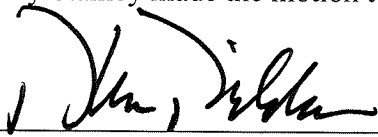
Motion to approve Memorandum of Understanding between Canadian Valley Technology Center and Redlands Community College (Addendum K).

This motion made by Travis Posey and seconded by Dean Riddell, passed.
Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Motion to approve Consent Agenda

This motion made by Travis Posey and seconded by Christy Stanley, passed.
Motion carried 4-0 (Stanley yes; Jones yes; Riddell yes; Posey yes; Vickrey Absent)

Christy Stanley made the motion to adjourn at 6:16.



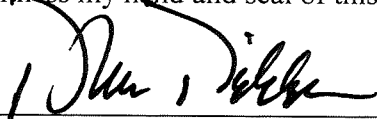
Mr. Dean Riddell, Board Clerk

STATE OF OKLAHOMA)
) SS:
COUNTY OF CANADIAN)

I, the undersigned Clerk of the Board of Education of Canadian Valley Area Vocational Technical School District No. 6 of Canadian County, Oklahoma, do hereby certify that prior to December 15th of the last calendar year, the date, time, and place of this regular meeting was filed with the office of the County Clerk of Canadian County, and Secretary of State of the State of Oklahoma.

I also certify that at least 24 hours prior to the meeting, excluding Saturdays and holidays, notice of the date, time, place, and agenda of this meeting was posted in prominent view at the location of the meeting.

Witness my hand and seal of this school district this October 13, 2020.



Mr. Dean Riddell, Board Clerk