



**CANADIAN VALLEY TECHNOLOGY CENTER (CV TECH) DISTRICT NO. 6**  
**El Reno Campus, Board Room, Dr. Greg Winters Administration Building**  
**6505 E. Highway 66**  
**El Reno, Oklahoma 73036**  
**Regular Meeting Board of Education**  
**September 10, 2024 5:30 PM**

**AGENDA**

1. Roll call of Board of Education members and establish a quorum.
2. Public Comment  
This is an open public meeting held in accordance with the Open Meeting Laws of the State of Oklahoma. The purpose of this meeting is to conduct the business of CV Tech. As elected representatives of the voters and patrons of CV Tech, the members of the Board of Education will be making decisions concerning its operation. The agenda for Regular Meetings includes an opportunity for the public to address any item appearing on the agenda. Members of the public wishing to speak must sign in with the Clerk of the Board 15 minutes prior to the convening of the Board meeting. Statements to the Board by the public are limited to no more than 3 minutes per speaker, 15 minutes per meeting. The Board reserves the right to limit repetitive comments, comments unrelated to the business of the Board, or the total amount of time dedicated to public comment in a single evening. Board members cannot respond to questions or comments during public communications, but the Board President may refer matters of concern to the Superintendent for review and recommendations.
3. Showcase - Workgroups
4. Administrative Report
5. Financial Report
6. Personnel Report - Acting on behalf of the Board, Dr. Gayla Lutts has accepted the retirements of the following employee(s):
  - Janet Montgomery, Instructional Assistant, El Reno Campus, effective end of contract
  - Geraldine Ward, Custodian, El Reno Campus, effective 6/30/25
  - Linda Bilbrey, ACCD Administrative Assistant, Cowan Campus, effective 6/30/25
  - Mai Nguyen, Cosmetology Instructor, El Reno Campus, effective 6/30/25
  - Wynetta Givens, Custodian, Chickasha, 6/30/25.
7. Vote to approve the employment as listed on Attachment A.
8. Vote to approve the amended School Budget and Financing Plan for FY25.
9. Vote to approve a 3% Cost of Living Adjustment (COLA) for full-time employees employed by the district at the start of the FY25 contract period and currently employed on September 10, 2024. Stipend will be paid as a one-time lump sum payment on September 30, 2024 and rolled into the FY26 salary schedule.

10. Vote to approve the Amended ACCD Short-Term Instructor Pay Calculation Sheet on Attachment B.
11. Vote to approve the following fundraiser requests listed on Attachment C:
12. Vote to approve the policies listed on Attachment D.
13. Consent Agenda  
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 matters will be removed from the consent docket and acted upon individually. Any or all of the public record items included within the consent docket i.e., minutes to be submitted for approval; purchase orders to be submitted for acceptance; purchase requests for approval; financial report; proposed transfer of funds between activity accounts; may be examined at the Office of the Clerk of the Board of Education at any time during regular business hours, which are Monday through Friday 7:30 a.m. - 4:30 p.m.
  - a. Minutes of the Regular Meeting
  - b. Encumbrances and Change Orders (Attachment E)
  - c. Surplus/Salvage List (Attachment F)
  - d. Contracts (Attachment G)
14. New Business  
This item is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda—Okla. Stat. tit. 25, § 311(A)(9).
15. Board Members' Comments
16. Announcements/Coming Events:
  - Board Meeting, October 8, 5:30 p.m. El Reno
17. Adjournment

Summer Humphries

Agenda posted on September 9, 2024 at 12:30 p.m. at the Canadian Valley Technology Center Administration Building, El Reno Campus, 6505 E Highway 66, El Reno, OK 73099 by Summer Humphries.

**ATTACHMENT A  
September 10, 2024**

**EMPLOYMENT ITEMS**

<b>New Hires</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Position/Campus</b>	<b>Effective Date</b>
Bohmak	Whitlee	Surgical Technician Coordinator/Cowan-Chickasha	08/22/2024
Lowry	Matthew	Network Administrator/District	09/03/2024
Miller	Christopher	Evening Plumbing Instructor/El Reno	09/04/2024
Reynolds	Crystal	Medical Assisting Instructor/Cowan	08/27/2024
Scott	Cydnie	Instructional/Technical Assistant/Cowan	08/05/2024
Torres	Santiago	Food Service Manager/Cowan	09/16/2024

<b>Part-Time/BIS Personnel</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>End Date</b>
Ague	Robert	Security Officer	6/30/2025
Akin	Anita	Substitute	6/30/2025
Aldridge	Norma	Substitute	6/30/2025
Bailey	Chad	Substitute Coordinator	6/30/2025
Baker	Debera	Substitute	6/30/2025
Bolton	Michael	ACCD Spanish	6/30/2025
Bowling	Linda	Substitute	6/30/2025
Brown	Ed	Substitute	6/30/2025
Burns	Shirley	ACCD Quilting/Sewing	6/30/2025
Combs	Gary	Substitute	6/30/2025
Davidson	Chris	ACCD Guitar Basics	6/30/2025
Davis	Ashley	Adjunct Clinical Coordinator	6/30/2025
Foster	Andrea	ACCD	6/30/2025
French	Ruthie	Child Care Substitute	6/30/2025
Gibson	Michael	HCP Evaluator	6/30/2025
Hirschman	Garrett	ACCD Precision Machining	6/30/2025
Hughes	Laura	Professional-Specialized	6/30/2025
Kessler	Ryan	ACCD Electrical Trades	6/30/2025
McElhaney	Jody	Substitute	6/30/2025
McKnight	Wade	ROPES	6/30/2025
Meador	Joe	Security Officer	6/30/2025
Melton	Kinadee	Child Care Substitute	6/30/2025
Mock	Jeff	ACCD Computer Repair/Networking Cert	6/30/2025
Noreen	Jason	Professional-Specialized	6/30/2025
Paddock	Megan	Substitute	6/30/2025
Peters	Cameron	Adjunct	6/30/2025
Phillips	David	Substitute	6/30/2025
Rhoads	Seth	ACCD Welding	6/30/2025
Sine	Joe	Substitute	6/30/2025
Somers	John	ACCD Welding	6/30/2025
Spencer	David	Bus Driver	6/30/2025
Stephens	Aaron	Adjunct	6/30/2025

**ATTACHMENT A (Continued)**  
**September 10, 2024**

<b>Part-Time/BIS Personnel</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>End Date</b>
Taparro	Logan	Child Care Substitute	6/30/2025
Thomson	Brad	Substitute	6/30/2025
Truelove	Markus	Substitute Coordinator	6/30/2025
Walstad	Beth	Substitute	6/30/2025
Weyenberg	Alyssa	Child Care Substitute	6/30/2025
Wiggins	David	Substitute Coordinator	6/30/2025
Wright	Alicia	Exercise Classes	6/30/2025
Zurline	Michael	Bus Driver/TA/Substitute	6/30/2025

<b>Receiving Clerks FY25</b>	
<b>Campus</b>	<b>Employee</b>
El Reno	Shelly Colson

**ATTACHMENT B**  
**September 10, 2024**

**Short- Term Pay Calculation Worksheet FY2025**

**Adjunct Instructor Name:**

**Hourly Rate:**

**\$0.00**

Pay Grade Null

Industry Experience Years or Structured Full-Time Education Credit Hours 0 \$0.00

Semesters Taught for CV Tech ACCD 0 \$0.00

Categories	Pay Grade	Minimum Pay	Maximum Pay	Categories	Minimum Pay	Maximum Pay
<b>Computers, IT, and Business:</b>				<b>Special Interest Classes:</b>		
Computer Applications	B	\$22.00	\$30.00	American Heritage	B	\$22.00 \$30.00
Computer Basics/Windows Basics	B	\$22.00	\$30.00	Arts/Crafts	A	\$19.00 \$27.00
Computerized Architecture	C	\$27.00	\$35.00	Baking & Cooking	A	\$19.00 \$27.00
Computers - Specialized	D	\$32.00	\$40.00	Fabric/Yarn	A	\$19.00 \$27.00
Home Technology	B	\$22.00	\$30.00	Home Maintenance	C	\$27.00 \$35.00
iPad/iPhones	B	\$22.00	\$30.00	Language	B	\$22.00 \$30.00
Microsoft Certifications/Networking	D	\$32.00	\$40.00	Personal Development - Specialized	B	\$22.00 \$30.00
Modern Design (Graphic, Web, etc.)	B	\$22.00	\$30.00	Sport Exercise	A	\$19.00 \$27.00
Photography & Photoshop	B	\$22.00	\$30.00	<b>Trade, Safety, Industry:</b>		
Quickbooks	C	\$27.00	\$35.00	Automotive	D	\$32.00 \$40.00
Retirement Planning	C	\$27.00	\$35.00	Bus Driving	C	\$27.00 \$35.00
Small Business	C	\$27.00	\$35.00	CEU Classes for Trades	E	\$37.00 \$45.00
Social Media	B	\$22.00	\$30.00	CLEET/Security Guard Training	C	\$27.00 \$35.00
<b>Health:</b>				Construction Trades	D	\$32.00 \$40.00
AEMT	B	\$22.00	\$30.00	Industry - Specialized	F	\$42.00 \$50.00
Clinical Adjunct - (LPN Required)	D	\$32.00	\$40.00	Machining/CNC Programming	D	\$32.00 \$40.00
Clinical Adjunct - (RN Required)	E	\$37.00	\$45.00	<b>Possible Professional Certifications:</b>		
CPR	B	\$22.00	\$30.00	Home Inspection	C	\$27.00 \$35.00
EMT	C	\$27.00	\$35.00	Insurance	C	\$27.00 \$35.00
Flex Health (PN Required)	D	\$32.00	\$40.00	Professional - Specialized	D	\$32.00 \$40.00
Massage Therapy	B	\$22.00	\$30.00	Project Management	C	\$27.00 \$35.00
Medical Office	B	\$22.00	\$30.00	Real Estate	C	\$27.00 \$35.00
Nurse Refresher (RN Required)	E	\$37.00	\$45.00	SHRM Certification Prep	D	\$32.00 \$40.00
ParaPro	C	\$27.00	\$35.00			
Phlebotomy Technician	C	\$27.00	\$35.00			

Curriculum Development 75% hourly wage for class being taught

Experience

ACCD Semesters Taught prior

PROPOSED: 9/10/24

Certifications/Licenses

**ATTACHMENT C**  
**September 10, 2024**

**FUNDRAISER REQUESTS**

<b>GROUP/ ORGANIZATION</b>	<b>FUNDRAISER</b>	<b>PURPOSE</b>
Chickasha Practical Nursing	National Marrow Donor Program	Donate funds to National Marrow Donor Program
El Reno Criminal Justice	Thanksgiving Food Basket Drive	Donate food baskets to student families in need for Thanksgiving
El Reno Vex Mobile Robotics	Red Dirt Robotics	Sponsorships from local businesses to pay for facility rental, tournament fees, travel costs, and uniforms
Chickasha BPA	Change for Chain of Love	Donate funds to Special Olympics via Oklahoma BPA
El Reno SkillsUSA	Baby Product Donations	Donate to YWCA for women's shelter in Oklahoma City
Cowan BioMed HOSA	BioMed T-shirts	Donate funds to National Marrow Donor Program
Chickasha Activity Fund	CVTECH Branded Item Sales	Student vending account to support student activities
Cowan Admin Account	CVTECH Branded Item Sales	Cowan Administration Account
El Reno Admin Account	CVTECH Branded Item Sales	El Reno Administration Account

**ATTACHMENT D**  
**September 10, 2024**

**POLICIES**

<b>POLICY</b>	<b>NEW/UPDATED</b>
Acceptable Use of Internet	Updated
Administration of Medicine	Updated
Alcohol and Drug Testing for Bus Drivers	Updated
District-Wide Parental Involvement	Updated
Lactation	Updated
Minor Student Residency	Updated
Observation of Minute of Silence	Updated
Procurement	Updated
Social Media and Social Networking	Updated
Student Diabetes Care and Management	Updated
Student Records	Updated
Suspension, Dismissal, and Non-Reemployment of Instructors	Updated
Transgender and Nonbinary Student Records	Updated
Voluntary Prayer	New

**ATTACHMENT E**  
**September 10, 2024**

**ENCUMBRANCES/CHANGE ORDERS**

<b>Accounts Payable Encumbrances</b>			<b>Payroll Encumbrances</b>		
<b>POs 250877-251250</b>					
<b>Fund</b>	<b>Amount</b>		<b>Fund</b>	<b>Amount</b>	
11	General Fund	\$515,289.15	11	General Fund	\$857,580.00
11	General Fund - Travel	\$28,000.00			
21	Building Fund				
60	Activity Fund	\$152,739.17			
<b>Accounts Payable Change Orders</b>			<b>Payroll Change Orders</b>		
<b>Fund</b>	<b>Amount</b>		<b>Fund</b>	<b>Amount</b>	
11	General Fund	\$0	11	General Fund	\$0
21	Building Fund	\$0			
<b>ACCOUNTS PAYABLE TOTAL</b>		<b>\$696,028.32</b>	<b>PAYROLL TOTAL</b>		<b>\$857,580.00</b>
<b>TOTAL: \$1,553,608.32</b>					



**ATTACHMENT F  
September 10, 2024**

**SURPLUS LIST**

ITEM	INVENTORY TAG	SERIAL #
<b>Chickasha Campus- Auto Collision/IT</b>		
Dell Optiplex Mini Tower	KC150040	85QTY12
<b>Chickasha Campus- CADD</b>		
30-60 Triangle (13)	na	na
3D Max 2012 Bible textbook (4)	na	9780000000000
3D Max 4 Quick Reference book	na	na
3D Max 7 Bible textbook (5)	na	na
3D Max 7 Fundamentals textbook (2)	na	na
3DS Max 2010 Bible textbook (4)	na	na
3DS Max 8 Bible textbook (4)	na	4717862187
45 triangle (17)	na	na
5-in-1 USB Card Reader (6)	na	na
Accessing Architectural Desktop textbook (2)	na	na
Adjustable 45 triangle (15)	na	na
Adobe After Effects CSE Professional textbook (3)	na	9780321499790
Adobe Illustrator CS2-book (3)	na	na
Adobe InDesign CS2 book	na	na
Adobe Photoshop CS2 book (3)	na	na
American Victorian Cottage Homes book	na	na
ANSI Drafting Manual textbook (3)	na	na
Applying the Elements DVD	na	na
Applying AutoCAD R14 textbook (19)	na	na
Arches VHS tape	na	na
Architectural Perspective & Rendering textbook	na	na
Architecture Graphics Standard textbook (2)	na	na
Architecture textbook Blue (6)	na	na
Architecture textbook Green (17)	na	na
Architecture textbook Purple (6)	na	na
Art of 3-D Computer Animation textbook	na	na
AutoCAD 2016 1 year Exam View key	na	978-1-63126-435-1
AutoCAD and its Applications Comprehensive textbook (18)	na	na
AutoCAD Architecture 2015 textbook (5)	na	na

ITEM	INVENTORY TAG	SERIAL #
AutoCAD Civil 3D 2012 Essentials textbook	na	na
AutoCAD Log Cabin Tutorials book	na	na
AutoDesk Inventory 10 Essentials Plus textbook (2)	na	na
AutoDesk Revit 2015 textbook (5)	na	na
Basic Game Design & Creation for Fun textbook (6)	na	9781584504467
Basic Graphics Principles VHS tape	na	na
Battery backups XS 1000 (3)	na	na
Beginner Guide to SolidWorks 2006 textbook (4)	na	na
Bridges VHS tape	na	na
B-size Drafting Boards (16)	na	na
CADD Manager's Guidebook	na	na
California Bungalows of 20th Century textbook	na	na
Camtasia Studio	na	na
Cantilever Bridges VHS tape	na	na
Chill: Straight Talk About Stress video	na	na
Civil Engineering Drafting textbook (10)	na	na
Compasses (27)	na	na
Construction Master Pro (18)	na	na
Crazy Machines: Good ED-More Gizmos (2)	na	na
DIG Memory Card 1gb	na	na
Drafting- Overview set of 3	na	na
Drafting Tools & Equipment VHS tape	na	na
Elements & Principles of Design DVD	na	na
Engineer Drawing & Graphic Tech textbook (14)	na	na
Engineering Disasters 15 DVD	na	na
Engineering Disasters 19 DVD	na	na
Engineering Drawing Videos set of 6 DVDs	na	na
Equipment cases- Blue (25)	na	na
Eraser shield (35)	na	na
File cabinets 4-drawer (3)	na	na
Foundations VHS tape	na	na
French curve (27)	na	na

**ATTACHMENT F (continued)**  
**September 10, 2024**

**SURPLUS LIST**

ITEM	INVENTORY TAG	SERIAL #
Green Architecture: Living, Designing & Construction textbook	na	na
Hobby & Craft Knife (10)	na	na
How to get a Job in Animation textbook (5)	na	na
Inside 3DS Max 7 textbook (2)	na	na
Interior Design book	na	na
Interior Design Course (4)	na	9780764132599
Introducing & Implementing AutoDesk textbook (5)	na	na
Landscape Graphics textbook (2)	na	9780000000000
Letter guide (22)	na	na
LI-Ion Universal AD/DC charger	na	na
Machinery's Handbook (2)	na	na
Machinist Ready Reference tool	na	na
Mastering the Art of Production with 3D Max	na	na
Metallurgy Fundamentals & Instructor Manual textbook (5)	na	9780000000000
Miscellaneous templates (76)	na	na
Modern Marvels: Biggest Machines DVD	na	na
Monuments to Engineering Structure VHS tape	na	na
Multimedia Fusion 2 Developer (3)	na	na
Multiview Drawing VHS tape	na	na
Optical USB mouse (19)	na	na
Pitsco ortho box	na	na
Plan Graphics for the Landscape Designer	na	9780131720633
PNY Attaché	na	na
Power of Choice: Self-Esteem	na	na
Process Pipe Drafting, 4th edition textbook (5)	na	na
Protractor (10)	na	na
Rulers (6)	na	na
Samsung Micro SD 64GB	na	na
Sandpaper pointer (26)	na	na
Scale arc (20)	na	na
Scale Engineer (14)	na	na
Scale Mech (20)	na	na

ITEM	INVENTORY TAG	SERIAL #
Scale Metric (34)	na	na
Sears Tower DVD	na	na
Set of three- Platonic & Archimedean textbook	na	na
SolidWorks 2006 textbook (3)	na	na
SolidWorks CADD Student Guide (5)	na	na
SolidWorks for Dummies book (3)	na	na
SolidWorks Instructor Guide	na	na
Stair Layout textbook	na	na
Standing Desk	na	na
Staples USB Flash Drive 128GB	na	na
Structural Drafting 2nd edition textbook (14)	na	na
Structural, Civil and Pipe Drafting textbook (8)	na	na
Sweets Manual 1996 set	na	na
Tacklelife Rotary tool	na	na
Teach Like Your Hair's On Fire book	na	na
Technical Drawing 3rd edition textbook (12)	na	na
Technical Drawing 7th edition textbook (8)	na	na
The Art of 3D Computer Animation	na	na
Turning Torso DVD	na	na
Understanding Gizmos & Widgets DVD	na	na
USB WIFI Network Card (18)	na	na
When Engineering Fails DVD	na	na
Wireless mouse (2)	na	na
<b>Chickasha Campus- IT</b>		
Toshiba Satellite Laptops	KM140710, KM140717, KM140718, KM140719	na
Dell Precision 7520	KM190017	6KWTQQ2
IMAC ZOTR	KM190052	D25Y70R2J1GQ
<b>Chickasha Campus- Practical Nursing</b>		
Nursing Anne Advanced Manikin	KM141605	na
Apple Ipad	KM15061	na
Dean Vaughn Medical Terminology 350 2nd edition textbook (13)	na	0-914901-12-5
Dual monitor stand	na	na

**ATTACHMENT F (continued)**  
**September 10, 2024**

**SURPLUS LIST**

ITEM	INVENTORY TAG	SERIAL #
iPad case with keyboard	na	na
iPad hard back case	na	na
<b>Dr. Cowan Campus- Bookstore</b>		
Dymo label writer	na	na
<b>Dr. Cowan Campus- Health Careers 1</b>		
3 Drawer file cabinet	na	na
3 Drawer plastic rolling cart	na	na
DC holders (12)	na	na
Hand crank pencil sharpener	na	na
Medical Assisting textbooks (3)	na	na
Medical Terminology 350 Video DVD (28)	na	na
Mosby's Nursing Assistant CD Companion (48)	na	na
Mosby's Nursing Skills CDs (5)	na	na
Mosby's Textbook for Nursing Assistants (68)	na	na
Mosby's Workbook for Nursing Assistants (37)	na	na
Plastic student chair	na	na
Wireless mouse (3)	na	na
<b>Dr. Cowan Campus- Health Careers 2</b>		
Clinical nursing & skills techniques textbook (2)	na	9780323400695
<b>Dr. Cowan Campus- IT</b>		
Dell Wyse ThinClient 5070	KA220446	93J7TH3
Dell Optiplex AIO	KC141442	na
Ipad 2015 model (7)	na	na
<b>Dr. Cowan Campus- Practical Nursing</b>		
Acroprint Biometric Time Clock	na	5717235DS
Acroprint Biometric Time Clock	na	5716874CS
Dean Vaughn Med Term textbooks (5)	na	0-914901-12-5
Foundations of Mental Health 6th edition textbook	na	978-0-323-35492-9
Fundamentals of Nursing Care 3rd edition textbook	na	978-0-8036-6906-2
Laerdal Little Anne Miscellaneous CPR Supplies	na	na
Medical Surgical Nursing 4th edition textbook	na	978-0-323-60844-2
Metiman Trauma Fill Tank	na	na

ITEM	INVENTORY TAG	SERIAL #
Nasco Lifeform IV arm	na	na
Nasco Lifeform Stump Bandage Simulator	na	LF01064-4540
The Human Body in Health and Illness 6th edition textbook	na	978-0-323-49844-9
<b>El Reno Campus- Aviation Maintenance</b>		
Assorted Rivet sets (102)	na	na
Bucking bar	na	na
Craftsman 1/4 extension (2)	na	na
Craftsman 6" spinner handle	na	na
Craftsman wrench	na	na
Mini flashlight	na	na
Safety Wire Pliers (black) (13)	na	na
Safety Wire Pliers (red) (12)	na	na
Sioux 270A Rivet Hammer (15)	na	na
Socket Organizer with sockets (2)	na	na
Springs (32)	na	na
<b>El Reno Campus- Cosmetology</b>		
Hydraulic facial beds (2)	na	SAV-048
Titanium Babyliss Blow Dryer	na	BNT5548
<b>El Reno Campus- Fiscal Office</b>		
HP printer P2035	KA110167	VNB3G38632
<b>El Reno Campus- Graphic Design/IT</b>		
iMac	KA181191	SC02W206KJ1GQ
<b>El Reno Campus- IT</b>		
Dell Optiplex AIO	KA170245	DGPTSD2
Dell Optiplex AIO 7440	KA170247	DGTXSD2
Dell Optiplex AIO	KA170248	DGTVSD2
Dell Optiplex AIO 7440	KA170251	DGRPSD2
Dell Optiplex AIO 7440	KA170540	78LZMD2
Dell Optiplex AIO 7440	KA170543	78NYMD2
Dell Optiplex AIO 7440	KA170554	78M1ND2
Dell Optiplex AIO 7440	KA170558	78POND2
iMac	KA181191	C02W206KJ1GQ
Dell Latitude 3520	KA230327	2VJBCS3
Dell Optiplex AIO	KC181092	7J2ZBM2
Dell Latitude 5511	KA210339	5BDS8D3

**ATTACHMENT G**  
**September 10, 2024**

**CONTRACTS/AGREEMENTS**

<b>COMPANY</b>	<b>AMOUNT</b> (if applicable)
OKTLE & Employee Evaluation Systems License Agreement	\$3,025.00
IDEMIA Agreement – Childcare Worker Fingerprinting Coupons	Up to \$2,662.50
Atomic Assessments Renewal Agreement	\$17,530.00
Gayle Kearns-Buie GKB Consulting Agreement – Teacher Mentoring	\$1,300.00/instructor
Yukon Fine Arts Center Rental Contract – NTHS Ceremony	\$350.00