



**Minutes of the Meeting of the Board of Education  
of Mid-America Technology Center  
Monday, February 13, 2023 6:30 PM  
Conference Room #125 - Administration Building, 27438 State Highway 59, Wayne, OK  
73095**

Attendance Taken at 6:29 PM.

Michael Dillinger: Present

Doyle Greteman: Absent

Mike Hancock: Present

Joe Ray: Present

Donna Stokes: Absent

Present: 3, Absent: 2.

### **I. Opening**

I.A. Meeting Called to Order

President Mike Hancock called the meeting to order at 6:30 p.m.

I.B. Establishment of a Quorum

The President noted that a quorum was present and asked for the invocation.

I.C. Invocation

Superintendent Mike Eubank gave the invocation.

I.D. Agenda Posted

It was noted that the Agenda for the current month had been properly posted and was posted on the Website [matech.edu](http://matech.edu).

I.E. Discussion and possible action to approve the minutes of the January 9, 2023, regular board meeting- vote to approve/disapprove

Approve the minutes of the January 9, 2023, regular board meeting. This motion, made by Michael Dillinger and seconded by Joe Ray, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

### **II. Approval Docket**

The following Superintendent's recommendations which concern items of a routine and/or continuing nature will be approved/disapproved by one vote unless any Board Member desires to

have a separate vote on any or all of these items. The approval docket consists of the discussion, consideration, and approval/disapproval of the following items:

II.A. Income/Expense Reports

II.B. Treasurer's Report

II.C. General Fund

II.C.1. Encumbrances 50981 - 51110 & 70290 - 70295 - approve

II.D. Building Fund

II.D.1. Encumbrances - approve

II.E. Activity Fund- approve

II.F. Transfer Refund Account Balance to General Fund- approve

II.G. Amend School Calendar FY2022-2023 - approve

II.H. BIS Instructors and Part-time Employees- approve

Approve the docket as listed. This motion, made by Joe Ray and seconded by Michael Dillinger, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

### **III. Superintendent's Report**

III.A. Discussion and possible action to reemploy for the 2023-2024 school year

Certified/Professional Personnel: Carol Abernathy, Administrative Assistant, Laryssa Couch, PN Director, Terri Hays, Business Manager/Treasurer, Karen Hemmerling, Director of Instruction, Randy Henderson, Director of Full Time Programs, Wade Jarlsberg, BIS Director, Dallas Krout, Director of Student Services, Kenneth Stull, Director of IT, and Johnny Tyler, Director of Operations - vote to approve/disapprove

Approve the employment for the 2023-2024 school year Certified/Professional Personnel: Carol Abernathy, Administrative Assistant, Laryssa Couch, PN Director, Terri Hays, Business Manager/Treasurer, Karen Hemmerling, Director of Instruction, Randy Henderson, Director of Full Time Programs, Wade Jarlsberg, BIS Director, Dallas Krout, Director of Student Services, Kenneth Stull, Director of IT, and Johnny Tyler, Director of Operations. This motion, made by Michael Dillinger and seconded by Joe Ray, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

III.B. Motion, discussion and possible action to approve the purchase of a trailer for CDL Training - vote to approve/disapprove

Approve the purchase of a 2021 Hyundai 53 Air Ride Dry Van from City Trailers. This motion, made by Michael Dillinger and seconded by Joe Ray, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

III.C. Motion, discussion and possible board action to approve a lease agreement for copier services - vote to approve/disapprove

Approve a lease agreement with Oklahoma Copier Services for copier services. This motion, made by Joe Ray and seconded by Michael Dillinger, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

III.D. Motion, discussion and possible action to renew Firewall subscription - vote to approve/disapprove

Renew Firewall subscription with Untangle. This motion, made by Michael Dillinger and seconded by Joe Ray, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

III.E. Motion, discussion and possible action to approve the renewal of Anti-Virus subscription - vote to approve/disapprove

Approve the renewal of Anti-Virus Malwarebytes subscription with GovConnection. This motion, made by Michael Dillinger and seconded by Joe Ray, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

III.F. Motion, discussion and possible action to update Student Travel Policy - vote to approve/disapprove

Update Student Travel Policy as reflected on attached page. This motion, made by Joe Ray and seconded by Michael Dillinger, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

III.G. Motion, discussion and possible action to approve a contract with Goldsby Construction for construction management services for the Administration Remodel Project - vote to approve/disapprove

Approve a contract with Goldsby Construction for construction management services for the Administration Remodel Project. This motion, made by Joe Ray and seconded by Michael Dillinger, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

III.H. Capital Improvement Project update

Superintendent Mike Eubank updated the board on the Capital Improvement Projects.

III.I. Reality Check - March 6, 8, 9, 10 and 21st - Mid-America Technology Center

III.J. National Technical Honor Society Induction - March 29, 2023 @ 7:00 p.m. - First Baptist Church in Purcell, OK

#### **IV. Positions to Fill:**

IV.A. Housekeeper - approve

Approve the employment of Buddy Allred as housekeeper. This motion, made by Joe Ray and seconded by Michael Dillinger, passed.

Michael Dillinger: Yea

Doyle Greteman: Absent

Mike Hancock: Yea

Joe Ray: Yea

Donna Stokes: Absent

Yea: 3, Nay: 0, Absent: 2

## **V. Conventions and Workshops:**

- V.A. NextGen Conference - February 16-18, 2023 - Buena Vista, FL
- V.B. OkACTE Partners in Progress - February 21, 2023 - Edmond, OK
- V.C. SkillsUSA District Leadership Contests - February 23, 2023 - Chickasha, OK
- V.D. Instructional Leader's Meeting - March 2 & 3, 2023 - Kiamichi Tech in Poteau
- V.E. BPA State Leadership Conference - March 6-8, 2023 - Tulsa, OK
- V.F. National HVACR Educators and Trainers Conference - March 20-22, 2023 - Las Vegas, NV
- V.G. ACTE Regional Meeting - March 29-30, 2023 - Birmingham, AL
- V.H. NSBA Conference - April 1-3, 2023 - Orlando, FL
- V.I. Spring PACE Conference - April 4-6, 2023 - Afton, OK
- V.J. SkillsUSA State Conference - April 23 - April 25, 2023 - Tulsa, OK
- V.K. GABCON 2023 - June 28-30, 2023 - Durant, OK
- V.L. SREB TCTW MSW - July 18 - 21, 2023 - Orlando, FL

## **VI. Next Board Meeting - March 6, 2023 - 6:30 p.m.**

### **VII. New Business:**

In accordance with Oklahoma Statutes, Title 25, Section 311 (1)(9), new business is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

### **VIII. Adjournment**

President Mike Hancock adjourned the meeting at 7:18 p.m.

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Mike Hancock, President

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Doyle Greteman, Clerk

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Terri Hays, Minutes Clerk

## STUDENT TRAVEL ACTIVITIES EXPENSE REIMBURSEMENT

### ACTIVITIES EXPENSE REIMBURSEMENT

It is the policy of the Mid-America Technology Center Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school sponsored co-curricular activities. Student meal expenses will be covered on a per diem basis for out of state travel only.

Requests and arrangements for student travel will originate from the assistant superintendent's office.

Travel requests will be made as early as possible and placed on the master calendar.

A requisition for reimbursement from the activity fund must be filled out for each student and signed by the teacher/sponsor.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the administration office. The forms will be completed and approved on campus and hand-delivered to the business office for payment.

Student "Per Diem" Meal Allowance for out of state travel will be paid on an hourly basis for each hour the student is off campus for official MATC representation.

In-State Travel- Transportation and registration will be provided for in-state travel. Per diem for meals will not be included for in-state travel.

Out-of-State- \$1.75 per hour of time spent.

Other allowable expenses such as, taxi, shuttle, checked luggage, etc. will be reimbursed when accompanied by a signed receipt.

NOTE: Field trips do not count as out of state- only contest or CTSO activities.

The following conditions apply:

1. Students are not eligible for per diem unless the teacher/sponsor seeks approval in advance from the assistant superintendent.
2. Each student must sign for their own per diem (within two weeks) in order to collect the allowance.
3. All claim forms must be received by the 25th of the month in which they occurred.
4. Teacher/sponsor must sign off on student claim forms.
5. Travel must be off campus and overnight.
6. No meal receipts will be needed but, itemized receipts for all other allowable expenses will be required for reimbursement.
7. An agenda of the contest, meeting or event MUST be attached to the claim form.
8. Lodging, transportation and registration will follow existing board policy and be covered by the general fund. Meals and other allowable expenses will be covered by the activity fund.
9. Student meals paid for through registration fees paid by the district will be deducted at a rate of \$8 breakfast, \$14 lunch, and \$20 dinner.
10. Other allowable expenses must be accompanied by a signed receipt and turned in under the same conditions as the meals per diem.

## STUDENT PARTICIPATION/ATTENDANCE NATIONAL CONTEST

It is the intent of Mid-America Technology Center to support and promote adult and secondary students who participate in state skills contest sponsored by student organizations (BPA, HOSA, Skills USA). The following guidelines will be in effect for student participation and attendance at a sanctioned National Contest.

1. First (1st) place winners who qualify according to the rules of the specific student organization will be covered for meals, lodging and qualifying expenses providing they fall within one of the categories listed below:
  - a. 1st place State individual competition winners who are representing Oklahoma in their respective National competition.
  - b. 1st place State team competition winners who are representing Oklahoma in their respective National competition
  - c. State and/or National officers who are required to attend National Convention to fulfill their officer duties.
2. Participating students will be required to travel with MATC personnel and remain under the supervision of MATC personnel while at the competition and on the return trip. Secondary students may be released to a parent/guardian following the competition. Adult students may be released on their own.
3. Vehicle travel will be in school owned equipment. No students will drive themselves to or from an event.
4. Airline travel is authorized for qualifying student and teacher sponsors. Teacher sponsors will use the district purchasing procedures for making reservations and payment (P.O.) for tickets.
5. Mode of travel will be determined by administration based on distance and cost.
6. Lodging arrangement will be made by the teacher sponsor Mid-America Staff. Participants will be grouped, when possible, to reduce district expense.
7. Meals, travel and lodging for the Teacher Sponsor will be reimbursed using the district employee reimbursement policy.
8. Registration for the event will be the responsibility of the Teacher Sponsor Mid-America Staff. A district purchase order for registration will be the mode of payment.
9. Miscellaneous cost such as airport transportation to and from hotel, parking fees, mileage to and from the campus of enrollment to the airport, tolls, taxis, city bus/shuttles, and related contest costs are reimbursable with proper documentation.
10. Expenses for side trips or entertainment will not be reimbursed or paid for by district funds.

## STUDENT TRAVEL AND LODGING

1. Overnight Stays will be considered for the following circumstances.
  - a. Out of state travel.
  - b. Travel more than 3 hours, 1 way.
  - c. District, state, or national officer or delegates duties.
  - d. Student required on-site activity before 7:00am, or after 10:00pm
  - e. Unforeseen circumstances with administrative approval.
  - f. Mid-America or ODCTE staff is available to be in constant supervision of student.
  - g. Lodging is approved, arranged, and paid for by Mid-America or ODCTE staff.
2. Requirements for student travel and participation in events.
  - a. Student must be In Good Standing with Mid-America Technology Center.
  - b. Student must have a signed permission slip in advance of travel.
  - c. Students MUST be registered for events by Mid-America staff.
  - d. Student registration must be paid by Mid-America Purchase Order.
  - e. Student must travel in Mid-America owned, provided, or arranged vehicle.
  - f. Student must be accompanied and supervised by Mid-America or ODCTE staff.
  - g. Student must be required to participate or compete "in person" at the event.