



Where Education **Empowers.**

**Southern Oklahoma Technology Center
Regular Meeting
Bob Thomason Board Room, 2610 Sam Noble Parkway, Ardmore, Oklahoma
73401
Thursday, September 11, 2025 at 11:30 AM**

AGENDA

{{Name: Agenda Item Name}}

- I. **Meeting Called to Order/ Welcome**
 - A. Call to order and record members present and absent
 - B. Invocation
- II. **Introduction of Guests**
 - A. Briefings/Recognition
 - B. Public Participation
- III. **Proposed Non-Action Items:**
 - A. Martha Haas w/Graybill/Haas (2024-2025 Oil & Gas Report)
 - B. Administrative Report - Estimate of Needs
 - C. Superintendent's Report
 - D. Board Member Reports
- IV. **Proposed Consent Agenda** All of the following items, which concern items of routine nature normally approved/accepted at Board meetings, will be approved/accepted 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. Financial Reports and Recommendations

1. Treasurer(s) Reports & Recommendations
 2. Encumbrance Orders **2025-2026**
 - a. General Fund - \$345,094.59
 - b. General Fund Salaries - \$179,372.61
 - c. Building Fund - \$47,549.99
 - d. G & E Funds - \$5,537.90
 - e. Capital Projects - \$254,961.65
 3. Budget Amendment(s): #3
 4. Activity Fund/PELL Grant Reports
 5. Activity Fund Transfers
- B. Previous Meeting Minutes:
1. August 14, 2025 - Regular Board Meeting
 2. August 27, 2025 - Special Board Meeting
- C. Request(s) for Out-of-State:
1. Amanda Shatwell & Lisa Chronister
ATI Nurse Educator Summit
Tucson, AZ
April 26 - 29, 2026
Estimated Cost: \$2,630.00 (each)
 2. Robby Adams & Jared Trotts
International Builders Show
Orlando, FL
February 16 - 20, 2026
Estimated Cost: \$2,700.00 (each)
- D. Travel Claim Reimbursement(s)
1. Bill Coleman
 2. Georganne Westfall

3. Jack Jones
4. Brian McDaniel

E. Date/Time/Place for the Next Board of Education Meeting —
**Regular Meeting on October 9, 2025, @ 11:30 a.m. at the
SouthernTech Main Campus, Bob Thomason Board Room**

V. **Proposed Board Action Items:**

- A. Discussion and possible board action to approve the 2025–2026 Committees
- B. Discussion and possible board action to approve the proposed inventory surplus
- C. Discussion and possible board action to approve revisions to policy DA.
- D. Discussion and possible board action to approve new policy ER - Hazing
- E. Discussion and possible board action to approve the Part-Time Dental Hygiene Clinic Instructor job description
- F. Discussion and possible board action to approve the Licensed Electrician job description
- G. Discussion and possible board action to approve the 2025-2026 Marketing Plan
- H. Discussion and possible board action to approve the renewal of the VR Headsets/System in the amount of \$45,800.00 (*reimbursed by Perkins Grant*)

VI. **Proposed Executive Session**

Proposed Executive Session for the purpose of discussing the termination(s), resignation(s), and employment of the positions listed below, including discussions of information, the disclosure of which would violate confidentiality requirements of State and/or Federal Law, as authorized by Title 25, Oklahoma Statutes Section 307 (B)(1) and (B)(7).

A. Termination:

1. Keontray Smithers, Maintenance, effective September 2, 2025

B. Employment, as follows:

1. Health Adjunct Instructor
2. MicroSoft Leadership Adjunct Instructor
3. Law Enforcement Adjunct Instructor
4. Accounting Adjunct Instructor
5. Excel, Quickbooks, Microsoft, Google Adjunct Instructor
6. Gunsmith, Machinist Adjunct Instructor
7. Substitute Instructor

C. Vote to convene or not convene into Executive Session

D. Acknowledgment of Board's Return to Open Session

E. Statement of minutes of executive session

VII. Proposed Personnel Action Items

A. Discussion and possible board action to approve the termination of:

1. Keontray Smithers, Maintenance, effective September 2, 2025

B. Discussion and possible board action to approve the following employment:

1. Health Adjunct Instructor
2. MicroSoft Leadership Adjunct Instructor
3. Law Enforcement Adjunct Instructor
4. Accounting Adjunct Instructor
5. Excel, Quickbooks, Microsoft, Google Adjunct Instructor
6. Gunsmith, Machinist Adjunct Instructor
7. Substitute Instructor

VIII. **New Business**

IX. **Adjourn**

Posted on September 10, 2025 @ 10:45 a.m.
by Karen Nail

Southern Oklahoma Technology Center
Oil Gas
July 1, 2024 - June 30, 2025

TRACT	PURCHASER	LEASE #	COUNTY	TWHP	RNG	SEC	DESCRIPTION	INTEREST	TYPE	O/G	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL		
5	American Petroleum	019DR	Carter	1S	3W	5	Dorothy #3 NENW	0.01904300	RI	O							161.27			32.12			193.39		
								TAX																	
113	American Petroleum	137FW	Stephens	1S	8W	34	Werner NE/4 SW/4	0.00468750	RI	O		17.91		11.84			17.50					11.00	58.25		
7.8	American Petroleum	019DW	Carter	1S	3W	9,10	McClure Tussy Sand #9,14,15,21,22 E/2NENE,NESENE -9- W/2 NWNW, NWSW NW-10	0.00036959	RI	O	23.30	21.77		35.79			36.74	33.93			29.16		21.43	202.12	
85	American Petroleum	TIPPET	Love	7S	2E	1,2	Tippett #1 W/2W/2NW-1-NENE-2- (1/8)	0.00391600	RI	O	20.80													20.80	
32	Ardmore Production	313300	Carter	4S	2W	26	Hatchett 1.2 E/2NESW (1/8)	0.00200890	RI	O						68.17						60.77	128.94		
5	Anadarko	305000	Carter	1S	3W	5	Dorothy 1S NE NW (1/8)	0.01904300	RI	O	74.34	264.42	280.18		267.23	246.58	228.60		308.30			263.00	209.91	2142.56	
5	Anadarko	305100	Carter	1S	3W	5	Dorothy S 2-5 SE NW (1/8)	0.00952150	RI	B														0.00	
103	Ascent	102232	Stephens	3S	5W	14	SJLS Unit NW NE SW	0.00021875	RI					55.91								51.61	107.52		
12	B & W	160254	Carter	2S	3W	18	Rose 1-18 W/2 SW/4	0.00366206	RI	B		149.17	114.10			125.73		126.91				137.92	106.06	821.54	
32	Butkin	61316	Carter	4S	2W	26	Gant Dunlap W/2NESE, SE NESE (1/8)	0.00200890	RI	O														0.00	
69	Camino	70377	Grady	4N	7W	13	Cleburne All of 12,13 (12-52.887% 13-47.113%)	0.00138026	RI	B		164.46		125.35		186.36		186.74	317.48	168.82			317.26	1466.47	
12	C. E. Harmon Oil	883705	Carter	2S	3W	18	SE Velma Sims Unit Tr 7 SESENW,S/2SWNE,NWNWSE	0.01465827	RI															0.00	
17	Charter Oak	LUCK1-18	Carter	3S	2W	18	Lucky Duck 1-18 NW	0.00119511	RI			40.72		18.38		5.29		33.94		4.87				103.20	
17	Charter Oak	STR01-01	Carter	3S	2W	18	Strawberry Hill 1-18 NW	0.00119510	RI	B		25.58		17.82		7.10		38.86		6.50				95.86	
17	Charter Oak	MOGO1-01	Carter	3S	2W	7	Mogen David 1-7 SW	0.00008418	RI	B				1.76		0.19		2.92		0.31				7.35	
17	Charter Oak	NAK01	Carter	3S	2W	7	Naked Grape 1-7 SW -7S-2W	0.00008418	RI					2.47		0.07		1.20		0.48	1.25			5.47	
17	Charter Oak	YEL01-R1	Carter	3S	2W	18	Yellow Tail 1-18 NE/4	0.00128174	RI			17.58		0.13		15.21		22.42		0.56				55.90	
17	Charter Oak	WINKOWL	Carter	3S	2W	18	Winking Owl 1-18 NE/4	0.00128174	RI			40.59		18.61		2.37		55.96						117.53	
11	Citation	5000017	Carter	2S	2W	23	M. H. Tolbert NW SW, N/2 SW SW, W/2 E/2 SW (1/8)	0.02671870	RI	O			286.61				166.97						127.83	581.41	
9	Citation	5011672	Carter	1S	3W	19	County Line Unit #30 =NWNW, etc #31=N/2NENE (1/8)	0.00010039	RI	O	94.68	89.38		95.32	93.21		80.48	163.65	82.82	90.84	80.64	84.74		1027.25	
13	Citation	5011790	Carter	2S	3W	27	Sycamore Unit Tr 52 N/2 NE SW, N/2 NW SE Tr 54 SE NE SW Tr 55 SW NW SE, NW SW SE	0.00015998			139.22	130.26	136.10	128.70			118.54	246.69	126.54	137.30	123.28	124.51	100.07	1511.21	
	Citation	5032519	Garvin				SW Antioch Gibson Sand Unit	0.00001661			0.87	0.83	1.07	1.22		0.75	2.24	0.38	1.41	0.78	1.09	1.01		11.65	
107	Citation	5011808	Stephens	1S	4W	13	Wildhorse Unit #13= W/2NWSW,NWSW SW #14=E/2NWSW	0.00007470	RI	B	38.52	33.56	38.67	34.96		31.30	63.39	32.22	35.32	27.20	30.64	22.02		387.80	
106	Citation	5015009	Stephens	1S	4W	1	Sholem Alechem Fault Block NESW, NESESW	0.00000980	RI	B	10.41	10.02	10.51	10.09		8.81	17.86	9.00	9.44	8.43	8.22	7.60		110.39	
	Citation	5015205	Carter				Bayou Unit	0.00002020	RI		3.63	3.50	3.15	2.81		2.50	9.22	5.47	5.38	4.68	4.70			49.37	
4	Citation	5011815	Carter	1S	3W	4	Wright 2-4 SW NW	0.00299070	ORRI		4.38	4.24	4.56	41.80		3.70	4.92	6.52	7.04	5.92	41.95	1.41		164.77	
9	Citation	8013962	Carter	1S	3W	19	Hardin Unit 1 N/2 NE (1/8)	0.00173610	RI	B	33.90	11.68	35.35	31.78		10.25	65.86	16.07	37.98	12.71	33.99	34.16		323.73	
4	Citation	8021106	Carter	1S	3W	4	Wright 3-4 NW SW	0.00149540	ORRI		2.29	1.90	2.15	21.95		1.23	22.67	10.00	10.47	5.49	21.84	19.38		119.37	
7	Citation	8029960	Carter	1S	3W	9	Oven 1-9 E/2 NE/4	0.00099691	ORRI		1.68	1.85	1.87	0.62		0.20	0.46	0.80	0.57	0.20	2.34	1.79		12.38	
106	Citation	8029980	Stephens	1S	4W	1	Layn 2-1 W/2	0.00004390	RI							3.52	2.12	0.52			0.50	2.28		8.94	
127	Citation	8031261	Stephens	1N	5W	27	Prairiedale 1-27HW All	0.00576172	RI		58.10	86.35	123.60	124.46		106.01	361.86	326.64	176.11	74.17				1437.30	
127	Citation	8032652	Stephens	1N	5W	27	Prairiedale 2-27HW All	0.00576172	RI		1388.64	1789.79	1825.03	1384.91		1249.11	3215.22	2303.48	1927.17	25.65	169.67	333.25		1561.92	
								TAX																	
127	Citation	8032645	Stephens	1N	5W	27	Prairiedale 3-34-27HW All	0.00292465	OTHER			15592.91	2198.58	1722.12		1425.52	2641.47	1357.43	721.83	775.72	923.80	720.45		28079.83	
								TAX																	
127	Citation	8032646	Stephens	1N	5W	27	Prairiedale 4-34-27HW All	0.00293790	OTHER			3624.65	957.06	704.61		528.75	1468.12	1040.04	565.07		1.26	48.45		8938.01	
								TAX																	
13	Citation	8032106	Carter	2S	3W	27	Baker 1-27 W/2 SE	0.00210339	WI				256.14	68.13		64.16	81.30	40.52	40.29	7.76	18.60			576.90	
19	Coffeyville Resources	607760	Carter	3S	3W	2	Sturm #1 W/2 NE/4	0.01397340	RI			186.09				162.05				158.88				507.02	
19	Coffeyville Resources	607770	Carter	3S	3W	2	Sturm #2 W/2 NE	0.02086690	RI		266.28													172.87	439.15
12	Coffeyville Resources	803560	Carter	2S	3W	18	SE Velma Sims Unit Tr 7 SESENW,S/2SWNE,NWNWSE	0.01465827	RI		61.94	52.49	69.73	55.89		57.58	116.19	59.89	43.59	49.29	41.34	27.89		635.82	
117	Coffeyville Resources	804063	Stephens	2S	6W	5	Williams Yates Sand Unit Tr 2,3 NW SW	0.00021043	RI					15.60										15.60	
101	Continental	100554	Stephens	2S	4W	27	Hatchett 1-27H All of section	0.00146484	RI		108.15	55.94	61.56	51.54		63.39	116.36	72.85	102.83	75.54			124.82	832.98	
20,14	Continental	105034	Carter	2S	3W	31	Wynell 1-31-4XH All -31-2S-3W and 6-3S-3W	0.00509242	RI		1767.10	745.04	772.73	750.29		648.94	1292.57	829.98	623.71	753.95			1310.31	9494.62	
87	Continental	104333	Love	6S	2W	11,14	Nipp 1-141XH (11-46.2637% 14-53.7363%)	0.00068888	RI		22.93	11.01	11.27	10.69		11.66	24.19	13.49	10.94	12.54				21.56	150.28
5	Continental	104257	Carter	1S	3W	5	Flash 1-8-SMXH All -5 All-8	0.00175496	RI		1177.6	703.54	648.43	604.71		611.29	1205.9	645.32	457.86	352.74			1271.81	7679.20	
10	Continental	107522	Carter	2S	2W	8	Gramercy 1-32-5-8XHW 5 (49.65%) 8 (45.23%) 32 (6.12%)	0.00096662	RI					0.03											-0.22
101	Continental	107819	Stephens	2S	4W	27	Tomaney 1-35-34-27XHW 27 (30.91%) 34 (19.06%) 35 (50.03%)	0.00045278	RI		212.06	120.35	138.00	113.48		107.06	248.35	145.32	167.11	140.80				317.97	1710.50
20	Continental	108826	Carter	3S	3W	6,7,8	Galloway 2R-8-7-6XHM 6(21.18%) 7(18.06%) 8(60.76%)	0.00107650	RI		655.74	340.35	335.12	286.65		275.22	580.53	329.04	283.94	274.55				502.07	3863.21
9	Continental	108353	Carter	1S	3W	18,19	Canal 1-19-18XHW 18(51.33%) 19(48.67%)	0.00017247	RI		103.33	56.55	60.86	61.29		70.43	133.12	61.96	64.08	78.07				169.96	859.65
9	Continental	11258510001	Carter	1S	3W	18,19	Canal 2-19-18XHM 18(50.13%) 19(49.87%)	0.00017671	RI			4344.82	624.81	483.78		437.58	720.26	332.85	322.19	286.40				449.64	8002.33
9	Continental	11258510001	Carter	1S	3W	18,19	Canal 3-18-18XHM 18(16.58%) 19(83.42%)	0.00029560	RI			2561.78	358.89	299.03		276.11	492.25	239.33	234.54	215.99				360.98	5038.90
108,110	Continental	11261610001	Stephens	1S	4W	14,23	Duke 0104-14-23-1MXH 14(34.6318%) 23(65.3682%)	0.00058323	RI		116.44	102.25	89.75	106.68		118.40	230.75	137.68</							

SOUTHERN OKLAHOMA TECHNOLOGY CENTER
 CERTIFICATE OF EXCISE BOARD
 ESTIMATE OF NEEDS FOR 2025-2026

EXHIBIT "Y" Continued: PRIMARY COUNTY AND ALL JOINT COUNTIES

Levies Required and Certified: VALUATION AND LEVIES EXCLUDING HOMESTEADS						TOTAL REQUIRED 2024 TAX		
County	General Fund	Building Fund		Total Valuation	General	Building		
This County CARTER	10.26 Mills	4.56 Mills		720,355,881	7,390,851	3,284,823		
Joint Co. GARVIN	10.39 Mills	4.60 Mills		5,179,711	53,817	23,827		
Joint Co. JEFFERSON	10.65 Mills	4.56 Mills		15,083,914	160,644	68,783		
Joint Co. JOHNSTON	10.47 Mills	4.62 Mills		9,728,384	101,856	44,945		
Joint Co. LOVE	10.22 Mills	4.55 Mills		112,638,158	1,151,162	512,504		
Joint Co. MURRAY	10.16 Mills	4.53 Mills		165,004,538	1,676,446	747,471		
Joint Co. STEPHENS	10.32 Mills	4.60 Mills		2,251,422	23,235	10,357		
Joint Co.								
Total Valuations, All Counties				1,030,242,008	10,558,011	4,692,710		

and we do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2026 without regard to any protest that may be filed against any levies, as required by 68 O. S. 1991, Section 2869.

Dated at _____, Oklahoma, this _____ day of _____, 2025.

Excise Board Member

Excise Board Member

Excise Board Member

Excise Board Member

Introductions

- Lisa Driskill, Finance Specialist
- Mike Shelton, Diesel Instructor





*Where Education **Empowers.***

SUPERINTENDENT'S REPORT

September 11, 2025



OUR MISSION

To provide high-quality, skills-based, technical **education** opportunities that drive economic **success**.

SOUTHERN
TECH





OUR VISION

To be the premier technology center that develops a modern, highly skilled, and efficiently trained workforce to close the national skills gap.



CORE VALUES

- Excellence
- Competence
- Diversity
- Integrity
- Accountability
- Innovation
- Listening and Collaboration
- Service
- Leadership

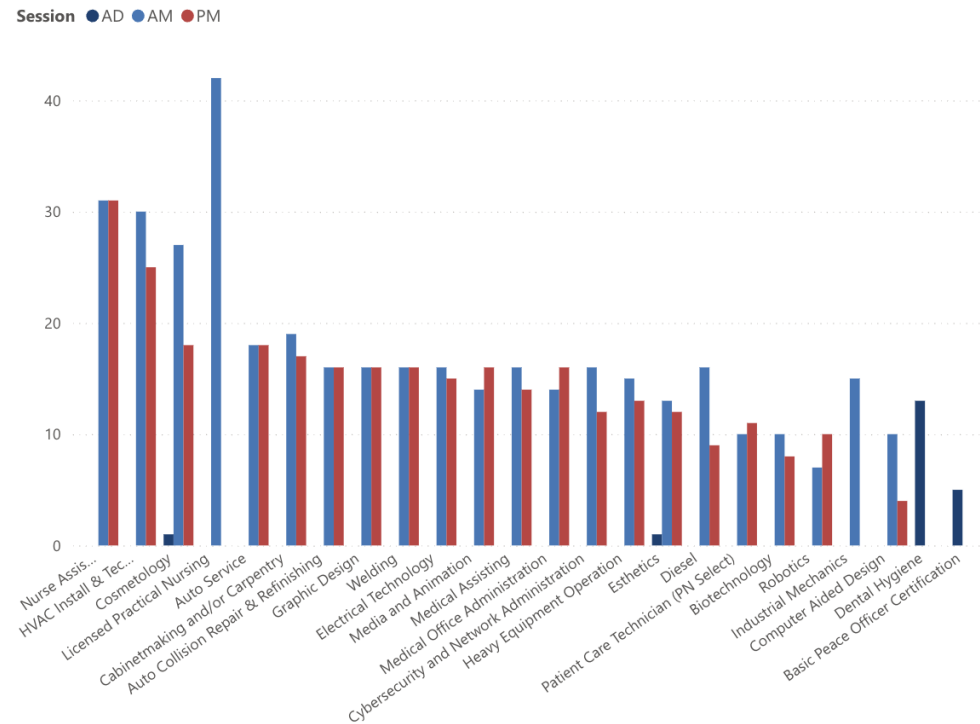


Enrollment Update – 9/11/25

FY26 Enrollment

26% adult capacity, 59% high school capacity, 85% campus capacity - Updated 8/19/25

- FY24 - 737 in FT Programs
- FY25 - 733 in FT Programs
- FY26 – 704 in FT Programs



Returning
 0
 1

11
 12
 Adult

AD
 AM
 PM

704
Enrolled

- Adult
- Ardmore
- Davis
- Dickson
- EPIC
- Fox
- Healdton
- Home School
- Lone Grove
- Marietta
- Oklahoma School for the Deaf
- Oklahoma Virtual Charter
- Plainview
- Ringling
- Springer
- Sulphur
- Take Two
- Thackerville
- Wilson
- Auto Collision Repair & Refinishing
- Auto Service
- Basic Peace Officer Certification
- Biotechnology
- Cabinetmaking and/or Carpentry
- Computer Aided Design
- Cosmetology
- Cybersecurity and Network Administration
- Dental Hygiene
- Diesel
- Electrical Technology
- Esthetics
- Graphic Design
- Heavy Equipment Operation
- HVAC Install & Technician
- Industrial Mechanics
- Licensed Practical Nursing
- Media and Animation
- Medical Assisting
- Medical Office Administration
- Nurse Assisting
- Patient Care Technician (PN Select)
- Robotics
- Welding



Retention Update – 9/11/25

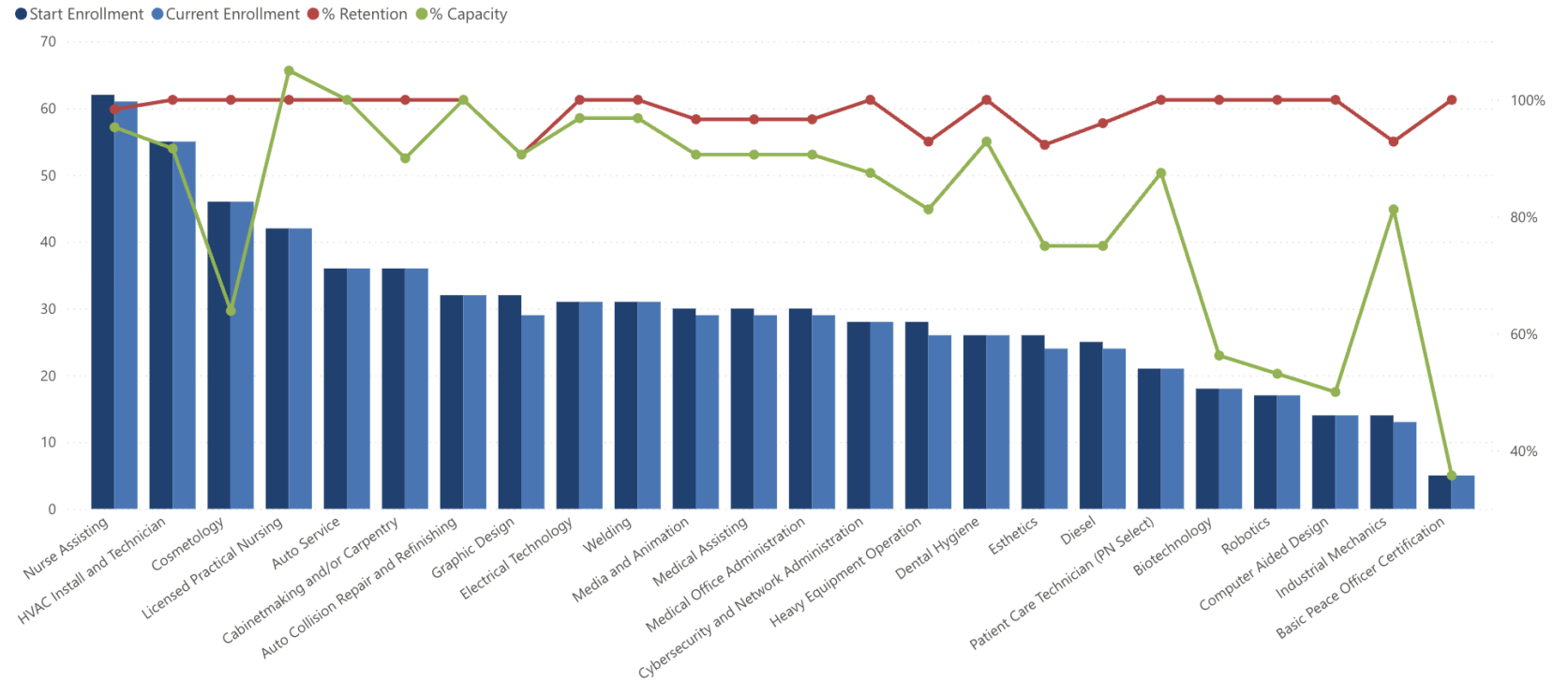
- Current - 98%
- FY25 - 88% / 73%
- FY24 - 83% / 71%
- FY23 - 61% / 61%
- Last Year (-29)
- This Year (-12)

FY26 Retention and Capacity

KPM 1 To achieve an increase toward our ultimate goal of 100% retention and completion in all programs, ensuring that every participant successfully completes their program, gains valuable skills, and achieves their educational goals.
KPM 4 To achieve an increase in training course and program enrollment, moving us closer to our objective of consistently maintaining enrollment at 100% capacity. (Updated 9/11/25)

98.0%
Average of % Retention

82%
Average of % Capacity



CTSO Kick-Off

- Annual Event held in the Sturm Commons
- All Programs Attended
- Theme: Power of Positive Thinking and Building Your Legacy
- Importance of Community Service
- First Officers Meeting – later this month



Happy Birthday Us!

- #59!
- Made it part of the CTSO Kick-off
- Cookies for all!



Work-La-Homa

- By the numbers...
 - Adult student & Job Seeker registrations (paper & online): 159
 - Employer/Military/Agency participation: 33
 - College participation: 32
- Attendee numbers:
 - Total students registered: 613
 - Total attended: 309
 - Connections sent: 227
 - Total interactions: 1428



Staff Team Building

- Strategic Initiative - GPTW
- Fun Squad
- Wellness Committee
- "List of Favorites"



OkACTE Leadership Conference

- Karen Nail -
- Whitney Elmore -
- Jacci Mayo -
- Shelly Lewis -
- Jennifer Laird -




USA Today Recognition

- Importance of Technical Training continues to rise!
- 14 OK Tech Centers Listed
- Data Focus:
 - Graduation Rate
 - Graduate Salaries
 - Affordability
 - Social Mobility
 - Diversity



CDL Training - Update

- Since we began offering CDL Class A training, in September of 2022, we have had the following:
- Total Complete - 37
- Total Currently In Theory - 14
- Total Currently Driving - 5
- Total Ready For Driving - 7
- Total Interested - 25




**Commercial Drivers License Class A
Truck Driving Skills**

Class A CDL Behind-the-Wheel, provides behind-the-wheel driving skills that meet the baseline requirements for entry-level truck drivers as required by the FMCSA. An Entry Level Driver Training Theory Course, required by the FMCSA, is also available for those interested.

Enroll Today

More Questions? Contact:
Traci McCann
Project Coordinator
580 - 224 - 8208
tmccann@sotech.edu

Course Hours / Cost:
At Most, 160 Hrs / \$4,000.00



CDL Training - Update

- Central Tech CDL Training
- Central Tech has 70 trucks and 30 instructors to offer CDL A training throughout Oklahoma
- The class is 5 ½ weeks, 28 days
- 2 students are allowed per truck
- \$4300 tuition per student - The tuition cost covers all expenses (Compared to \$5900 at [Ardmore Truck Driving School](#))
- Online theory training is conducted in the classroom. Students are not allowed to complete the online training at home.



CDL Training - Update

SouthernTech/Central Tech Partnership

- Goal to begin in Spring 2026
- Training to be coordinated with Kiamichi Tech in Durant
- 5 ½ week classes will rotate between Kiamichi and SouthernTech
- **3 trucks, 3 instructors, 6 students per class**
- Need to determine practice range and driving routes
- SouthernTech to provide classroom space for the first week of class
- SouthernTech Coordinator to visit class on the first day to distribute paperwork and review policies/procedures/handbook

Executive Summary

Aggressive Job Posting Demand Over a Deep Supply of Regional Jobs



Jobs (2025)

Your area is a hotspot for this kind of job. The national average for an area this size is 603* employees, while there are 998 here.



Compensation

Earnings are low in your area. The national median salary for Heavy and Tractor-Trailer Truck Drivers is \$57,002, compared to \$54,298 here.



Job Posting Demand

Job posting activity is high in your area. The national average for an area this size is 17* job postings/mo, while there are 20 here.

*National average values are derived by taking the national value for Heavy and Tractor-Trailer Truck Drivers and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

CDL Training - Update

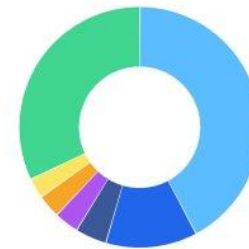
- Course outline

- 220 hours (classroom and driving)
- Day 1 - Physical
- Days 2-4 - Prep
- 4 ½ - 5 days to get their permit
- 4 ½ weeks of behind-the-wheel driving

- Classes are booked and are full 1-year out

- Central Tech collects tuition funds, SouthernTech will collect hours

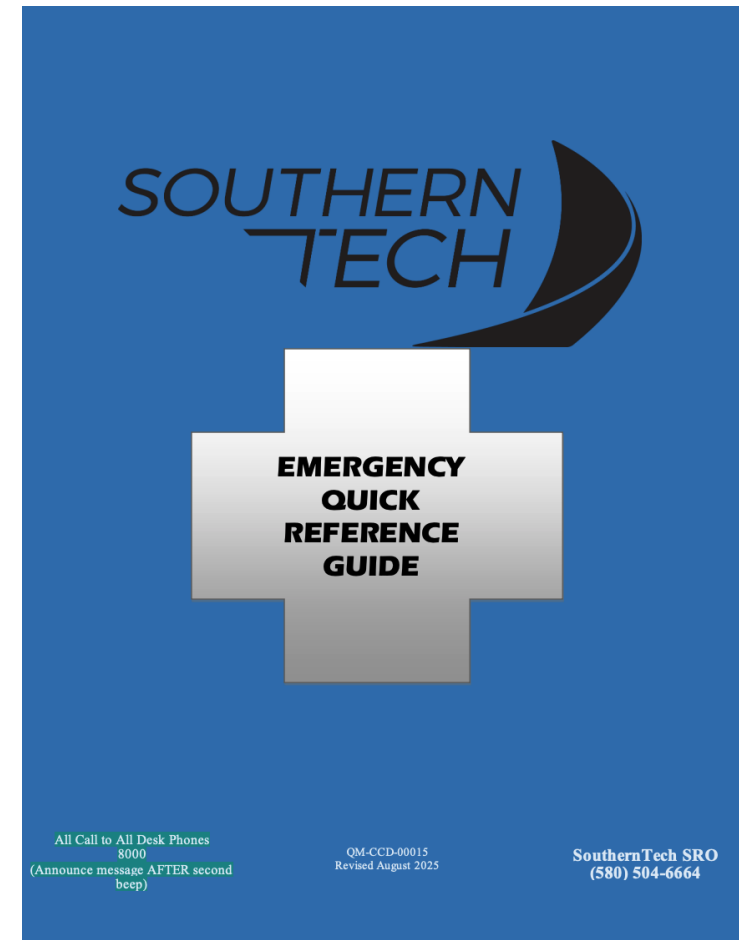
Most Jobs are Found in the General Freight Trucking Industry Sector



Industry	% of Occupation in Industry (2025)
General Freight Trucking	42.1%
Specialized Freight Trucking	12.3%
Support Activities for Mining	4.2%
Warehousing and Storage	3.3%
Local Government, Excluding Education and Hospitals	3.1%
Other Specialty Trade Contractors	2.7%
Other	32.1%

Safety and Security Update

- Safety and Security Committee meets Monthly
- Incident Command Team meets Monthly
- Simplified our Emergency Quick Reference Guide
- Plan Documents
 - Safety Plan – Updated Annually
 - Crisis Communication Plan
 - Crisis Response Plan



Upcoming Meetings and Events

- OK Career Tech – Oct Superintendent Meeting
- Area Superintendent Meeting
- TIF Check Presentation
- Select Oklahoma
- Ardmore Business Roundtable
- Advisory Committee Meetings



THANK YOU!

**SOUTHERN OKLAHOMA TECHNOLOGY CENTER
TREASURY REPORT
RECORD OF RECEIPTS FOR PERIOD JULY 1, 2025 THRU AUGUST 31, 2025**

GENERAL FUND

SOURCE	ESTIMATED REVENUE	RECEIVED TO DATE	BALANCE ESTIMATED
Formula Alloc - Regular Programs	3,178,342.00	529,724.00	2,648,618.00
Special Formula Operations	-	-	-
Industry & Safety	104,189.00	17,364.00	86,825.00
FF Training FY26	5,969.00	-	5,969.00
FF Training FY25	2,301.44	2,301.44	-
Safety Grant	-	-	-
Education Lottery	99,788.00	4,908.00	94,880.00
Adult Education (ABE) FY26	156,421.00	-	156,421.00
Adult Education (ABE) FY25	9,076.59	9,076.59	-
Adult Education (ABE) - State Match FY26	20,421.00	-	20,421.00
Adult Education (ABE) - State Match FY25	2,664.21	2,664.21	-
Adult Education (ABE) - Professional Development FY26	5,000.00	-	5,000.00
Adult Education (ABE) - Professional Development FY25	-	-	-
Drop Out Recovery FY26	250,000.00	-	250,000.00
Drop Out Recovery FY25	44,794.97	44,794.97	-
Federal Funds - Carl Perkins III FY26	178,170.00	-	178,170.00
Federal Funds - Carl Perkins III FY25	13,931.84	13,931.84	-
Federal Funds - Carl Perkins Innovation - CTE New Program - FY25	1,392.12	1,392.12	-
Federal Funds - Carl Perkins Innovation - Career Development FY26	50,000.00	-	50,000.00
Federal Funds - Carl Perkins CTE Special Populations	-	-	-
Federal Funds - Tech Centers That Work (TCTW) FY26	20,000.00	-	20,000.00
Federal Funds - Tech Centers That Work (TCTW) FY25	-	-	-
Oklahoma Highway Safety (Motorcycle Education) FY25	13,919.48	6,372.52	7,546.96
Oklahoma Highway Safety (Motorcycle Education) FY26	39,981.23	-	39,981.23
Rental of School Facilities	700.00	-	700.00
Murray State College	6,977.47	-	6,977.47
Food Service	200,000.00	2,798.03	197,201.97
Tuition, Full-Time Adult Students	322,168.00	71,812.20	250,355.80
Tuition, WED	315,000.00	32,392.50	282,607.50
Tuition, Contractor Safety	175,000.00	13,875.00	161,125.00
Activity Account Transfers	200,000.00	193,530.69	6,469.31
Interest On Investments	120,000.00	18,960.21	101,039.79
Ad Valorem Tax Collections - Carter	7,027,827.35	-	7,027,827.35
Ad Valorem Tax Collections - Garvin	51,126.15	-	51,126.15
Ad Valorem Tax Collections - Jefferson	158,603.45	-	158,603.45
Ad Valorem Tax Collections - Johnston	96,763.20	-	96,763.20
Ad Valorem Tax Collections - Love	1,093,603.90	-	1,093,603.90
Ad Valorem Tax Collections - Murray	1,592,623.70	-	1,592,623.70
Ad Valorem Tax Collections - Stephens	22,073.25	-	22,073.25
Ad Valorem Tax Collections - Prior Years - Carter	249,080.21	249,080.21	-
Ad Valorem Tax Collections - Prior Years - Garvin	385.14	385.14	-
Ad Valorem Tax Collections - Prior Years - Jefferson	6,487.64	6,487.64	-
Ad Valorem Tax Collections - Prior Years - Johnston	5,114.03	402.89	4,711.14
Ad Valorem Tax Collections - Prior Years - Love	8,820.68	8,820.68	-
Ad Valorem Tax Collections - Prior Years - Murray	77,064.78	34,646.87	42,417.91
Ad Valorem Tax Collections - Prior Years - Stephens	208.40	208.40	-
Ad Valorem Tax Collections - Farm Stamps	498.47	498.47	-
Ad Valorem Tax Collections - Interest	32.99	32.99	-
Ad Valorem Tax Collection - PILOT	3,520.41	3,520.41	-
Miscellaneous	15,000.00	3,046.22	11,953.78
E-Stopped Warrants	3.91	-	3.91
TANF	100,000.00	-	100,000.00
WRO - Yr 2	1,166,376.53	74,052.90	1,092,323.63
TOTAL	17,211,421.54	1,347,081.14	15,864,340.40
Fund Balance	3,407,175.52	3,407,175.52	-
Prior Year Lapsed Appropriations	1,120,529.66	1,120,529.66	-
GRAND TOTAL	21,739,126.72	5,874,786.32	15,864,340.40

BUILDING FUND

SOURCE	ESTIMATED REVENUE	RECEIVED TO DATE	BALANCE ESTIMATED
Interest On Investments	100,000.00	84,796.50	15,203.50
Ad Valorem Tax Collections - Carter	3,123,479.35	-	3,123,479.35
Ad Valorem Tax Collections - Garvin	22,635.65	-	22,635.65
Ad Valorem Tax Collections - Love	67,908.85	-	67,908.85
Ad Valorem Tax Collections - Jefferson	42,697.75	-	42,697.75
Ad Valorem Tax Collections - Johnston	486,878.80	-	486,878.80
Ad Valorem Tax Collections - Murray	710,097.45	-	710,097.45
Ad Valorem Tax Collections - Stephens	9,839.15	-	9,839.15
Ad Valorem Tax Collections - Prior Years - Carter	110,702.31	110,702.31	-
Ad Valorem Tax Collections - Prior Years - Garvin	170.52	170.52	-
Ad Valorem Tax Collections - Prior Years - Jefferson	2,777.76	2,777.76	-
Ad Valorem Tax Collections - Prior Years - Johnston	1,387.09	177.79	1,209.30
Ad Valorem Tax Collections - Prior Years - Love	3,927.00	3,927.00	-
Ad Valorem Tax Collections - Prior Years - Murray	34,360.73	15,447.86	18,912.87
Ad Valorem Tax Collections - Prior Years - Stephens	211.29	92.90	118.39
Ad Valorem Tax Collections - Farm Stamps	221.54	221.54	-
Ad Valorem Tax Collections - Interest	14.67	14.67	-
Ad Valorem Tax Collection - PILOT	1,569.63	1,569.63	-
Interfund Transfer (from CP)	508,875.85	-	508,875.85
Miscellaneous	-	-	-
E-Stopped Warrants	-	-	-
TOTAL	5,227,755.39	219,898.48	5,007,856.91
Fund Balance	4,468,311.36	4,468,311.36	-
Prior Years Lapsed Appropriations	2,671,239.31	2,671,239.31	-
GRAND TOTAL	12,367,306.06	7,359,449.15	5,007,856.91

CAPITAL PROJECTS FUND (A&P)

SOURCE	ESTIMATED REVENUE	RECEIVED TO DATE	BALANCE ESTIMATED
EDA Grant	344,383.20	-	344,383.20
TOTAL	\$ 344,383.20	-	344,383.20
Fund Balance	191,090.65	191,090.65	-
Prior Years Lapsed Appropriations	63,871.00	63,871.00	-
GRAND TOTAL	\$ 599,344.85	254,961.65	344,383.20

GIFTS AND ENDOWMENTS FUND

SOURCE	ESTIMATED REVENUE	RECEIVED TO DATE	BALANCE ESTIMATED
Green Interest on Investments	5,000.00	1,624.83	3,375.17
Misc Interest on Investments	1,000.00	205.76	794.24
Sturm Interest on Investments	50,000.00	14,983.81	35,016.19
Oil and Gas	200,000.00	48,573.96	151,426.04
Contributions & Donations	-	-	-
E-Stopped Warrants	-	-	-
TOTAL	\$ 256,000.00	65,388.36	190,611.64
Carry Forward - Green	66,845.82	66,845.82	-
Carry Forward - MISC	27,462.89	27,462.89	-
Carry Forward - Sturm	995,664.57	995,664.57	-
Carry Forward - Empower	5,192.22	5,192.22	-
Carry Forward - Diesel	1,332.42	1,332.42	-
Carry Forward - Aviation Camp	-	-	-
Prior Years Lapsed Appropriations - Sturm	100.00	100.00	-
Prior Years Lapsed Appropriations - Green	-	-	-
Prior Years Lapsed Appropriations - MISC	100.00	100.00	-
Prior Years Lapsed Appropriations - Aviation	-	-	-
TOTAL	\$ 100,000.00	100,000.00	-
	\$ 1,000,000.00	1,000,000.00	
Carry Forward (Green Corpus)	100,000.00	100,000.00	-
Carry Forward (Sturm Corpus)	1,000,000.00	1,000,000.00	-
GRAND TOTAL	\$ 1,456,000.00	\$ 1,265,388.36	190,611.64

GRANTS FUND

SOURCE	ESTIMATED	RECEIVED	BALANCE ESTIMATED
Contributions & Donations (Dental)	-	-	-
Interest On Investments	-	-	-
TOTAL	-	-	-
CarryForward (Dental)	-	-	-
Lapsed Appropriations (Dental)	-	-	-
GRAND TOTAL	\$ -	-	-

Southern Oklahoma Technology Center
Summary of Financial Activities
September 1, 2025

All Years Grouped by Fund:	General	Building	Capital Projects	Gifts & Endowments	Grant	Total All Funds
CASH ON HAND:						
BEGINNING MONTHLY BALANCE	48,439.58	(114,258.47)	5,000.00	8,077.04	1,287.08	(51,454.77)
ADD: MONTHLY RECEIPTS	711,310.53	124,278.77	-	40,206.09	-	875,795.39
MATURING INVESTMENTS	494,000.00		-	-	-	494,000.00
TOTAL CASH:	1,253,750.11	10,020.30	5,000.00	48,283.13	1,287.08	824,340.62
LESS: CHECKS ISSUED	1,445,231.53	373,817.31	-	10,926.26	-	1,829,975.10
PURCHASE OF INVESTMENTS	(334,151.69)	(424,566.34)	(249,961.65)	(5,089.77)	(241.93)	(1,014,011.38)
INTEREST ON NON-PAYABLE BOND INDEBTEDNESS REPAY-MONEY MGMT. MISCELLANEOUS INTEREST ON BONDS						
TRANSFERS ADJUSTMENTS						-
ENDING MONTHLY BALANCE	142,670.27	60,769.33	254,961.65	42,446.64	1,529.01	502,376.90
INVESTMENTS:						
BEGINNING MONTHLY BALANCE	3,883,253.01	7,094,504.72	249,961.65	2,202,751.69	241.93	13,430,713.00
ADD: INVESTMENTS						-
TOTAL INVESTMENTS:	3,883,253.01	7,094,504.72	249,961.65	2,202,751.69	241.93	13,430,713.00
LESS: INVESTMENTS	828,151.69	424,566.34	249,961.65	5,089.77	241.93	1,508,011.38
ENDING MONTHLY BALANCE:	3,055,101.32	6,669,938.38	-	2,197,661.92	-	11,922,701.62
TOTALS:						
END OF MONTH CASH BALANCE:	142,670.27	60,769.33	254,961.65	42,446.64	1,529.01	502,376.90
END OF MONTH INV. BALANCE:	3,055,101.32	6,669,938.38	-	2,197,661.92	-	11,922,701.62
TOTAL CASH:	3,197,771.59	6,730,707.71	254,961.65	2,240,108.56	1,529.01	12,425,078.52
ADD: OUTSTANDING CHECKS	334,689.17	44,194.69	-	171.70	-	379,055.56
TOTAL MONIES:	3,532,460.76	6,774,902.40	254,961.65	2,240,280.26	1,529.01	12,804,134.08

Southern Oklahoma Technology Center

FY26 Investment Ledger

Closed Investments

Invest #	Date	Bank Name	Amount	Rate	Maturity Date	Fund	Interest Paid	Pay Date
113126	10/29/2024	Citizens Bank & Trust Co.	1,250,000.00	4.22%	7/29/2025	Building	39,454.11	7/29/2025
1378902-1	05/02/2025	OLAP - American Plus Bank, N.A.	247,000.00	4.06%	08/15/2025	General Fund	2,884.82	8/15/2025
1378904-1	05/02/2025	OLAP - FirstBank Southwest	247,000.00	4.092%	08/15/2025	General Fund	2,907.92	8/15/2025
Total Closed Investments for General Fund:			494,000.00				5,792.74	
Total Closed Investments for Building Fund:			1,250,000.00				39,454.11	
Total Closed Investments for Gifts & Endowments:			-				-	
Total of All Closed Investments:			1,744,000.00				45,246.85	

Open Investments

113126	10/29/2024	Citizens Bank & Trust Co.	1,250,000.00	4.05%	10/31/2025	Building		
112371	10/10/2024	Citizens Bank & Trust Co.	1,100,000.00	4.50%	10/10/2025	Gifts & Endowments	12,341.10	7/10/2025
1029963173	10/31/2024	CDARS/Citizens Bank & Trust Co.	250,000.00	4.17%	10/30/2025	Building		
113127	10/29/2024	Citizens Bank & Trust Co.	500,000.00	4.05%	1/29/2026	Building	5,048.63	7/29/2025
113128	10/29/2024	Citizens Bank & Trust Co.	1,000,000.00	4.04%	4/29/2026	Building	10,072.33	7/29/2025
1378899-1	05/02/2025	OLAP - Third Coast Bank	245,700.00	4.091%	10/03/2025	General Fund		
1378901-1	05/02/2025	OLAP - Cornerstone Bank	245,600.00	4.093%	10/03/2025	General Fund		
1378903-1	05/02/2025	OLAP - Western Alliance Bank	245,600.00	4.183%	10/03/2025	General Fund		
1378905-1	05/02/2025	OLAP - West Texas State Bank	245,700.00	4.05%	10/03/2025	General Fund		
1378906-1	05/02/2025	OLAP - Truxton Trust Company	245,700.00	4.031%	10/03/2025	General Fund		
1378900-1	05/02/2025	ServisFirst Bank	244,000.00	4.099%	12/05/2025	General Fund		
113207	05/12/2025	Citizens Bank & Trust Co.	500,000.00	4.10%	11/10/2025	Gifts & Endowments		
Total Open Investments for General Fund:			1,472,300.00				-	
Total Open Investments for Building Fund:			3,000,000.00				15,120.96	
Total Open Investments for Gifts & Endowments:			1,600,000.00				12,341.10	
Total of All Investments:			6,072,300.00				27,462.06	

Daily Liquid Investments

Account #	Start Date	Investment Name	Balance as of End of Month	Daily Liquid 7 Day Yield	End Date	Fund	Interest Paid	Pay Date	Balance + Interest
22071	7/1/2025	OLAP Liquid Pool	6,838,047.49	4.1388%	7/31/2025	All Funds	26,365.51	7/31/2025	6,864,413.00
			1,909,590.19			General Fund	7,362.82		
			4,327,779.72			Building & Capital Projects Fund	16,686.65		
			600,677.58			Gifts & Endowment & Grants Fund	2,316.04		
22071	8/1/2025	OLAP Liquid Pool	5,829,560.82	4.178	8/31/2025	All Funds	20,840.80	8/31/2025	5,850,401.62
			1,577,162.93			General Fund	5,638.39		
			3,656,865.01			Building & Capital Projects Fund	13,073.37		
			595,532.88			Gifts & Endowment & Grants Fund	2,129.04		
Total Interest Received for General Fund:							13,001.21		
Total Interest Received for Building/Capital Projects Funds:							29,760.02		
Total Interest Received for Gifts & Endowments/Grant Funds:							4,445.08		
Total Interest Received for all Funds:							47,206.31		
Total Interest Received YTD - All Investments FY25:							119,915.22		

Pledges By Pledgee And Maturity



Pledged To: SOUTHERN OKLAHOMA TECHNOLOGY CENTER

Citizens Bank & Trust-Ardmore - Ardmore, OK

As Of 8/31/2025

Page 1 of 13

Receipt# Safekeeping Location	CUSIP	ASC 320	Description Maturity Prerefund	Pool/Type Coupon	Moody S&P	Original Face Pledged Percent	Pledged			
							Original Face	Par	Book Value	Market Value
BANK: BANKERS BANK	29278TMX5	HTM	ENERBANK USA 02/17/26	1.75		247,000.00 100.00%	247,000.00	247,000.00	247,000.00	244,181.73
BANK: BANKERS BANK	3135GA4U2	HTM	FNMA AGENCY - QTRLY 05/19/28	1.00	Aa1 AA+	750,000.00 100.00%	750,000.00	750,000.00	750,000.00	694,687.50
BANK: BANKERS BANK	3132D6NR7	AFS	FRLMC 15YR 07/01/35	2.50	SB8500	800,000.00 100.00%	800,000.00	317,670.89	332,868.82	300,208.52
3 Securities Pledged To: 04 - SOUTHERN OKLAHOMA TECHNOLOGY CENTER							1,797,000.00	1,314,670.89	1,329,868.82	1,239,077.75

Although the information in this report has been obtained from sources believed to be reliable, its accuracy cannot be guaranteed.

Southern Oklahoma Technology Center

PO Board Report

Fiscal Year: 2025 - 2026

9/11/2025

General Fund

PO No.	Vendor Name	Description	Fund - Department	Amount
260849	Mayo, Jaccilynn N	2025 Tuition reimbursement- Jacci Mayo	Gen Fund - HR	\$2,500.00
260850	O' Reilly Auto Parts	gauges, air chucks and fittings, nuts and bolts, light bulbs, fluids, windshield wipers, tape, fasteners, fuses.	Gen Fund - Diesel	\$500.00
260851	Toolkit Technologies, Inc.	Planetary Gearset Trainer from Tool Kit	Gen Fund - Auto Service	\$1,499.00
260852	AMAZON	Binder Dividers For Industry Trainings	Gen Fund - WED	\$70.24
260853	WAL-MART STORES, INC.	FY26 - Supplies needed for board meetings, board functions, etc.	Gen Fund - BOE	\$200.00
260854	Valerie Betterton	new staff photos, updated staff and group photos	Gen Fund - Marketing	\$440.00
260855	Bank of Oklahoma	Participant support - gas/fuel cards to and from job related appointments Program support - gas/fuel cards for transportation to and from Work Ready Workshop OK One Stop 2502 W Broadway St Ardmore, OK	Gen Fund - WRO	\$500.00
260856	AMAZON	Business Office Supplies - Not in Supply Closet	Gen Fund - Business Office	\$48.73
260857	Imagine Learning	Online Curriculum	Gen Fund - Dropout Recovery	\$28,445.00
260858	Billingsley Ford of Ardmore	2025 Ford F-250, VIN: 1FT8W2BT3SED91509	Gen Fund - Vehicle Servicing	\$76,496.00
260859	Cengage Learning Inc.	HVAC INSTALL CENGAGE ONLINE RESOURCES FOR THE YEAR.	Gen Fund - HVAC	\$1,320.00
260860	GRAINGER	Coil Cleaner, Swaging Tools, Tubing Reamers	Gen Fund - HVAC	\$118.91
260861	AMAZON	DOLLYS AND OTHER LIFTING ASSISTANCE FOR HVAC INSTALL	Gen Fund - HVAC	\$195.98
260862	AMAZON	Cabinets for welding supply storage	Gen Fund - Welding	\$6,062.82
260863	AMAZON	Robotics tools, office supplies, shop stools	Gen Fund - Robotics	\$690.97
260864	Southern Tech-Food Service	Food for Dropout Recovery Students - FY26	Gen Fund - Dropout Recovery	\$5,000.00
260866	WAL-MART STORES, INC.	School clothes, shoes, personal hygiene items for minor children of TANF participant Dava Boyd is in 3rd grade and Lilly Boyd is in Kindergarten. They go to Wilson Elementary. This expenditure was approved by Stephanie Hara at Career Tech.	Gen Fund - TANF	\$400.00
260867	Bank of Oklahoma	office supplies from Staples	Gen Fund - Operations	\$500.00
260868	Mitchell 1	Subscription to Mitchell1 Tractor trailer electronic service information	Gen Fund - Diesel	\$2,100.00

260869	NOCTI- National Occupational Competence	Cybersecurity - 32 NOCTI Computer Networking Fundamentals certification vouchers 32 - NOCTI Cybersecurity Fundamentals certification vouchers	Gen Fund - Cyber	\$2,656.00
260870	ODCTE-CareerTech	Business & Industry Services Certification Program - Stewart & Sisco - Oct 1 - April 9, 2025 - Various Technology Centers	Gen Fund - WED	\$1,450.00
260873	Grimco, Inc.	Replacement ink colors for Roland Printer and DTF UV printer.	Gen Fund - Marketing	\$2,083.00
260874	Modish Motors LLC	2014 F550 Service truck for HEO service and maintenance	Gen Fund - HEO	\$19,999.00
260875	AMAZON	Cybersecurity - 2 Ubiquiti Unifi 48 Port Managed Switches	Gen Fund - Cyber	\$798.00
260876	AMAZON	Trailer Load securing training	Gen Fund - HEO	\$234.90
260878	AMAZON	Headphone cables	Gen Fund - HEO	\$34.14
260879	NCHSE	NCHSE 2025 Conference Registration and Pre-Conference Registration-Inselman-PN Select(PCT)-October 28th-31st, 2025-Cincinnati, Ohio - Kristi Inselman	Gen Fund - HR	\$750.00
260880	NCHSE	NCHSE Conference Registration Cincinnati OH October 27-31 - Kristina Frodham	Gen Fund - HR	\$750.00
260881	NOCTI- National Occupational Competence	NOCTI Pre/Post Combos with Performance Building Trades Maintenance Test	Gen Fund - 413 Special Operations	\$1,830.00
260882	Bank of Oklahoma	NCHSE 2025 Conference-Cincinnati Ohio - October 27th-31st, 2025 - Inselman - PN Select(PCT) - Hilton - Kristi Inselman	Gen Fund - HR	\$370.00
260883	Bank of Oklahoma	Hilton -4 nights October 27-31 NCHSE Conference Cincinnati OH - Kristina Frodham	Gen Fund - HR	\$740.00
260884	Bank of Oklahoma	Appropriate attire for Diesel Tech student	Gen Fund - TANF	\$300.00
260885	WILLIS, KEITH JR	Keith Willis Provisional Teaching Certification	Gen Fund - Aviation	\$52.00
260886	Bank of Oklahoma	Susie Morales Registration for INACSL Simulation Education Program (ISEP) September 2025- Feb 2026 Cohort, for online nursing simulation training.	Gen Fund - PN	\$1,500.00
260887	Bank of Oklahoma	Amanda Shatwell - Registration for INACSL Simulation Education Program (ISEP) September 2025- Feb 2026 Cohort, for online nursing simulation training.	Gen Fund - PN Coordinator	\$1,500.00
260888	AMAZON	Cutters, Spray, etc.	Gen Fund - HVAC	\$302.64
260889	B&B Truck Service	Alternator replacement - Kenworth Truck	Gen Fund - WED	\$1,000.00
260890	Billingsley Ford of Ardmore	2025 Ford Expedition Max: VIN# 1FMJK1J89SEA40894	Gen Fund - Vehicle Servicing	\$73,649.00
260891	AMAZON	classroom supplies in bulk (canvas and acrylic paint)	Gen Fund - Cosmo	\$143.73
260892	BMB Transport LLC	AF T-1Transport	Gen Fund - Aviation	\$5,500.00
260893	Built Rite Fence Co	Removal and reinstall fencing at Airpark for plane transport	Gen Fund - Aviation	\$1,000.00
260894	Fastenal Company	Safety glasses/ goggles/ gloves	Gen Fund - Industrial Mech	\$229.52

260895	HOGHEAD DESIGNS LLC	Southern Tech logoed apparel	Gen Fund - Program Director	\$150.00
260896	James Supplies And Rental Co.	Welding - Dark safety glasses for students.	Gen Fund - Welding	\$108.17
260897	OKACTE	FY26 OKACTE Positional Membership - Additional Not Included on Original Invoice in error	Gen Fund - Business Office	\$657.00
260898	Bank of Oklahoma	5" round window cling WRO logo decals for advertising local WRO support partners	Gen Fund - WRO	\$130.00
260899	Bank of Oklahoma	Dry cleaning and press for 30 LPN white lab coats in various sizes from graduation last year	Gen Fund - PN	\$300.00
260900	AMAZON	window shade and tire thumper	Gen Fund - Operations	\$174.28
260901	OSPMA	Fall OSPMA Conference at Lake Murray Sept 9 and 10th : Mike Bralley, Junette Smith, Deland Woods, Keontray Smithers, Elijah Shade and Calvin Beames	Gen Fund - Operations	\$900.00
260902	OSPMA	Fall OSPMA Conference September 9 and 10th: Kerry Blankenship @ Lake Murray	Gen Fund - Safety and Security	\$150.00
260903	Bank of Oklahoma	Ardmore Chick-fil-A vendor catering for WORKlahoma Job Fair 9/9/25 at Ardmore Convention Center	Gen Fund - WRO	\$1,500.00
260905	AMAZON	Electrical tape, hood props, axle repair kit, power steering pulley kit, coil pack tester	Gen Fund - Auto Service	\$229.72
260906	AMAZON	Badge Printer Ink	Gen Fund - WED	\$56.00
260907	AMAZON	Honda Passport trainer vehicle window regulator	Gen Fund - Auto Service	\$59.95
260909	AMAZON	Office and Classroom Supplies	Gen Fund - Dental	\$125.32
260910	AMAZON	Tire Changing Equipment - Service Truck	Gen Fund - HEO	\$416.90
260911	AMAZON	Patch Cables - Previously ordered headsets did not include patch cable	Gen Fund - HEO	\$718.80
260912	BUSINESS PROFESSIONALS OF AMERICA	CTSO - Medical Office Admin and Media & Animation student membership fees for Business Professionals of America	Gen Fund - CTSO	\$1,280.00
260915	Jolt	FY26 Jolt Labeling System License	Gen Fund - Food Service	\$2,256.72
260916	Certus Brands	TPC simulation-based training system software license (qty 20) for Industrial Mechanics and Wed Students	Gen Fund - Industrial Mech/WED	\$3,000.00
260917	Bank of Oklahoma	Safety Achievement Pins - awarded as the students completes safety exams for each piece of equipment in the program.	Gen Fund - HEO	\$994.50
260918	RUTH YOUNG TRAVEL AGENCY	Round trip flight for Mike Martin to attend the 2025 ACTE Vision Conference in Nashville, TN on December 8-12, 2025	Gen Fund - Assistant Superintendent	\$420.00
260921	Progressive Energy	Gas voucher for TANF students	Gen Fund - TANF	\$500.00
260922	Veterans Plaza LLC	OGE payment per WRO rental agreement for January 2025 - August 2025	Gen Fund - WRO	\$3,925.87
260923	AMAZON	General Supplies for classroom	Gen Fund - Academic Enhancement	\$363.55

260924	Bank of Oklahoma	National Health Science Conference Registration - Sharla McMillin - Cincinnati, OH October 27-31, 2025	Gen Fund - HR	\$900.00
260925	Bank of Oklahoma	National Health Science Conference Hotel for Sharla McMillin - Cincinnati, OH - October 27-31, 2025	Gen Fund - HR	\$740.00
260926	RUTH YOUNG TRAVEL AGENCY	Airfare to NCHSE 2025 Conference in Cincinnati, OH Oct 27-31st - Sharla McMillin	Gen Fund - HR	\$875.00
260927	Cherryroad Media, Inc..	6.0 x 2.5 Color Ad in the Ardmorite Sports Special Edition	Gen Fund - Marketing	\$135.00
260928	RUTH YOUNG TRAVEL AGENCY	Airfare to Cincinnati, OHIO, NCHSE Conference, October 27th-October 31st, 2025	Gen Fund - HR	\$875.00
260929	RUTH YOUNG TRAVEL AGENCY	Airfare to NCHSE conference October 27-31, 2025 Cincinnati, OH KFrodsham	Gen Fund - HR	\$875.00
260932	James Supplies And Rental Co.	Welding - Safety glasses for students who wear prescription eyeglasses.	Gen Fund - Welding	\$204.05
260933	Bank of Oklahoma	Lodging, Parking & Tolls for Accreditation Visits to Red River Tech Nov 18-20, 2025 (Karen Nail), Metro Tech Oct 21-23, 2025 (Dayna Stephens & Fiona McAlister), & Southwest Tech Dec 9-11, 2025 (Jacci Mayo, Amanda Shatwell, & Kim Goode)	Gen Fund - Accreditation Visits	\$1,975.21
260934	Nail, Karen M	Per Diem, Parking & Tolls for Accreditation Visit to Red River Tech Nov 18-20, 2025	Gen Fund - Accreditation Visits	\$320.00
260935	Baxter, Natalie Brooke	Lodging, Per Diem, Mileage, Parking, & Tolls for Accreditation Visit to Red River Tech Nov 18-20, 2025	Gen Fund - Accreditation Visits	\$780.14
260936	Mayo, Jaccilynn N	Per Diem for Accreditation Visit to Southwest Tech Dec 9-11, 2025	Gen Fund - Accreditation Visits	\$170.00
260937	Stephens, Dayna P	Per Diem for Accreditation Visit to Metro Tech Oct 21-23, 2025	Gen Fund - Accreditation Visits	\$200.00
260938	Shatwell, Amanda C	Per Diem, Mileage, Parking, & Tolls for Accreditation Visit to Southwest Tech Dec 9-11, 2025	Gen Fund - Accreditation Visits	\$740.00
260939	Goode, Kim S	Per Diem, Parking, & Tolls for Accreditation Visit to Southwest Tech Dec 9-11, 2025	Gen Fund - Accreditation Visits	\$320.00
260940	McAlister, Fiona M	Per Diem, Parking, & Tolls for Accreditation Visit to Metro Tech Oct 21-23, 2025	Gen Fund - Accreditation Visits	\$350.00
260941	Safety Kleen	Safety Kleen waste management services	Gen Fund - Auto Service	\$1,843.99
260942	AMAZON	Tools, lights, and shop maintenance accessories for electrical class.	Gen Fund - Electrical	\$2,232.32
260943	AMAZON	Disconnect tools, serpentine belt tool kit	Gen Fund - Auto Service	\$95.41
260944	Lowes Company, Inc	Construction Technology: Dewalt 7 1/4 XR saw kits, Dewalt XR hammer drill kits and Dewalt Max Pex Expansion tool kits	Gen Fund - Construction	\$2,374.00
260945	Inselman, Kristi L	NCHSE Conference, Cincinnati, OH - October 27th-October 31st 2025, Per Diem for meals and Misc. Travel Expenses	Gen Fund - HR	\$629.50

260946	AMAZON	Bus parking signs for WORKlahoma Job Fair, September 9, 2025, Ardmore Convention Center	Gen Fund - WRO	\$39.35
260947	AMAZON	Safety Supplies	Gen Fund - HEO	\$77.18
260948	AMAZON	Thread pitch gauges	Gen Fund - Diesel	\$28.87
260949	AMAZON	Construction Technology supplies: Laminate tools, edge bands and trimmers, drawer slides and hardware, cabinet hinges and screws	Gen Fund - Construction	\$2,614.22
260950	ACTE	Registration for Travis Southerland and Austin Emge to attend the ACTE 2025 Vision Conference to be held in Nashville, TN, on December 9-12, 2025	Gen Fund - HR	\$1,250.00
260951	RUTH YOUNG TRAVEL AGENCY	Airfare for Austin Emge to attend the ACTE 2025 Vision Conference to be held in Nashville, TN, on December 9-12, 2025	Gen Fund - HR	\$420.00
260952	Bank of Oklahoma	Lodging for Travis Southerland at the ACTE 2025 Vision Conference to be held in Nashville, TN, on December 9-12, 2025	Gen Fund - HR	\$2,000.00
260953	Bank of Oklahoma	Lodging for Austin Emge at the ACTE 2025 Vision Conference in Nashville, TN, on December 9-12, 2025	Gen Fund - HR	\$2,000.00
260954	Ocana, Gustavo A	G. Ocaña Professional Allowance - Teaching License	Gen Fund - Graphics	\$52.00
260955	Emge, Austin R	Travel Reimbursement for Austin Emge to attend the ACTE 2025 Vision Conference in Nashville, TN, on December 9-12, 2025	Gen Fund - HR	\$930.00
260956	Southerland, Travis	Travel Reimbursement (airfare, M&IE, misc.) for Travis Southerland to attend the ACTE 2025 Vision Conference to be held in Nashville, TN, on December 9-12, 2025	Gen Fund - HR	\$1,350.00
260957	American Heart Association	AHA Heart Codes CPR (2 students)	Gen Fund - PN Select	\$74.00
260959	AMAZON	Service Tools and Patch Cables	Gen Fund - HEO	\$225.67
260961	AMAZON	Patch cords for computer to headsets	Gen Fund - HEO	\$28.45
260962	AMAZON	Cybersecurity - Light up magnifying headset for students.	Gen Fund - Cyber	\$70.18
260965	Service Oklahoma.	new vehicle tags	Gen Fund - Vehicle Servicing	\$92.00
260966	James Supplies And Rental Co.	welding wire, gas, welding gun	Gen Fund - Auto Collision	\$411.01
260967	Frodsham, Kristina M	NCHSE Conference Cincinnati, OH October 27 - 31, 2025 per diem and misc travel expenses - KFrodsham	Gen Fund - HR	\$629.50
260968	AMAZON	Safety and Maintenance Supplies	Gen Fund - HEO	\$161.37
260969	AMAZON	Measuring Tool Pouch Facilities Maint. Students	Gen Fund - 413 Special Operations	\$399.80
260970	4-Imprint	85" x 33.5" Retractable Banner Career Services-Rhonda Mize	Gen Fund - Marketing	\$226.45
260971	Cengage Learning Inc.	CIMA for Professional Educator Milady 4th Edition	Gen Fund - Esthetics	\$288.48

260972	Oklahoma HOSA	HOSA Membership Fees - Professional Allowance - K.Inselman	Gen Fund - PN Select	\$25.00
260973	Oklahoma HOSA	HOSA Membership Fee Nurse Assist Frodsham & Runyan - Professional Allowance	Gen Fund - Nurse Assisting	\$50.00
260974	Oklahoma HOSA	HOSA membership dues - Professional Allowance - Taryn Wagner	Gen Fund - Medical Assisting	\$25.00
260975	AMAZON	Safety Items and Classroom chair	Gen Fund - HEO	\$277.76
260976	AMAZON	Thread pitch guage	Gen Fund - Diesel	\$69.93
260977	AMAZON	sand paper, safety glasses, dust masks	Gen Fund - Auto Collision	\$194.99
260978	AMAZON	Lab timers, batteries and bench diapers.	Gen Fund - Biotech	\$49.63
260979	HOSA- FUTURE HEALTH PROFESSIONALS	CTSO - HOSA student membership for PN Select, Nurse Assisting, and Medical Assisting students	Gen Fund - CTSO	\$2,875.00
260980	Lowe's Company, Inc	Materials to weatherproof Phenom jet to put outside	Gen Fund - Aviation	\$265.98
260981	STAR AUTOMOTIVE	Vehicle Battery Charger	Gen Fund - WED	\$159.15
260982	Bank of Oklahoma	2024 International Fuel Gas Code® Study Companion Item #: 4607S24	Gen Fund - HVAC	\$100.00
260983	Kuntz, Jerome	Jerry Kuntz - Tuition reimbursement	Gen Fund - HR	\$1,071.71
260984	Allstate Termite/Pest Control	Initial insect extermination fee plus follow-up treatments quarterly for one year	Gen Fund - WRO	\$525.00
260985	BMB Transport LLC	Transport , rigging and lifting services to relocate T1 Jayhawk from airpark to School	Gen Fund - Aviation	\$7,350.00
260986	AMAZON	Copy Paper	Gen Fund - WED	\$105.54
260987	AMAZON	HVAC Tools/Supplies	Gen Fund - HVAC	\$220.37
260988	AMAZON	Money Counter Machine for Business Office	Gen Fund - Business Office	\$239.99
260989	B&B Truck Service	Blanket PO for Repairs and Service on the F750 Water Truck to get it back into service	Gen Fund - HEO	\$2,000.00
260990	James Supplies And Rental Co.	Welding Rod Replacement for FT Program	Gen Fund - WED	\$68.60
260991	Bank of Oklahoma	a one year subscription for an online learning platform for assessment and content review, that is shared by the LPN department.	Gen Fund - PN	\$150.00
260992	Laird, Jennifer Beth	Lunch for Advisory Committee Meeting October 3, 2025 in Robotics Classroom	Gen Fund - Robotics	\$100.00
260993	AMAZON	Hand skills building kits	Gen Fund - Industrial Mech	\$158.85
260994	AMAZON	Refrigerant Gauges	Gen Fund - HVAC	\$43.43
260995	AMAZON	Decor for Work Ready Ardmore center	Gen Fund - WRO	\$1,015.71
260999	Southern Tech	CPR cards for LPN students completed through short term with LPN Instructor teaching the course.	Gen Fund - PN	\$50.00
261000	AMAZON	Achievement awards	Gen Fund - HEO	\$144.73
261002	RUTH YOUNG TRAVEL AGENCY	Flight and airport parking for Angela Young to 2025 ACTE Vision in Nashville, TN on December 8-12-2025	Gen Fund - Business Office	\$358.00

261003	AMAZON	Urine drug screens, CLIA waived tests	Gen Fund - Medical Assisting	\$41.38
261004	ASE / NATEF	ASE entry level Exams	Gen Fund - Auto Collision	\$1,632.00
261005	ASE / NATEF	ASE 609 certification	Gen Fund - Auto Collision	\$759.00
261006	VEX Robotics, Inc	Robotics supplies - distance sensors	Gen Fund - Robotics	\$623.94
261007	Accreditation Commission For Education I	Annual accreditation dues for the Accreditation Commission for Education in Nursing	Gen Fund - PN	\$3,000.00
261008	Bank of Oklahoma	NCLEX Update Virtual Conference for 4 instructors	Gen Fund - PN	\$400.00
261009	National League for Nursing	Annual National League for Nursing Organizational membership	Gen Fund - PN	\$1,500.00
261010	HARD ROCK HOTEL & CASINO TULSA	Eric Swenson, Safety Conference, September 24-26, Hard Rock Hotel & Casino, Tulsa	Gen Fund - WED	\$270.00
261011	ASE / NATEF	ASE entry level insignia badges	Gen Fund - Auto collision	\$68.50
261012	Oklahoma HOSA	HOSA Membership Fees - Professional Allowance - S.Morales	Gen Fund - PN	\$25.00
261013	Sweetwater Music Instruments & Pro Audio	2 QSC 12" 2000W speakers and speaker bags to use for on-campus events.	Gen Fund - Marketing	\$2,279.96
261015	AMAZON	Rolling magnetic white board for classroom use. File cart for student records. Markers and erasers for students use in classroom.	Gen Fund - Esthetics	\$358.55
261016	HOGHEAD DESIGNS LLC	Professional Allowance Deland Woods	Gen Fund - Operations	\$300.00
261017	HOGHEAD DESIGNS LLC	Dennis Tolbert Professional Allowance	Gen Fund - Student Transportation	\$281.93
261018	OKASBO	Virtual Treasurer Workshop 9/3/25 - Chelsi Rateliff	Gen Fund - Business Office	\$20.00
261020	Mainstream Engineering Corporation	HVAC INSTALL EPA TEST FOR 25-26 SCHOOL YEAR	Gen Fund - HVAC	\$795.30
261021	North American Technician Excellence (NA	Student Certifications for The Ready-to-Work Certificate	Gen Fund - HVAC	\$1,800.00
261023	Bank of Oklahoma	Workshop curriculum related online annual subscription - Flexjobs	Gen Fund - WRO	\$100.00
261024	Southerland, Travis	2026 Mechanical Contractor License - Professional Allowance	Gen Fund - HVAC	\$200.00
261025	Aircraft Spruce Specialities	Magneto Timing tool	Gen Fund - Aviation	\$139.05
261026	AMAZON	Tools - Bandsaw	Gen Fund - HVAC	\$255.01
261027	AMAZON	6Pcs UCP201-8 Pillow Block Bearing with 1/2" Bore Mounted Pillow Block Bearings Chrome Steel Bearings Self-Alignment	Gen Fund - Industrial Mech	\$39.99
261028	AMAZON	Sheet Metal Tools	Gen Fund - HVAC	\$220.18
261029	AMAZON	Sheet Metal items for Sheet Metal Project	Gen Fund - HVAC	\$143.10
261030	AMAZON	Sheet Metal Measurement Tools	Gen Fund - HVAC	\$24.13
261031	ASE / NATEF	ASE student certification test vouchers	Gen Fund - Auto Service	\$1,656.00
261032	HOGHEAD DESIGNS LLC	WRO Logo branded clothing - Lindsey Johnson	Gen Fund - WRO	\$300.00

261033	HOGHEAD DESIGNS LLC	SoTech branded clothing - Lindsey Johnson	Gen Fund - WRO	\$300.00
261034	WAL-MART STORES, INC.	Supplies for anatomy projects in class	Gen Fund - Nurse Assisting	\$132.45
261035	Bank of Oklahoma	Cybersecurity - CompTIA A+ Core 1 and Core 2 Certification Test Vouchers	Gen Fund - Cyber	\$7,560.00
261036	Bank of Oklahoma	Oklahoma Burglar and Fire Alarm Association - Video Surveillance & Access Control Training for Maintenance Department	Gen Fund - Operations	\$1,500.00
261037	University of Texas at Arlington	OSHA certification cards for 14 students @ \$10 a piece	Gen Fund - Industrial Mech	\$140.00
261038	University of Texas at Arlington	OSHA 10 Training and Certifications for Diesel Students 2025	Gen Fund - Diesel	\$240.00
261039	AMAZON	Window regulators for Ford Crown Victoria trainer vehicle.	Gen Fund - Auto Service	\$88.78
261040	AMAZON	School Supplies for Counselor: Noise Cancelling Headphones and Earbuds, Employee Appreciation Cards, Variety Pack of Greeting Cards, Mental Health Board Supplies (several sets), Bulletin Board Border, Various Types of Tape, Anti-bacterial Wipes, Odor Elim	Gen Fund - Social Worker	\$257.26
261041	AMAZON	Facilities Maint. Table and Supplies	Gen Fund - 413 Special Operations	\$291.94
261045	Bank of Oklahoma	Annual FMCSA D&A queries for bus drivers.	Gen Fund - HR	\$25.00
261046	B&B Truck Service	Tire repair/replacement on Kenworth	Gen Fund - WED	\$600.00
261047	University of Texas at Arlington	HVAC OSHA cards	Gen Fund - HVAC	\$270.00
261048	AMAZON	Badge printer ribbons	Gen Fund - WED	\$499.95
261049	AMAZON	Supplies for Superintendent's Office	Gen Fund - Superintendent's Office	\$49.94
261051	AMAZON	Phlebotomy Books	Gen Fund - WED	\$201.90
261052	NOCTI- National Occupational Competence	NOCTI - Biotechnology Certification for 18 students - 2025/26	Gen Fund - Biotech	\$828.00
261053	Bank of Oklahoma	Drill bits, hand cleaner, WD40, basic tools for diesel	Gen Fund - Diesel	\$400.00
261054	O' Reilly Auto Parts	Brake fluid for brake bleeding and brake flush student shop tasks.	Gen Fund - Auto Service	\$400.00
261057	AMAZON	Popcorn and Cotton Candy Machines w/Supplies	Gen Fund - Food Service	\$655.90
261058	Republic Law Group	FY26 Legal Services	Gen Fund - BOE	\$2,000.00
261059	AMAZON	Classroom supplies, office supplies	Gen Fund - Esthetics	\$356.55
261060	AMAZON	General Office Supplies - Direct Participant Cost	Gen Fund - WRO	\$190.66
261063	HOGHEAD DESIGNS LLC	SoTech Logo Apparel & SoTech Logo Embroidery - Wendy Bowman	Gen Fund - Business Office	\$100.00
261064	Label Stable, Inc.	SoTech Logo Apparel & SoTech Logo Embroidery - Wendy Bowman	Gen Fund - Business Office	\$100.00
261065	Bowman, Wendy	SoTech Logo Apparel & SoTech Logo Embroidery - Wendy Bowman	Gen Fund - Business Office	\$100.00
261066	AMAZON	General Office Supplies	Gen Fund - WRO	\$263.37

261067	AMAZON	Cybersecurity - 15U Mini Server Rack for switch installation and wiring.	Gen Fund - Cyber	\$95.99
261068	University of Texas at Arlington	OSHA certification cards for 14 students @ \$10 a piece	Gen Fund - CAD	\$140.00

Southern Oklahoma Technology Center

PO Board Report

Fiscal Year: 2025 - 2026

9/11/2025

Building Fund

PO No.	Vendor Name	Description	Fund - Department	Amount
260865	LOCKE SUPPLY	Fuses, plumbing fixtures, filter and other campus supplies	Bldg Fund - Operations	\$5,000.00
260871	United Rentals (NORTH AMERICA) INC.	equipment rental	Bldg Fund - Operations	\$5,000.00
260872	United Laboratories	INDUSTRIAL DESCALER, BIATRON DRAIN OPENER, FRESH AIR LOCK DRAIN GEL	Bldg Fund - Operations	\$1,047.06
260877	AMAZON	X-125A EDISON FUSE FW50 KAIC at 250 VDC, 200 KAIC VAC, 125A RMS, Stud, HIGH Speed Fuse, Non INDICATING, Fuse, Blade END X Blade END	Bldg Fund - Operations	\$149.46
260904	Bank of Oklahoma	Lockdown button with cover	Bldg Fund - Operations	\$560.36
260908	AMAZON	Serta Smart Layers Jennings Super Task Big and Tall Chair, Black/Slate	Bldg Fund - Operations	\$313.35
260914	Bank of Oklahoma	Purchased for repairs tools for building 2000: auger, bits, pumps	Bldg Fund - Operations	\$1,000.00
260930	Brady Industries, LLC	GLASS CLEANER, PAPER TOWELS, TOILET PAPER, LAUNDRY POWDER, GLOVES	Bldg Fund - Operations	\$1,633.64
260931	AMAZON	RESTMO Water Flow Meter for Bldg 2000, Sunco 12 Pack Exit Signs With Emergency Lights, Two Adjustable LED Lights With Backup Battery, Red, 94V-0 Fire Resistant, 120-277V, Wall Or Ceiling Mount, Commercial Grade UL and Sunco 12 Pack LED Emergency Lights,	Bldg Fund - Operations	\$825.72
260960	AMAZON	IT supplies for campus	Bldg Fund - IT	\$1,199.43
260963	Lowes Company, Inc	Ladders, Wire, tools and other shop supplies	Bldg Fund - Operations	\$10,000.00
260964	UNITED AG & TURF	tractor parts, oil, filters and other equipment supplies	Bldg Fund - Operations	\$3,000.00
260998	Bank of Oklahoma	Everpure EV932832 Twin PF-4FC Combination Water Filter Cartridge Assembly	Bldg Fund - Operations	\$1,064.10
261001	AMAZON	Hook-Up Wire, Stranded Wire, Plastic Hole Plugs, Stage Skirt, and Zamazi Trimmer Handle Extension	Bldg Fund - Operations	\$598.64
261014	AMAZON	IT supplies for campus	Bldg Fund - IT	\$430.49
261019	KI	office chairs	Bldg Fund - Operations	\$1,504.50
261022	Bank of Oklahoma	upgrade option to 10000 GB yearly subscription of offsite backup space	Bldg Fund - IT	\$2,000.00
261042	Hobby Lobby Stores	Maintenance Supplies: Paint, Dye, Markers, etc.	Bldg Fund - Operations	\$500.00

261055	I&E Technologies, LLC	Vibration sensors for the HVAC system in building 2000 for early detection of mechanical problems on both the circulating pumps and the circulating air fans.	Bldg Fund - Operations	\$6,400.00
261056	WSB LLC	3rd Party Testing and Observation Services	Bldg Fund - Capital Outlay	\$5,000.00
261061	AMAZON	brush heads, Krylon K09027000 Stained Glass Aerosol Paint, 11.5 oz, Royal Purple, 6 1 and Duttek 90 Degree Right Angled RJ45 Male to Female Ethernet Extender Adapter - Cat5e/Cat6, 2 Pack for Modem, Router, PC, Laptop, Network Printer, LAN, Switch	Bldg Fund - Operations	\$173.56
261062	DELL MARKETING LP	IT-SCREEN AND PANEL FOR STAFF LAPTOP	Bldg Fund - IT	\$149.68

Southern Oklahoma Technology Center**PO Board Report****Fiscal Year: 2025 - 2026****9/11/2025****Gifts & Endowments Fund**

PO No.	Vendor Name	Description	Fund - Department	Amount
260913	RUTH YOUNG TRAVEL AGENCY	Round trip flight for Dana Gossvener, Georganne Westfall, Eric Ward, and Karen Nail to attend the 2025 ACTE Vision Conference in Nashville, TN on December 8-12, 2025	GE Fund - BOE	\$1,680.00
260919	Southern Tech-Food Service	Food for the sending school Counselor's meeting to be held at SouthernTech on August 27, 2025	GE Fund - Marketing	\$250.00
260920	Southern Tech-Food Service	AEFL Student Needs - Chaffin Center Gift Cards for Food for 2 students	GE Fund - MISC	\$100.00
260996	WAL-MART STORES, INC.	Items for Staff recognition through FY 25-26	GE Fund - Employee Functions	\$350.00
260997	Bank of Oklahoma	50 dozen cookies and four cookie cakes for SouthernTech's birthday and CTSO kick-off from Eileen's	GE Fund - Marketing	\$888.91
261043	Lowes Company, Inc	Supplies for the 2025 Christmas Float to be entered into the Ardmore Parade of Lights on December 3, 2025	GE Fund - Employee Functions	\$750.00
261044	McCoys Building Supply	Supplies for the 2025 Christmas Float to be entered into the Ardmore Parade of Lights on December 3, 2025	GE Fund - Employee Functions	\$1,500.00
261050	AMAZON	Supplies for the 2025 Christmas Float to be entered into the Ardmore Parade of Lights on December 3, 2025	GE Fund - Employee Functions	\$18.99

Southern Oklahoma Technology Center

PO Board Report

Fiscal Year: 2025 - 2026

9/11/2025

Capital Projects Fund

PO No.	Vendor Name	Description	Fund - Department	Amount
260958	Southern Tech	Interfund Transfer - Transfer Cash Balance from Captial Projects Fund to Building Fund to close out CP & finish A&P Project from BF	Cap Proj Fund - Capital Outlay	\$254,961.65

SOUTHERN OKLAHOMA TECHNOLOGY CENTER, DISTRICT 20
SUMMARY OF AMENDMENT NO. 3, FY26 BUDGET
September 11, 2025

CODE	FUNCTION	PREVIOUS	AMENDED	INCREASE/ DECREASE
GENERAL FUND				
REVENUE				
1110	Ad Valorem - Current Year	9,543,915.03	10,030,110.45	486,195.42
1120	Ad Valorem - Prior Year	215,141.02	347,160.88	132,019.86
1350	Interest on Taxes	-	32.99	32.99
1610	Murray State - Perkins	-	6,977.47	6,977.47
1620	WRO - Community Services	1,148,663.76	1,166,376.53	17,712.77
1990	Activity Fund Transfers	167,000.00	200,000.00	33,000.00
3160	Farm Stamp Revenue	322.23	498.47	176.24
3844	Fire Fighter Training Prior Year	-	2,301.44	2,301.44
4821	Perkins Innov. - CTE New Prog. Prior Year	281.24	1,392.12	1,110.88
6130	Lapsed Appropriations	1,169,458.78	1,120,533.57	(48,925.21)
6140	E-Stopped Warrants	-	3.91	3.91
	TOTAL USES	12,244,782.06	12,875,387.83	630,605.77
EXPENDITURES				
1000	Instruction	959,116.66	971,367.79	12,251.13
1500	Client Based	466,125.51	466,175.18	49.67
1700	Full-Time Programs	5,157,144.85	5,130,742.99	(26,401.86)
2100	Support Services - Students	850,080.82	855,368.49	5,287.67
2400	Support Services - School Administration	2,805,355.95	2,712,348.71	(93,007.24)
2500	Support Services - Business	1,752,139.63	1,771,782.30	19,642.67
2600	Operation & Maint of Plant Services	1,519,511.61	1,670,511.61	151,000.00
2700	Student Transportation	598,036.33	597,836.33	(200.00)
3300	Community Services Operations	1,004,031.36	1,022,876.53	18,845.17
6130	Lapsed Appropriations	1,169,458.78	1,120,533.57	(48,925.21)
7999	Contingency	3,318,660.53	3,910,724.30	592,063.77
	TOTAL USES	19,599,662.03	20,230,267.80	630,605.77
BUILDING FUND				
REVENUE				
1110	Ad Valorem - Current Year	4,212,854.80	4,458,074.50	245,219.70
1120	Ad Valorem - Prior Year	95,023.59	153,536.70	58,513.11
1350	Interest on Taxes	-	14.67	14.67
3160	Farm Stamp Revenue	143.21	221.54	78.33
6130	Lapsed Appropriations	3,049,533.47	2,735,110.31	(314,423.16)
	TOTAL USES	7,357,555.07	7,346,957.72	(10,597.35)
EXPENDITURES				
2500	Support Services - Business	1,151,843.20	1,287,478.44	135,635.24
2600	Operation & Maint of Plant Services	2,191,456.52	2,363,096.29	171,639.77
4400	Architecture and Engineering Services	1,250,000.00	1,255,000.00	5,000.00
6130	Lapsed Appropriations	3,049,533.47	2,735,110.31	(314,423.16)
7999	Contingency	4,644,878.72	4,636,429.52	(8,449.20)
	TOTAL USES	12,287,711.91	12,277,114.56	(10,597.35)

GIFTS & ENDOWMENTS FUND
EXPENDITURES

2100	Support Services - Students	5,192.22	5,292.22	100.00
7999	Contingency - MISC	28,462.89	28,362.89	(100.00)
	TOTAL USES	33,655.11	33,655.11	-

Board President

Date

SouthernTech
2610 Sam Noble Pkwy
Ardmore, OK 73401

Activity Fund
Summary of Accounts
September 1, 2025

August, FY2026
MTD SUMMARY

Beginning: 388,615.26
Revenue: 73,614.96
Expenditures: 154,443.70
Ending: 307,786.52

Account Name	Beg. Balance	Revenue	Expenditures	Ending Balance
AF MISC All Service	40.00	-	-	40.00
Assessment-Testing	44,774.78	3,155.06	1,108.14	46,821.70
Auto Collision	3,766.17	-	2,766.17	1,000.00
Auto Service	1,770.65	-	770.65	1,000.00
Aviation	-	-	-	-
Bill Mitchell Scholarship	5,000.00	-	-	5,000.00
Biotechnology	298.00	-	298.00	-
CADD	1,841.00	-	1,841.00	-
Chickasaw Nation	1,167.85	-	-	1,167.85
Construction	6,100.00	-	1,100.00	5,000.00
Construction House	-	-	-	-
Contractor Safety Training Tuition	3,085.00	7,420.00	3,085.00	7,420.00
Cosmetology	15,276.99	357.00	7,106.99	8,527.00
CTSO	-	-	-	-
Cybersecurity & Networking	13,028.00	172.00	172.00	13,028.00
Dental Grant Funding	8,821.09	-	1,323.27	7,497.82
Dental	13,722.82	-	5,290.05	8,432.77
Diesel	3,000.50	-	2,000.50	1,000.00
Electrical	1,092.00	-	1,092.00	-
Esthetics	9,734.22	-	734.22	9,000.00
Fingerprinting Background Chk.	229.10	90.00	-	319.10
Food Service	2,114.07	7,409.52	2,284.53	7,239.06
Full Time Adult Tuition	29,539.70	36,763.39	29,437.70	36,865.39
General School Activities	3,736.89	-	-	3,736.89
Graphic Design	3,943.98	-	943.98	3,000.00
Haas Scholarship Fund	10,424.89	-	983.20	9,441.69
Heavy Equipment	1,723.50	-	723.50	1,000.00
Henry Bridge Scholarship	11,224.53	-	-	11,224.53
HVAC	7,662.00	-	6,662.00	1,000.00
HVAC Install	-	-	-	-
Industrial Machinery	1,085.00	-	1,085.00	-
Interest Earned	52.33	41.96	52.33	41.96
K-12 Student Outreach	13,730.16	-	-	13,730.16
Marketing & Communications Resale	703.05	-	-	703.05
Media & Animation	1,159.10	-	1,159.10	-
Medical Assisting	9,673.93	-	9,673.93	-
Medical Office	5,471.92	-	-	5,471.92
National Tech Honor Society	-	-	5,471.92	(5,471.92)
Noble Foundation Scholarship	4,600.00	-	-	4,600.00
Nurse Assisting	1,709.67	-	-	1,709.67

OTAG	-	-	-	-
Otha Grimes Scholarship	-	-	-	-
PN Select	23,024.66	-	23,024.66	-
Practical Nursing	43,782.85	42.50	-	43,825.35
Proximity Key Card	14,182.46	-	9,511.00	4,671.46
Refund-Sub Acct.	-	600.00	-	600.00
Rob Kelley Scholarship	5,000.00	-	-	5,000.00
Robotics	705.50	-	705.50	-
Scholarship Fund	5,593.22	-	-	5,593.22
SEMINAR CENTER	-	-	-	-
Vending	-	1,074.03	53.37	1,020.66
WED	14,473.18	3,366.00	4,426.49	13,412.69
WED Tuition	39,465.50	13,123.50	28,472.50	24,116.50
Welding	1,085.00	-	1,085.00	-
TOTALS	388,615.26	73,614.96	154,443.70	307,786.52

Southern Oklahoma Technology Center District #20

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Activity Fund 605492

From Date: 08/01/2025

To Date: 08/31/2025

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

Types: Expense Manual Payroll Payroll Deductions Other Disbursements

Fund: 60 Activity Fund

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1589	08/08/2025	Bumper to Bumper Easy CDL	\$229.35	1048	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1590	08/08/2025	CHICKASAW NATION ED. DEPT.	\$2,500.00	1048	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2025	
1591	08/08/2025	LAW ENFORCEMENT PSYCHOLOGICAL SVC, INC	\$250.00	1048	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1592	08/08/2025	NCCER	\$44.95	1048	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1593	08/08/2025	POCKET NURSE	\$211.88	1048	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1594	08/08/2025	VEX Robotics, Inc	\$983.20	1048	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1595	08/14/2025	Amazon Capital Services	\$259.50	1058	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1596	08/14/2025	HARTMAN PUBLISHING, INC	\$263.41	1058	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1597	08/14/2025	HOGHEAD DESIGNS LLC	\$1,830.00	1058	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1598	08/14/2025	Kilgore International, Inc.	\$384.00	1058	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1599	08/14/2025	MCKESSON MEDICAL-SURGICAL	\$925.35	1058	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1600	08/14/2025	Midwest Dental Equipment & Supply Inc.	\$5,190.05	1058	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1601	08/14/2025	Southern Tech	\$119,628.55	1058	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1602	08/14/2025	SOUTHERN TECH - PELL ACCOUNT	\$7,398.00	1060	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1603	08/19/2025	CASH	\$100.00	1063	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1604	08/19/2025	Henry Schein	\$410.21	1063	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1605	08/19/2025	MERCY SPECIALIZED BILLING SVCS	\$1,118.00	1063	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1606	08/19/2025	NCCER	\$89.90	1063	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1607	08/19/2025	Orion Security Solutions, LLC	\$3,184.00	1063	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1608	08/25/2025	CHOCTAW NATION	\$373.00	1081	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1609	08/25/2025	Henry Schein	\$152.17	1081	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2025	
1610	08/25/2025	HOGHEAD DESIGNS LLC	\$394.00	1081	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	

Southern Oklahoma Technology Center District #20

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Activity Fund 605492

From Date: 08/01/2025

To Date: 08/31/2025

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

Types: Expense Manual Payroll Payroll Deductions Other Disbursements

Fund: 60 Activity Fund

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1611	08/25/2025	IDSecurityOnline	\$6,327.00	1081	Printed	Expense	<input type="checkbox"/>		
1612	08/25/2025	ODCTE-CareerTech	\$325.00	1081	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
1613	08/25/2025	Procter & Gamble Distributing LLC	\$287.64	1081	Printed	Expense	<input type="checkbox"/>		
1614	08/25/2025	Ultradent Products, Inc.	\$89.25	1081	Printed	Expense	<input type="checkbox"/>		
Total Checks for Fund 60		26	Total Amount:			\$152,948.41			
			Total Amount:			\$152,948.41			

Report Total Amount: Amount

End of Report

Southern Oklahoma Technology Center
 2610 Sam Noble Pkwy
 Ardmore, OK 73401

Activity Fund
 FY26
 8/1/2025 to 8/31/2025

Transfer Register
 September 1, 2025

Total Register: \$398.29

JE Number	Date	Account Number	Account Name	Memo	Debit	Credit
382	8/26/2025	60.000.2192.600.000.2192.000.000.5	Assessment - Testing - Southern Mkt	Transfer Southern Market - from Assesement to Vending. Entered in wrong account.	\$323.29	\$0.00
382	8/26/2025	60.000.1460.000.000.6030.000.100.4	Vending - Southern Mkt ck 8763	Transfer Southern Market - from Assesement to Vending. Entered in wrong account.	\$0.00	-\$323.29
382	8/26/2025	60.000.2192.600.000.2192.000.000.5	Assessment - Testing - Southern Mkt	Transfer Southern Market - from Assesement to Vending. Entered in wrong account.	\$75.00	\$0.00
382	8/26/2025	60.000.1211.000.000.9000.000.000.4	WED Tuition - So Mkt AE6699 CK 8763	Transfer Southern Market - from Assesement to Vending. Entered in wrong account.	\$0.00	-\$40.00
382	8/26/2025	60.000.1990.000.000.9000.000.005.4	Wed Resale / IS - So Mket AE6699 CK 8763	Transfer Southern Market - from Assesement to Vending. Entered in wrong account.	\$0.00	-\$35.00

SouthernTech
 2610 Sam Noble Pkwy
 Ardmore, OK 73401

PELL Grant
 Summary of Accounts
 September 1, 2025

August, FY2026
 MTD SUMMARY

Beginning:	8.76
Revenue:	22,190.37
Expenditures:	22,190.00
Ending:	<u>9.13</u>

Account Name	Beg. Balance	Revenue	Expenditures	Ending Balance
PELL Disbursement	-	14,792.00	14,792.00	-
PELL Returns	-	7,398.00	7,398.00	-
PELL Administrative Fees	-	-	-	-
Interest Earned	8.76	0.37	-	9.13
TOTALS	8.76	22,190.37	22,190.00	9.13

**SOUTHERN OKLAHOMA TECHNOLOGY CENTER
ACTIVITY ACCOUNT TRANSFERS TO GENERAL FUND
September 11, 2025**

Tuition, Full-Time Adult Students		\$26,865.39
Tuition, WED		\$0.00
Tuition, Contractor Safety		\$7,420.00
Food Service Enterprise		\$7,239.06
Live Work/Other		\$1,020.66
Vending	1020.66	
		\$41.96
Interest Earned Activity Fund	41.96	
Interest Earned Federal Account		
TOTAL AMOUNT TO BE TRANSFERRED TO GENERAL FUND		\$42,587.07

**Southern Oklahoma Technology Center
FY26 Activity Fund Sub-Accounts and Purposes
September 11, 2025**

Transfer From:

Tuition: Tuition, Refunds, Transfers to General Fund
WED Tuition (- \$20,000.00)

Transfer To:

Instructional Supplies: Supplies, Refunds, Transfer to General Fund
WED Resale / IS + \$20,000.00



Where Education Empowers.

Bob Thomason Board Room
2610 Sam Noble Parkway
Ardmore, Oklahoma 73401

Regular Meeting
Thursday, August 14, 2025 11:30 AM Central

I. **Meeting Called to Order/ Welcome**

- A. Call to order and record members present and absent
The meeting was called to order at 11:31 a.m.

Bill Coleman	Present
Dana Gossvener	Present
Jack Jones	Present
Brian McDaniel	Present
Georganne Westfall	Present

- B. Invocation
Bill Coleman gave the invocation.

II. **Introduction of Guests**

A. Briefings/Recognition

- The following new staff members were introduced:
 - Wendy Bowman, Finance Specialist
 - Chelsie Connor, Cosmetology
 - Kimberly Cooper, Biotech Instructor
 - Lisa Driskill, Finance Specialist
 - Angela Leu, Counselor - Student Support Services
 - Brock McMillan, Diesel Instructor
 - Gus Ocana, Graphic Design Instructor
 - Taylor Runyun, Anatomy & Physiology Instructor
 - Keith Willis, Jr., Aviation Instructor

- B. Public Participation
There was no public participation.

III. **Proposed Non-Action Items:**

A. Superintendent's Report

- A 30 second video from Oklahoma CareerTech was shown. It aligns closely with what we identify as our mission and vision. It has a big impact for being only 30 seconds.
- We are always striving to focus on our Mission, Vision, and Core Values. We are working on our Core Values with all staff.
- A recap of OK Summit was given:
 - SouthernTech was awarded as a Gold Star School for the 17th time!
 - Karen Nail - President of OkACTE Support Staff Division
 - Shelly Lewis - President-Elect of Counseling and Career Development
 - Jennifer Laird - Treasurer of T&I

Tentative Regular Board Meeting
August 14, 2025

- Elizabeth Davis received the Dennis Portis Rising Star Award for Support Staff
 - Kristal McCathern - Past-President of OkACTE
 - We currently have 688 students enrolled in FT Programs.
 - We went over The Great Place To Work survey with all staff. 92% of employees at SouthernTech say it is a great place to work compared to 57% of employees at a company of our size.
 - We had 94.5% attendance on the first day of FT Programs!
 - Upcoming Dates:
 - Fall Counselor Meeting - August 27th
 - CTSO Kick-Off - August 29th
 - SouthernTech's Birthday #59 - August 29th
 - OSSBA Education Leadership Conference - September 5th-6th
 - Fall College and Career Fair - September 9th
- B. Board Member Reports
- Georganne Westfall reported being impressed with the completed WRO building and encouraged board members to visit the facility.
 - Brian McDaniel expressed his appreciation for the campus wall art and noted that it enhances the appearance of the campus.
- C. Review the process of appointment to fill a vacated Board seat.
The process of how to fill a vacant board seat was discussed.
- D. Review Policy DA
Policy DA was discussed and recommendations on changes were made.
- E. Discussion on the use of voice recordings at Board meetings.
Voice recordings in board meetings were discussed.
- F. Program Update - Aviation Maintenance
Updates in the Aviation Program were given.

IV. **Proposed Consent Agenda**

All of the following items, which concern items of routine nature normally approved/accepted at Board meetings, will be approved/accepted 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. Financial Reports and Recommendations
1. Treasurer(s) Reports & Recommendations
 2. Encumbrance Orders **2025-2026**
 - a. General Fund - \$672,807.55
 - b. General Fund Salaries - \$304,350.82
 - c. Building Fund - \$2,650,329.06
 - d. G & E Fund - \$7,690.00
 3. Budget Amendment(s): #2
 4. Activity Fund/PELL Grant Reports
 5. Activity Fund Transfers
- B. Previous Meeting Minutes:
1. June 12, 2025 - Regular Board Meeting REVISION
 2. July 10, 2025 - Special Board Meeting
 3. July 10, 2025 - Regular Board Meeting

Tentative Regular Board Meeting
August 14, 2025

- C. Request(s) for Out-of-State:
 - 1. Kristi Inselman & Kristina Frodsham
NCHSE Conference
Cincinnati, OH
October 27 - 31, 2025
Estimated Cost: \$4,114.00 (each)
 - 2. Sharla McMillin
NCHSE Conference
Cincinnati, OH
October 27 - 31, 2025
Estimated Cost: \$2,232.00
- D. Travel Claim Reimbursement(s)
 - 1. Eric Ward, Superintendent
- E. Date/Time/Place for Next Board of Education Meeting(s)-**Regular Meeting on September 11, 2025, @ 11:30 a.m. at the SouthernTech Main Campus, Bob Thomason Board Room**

Motion to approve Items IV.A through IV.E, as presented. This motion, made by Jack Jones and seconded by Georganne Westfall, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

V. **Proposed Board Action Items:**

- A. Discussion and possible board action to approve additional professional allowance for Brock McMillin, Diesel Instructor.

Motion to approve additional professional allowance for Brock McMillin, Diesel Instructor. This motion, made by Brian McDaniel and seconded by Jack Jones, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

- B. Discussion and possible board action to approve changes to policy EH - Student Conduct

Motion to approve changes to policy EH - Student Conduct. This motion, made by Brian McDaniel and seconded by Bill Coleman, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

- C. Discussion and possible board action to approve the purchase of a 2025 Ford F-250 Truck for the amount of \$76,496.00

Motion to approve the purchase of a 2025 Ford F-250 Truck for the amount of \$76,496.00. This motion, made by Jack Jones and seconded by Brian McDaniel, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

Tentative Regular Board Meeting
August 14, 2025

- D. Discussion and possible board action to approve the purchase of a 2025 Ford Expedition, not to exceed \$77,500.00

Motion to approve the purchase of a 2025 Ford Expedition, not to exceed \$77,500.00. This motion, made by Bill Coleman and seconded by Georganne Westfall, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

- E. Discussion and possible board action to authorize soliciting bids for the HEO Outdoor Classroom

Motion to authorize soliciting bids for the HEO Outdoor Classroom. This motion, made by Jack Jones and seconded by Brian McDaniel, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

- F. Discussion and possible board action to authorize soliciting bids for the SH-199 Median Turn Lane

Motion to authorize soliciting bids for the SH-199 Median Turn Lane. This motion, made by Brian McDaniel and seconded by Bill Coleman, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

- G. Discussion and possible board action to approve the renewal and upgrade of the online Dropout Recovery Curriculum

Motion to approve the renewal and upgrade of the online Dropout Recovery Curriculum. This motion, made by Georganne Westfall and seconded by Bill Coleman, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

- H. Discussion and possible board action to approve the AEFL Memorandum of Understanding

Motion to approve the AEFL Memorandum of Understanding. This motion, made by Georganne Westfall and seconded by Brian McDaniel, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

- I. Discussion and possible board action to approve the proposed inventory surplus

Motion to approve the proposed inventory surplus. This motion, made by Bill Coleman and seconded by Georganne Westfall, Passed.
Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

Tentative Regular Board Meeting
August 14, 2025

- J. Discussion and possible board action to enter into a lease agreement with JRE Strategies, LLC for the use of 2 acres of unimproved land.

Motion to enter into a lease agreement with JRE Strategies, LLC for the use of 2 acres of unimproved land. This motion, made by Bill Coleman and seconded by Jack Jones, Passed.

Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

VI. **Proposed Executive Session**

Proposed Executive Session for the purpose of discussing the resignation(s) and employment of the positions listed below, including discussions of information, the disclosure of which would violate confidentiality requirements of State and/or Federal Law, as authorized by Title 25, Oklahoma Statutes Section 307 (B)(1) and (B)(7).

A. Resignations:

1. Reisa Johnston, PT Wed Health Instructor, effective October 3, 2025

B. Employment, as follows:

1. Basic Peace Officer/Security Guard Adjunct Instructor
2. Health Adjunct Instructors
3. Industrial Maintenance, CNC Adjunct Instructor

C. Salary Adjustment(s)/Contract Change(s)/Reassignments:

1. Sandra Joy, from WED Administrative Assistant to WED Specialist, effective August 14, 2025
2. Clif Jenkins, from Adjunct Instructor to WED Facilities Maintenance Instructor, effective August 14, 2025
3. Lindsey Johnson, from WED Administrative Assistant to WRO Program Support Administrator, effective August 14, 2025
4. Anthony Bilyeu and Jennifer Laird - Extra Duty Contract - CTSO Coordinator, \$1250.00 each per semester
5. Angela Leu, Counselor - Extra Duty Contract - training and expenses for Therapy Dog - \$3,000.00
6. Janet Asbury, GED Adjunct Instructor, retroactive to July 8, 2025

D. Vote to convene or not convene into Executive Session

Motion to convene into an Executive Session at 1:14 p.m. This motion, made by Bill Coleman and seconded by Georganne Westfall, Passed.

Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea
Yea: 5, Nay: 0

E. Acknowledgment of Board's Return to Open Session

The Board returned from the Executive Session at 2:05 p.m.

F. Statement of minutes of executive session

The Board convened into an Executive Session at 1:14 p.m. Those attending the Executive Session were board members Dana Gossvener, Brian McDaniel, Bill Coleman, Georganne Westfall, and Jack Jones; Eric Ward, Superintendent. Only items listed on the Agenda were discussed. The Board took no action during the Executive Session.

VII. **Proposed Personnel Action Items**

- A. Discussion and possible board action to approve the resignations of:
 - 1. Reisa Johnston, PT Wed Health Instructor, effective October 3, 2025
- B. Discussion and possible board action to approve the following employment:
 - 1. Basic Peace Officer/Security Guard Adjunct Instructor
 - 2. Health Adjunct Instructors
 - 3. Industrial Maintenance, CNC Adjunct Instructor
- C. Salary Adjustment(s)/Contract Change(s)/Reassignments:
 - 1. Sandra Joy, from WED Administrative Assistant to WED Specialist, effective August 14, 2025
 - 2. Clif Jenkins, from Adjunct Instructor to WED Facilities Maintenance Instructor, effective August 14, 2025
 - 3. Lindsey Johnson, from WED Administrative Assistant to WRO Program Support Administrator, effective August 14, 2025
 - 4. Anthony Bilyeu and Jennifer Laird, Extra Duty Contract - CTSO Coordinator, \$1250.00 each per semester
 - 5. Angela Leu, Counselor - Extra Duty Contract - training and expenses for Therapy Dog - \$3,000.00
 - 6. Janet Asbury, GED Adjunct Instructor, retroactive to July 8, 2025

Motion to approve items VII. A-C, as presented. This motion, made by Bill Coleman and seconded by Brian McDaniel, Passed.

Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea,
Georganne Westfall: Yea
Yea: 5, Nay: 0

VIII. **New Business**

There was no new business.

IX. **Adjourn**

Motion to adjourn at 2:06 p.m. This motion, made by Brian McDaniel and seconded by Jack Jones, Passed.

Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea,
Georganne Westfall: Yea
Yea: 5, Nay: 0



Where Education Empowers.

Bob Thomason Board Room
2610 Sam Noble Parkway
Ardmore, Oklahoma 73401

Special Board Meeting
Wednesday, August 27, 2025 5:30 PM Central

I. Meeting Called to Order/ Welcome

- A. Call to order and record members present and absent
The meeting was called to order at 5:30 p.m.

Bill Coleman	Present
Dana Gossvener	Present
Jack Jones	Present
Brian McDaniel	Present
Georganne Westfall	Present

Present: 5.

II. Proposed Board Action Items:

- A. Declaration of Camry as surplus:
- 2013 Toyota Camry - VIN:4T1BF1FK0DU260660
 - Mileage: 122,342

Motion to declare Camry as surplus. This motion, made by Brian McDaniel and seconded by Jack Jones, Passed.

Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea, Georganne Westfall: Yea

Yea: 5, Nay: 0

III. Proposed Executive Session

Proposed Executive Session for the purpose of discussing the resignation, and employment of the positions listed below, including discussions of information, the disclosure of which would violate confidentiality requirements of State and/or Federal Law, as authorized by Title 25, Oklahoma Statutes Section 307 (B)(1) and (B)(7).

A. Resignation

1. Brock McMillin, Diesel Instructor, effective August 15, 2025

B. Employment

1. Diesel Instructor
2. WED Administrative Assistant - two positions
3. CDL Adjunct Instructor

C. Salary Adjustment(s)/Contract Change(s)/Reassignments

1. Tresa Kagan - AEFL Admin Extra Duty Contract - \$10,000; \$5,000 paid in December 2025 and \$5,000 paid in June 2026

D. Vote to convene or not convene into Executive Session

Motion to convene into an Executive Session at 5:31 p.m. This motion, made by Bill Coleman and seconded by Brian McDaniel, Passed.

Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea,
Georganne Westfall: Yea
Yea: 5, Nay: 0

E. Acknowledgment of Board's Return to Open Session

The Board returned from the Executive Session at 5:56 p.m.

F. Statement of minutes of executive session

The Board convened into an Executive Session at 5:30 p.m. Those attending the Executive Session were board members Dana Gossvener, Brian McDaniel, Bill Coleman, Georganne Westfall, and Jack Jones; Eric Ward, Superintendent; Mike Martin, Assistant Superintendent; and Jennifer Akins, HR Director. Only the items listed on the Agenda were discussed. The Board took no action during the Executive Session.

IV. **Proposed Personnel Action Items**

A. Discussion and possible board action to approve the resignation of:

1. Brock McMillin, Diesel Instructor, effective August 15, 2025

B. Discussion and possible board action to approve the following employment:

1. Diesel Instructor
2. WED Administrative Assistant - two positions
3. CDL Adjunct Instructor

C. Salary Adjustment(s)/Contract Change(s)/Reassignments:

1. Tresa Kagen - AEFL Admin Extra Duty Contract - \$10,000; \$5,000 paid in December 2025 and \$5,000 paid in June 2026

Motion to approve the following: Item IV.A, as presented; Item IV.B - 1. Mike Shelton, Diesel Instructor, 2. Danielle Idleman and Carrie Harvey, WED Administrative Assistant, 3. Randal Johnson, CDL Adjunct Instructor; and Item IV.C, as presented. This motion, made by Jack Jones and seconded by Brian McDaniel, Passed.

Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea,
Georganne Westfall: Yea
Yea: 5, Nay: 0

V. **Adjourn**

Motion to adjourn at 5:59 p.m. This motion, made by Brian McDaniel and seconded by Bill Coleman, Passed.

Bill Coleman: Yea, Dana Gossvener: Yea, Jack Jones: Yea, Brian McDaniel: Yea,
Georganne Westfall: Yea
Yea: 5, Nay: 0

REQUEST FOR OUT-OF-STATE TRAVEL

Refer to Policy / Regulation / Forms / Instructions C1-R1-F1-3-11

Name: Amanda Shetwell

Position / Department: LPI Instructor

ACTIVITY / MEETING

Purpose of Trip: ATI Nurse Educator Summit

Destination: City: Tucson

State: AZ

Departure Date: April 26th, 2026

Return Date: April 29th, 2026

ESTIMATED TRAVEL COSTS

Air Travel: \$480

Registration: \$1000

Meals Per Diem: \$400

Lodging: \$500

Rental Car: 0

Mileage: 0

Miscellaneous: \$250

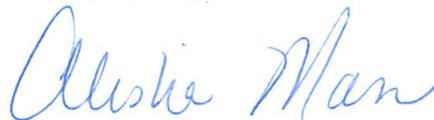
Total Estimated Cost: \$2630



Employee Signature

8.15.25

Date



Supervisor Signature

8.15.25

Date



Superintendent Signature

8-15-25

Date

Requires pre-approval by the Superintendent and Board of Education before requisitions and or reservations are made.

REQUEST FOR OUT-OF-STATE TRAVEL

Refer to Policy / Regulation / Forms / Instructions C1-R1-F1-3-11

Name: Lisa Chronister

Position / Department: LPNI Instructor

ACTIVITY / MEETING

Purpose of Trip: ATI Nurse Educator Summit

Destination: City: Tucson

State: AZ

Departure Date: April 26th 2026

Return Date: April 29th 2026

ESTIMATED TRAVEL COSTS

Air Travel: \$480

Registration: \$1000

Meals Per Diem: \$400

Lodging: \$500

Rental Car: 0

Mileage: 0

Miscellaneous: \$250

Total Estimated Cost: \$2630

Lisa Chronister

Employee Signature

8-12-25

Date

[Signature]

Supervisor Signature

8.12.25

Date

[Signature]

Superintendent Signature

8-15-25

Date

Requires pre-approval by the Superintendent and Board of Education before requisitions and or reservations are made.

REQUEST FOR OUT-OF-STATE TRAVEL

Refer to Policy / Regulation / Forms / Instructions C1-R1-F1-3-11

Name: Robby Adams

Position / Department: Carpentry Instructor

ACTIVITY / MEETING

Purpose of Trip: attend the International Builders Show

Destination: City: Orlando

State: FL

Departure Date: 02/16/26

Return Date: 02/20/26

ESTIMATED TRAVEL COSTS

Air Travel: \$ 300.00

Registration: \$ 600.00

Meals Per Diem: \$ 400.00

Lodging: \$ 1,200.00

Rental Car: _____

Mileage: _____

Miscellaneous: \$ 200.00

Total Estimated Cost: \$ 2,700.00

Employee Signature 

9-8-25
Date

Supervisor Signature 

09/06/2025
Date

Superintendent Signature 

9/9/25
Date

Requires pre-approval by the Superintendent and Board of Education before requisitions and or reservations are made.

REQUEST FOR OUT-OF-STATE TRAVEL

Refer to Policy / Regulation / Forms / Instructions C1-R1-F1-3-11

Name: Jared Trotts

Position / Department: Electrical Instructor

ACTIVITY / MEETING

Purpose of Trip: attend the International Builders Show

Destination: City: Orlando

State: FL

Departure Date: 02/16/26

Return Date: 02/20/26

ESTIMATED TRAVEL COSTS

Air Travel: \$ 300.00

Registration: \$ 600.00

Meals Per Diem: \$ 400.00

Lodging: \$ 1,200.00

Rental Car: _____

Mileage: _____

Miscellaneous: \$ 200.00

Total Estimated Cost: \$ 2,700.00

Jared Trotts
Employee Signature

Date

Supervisor Signature

Fiona Malister

09/06/2025
Date

Superintendent Signature

[Handwritten Signature]

9-10-25
Date

Requires pre-approval by the Superintendent and Board of Education before requisitions and or reservations are made.

Southern Oklahoma Technology Center

2025-2026 COMMITTEES

Compliance Officers/Title IX Coordinators (Policy BH)

- Alisha Mason
- Mike Martin
- Jennifer Akins

Professional Development Committee (Policy DL)

1. Review Surveys
2. Make Suggestions

Leadership Team

- Eric Ward
- Kim Goode
- Jennifer Akins
- Fiona McAlister

Instructors

- Jeff Morris
- Kristina Frodsham
- Jason Sampson

Parent(s)

- Kristi Inselman
- Amanda Shatwell

Safety Committee (Policy BE)

- Jason Sampson - Welding Instructor
- Jennifer Akins - Human Resources Director
- Karen Nail - Executive Assistant
- Katie Miller - Facilities and Transportation Coordinator
- Kristal McCathern - Program Director
- Mike Martin - Assistant Superintendent
- Robby Adams - Carpentry and Cabinetmaking Instructor
- Security - SRO Security Resource Officer
- Shannon McElroy - TANF Training Navigator
- Traci McCann - Workforce and Economic Development Project Coordinator
- Brandon Thompson – IT Coordinator / Network Admin

Incident Command Team (Policy BE) ICT:

Role – Primary / Secondary

- Incident Commander – Eric Ward / Mike Martin
- Planning Chief – Alisha Mason / Amber Pershica
- Safety Officer – Kerry Blankenship / Mike Brawley
- Public Information Officer – Eric Ward / Mike Martin
- Logistics Section Chief – Danny Strus & Katie Miller/Juanette Smith
- SRO – Kassie Fjeld / Jared Trotts

Application Review Committee (ARC)(Reg EA-R1)

- Jerry Henderson
- Kristal McCathern
- Mike Martin

Application Appeal Committee (AAP) (Reg EA-R1)

- Kim Goode
- Amanda Shatwell
- Fiona McAlister

Proposed Inventory for
Surplus 9/11/2025 Board
Meeting

1. 2013 Toyota Camry – VIN 4TBF1FK2DU260660
 - Mileage: 123,698
2. Gendex Digital Sensor – Tag # 97265-2952

SOUTHERN OKLAHOMA TECHNOLOGY CENTER: DISTRICT POLICY

GENERAL PERSONNEL POLICIES - DA

SouthernTech believes all persons are entitled to equal employment opportunity and does not discriminate against its employees or applicants because of race, color, sex, sexual orientation, gender identity, national origin, ancestry, age, marital status, disability, veteran status, or any other **status protected under** ~~basis prohibited by~~ federal, state, or local law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, compensation & benefits, promotion, transfer, discipline, layoff, and termination.

SouthernTech's employment objective is to select personnel who have the highest capabilities **and qualifications**, the strongest commitment to quality, ~~and~~ the greatest probability of effectively implementing the District's Mission, Vision, and Values, and who will become a vital part of our school.

Violation of any of the District's policies may lead to disciplinary action up to and including termination.

I. — Employment: ~~The Superintendent shall be responsible for recruiting and recommending qualified persons for employment with the District.~~

~~The Board shall employ those persons whom it determines should be hired after reviewing and considering the Superintendent's recommendation. Unless otherwise provided by law, no person shall have any right to employment in the District until such employment has been approved by the Board. However, when it is necessary to meet the best interests of the District, the Superintendent shall have the right to employ persons on a temporary basis until the Board can take action on the Superintendent's recommendation.~~

~~As a part of the Pre-Employment Process, a person who has been offered full-time or regular part-time employment will be required to submit to a criminal background check, a physical, job functionality testing, and a drug screen. No prospective full-time or regular part-time candidate shall begin work until after the results of these tests have been received and the results are satisfactory to the District. Post-offer applicants in safety sensitive positions, regardless of full or part-time status, are required to submit to a criminal background check and drug screen. Candidates must also have all required licenses and certifications for the respective position. All offers of employment from the District are conditional and require the candidate to successfully satisfy all of the above conditions prior to employment. The District therefore reserves the right to withdraw any conditional offers of employment when the individual does not pass the pre/post-employment tests.~~

~~For any position requiring a superintendent certification and the positions of Finance Director and HR Director, prior to the Superintendent recommending a candidate be hired, the Board, in executive session of a regularly scheduled or special board meeting, will review the~~

resumes of the top two or three candidates as selected by the interview committee and have the opportunity to meet the candidates.

I. Employment:

The Superintendent shall be responsible for recruiting and recommending qualified persons for employment with the District.

The Board shall employ those persons whom it determines should be hired after reviewing and considering the Superintendent's recommendation. Unless otherwise provided by law, no person shall have any right to employment in the District until such employment has been approved by the Board.

Pre-Employment Process

As part of the pre-employment process, all individuals offered full-time or regular part-time employment must complete the following requirements:

1. **Criminal Background Check** – In accordance with 70 O.S. § 5-142, a national criminal history record check, including fingerprinting through the Oklahoma State Bureau of Investigation (OSBI), is required. Employment may not exceed sixty (60) days pending receipt of results, and any falsification of conviction history may result in immediate termination.
2. **Medical Examinations and Job Function Testing** – Post-offer medical examinations, physicals, or job functionality testing may be required, but only if such evaluations are job-related and consistent with business necessity, in compliance with the Americans with Disabilities Act (ADA), 42 U.S.C. §12112(d).
3. **Drug Screening** – Post-offer drug screening is required for all candidates in safety-sensitive positions (full-time or part-time).
4. **Licensure and Certification** – Candidates must possess all required licenses and certifications for the position, as specified in the official job description, CareerTech Administrative Rules (OAC 780:20-3-4), and 70 O.S. § 6-189. School administration has the duty to verify required credentials are in place prior to contract issuance.

All offers of employment are conditional until the above requirements are satisfied. The District reserves the right to withdraw any conditional offer when the applicant fails to meet these requirements.

For positions requiring a superintendent certification, and for the positions of Finance Director, District Treasurer, and HR Director, the Board of Education shall, prior to action on the Superintendent's recommendation, review the résumés of the top two or three candidates as

selected by the interview committee. The Board may also meet the candidates in executive session strictly in compliance with the Oklahoma Open Meeting Act, 25 O.S. §307(B)(1).

II. Employment Contracts: Every person employed by the District shall enter into a written contract of employment which shall describe the position in which the person is to be employed and shall set forth the term of the employment contract. All contracts of employment must be approved by the Board and may be signed by the Board President, the Clerk of the Board, or any board member as duly authorized by the whole board of education.

Any person who fails to sign a contract of employment which accurately conveys the District's offer, including salary and fringe benefits, within a reasonable time of presentation shall be considered to have refused the conditional offer of employment, and such conditional offer shall be considered null and void. [A reasonable time is generally considered as not more than thirty (30) days in this instance]

Employment Contracts

1. **Written Contract Requirement** - In accordance with 70 O.S. § 5-117, all employment within the District must be evidenced by a written contract. Each contract shall clearly state the position title, term of employment, salary, and any approved fringe benefits.
2. **Board Approval and Execution** - All contracts of employment must be formally approved by the Board of Education. Following Board action, contracts may be executed by the Board President, Clerk of the Board, or any other member duly authorized by Board resolution. No employment contract is valid unless and until approved by the Board.
3. **Issuance of Contracts** - Contracts shall be issued no later than July 1 of each fiscal year for employees rehired for the subsequent year, consistent with budget adoption and Board action. For newly hired employees, contracts shall be issued promptly following Board approval.
4. **Failure to Sign Contract** - Any person who fails to sign and return a contract that accurately conveys the District's approved offer—including salary and fringe benefits—within a reasonable time of presentation shall be deemed to have declined employment. For purposes of this policy, a "reasonable time" shall not exceed thirty (30) calendar days. In such cases, the conditional offer of employment shall be considered null and void.
5. **CareerTech Certification Compliance** - For instructional employees, no contract shall be issued unless the individual's certification requirements are satisfied pursuant to CareerTech Administrative Rule OAC 780:20-3-4 and 70 O.S. § 6-189. It is the responsibility of District administration to verify required credentials are on file with the Oklahoma Department of Career and Technology Education or the State Department of Education before contract execution.

III. Compensation and Benefits: The Administration shall annually prepare and submit to the Board for review and approval compensation plans for the various categories of employees, including certified administrators, certified teachers, and support personnel. Additionally, the compensation range for any new positions created will be reviewed by the Board prior to advertising the new position. Compensation plans may include the provision of fringe benefits, including, but not limited to, retirement, health insurance, disability insurance, and social security benefits.

The Board may provide for an Early Retirement Incentive program on an annual basis as determined by the Board.

IV. Job Descriptions: The Administration shall prepare, and periodically review and update, job descriptions for all positions within the District. Job descriptions will be maintained on file in the Human Resources Office. Job descriptions for newly created positions shall be reviewed by the Board of Education prior to advertising for said position.

V. Criminal Background Search: Pursuant to 70 O.S. 5-142 (Section 108, School Laws of Oklahoma), for purposes of employment, SouthernTech will request to the State Board of Education that a national criminal history record check through the Oklahoma Bureau of Investigation (OSBI) be conducted of any person seeking employment with SouthernTech. The prospective employee will be required to furnish the required fingerprints to the OSBI. SouthernTech will pay any costs associated with the national criminal history record check. SouthernTech's Board of Education will permit employment not exceeding sixty (60) days pending receipt of the results of national criminal history record check requests. Prospective employees shall be notified when first interviewed of the requirement and any fees associated with the national criminal history record check. Persons applying for employment as a substitute teacher shall only be required to have one such national criminal history record check for the school year. Upon request of the substitute teacher, that record check may be sent to any other school district in which the substitute teacher is applying to teach. SouthernTech's Board of Education requires a national criminal record check on all existing employees through a third party administrator on an annual basis. The following factors will be considered for those applicants with a criminal history in determining to hire the external applicant or transfer or promote the internal applicant; the nature of the crime and its relationship to the position; the time since the conviction; the number (if more than one) of convictions; and whether hiring, transferring or promoting the applicant would pose an unreasonable risk to SouthernTech. The applicant will be given an opportunity to review the criminal background check results and submit an explanation. If any applicant is found to have falsified any information regarding conviction, history, the applicant will not be considered for employment. If an employee seeking a transfer or promotion to a position requiring a criminal history record check is found to have falsified any information regarding conviction history, the employee may be immediately terminated.

VI. Personnel Files: The Administration shall maintain a personnel file for each employee of the District. Each personnel file shall contain the employee's application for employment and

any other documents submitted during the application process, all evaluations, disciplinary actions, reprimands, complaints, commendations, plans of improvement, action plans, and any other documents which Administrative Regulations may designate for inclusion. Files will be kept in a separate locked file to ensure confidentiality and privacy. Personnel files shall be confidential and shall not be released except as provided in this policy. Employee's wishing to see their personnel file may do so upon request in the presence of administration. Copies of documents maybe given with approval of the Superintendent. An employee's personnel file may be provided to the following without the employee's notification and/or consent within the parameters of all state and federal laws:

1. members of the Board;
2. administrators and/or supervisors;
3. agents of the District authorized by the Administration; or
4. when ordered to be released by court order or subpoena.

Except as otherwise provided by law, all records which identify a current or former public employee and contain any evaluation, observation, or other record of such employee should be kept confidential. These records shall not be subject to disclosure under the Oklahoma Open Records Act and where disclosure of records is required, all individually identifying information shall be removed to the fullest extent possible.

VII. Conflicts of Interest: A conflict of interest represents a conflict between the private interest and the public obligations of a person in an official position. Listed below are employee standards of conduct which prohibit specific acts which could lead to a conflict of interest.

Standards of Conduct:

1. Except for a substitute teacher, no person shall be employed who is related to a member of the Board within the degree prohibited by law. No employee shall directly supervise any other employee who is a member of the employee's family within the second degree of consanguinity or affinity.
2. Supervisors involved in in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor erode confidence in their leadership and interject questions regarding possible conflicts of interest and favoritism in decisions. Therefore, no supervisor may influence (directly or indirectly) salary, promotion, performance evaluation, work assignments or other working conditions for an employee with whom such a relationship exists. Supervisors involved in any type of personal relationship, in the context of supervision, must discuss the matter on a confidential basis with their own supervisor or with the Human Resources Office to assess the implications for the workplace and make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting. Although both employees involved in a personal relationship are individually responsible for disclosure, a supervisor's failure to report such a relationship will be regarded as a serious lapse in the management of the workplace and grounds for appropriate disciplinary action, including termination
3. Teachers presently employed who are family members of a District administrator shall

- not be assigned to the same work site as the administrator. Non-certified individuals who are family members of an administrator shall not be assigned to the same supporting departments. Administrators shall not supervise a family member, and, in the event of a conflict, the administrator shall remove him or herself from any decision or attempt to influence decisions regarding a family member.
4. No employee, officer or agent may participate in the selection, award, or administration of contract(s) supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest could arise where an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 5. No employee, officer, or agent of District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the financial interest is insubstantial or the gift is an unsolicited item of nominal value. District defines nominal value to mean a value of Five Hundred Dollars (\$500.00) or less.
 6. Employees shall be in compliance with all statutes, regulations, and case law governing conflicts of interest involving school districts.
 7. District and its employees shall fully disclose any instances of conflict of interest or relevant violations of Federal criminal law involving fraud, bribery, or gratuity violations in Title 18 of the United States Code, as effective measures to help prevent or prosecute instances of waste, fraud, or abuse.
 8. Employees are required to devote adequate time and energy to their employment duties at SouthernTech. No employee may conduct outside business or activities during scheduled work time or using SouthernTech equipment, supplies, or labor. Employees may not use customer, client or employer information obtained during their work at SouthernTech to further an outside business interest or activity. All technology center employees are prohibited from engaging in any financial transaction, directly or indirectly, which creates a conflict of interest with his/her role as a technology center employee.
 9. Employees may be disciplined in accordance with State law as well as District policy and procedure for violating the above referenced instances of waste, fraud or abuse, as well as conflict of interest guidelines in addition to any other situation which fails to be mentioned herein, but which leads to a real or apparent conflict of interest for a District employee, officer, or agent.

VIII. Assignments and Transfers: The Superintendent shall assign and/or transfer employees to the appropriate positions. Employees may apply for a transfer to a vacant position, and the Superintendent shall make the determination as to whether to grant such transfer. In determining any assignments or transfers, the needs of the District shall be the primary criteria in determining any assignments or transfers, and the secondary criteria shall be the employee's qualifications and/or certifications.

IX. Due Process: Introduction: This Due Process Provision is established to ensure fair and consistent procedures for addressing concerns, disputes, or disciplinary actions involving teachers, administrators, and support employees of SouthernTech. The provision aims to uphold

the principles of due process, protecting the rights of individuals within the educational community. Due process procedures shall include:

1. Notice of Allegations:

a. Any allegations against a teacher, administrator, or support employee shall be communicated in writing, specifying the nature of the charges, the relevant policies or regulations violated, and the supporting evidence. b. The notice shall be provided to the affected individual in a timely manner, allowing sufficient time for them to prepare a response.

2. Right to a Hearing: a. The accused teacher, administrator, or support employee has the right to a fair and impartial hearing before an unbiased decision-making body. b. The hearing will provide an opportunity for the accused to present evidence, witnesses, and arguments in their defense.

3. Timely Hearing Process: a. The hearing process shall commence within a reasonable time after the accused individual has received notice of the allegations. b. The timeline for the hearing process will allow for adequate preparation by both the accusing party and the accused.

4. Right to Legal Representation: a. The accused individual has the right to be represented by legal counsel of their choice during the hearing process. b. Legal representation may include the opportunity to have an attorney present, advise, and advocate on behalf of the accused.

5. Right to Present Evidence: a. The accused individual has the right to present evidence, call witnesses, and cross-examine witnesses presented by the accusing party during the hearing. b. All relevant and admissible evidence shall be considered by the decision-making body.

6. Decision-Making Body: a. The decision-making body responsible for rendering a decision shall be impartial, unbiased, and independent of the parties involved. b. The composition of the decision-making body may include individuals with expertise in education, law, and other relevant fields.

7. Written Decision: a. A written decision, including findings of fact and conclusions of law, shall be provided to the accused individual within a reasonable time after the conclusion of the hearing. b. The decision shall specify any disciplinary actions, if applicable, and the rationale for such actions.

8. Appeal Process: a. An appeal process shall be available to the accused individual, allowing for a review of the decision by a higher authority or an appeals panel. b. The appeal process shall adhere to principles of fairness and due process.

9. Confidentiality: a. All proceedings related to the due process provision shall be conducted in a manner that protects the confidentiality and privacy of the individuals involved. b. Disclosure of information related to the proceedings shall be limited to those with a legitimate interest or legal right to know.

10. Review and Revision: This Due Process Provision shall be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations.

X. Work Hours: The Administration shall establish the work hours of the different categories of employees and shall notify employees of their work hours. The Board shall annually determine those days which shall be holidays to be observed by the District.

It is important to students and customers of SouthernTech and to fellow employees and supervisors that each employee be on the job, on time, every day. Employees must report absences to their immediate supervisor and/or the director of their department as soon as possible.

XI. Overtime: The District shall comply with the Fair Labor Standards Act (“FLSA”). Employees who are non-exempt as defined by the, overtime provisions of the FLSA shall be entitled to overtime compensation or compensatory time for hours worked in excess of forty (40) per work week. All hours worked by a non-exempt employee in excess of 40 hours for each individual’s workweek shall be compensated as required by FLSA at one and one half times the employee’s regular rate of pay or as compensatory time at a rate of one and one half hour for each hour worked in excess of 40 hours. Employees shall not work more than 40 hours per work week unless specifically authorized in writing by the Superintendent or the Superintendent’s designee.

An employee who works overtime without authorization may be subject to disciplinary action for failing to follow this policy. The work week shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday. For purposes of calculating overtime, any period of time when an employee is completely relieved of duty and which is 30 minutes or longer shall not be considered work hours

XII. Time Records: The District may require employees and/or departments to utilize time clocks, leave system or time sheets to record the employees’ hours worked. Employees should clock out or sign out during the lunch break and at any other time they leave the work site for anything other than school business.

Lactating employees utilizing the lactation room located in Building 100 will be allowed reasonable paid break time for the purpose of maintaining milk supply & comfort. This break time will not be required to be entered as leave time in the leave system.

XIII. Compensatory Time: Use of accrued compensatory time shall be scheduled with the employee’s supervisor. The District reserves the right to require a non-exempt employee who has accepted and earned compensatory time to use the accrued compensatory time. Employees may only accumulate 160 hours of overtime to be paid with compensatory time per fiscal year. Employees shall be paid for hours of overtime that exceed this limitation.

XIV. Records: The District shall maintain records which reflect the following data:

1. Name used for Social Security reporting purposes.
2. Home address, including zip code,
3. Date of birth and gender,
4. Occupation in which employed,
5. Time of day and day of week on which employee’s workweek begins,

6. Regular hourly rate of pay for any workweek in which overtime compensation is due,
7. Hours worked each workday and total hours worked each workweek,
8. Total daily or weekly straight-time earnings or wages due for hours worked during the workday or workweek,
9. Total premium pay for overtime hours, excluding straight-time earnings for overtime hours,
10. Total additions to or deductions from wages paid each pay period,
11. Total wages paid each pay period, and
12. Date of payment and pay period covered by the payment.

If an employee works on a fixed schedule, the District may maintain records showing the schedule of daily and weekly hours the employee normally works instead of the hours worked each day and each workweek. In addition, during those weeks in which the employee adheres to the work schedule, the employee may be required to indicate by a check marked, statement, or other method that such hours were in fact actually worked. During those weeks in which more or less hours than the schedule hours are worked, the records will reflect the exact number of hours worked each day and each week.

XV. Substitutes: The Administration may develop and maintain a list or lists of qualified substitutes who may be called upon to temporarily replace or substitute for employees when required by an agreement or the needs of the District. The District shall employ and assign substitute teachers according to the law.

XVI. Supervision and Evaluation: Administrative Regulations shall provide for the supervision and evaluation of all District personnel, except for the Superintendent. Such regulations may provide for supervisory personnel to observe the performance of any employee for whom the supervisor will be required to complete an evaluation. The Administration shall prepare appropriate forms for the evaluation of teachers, administrators, and support personnel. Unless otherwise provided for by law or policy, all District employees shall be evaluated in writing at least once during each fiscal year by a supervisor. All evaluations and any responses shall be maintained in the employee's personnel file.

XVII. Resignation and Retirement: Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent or the Superintendent's designee. Except as otherwise provided herein, such resignation or retirement shall be effective and may not be revoked when submitted to the Superintendent or the Superintendent's designee unless otherwise determined by the Board. In accordance with Oklahoma law, teachers shall be required to give notice of resignation or retirement by April 25 or else the teacher will be bound to perform pursuant to a continuing contract. The Board shall not release from contract any teacher who desires to resign or retire after August 1 unless a qualified replacement is obtained.

XVIII. Medical Examinations: In accordance with applicable laws, an employee or applicant for employment, post-offer may, be required to undergo a physical and/or medical examination to determine the employee's or applicant's ability to perform the essential functions of the job. The District shall pay for any required medical examination.

XIX. Annuity Programs:

Long-term part-time employees:

Beginning January 1, 2021, long-term part-time employees may participate in the SouthernTech sponsored 403b plan. A long-term part-time employee is defined as a part-time employee who works at least 500 hours for three (3) consecutive years. Part-time employees as of January 1, 2021, who meet that criteria may begin making contributions to the Plan beginning January 1, 2024. The BOE will not match contributions for part-time employees. The employee must make such written request to participate and complete required paperwork at least ten (10) days prior to the end of any pay period. The employee shall be entitled to have such annuity contract continued in force in succeeding years

Full-time employees:

At the written request of full-time employee, a portion of the salary payable to the employee by the District may be utilized by the District to purchase an annuity contract from the board designated matching 403b plan for the benefit of the employee. The employee must make such written request at least ten (10) days prior to the end of any pay period. The employee shall be entitled to have such annuity contract continued in force in succeeding years. Any amounts contributed or paid by the District shall be considered the payment of salary for purposes of the Oklahoma Teachers' Retirement System and Social Security, but not for state or federal income tax purposes until actually received by the employee.

XX. Types of Employment:

Full-Time Employment: A regular full-time employee is either exempt or non-exempt working at least 1032 hours per year and is entitled to full benefits. Full-time employment shall not affect the rules and regulations which apply to over-time status and compensation.

Part-Time Employment: A regular part-time employee is non-exempt working up to but not exceeding 995 hours per year with no benefits.

Adjunct: An adjunct is an instructor of adult only, short-term programs under 250 hours that are held in the evenings or on Saturdays. Adjuncts are non-exempt working up to but not to exceed 495 hours per year with no benefits.

Temporary Employment: A temporary part time employee is non-exempt working for a limited time not to exceed 90 days on non-repetitive or 1-time projects, usually general labor type work. Temporary part time employees are not entitled to benefits and are generally used for special projects during the summer months and must be board approved on a case by case basis.

XXI. Social Security: The District is not a full participant in the Federal Old Age and Survivors Insurance Plan (F.I.C.A.). Therefore, the District does not withhold F.I.C.A. taxes from employee's pay except those taxes required by law. As a fringe benefit and in lieu of such taxes, the District provides each full-time employee an amount equal to what the District's

F.I.C.A. contribution would have been that month if the employee had participated fully in F.I.C.A. The rate of 7.65% will be calculated on base salary only, not to exceed the annual wage base limit for Social Security and Medicare. The employee shall have the option of having such fringe benefit paid directly to him or invested on his behalf.

XXII. Continuation of Health Insurance Coverage (COBRA): The District complies with state and federal regulations regarding the termination of employee benefits. An employee whose employment with the District has terminated may be eligible to continue coverage under the District's health insurance plan by paying the applicable premiums plus an administrative fee upon a qualifying event. Some qualifying events include resignation, termination of employment, or death of an employee, a reduction of an employee's hours, a leave of absence, an employee's divorce or legal separation, or when a dependent child no longer meets eligibility requirements.

XXIII. Professional Allowance: (District Purchased) Professional organizational dues: Allowance to be used for any of the following personal/professional benefits and added to each Full-time or Part-time employee's income W-2 Reports (may be purchased directly by the district rather than being reimbursed) ; Professional organizational dues, Professional malpractice/liability insurance, Professional SouthernTech Logo clothing (must have easily visible logo) and/or Oklahoma Teacher Certification exam or license renewal fees.

- \$200 Allowance: Employee contracted a minimum of 500 hours annually.
- \$250 Allowance: Employees contracted a minimum of 1000 hours annually.
- \$300 Allowance: Employees contracted a minimum of 1250 hours annually.

Additional money may be requested upon approval by the Superintendent and Board of Education if the original allocated amount has been spent solely for professional insurance, licenses, or certifications and additional money is needed for relevant certification, insurance, and/or licensing required for the employee's position at SouthernTech.

XXIV. Employee Dress Code: Employees are expected to be neatly and professionally groomed and dressed at all times. Each employee is expected to dress according to the standards of his/her profession. Employees serve as role models to students. Employees should therefore not wear clothing that contain words and/or graphics that may be a distraction to others; employees are specifically prohibited from wearing clothing which contain words and/or graphics that refer to alcohol and/or tobacco products or which contain sexually explicit images or language.

XXV. Disruptive Behavior: SouthernTech has a no tolerance policy for matters which contribute to disruption in the workplace, including, for example, bullying as described below:

1. **Bullying:** Bullying includes intimidation, humiliation, threatening behavior, verbal abuse, physical acts, work interference or sabotage, and communications that result in or are reasonably perceived to cause disruption in the workplace and interfere with SouthernTech's mission. Bullying behaviors such as slandering, ridiculing, name-calling, shouting, insulting, pushing, shoving, nonverbal threatening gestures, excluding and ignoring others, and physical harm to a person or property are simply not tolerated.

2. Other Forms of Disruptive Behavior: SouthernTech seeks to create a respectful and productive workplace. Behaviors, actions, conduct, or language that causes disruption to the workplace, including but not limited to, a lack of productivity, poor performance, poor attendance, tardiness, distractions, altercations, confrontations, fights, divisiveness in the workplace, an unhealthy working environment, or employee attrition will not be tolerated.

XXVI: Anti-Discrimination, Anti-Harassment, and Anti-Retaliation

Disability

The District prohibits discrimination in employment because of a qualified individual's disability. A qualified individual with a disability is an individual: (1) with a physical or mental impairment that substantially limits one or more major life activities, (2) who meets the job requirements for the position held or desired and (3) who, with or without reasonable accommodation, can perform the essential functions of the position.

The District is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodations where appropriate.

Disability Accommodations

The District will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the District.

If you believe you need an accommodation of your disability, please make a request for accommodation in writing to Human Resources. In order to assist the District, the accommodation request should include the following relevant information: (1) a description of the accommodation you are requesting, (2) the reason you need the accommodation, and (3) how the accommodation will allow you to perform the essential functions of your job. Once the District receives your request, we will engage in the interactive process, as applicable, to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Although the District encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job, the District is not required to make specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship. When appropriate, we may need your permission to obtain additional information from your physician or other health care professional.

Any medical information obtained under this policy will be treated and maintained in a confidential manner. Determinations about reasonable accommodations are made on a case-by-case basis considering various factors and based on an individualized assessment of each situation.

If you believe you have been discriminated against, harassed, or retaliated against because of your disability you must promptly raise your concern as set forth in the District's Employee Complaints Procedure (District Policy DG). Employees may also report conduct under District Policy BI, as appropriate.

Religious Accommodations

The District is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices. Consistent with this commitment, the District will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work procedure or requirement, unless doing so would create an undue hardship for the District.

If you believe you need an accommodation of your sincerely held religious belief or practice, please make a request for accommodation in writing to Human Resources. In order to assist the District, the accommodation request should include the following relevant information: (1) a description of the accommodation you are requesting, (2) the reason you need the accommodation, and (3) how the accommodation will allow you to resolve the conflict between your religious beliefs or practices and one or more of your work requirements. Once the District receives your request, we will engage in the interactive process, as applicable, to explore potential reasonable accommodations that could resolve the conflict between your religious beliefs and practices and work requirements. Although the District encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job, the District is not required to make specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship.

The District may ask for additional information in order to consider your accommodation request. Failure to cooperate with the interactive process could result in your accommodation being denied.

All religious accommodation determinations are made on a case-by-case basis considering various factors and based on an individualized assessment of each situation. If you believe you have been discriminated against, harassed, or retaliated against because of your religion you must promptly raise your concern as set forth in the District's Employee Complaints Procedure (District Policy DG). Employees may also report conduct under District Policy BI, as appropriate.

Unlawful Discrimination, Harassment, and Retaliation

The District is committed to providing a workplace that is free from unlawful discrimination harassment, and retaliation. The District strictly prohibits and does not tolerate any unlawful discrimination or harassment on the basis of a person's race, religion, color, national origin, disability, genetic information, sex, pregnancy, gender, gender identity, age, sexual orientation,

military status, or any other protected classes recognized by applicable federal, state, or local law.

Harassment may include:

- Epithets, derogatory statements, slurs, inappropriate jokes;
- Assault or inappropriate physical contact;
- Displaying derogatory posters or drawings, sending inappropriate pictures or emails, or making derogatory gestures;
- Threats or retaliatory conduct;
- Sexual advances, requests for sexual favors, sexual jokes; and
- Offensive or obscene material.

This list is illustrative only, and not exhaustive. Harassment includes inappropriate conduct based upon any legally protected status. Harassment has no place at the District. It is expected that employees will treat one another with mutual respect and dignity. It is the responsibility of every employee to conduct themselves in a manner consistent with the District's policies, and to create an atmosphere free of discrimination and harassment.

The District encourages and requires employees to immediately report any inappropriate conduct believed to violate this policy or constitute unlawful discrimination, harassment, or retaliation, in accordance with the District's Employee Complaints Procedure (District Policy DG), so that corrective action may be taken, if necessary. Employees may also report conduct under District Policy BH or BI, as appropriate.

Sexual harassment is more specifically covered by Policy BH.

Anti-Retaliation

The District strictly prohibits and does not tolerate unlawful retaliation. All forms of unlawful retaliation are prohibited, including any form reprisal or other form of retaliation for participating in an activity protected by law. Examples of protected activities include:

- Lodging a good faith complaint opposing unlawful discrimination or harassment;
- Filing a good faith complaint of unlawful discrimination or harassment with the US Equal Employment Opportunity Commission (EEOC) or in court;
- Participating in the District's internal investigation of allegations of harassment;
- Supporting another employee's complaint of unlawful discrimination (by, for example, testifying or providing an affidavit);
- Filing a good faith complaint with a government agency or in court about wage and hour violations or unfair pay practices, or participating in a wage and hour investigation or audit conducted by an agency;
- Requesting an accommodation for a disability or sincerely held religious belief; and
- Filing a workers' compensation claim.

These examples are illustrative only, and not exhaustive. No form of retaliation for any protected activity will be tolerated. Retaliation includes adverse employment actions such as demotion,

suspension, reduction in pay, failure to hire, and termination. If an employee believes they are being retaliated against, they should follow the District’s Employee Complaints Procedure (District Policy DG) to report it.

This section applies to anyone employed by, enrolled in or doing business with SouthernTech. To file a complaint for a violation of policy DA, Sec. XXIV please refer to policy DG.

[DA-R1-F1 – Request for Professional Allowance](#)

Adopted:	7-1-98			
Revised:	9-10-98	3-14-08	8-19-16	5-12-22
	10-11-01	10-9-09	11-11-16	6-9-22
	9-15-05	8-12-10	12-8-17	11-10-22
	7-3-06	6-10-11	10-11-18	3-9-23
	9-15-06	5-8-13	12-12-19	12-14-23
	7-13-07	10-10-14	9-10-20	
	9-14-07	7-10-15	9-9-21	

**SOUTHERN OKLAHOMA
TECHNOLOGY CENTER: DISTRICT POLICY****HAZING**

Hazing constitutes unethical and unacceptable conduct that will not be tolerated at SouthernTech. To that end, SouthernTech adopts the following policy prohibiting hazing.

1. "Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.
2. Endangering the physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, low-point beer, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.
3. Endangering the mental health shall include, but not be limited to, any activity except those authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could adversely affect the mental health or dignity of the individual.
4. No organization having student members which is sponsored by SouthernTech or which is permitted to hold meetings or other events on technology center property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.
5. Students violating these prohibitions shall not be permitted to participate in any extracurricular activity sponsored by SouthernTech, shall be subject to disciplinary measures which may include suspension or removal, and shall, when appropriate, be referred to local law enforcement authorities for prosecution.
6. Student Organizations which violate these prohibitions shall forfeit all rights, privileges, and recognition from SouthernTech for a minimum of one (1) year, and shall be referred to local law enforcement authorities for prosecution.

7. Hazing will be dealt with as outlined in the Code of Student Conduct. Technology center employees who are linked to hazing shall be subject to discipline - including dismissal or non-renewal.

Adopted: 9-11-25

SOUTHERN TECH JOB DESCRIPTION

Position Title: Part-Time Dental Hygiene Clinical Instructor

Incumbent:

Division: Health Careers

Minimum Education and Certification: Bachelor's Degree required.
Active Oklahoma Dental Hygiene License required.
Local anesthesia certification required.
Nitrous oxide certification required.
Laser certified preferred, but not required.

Fair Labor Standards Act (FLSA) Status: Hourly Non-Exempt

Purpose of Job:

Responsible for the clinical observation, collaboration, and implementation of an effective program of instruction while maintaining compliance with SouthernTech Board Policy, State of Oklahoma Career and Technical Education, the Oklahoma Board of Dentistry State Dental Act, the University of Oklahoma College of Dentistry (OUCOD) requirements; and the American Dental Association Commission on Accreditation.

I. Major Duties, Tasks, and Responsibilities:

A. Essential Functions of the Job:

1. Supports and promotes the SouthernTech adopted quality initiatives.
2. Recommends new approaches, policies, and procedures to effect continuous improvements in services to customers.
3. Supports and assists in the development and execution of the SouthernTech strategic plan.
4. Assigns appropriate instructional areas and formally evaluates instruction of the course material, in cooperation with Clinical Coordinators and Course Directors; make suggestions for appropriate change in clinical policy and/or procedures.
5. Observation of clinical activities, providing instruction and evaluation for dental hygiene students on assigned patients.
6. Serve as a mentor to assigned students.
7. Assume responsibility for becoming and remaining calibrated in clinical teaching and modeling by learning what is taught in clinical lectures and labs.

8. Participate in CODA mandated continuing education.
9. Monitor inventory and coordinate supply order.
10. Make students first priority during clinical sessions; use clinical time for individual chair side clinical teaching.
11. Coordinate and participate in program activities for SouthernTech and OUCOD.
12. Follow sequence established for clinical sessions and evaluate all elements of clinical session in a thorough fashion.
13. Collaborate with/oversee student in designing research projects and posters; implement projects if indicated.
14. Collaborate with/oversee student in community projects.
15. Screen and classify potential patients; maintain patient and student confidentiality.

B. Other:

1. Perform other duties and assume other responsibilities required, as directed by the Superintendent, Director, Program Coordinator, and OUCOD Department of Dental Hygiene.
2. Cooperate with other personnel to ensure a positive learning environment.

II. Organizational Relationships:

A. Reports to: Program Coordinator

III. Education, Knowledge, Skill, & Experience Requirements:

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and Experience:

1. Bachelor's degree required.
2. Possess active dental hygiene license issued by the Oklahoma Board of Dentistry.
3. Possess active membership to the American Dental Hygiene Association.

B. Knowledge and Skills:

1. Working knowledge of computerized office programs, Oklahoma School Law, Oklahoma Board of Dentistry, federal and state laws, and the SouthernTech education system.
2. Function as an effective SouthernTech team player.
3. Ability to function professionally during high stress situations.
4. Ability to implement, facilitate, and complete multiple projects in a timely and efficient manner.

5. Act as a good role model in both clinical skills and in professional behavior.
6. Treat students with professional respect by providing feedback discretely without undermining the student's confidence or causing embarrassment.
7. Project a positive helpful attitude when students request or require help.
8. Maintain appropriate faculty/student relationship.
9. Evaluate student performance equally and fairly.

IV. Physical & Mental Requirements:

A. Physical Requirements:

1. Sit for extended periods, stand and walk as required in lab, clinic, and classrooms.
2. Manipulate computer keyboard.
3. Keen hearing: (ability to listen to others)
4. Vision: Close and distance vision required.
5. Be able to communicate.
6. Be able to properly and legally operate a school vehicle as required to travel on behalf of the district.
7. Regularly lifts up to 25 lbs. (occasionally up to 35 lbs.).
8. Ability to bend and stoop.

B. Mental Requirements:

1. Ability to read directions, instructions, both written, and spoken.
2. Ability to communicate effectively.
3. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community and the Board of Education.
4. Ability to write documents and effectively present information.
5. Ability to define problems, collect data, establish facts, and draw valid conclusions.
6. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
7. Ability to function professionally during high stress situations.
8. Ability to implement, facilitate, and complete multiple projects in a timely and efficient manner.

V. Work Environment:

Primarily an office/clinical environment; walking and working with students and staff.

VI. This Job Description Reviewed (signed & dated):

Employee _____

Supervisor _____

Date _____

This job description is intended to describe the general nature and level of work being performed. The document is not intended to be construed as an exhaustive list of all duties, responsibilities, and requirements of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SOUTHERN TECH JOB DESCRIPTION

Position Title: Licensed Electrician

Incumbent: TBD

Division: Facilities & Operations Maintenance

Minimum Education and Certification: Current Oklahoma Unlimited Electrician License
Must have held an active Electrical Contractor License for at least 5 years

Fair Labor Standards Act (FLSA) status: Salaried Non-Exempt

Purpose of Job: The Licensed Electrician is responsible for maintaining, repairing, and installing electrical systems across SouthernTech facilities. The role emphasizes compliance with national, state, and local electrical codes, proactive maintenance, and reliable support for day-to-day campus operations.

I. Major Duties, Tasks, and Responsibilities:

A. Essential Functions of the Job:

1. Recommends new approaches, policies, and procedures to effect continuous improvements in services to customers.
2. Supports and assists in the development and execution of the Southern Tech strategic plan.
3. Primary duties to include administration and management of the following system to ensure optimal function with minimal downtime:
 - a. Code Compliance & Safety
 - i. Install, maintain, and repair electrical wiring, fixtures, equipment, and systems in compliance with NEC, OSHA, and local codes.
 - ii. Maintain proper documentation of electrical work for inspections and compliance audits.
 - iii. Conduct safety checks on electrical systems and correct hazards immediately.
 - b. Preventative Maintenance & Audits
 - i. Perform scheduled inspections of panels, breakers, outlets, lighting, emergency systems, and other electrical infrastructure.
 - ii. Test, record, and report system performance to identify issues before failures occur.

- iii. Support internal and third-party audits of electrical systems and participate in corrective action planning.
- c. Daily Operations & Repairs
 - i. Respond to work orders for electrical troubleshooting, repair, and small projects.
 - ii. Maintain campus lighting, classroom technology power connections, HVAC controls wiring, and shop/lab equipment support.
 - iii. Assist with power shutdowns, generator testing, and electrical support for construction/renovation projects.
- 4. Additional Duties
 - a. Maintain accurate records of work orders, inspections, and repairs.
 - b. Support energy efficiency initiatives by upgrading systems and recommending improvements.
 - c. Provide technical guidance to maintenance staff on electrical safety and best practices.
 - d. Participate in campus emergency response and after-hours support as needed.
- 5. Practice 5S principles.

B. Secondary Functions of the Job:

- 1. Assist with the oversight of the quality and timeliness of new construction or major remodeling projects by communicating with architect and contractors.
- 2. Assist with solving problems and work with contractors on major projects.
- 3. Promote environmental stewardship and sustainability.
- 4. Assist with ISO standardization.
- 5. Assist with managing outside contractors' relationships and oversight of contractors' work. Provide outside contractors access to facilities as necessary.
- 6. Assist with providing quality management and strategic leadership, and innovative efficiencies for preventive maintenance.
- 7. Assist with keeping the facility in compliance with all State and Federal Regulations, Building Codes, and ADA Requirements.
- 8. Assist with the overall upkeep and safe operations of campus.
- 9. Assist with scheduling work and meeting deadlines, as directed by the superintendent.

C. Other:

- 1. Perform other duties, assume responsibilities and exercise other authority as may be required or directed upon by law or the Superintendent of Southern Tech.

II. Organizational Relationships:

A. Reports to: Controls Specialist

III. Education, Knowledge, Skill, & Experience Requirements:

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and Experience:

1. Current Oklahoma Unlimited Electrician License
2. Minimum 5 years of electrical experience, preferably in commercial or institutional facilities.
3. Other certifications related to physical plant or facilities maintenance highly desired.

B. Knowledge and Skills:

1. Working knowledge of building automation control systems.
2. Working knowledge of programable logic controllers
3. Working knowledge of computerized office programs, to include advanced Excel skills.
4. Working knowledge of campus mass communication systems
5. Knowledge of, or ability to quickly research federal and state laws and the Southern Tech policy and regulations.
6. Function as an effective Southern Tech team player.
7. Ability to function professionally during high stress situations.
8. Ability to implement, facilitate, and complete multiple projects in a timely and efficient manner.
9. Must have a complete working knowledge on all aspects of electrical systems.
10. Must have a working knowledge of budgets and how to manage them.
11. Must have excellent communication skills.
12. Must have creative problem-solving skills.

IV. Physical & Mental Requirements:

A. Physical Requirements:

1. Sit, stand, walk for extended periods.
2. Manipulate computer keyboard.
3. Keen hearing: (ability to listen to others)
4. Vision: close and distance vision required.
5. Be able to communicate.
6. Be able to properly and legally operate a school vehicle as required to travel on behalf of the district.
7. Regularly lifts up to 25 lbs. (occasionally up to 50 lbs.).

8. Ability to bend and stoop.

B. Mental Requirements:

1. Ability to read directions, instructions, both written, and spoken.
2. Ability to communicate effectively.
3. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community and the Board of Education.
4. Ability to write documents and effectively present information.
5. Ability to define problems, collect data, establish facts, and draw valid conclusions.
6. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
7. Ability to function professionally during high stress situations.
8. Ability to implement, facilitate, and complete multiple projects in a timely and efficient manner.

V. Work Environment:

Outdoor and indoor environment; walking and working near moving mechanical equipment, fumes or airborne particles, and outdoor weather conditions (extreme heat and cold).

VI. This Job Description Reviewed (signed & dated):

Employee _____

Supervisor _____

Date _____

This job description is intended to describe the general nature and level of work being performed. The document is not intended to be construed as an exhaustive list of all duties, responsibilities, and requirements of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



Where Education Empowers.

Maintenance & Operational Changes Update

September 11, 2025

Maintenance & Operational Changes

Department Restructure:

Previously, maintenance was one crew of 4 Maintenance Technicians working the same 8am-4pm schedule. Beginning mid-FY25 we divided our team into two crews, PM and Breakdown.

- Preventative Maintenance Crew: 6am -2pm
 - 3 Full-time Technicians
- Breakdown Crew: 8am-4pm
 - 2 Full-time Technicians

Restructuring Produced Two Strategic Outcomes:

- Extended coverage hours
 - From 8am-4pm to 6am-4pm
- Established focus on proactive preventative maintenance instead of relying on reactive breakdown maintenance.

PM & Controls Specialist

- **Kevin Hale - PM & Controls Specialist**
 - Leads the preventive maintenance program, including scheduling, planning, and procurement of supplies and equipment
 - Provides recommendations on best practices informed by industry expertise
 - Supports in-house maintenance staff on major special projects

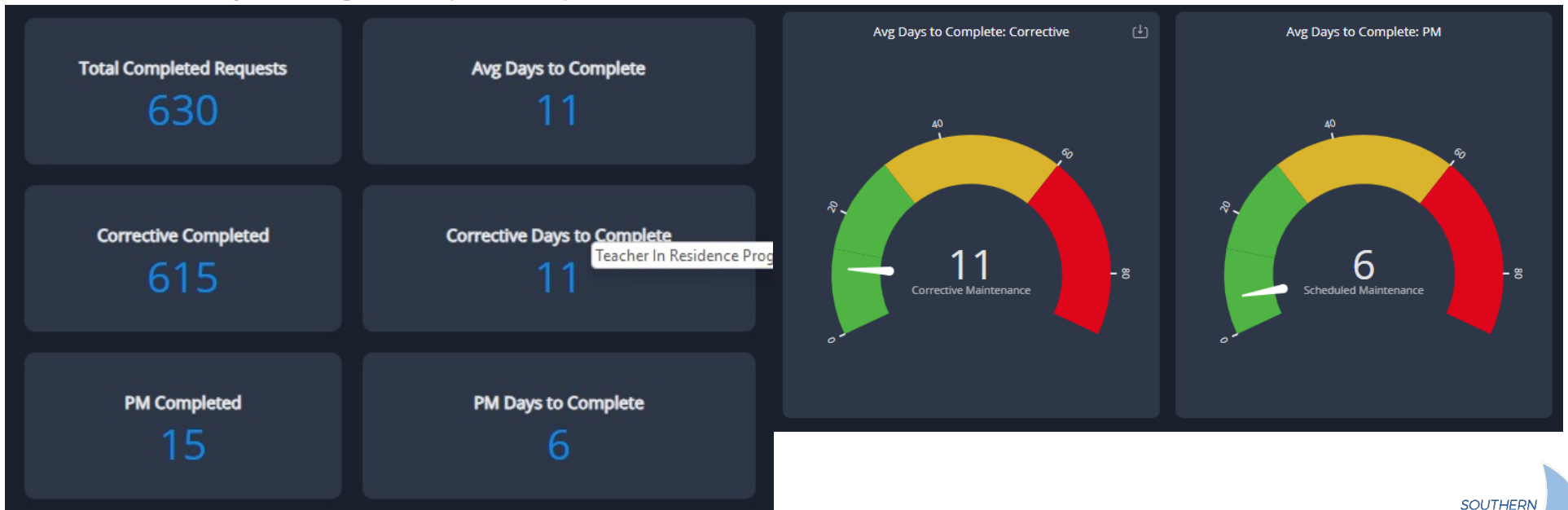
Operational Efficiency and Progress

- FY24 Operations and Maintenance Work Order Completions
 - 636 work orders completed
 - 16 day average completion period



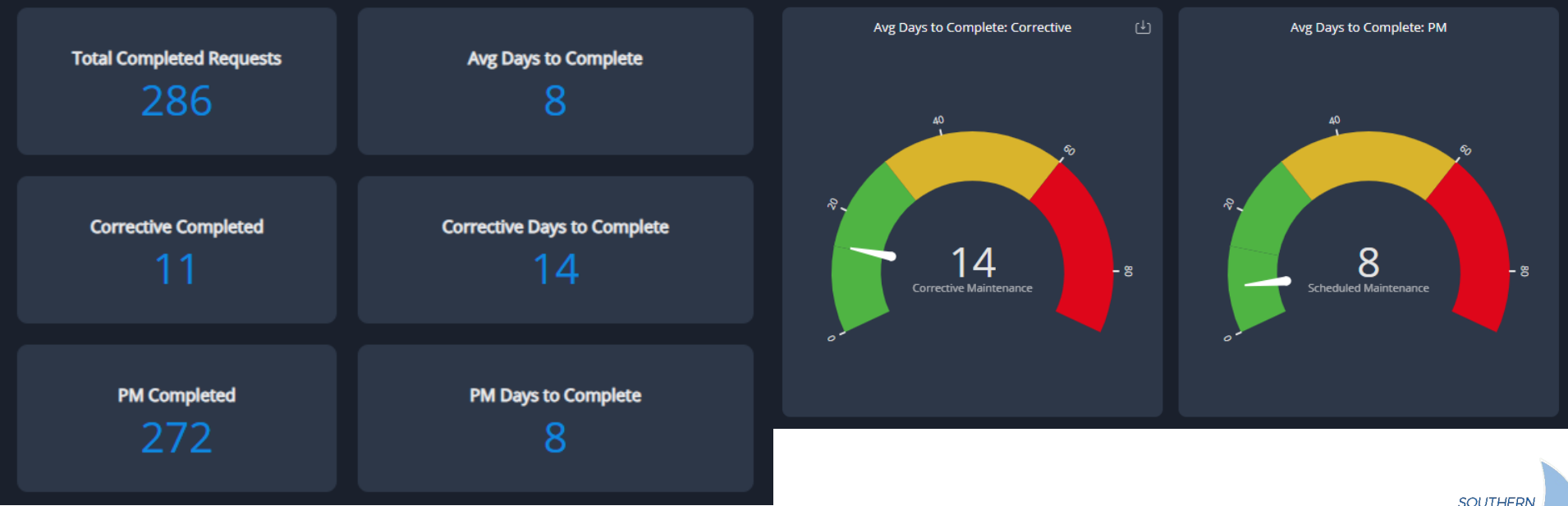
Making Progress from FY24 to FY25

- FY25 Breakdown Team Work Order Completions
 - 630 work orders completed
 - 11 day average completion period



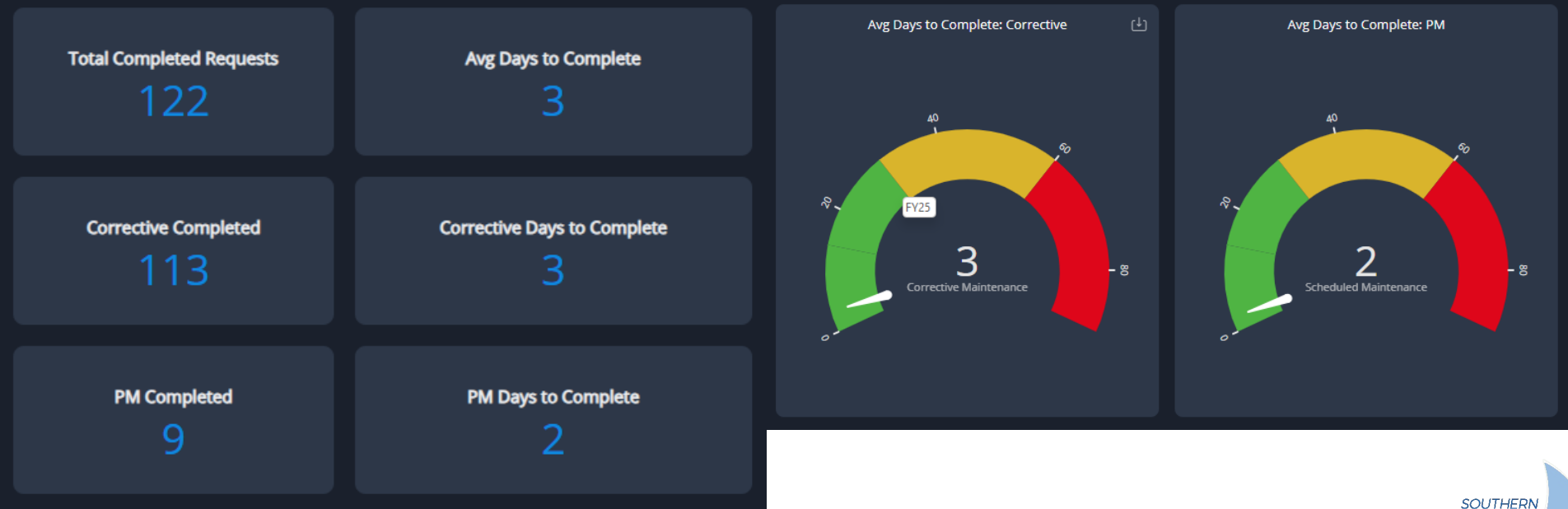
Making Progress from FY24 to FY25

- FY25 PM Team Work Order Completions
 - 289 work orders completed
 - 14 day average completion period



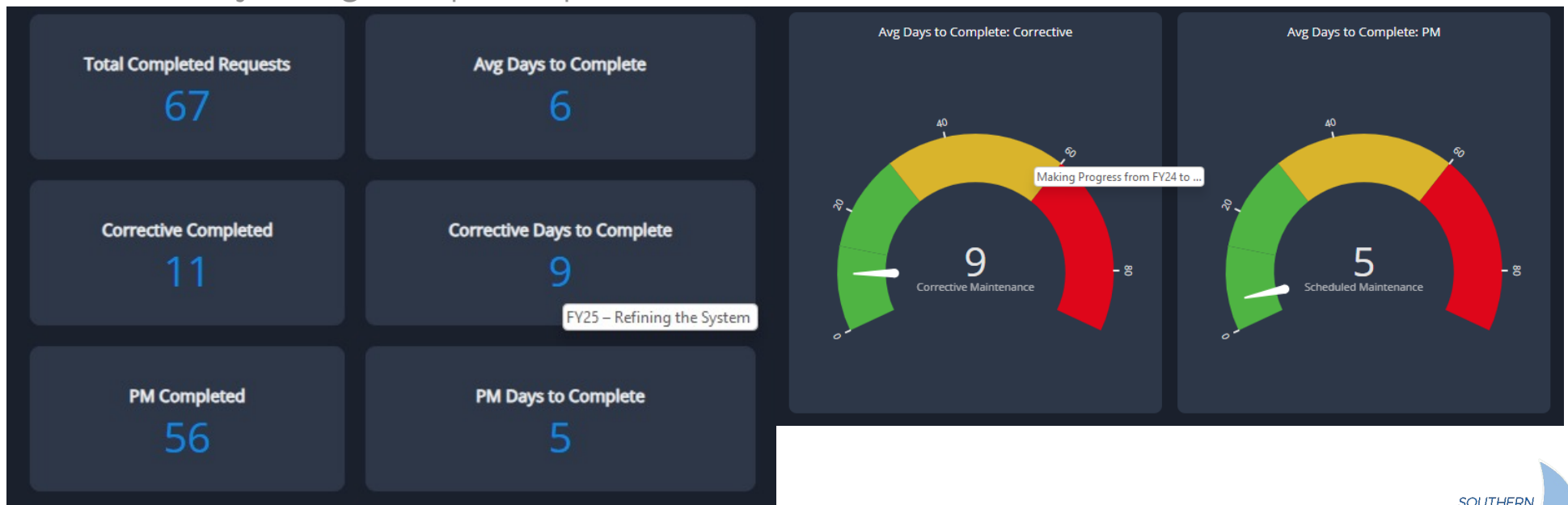
FY26 – Refining the System

- FY26 Operations and Maintenance Work Order Completions
 - 122 work orders completed from 07/01/2025 to 09/10/2025
 - 3 day average completion period



FY26 – Refining the System

- FY26 PM Team Work Order Completions
 - 67 work orders completed from 07/01/2025 to 09/10/2025
 - 9 day average completion period



Review of Data

- Total Maintenance Work Orders completed by Fiscal Year
 - FY24 - 636
 - FY25 - 916
 - Breakdown Team - 630
 - PM Team - 286
 - FY26 - 189 and counting
 - Breakdown Team - 122
 - PM Team - 67
- Key Takeaways
 - 466% reduction in work order wait time (in days) from FY23 to FY26
 - 44% increase in work orders completed from FY23 to FY25

Impact

- Enhanced facilities services that directly support students, staff, and stakeholders
- Increased efficiency and effectiveness in maintenance and operations
- Strengthened stewardship of district facilities, preserving capital assets and reflecting our commitment to the community

Thank You!

On behalf of the Maintenance and Operations Department, we extend our appreciation for your support of the operational changes that have strengthened efficiency and service across the district.

Note: Previous data did not fully capture the scope of our work, many tasks were completed outside the formal work order system. We are implementing improved tracking methods to provide a more accurate and comprehensive record of the department's contributions moving forward.

Questions?



*Where Education **Empowers.***

Marketing Plan

2025-2026

Marketing Goals 2025-2026

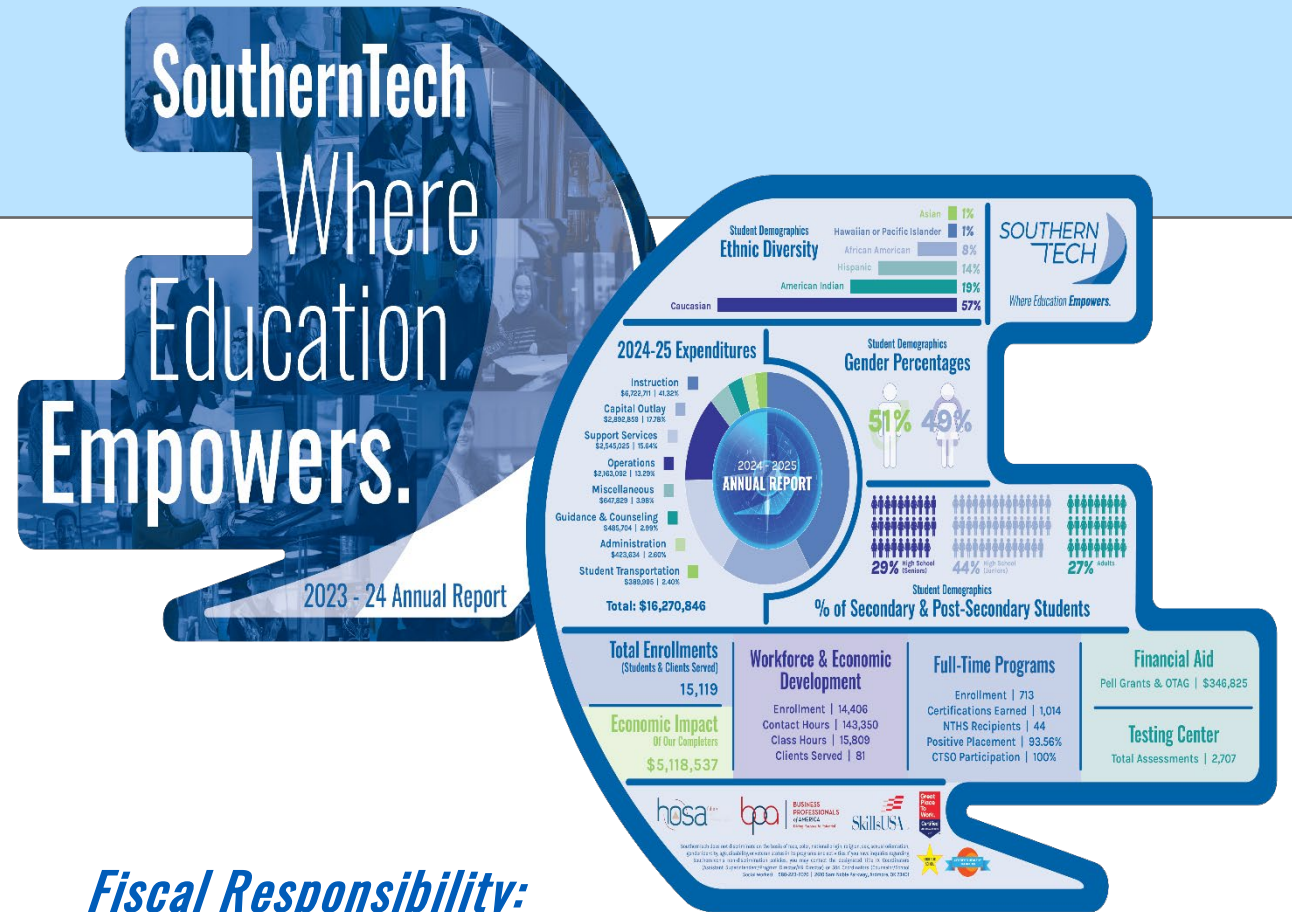
Goals are based on the campus wide strategic plan that includes:

Student Success:

- Highlight student success and activities on Campus.
- Prioritize marketing toward under enrolled programs, adult students and a diverse student base.
- Introduce elements that improve the student experience and give SouthernTech more community exposure.
- Work with sending schools to advance the SouthernTech brand.

Organizational Excellence:

- Update campus facilities with updated marketing pieces, graphics, posters, etc.
- Update SouthernTech Marketing Documents including fliers, handouts, tri-folds



Fiscal Responsibility:

- Utilize existing marketing tools like the statewide consortium
- Use Social media more to accomplish some of the marketing previously done through print.
- Be diverse on the marketing approach using different tools when appropriate. These tools could include, print, billboard, video boards, radio, live stream, and social media.



Student Success



- Create an “I got the job wall,” where we place student photos with the I got the job sign once employed. Create an internal campaign encouraging students to notify Rhonda upon hire. Co-brand using the hashtag #hiresotech and create a social media campaign on multiple platforms to get the phrase trending.
- Re-brand Building 100 with graphics that promote current or recent students and highlights, our values, mission and brand. Use graphics to identify resources available to our students.
- Create an empower GED wall where GED student photos are placed after they complete and pass a subject.
- Focus on our annual events: signing day, completion ceremony, Worklahoma and the corporate fitness challenge. Include new ones like CTSO kick-off, Great Place to Work Celebration & End-of-Year Celebration/PD.
- Highlight student organizations, community activities and student events through social media channels.

Student Success

NURSE ASSISTING



Intermediate Welding

8.18.25 to 9.3.25 | Mon. & Tues. | 5pm to 9pm

This class is designed for individuals who already have a basic understanding of welding techniques and want to enhance their skills and knowledge. The class builds upon the fundamentals of welding and introduces more advanced concepts and techniques.

Scan to Register

HOME GARDENING & LANDSCAPING

09/08/2025-12/08/25
MON- 6:00 P.M.-8:00 P.M.

The climate in southern Oklahoma, especially south of the Arkuckles, is unique and unpredictable and can make gardening interesting, frustrating, and amazing. Home Gardening & Landscaping is all about how to make gardening in your southern Oklahoma garden fun and easy. Learn which plants will not only survive but thrive in your garden. Learn when the best time is to plant, where to plant so plants will do their very best, how to plant so you will have happy healthy plants, and how to take care of your landscape after planting. Learn how to work with what you have to make a lovely yard that is not only beautiful but beneficial for the environment.

ENROLL NOW

Biotechnology

Currently Accepting Program Applications



Where Education Empowers.

- Select a current student for each program that can be highlighted on social media and feature each program, the student doing hands-on training and the student's career aspirations. This will be a weekly campaign.
- Create a marketing campaign targeted toward under-enrolled programs, WED and adult recruitment and enrollment.
- Promote up to three WED classes weekly through available channels.
- Partner with our sending schools on co-branding. This will include a monthly poster series produced for our sending schools that highlights specific programs. The first five poster will be given out at the fall counselor meeting.



Student Success



- Feature a African American student or instructor/employee for a daily campaign to run during back history month.
- Run a campaign during enrollment which features adult student enrolled in full-time programs. Feature one student a day for 1-2 weeks.
- Re-new the SouthernTech graduation cords for 2025/2026 Seniors. They will continue to feature SouthernTech branding and colors. The intent is that our students wear them at their high school graduation to highlight their attendance at SouthernTech.
- Utilize the OKCareerTech "share your story," feature to submit unique student stories to potentially be used in statewide marketing.
- Create an updated timeline showing the SouthernTech history to date to feature in building 100 as a wall graphic.



CareerTech Stories

Submit your CareerTech Stories below that will be featured across our social platforms!

Name *

First Name

Last Name

Email *

example@example.com

Story *

Picture Attachment *

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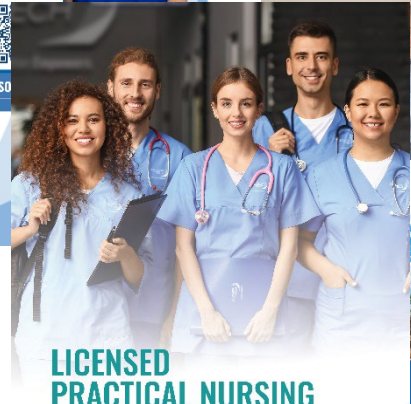
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LICENSED PRACTICAL NURSING HANDBOOK 2025-26

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HEAVY EQUIPMENT OPERATION

Description

Employment Options

APPROXIMATE PAY RANGES

Contact Us



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- Get updated professional student and classroom video and images to be used in future marketing pieces including print, video and radio.
- Re-work internal existing documents for a consistent look, branding and feel. These documents will include our Fulltime Program Packets, LPN Handbook, PN Select Handbook, Wed Short Term Health hand-out, Program Information Guides, FAFSA information guide, LPN Application Packet, GED Flyer, Career Services Flyer & Nurse Refresher Packet.
- Create and produce WED Marketing handouts, tri-folds, & bi-folds including, Motorcycle Safety, Confined Space, OSHA Training, Safer Workspace, Facility Maintenance, CDL, Concealed Carry, Short Term Program Snapshot & CPR.
- Create digital format version of the SouthernTech annual report to be placed on our website.



Fiscal Responsibility

- Move up the delivery of our two digital marketing campaigns from February-June to December-April. This will allow us to create an enrollment campaign at the beginning of enrollment and then a secondary campaign for under enrolled programs once the initial placement takes place. We will use Sparklight to deliver content on multiple platforms, including google video, YouTube, Spotify, and desktop and tablet, and then multiple content providers I.E. Roku, HBO Max, Samsung Plus, ION Television, DirectTV, Etc. and then KXII Digital- banners, videos links on their website, mobile apps and across all of their platforms.
- Continue to use a multimedia marketing Campaign. Which will include billboards, newspaper and printed materials, Live stream, radio and internet advertising, Social media and social media ads, and internal video boards
- Social media focus- Focus on producing content, building following and social interactions
- Improve on our usage of statewide marketing materials with an emphasis on their monthly content and areas of focus.
- Continue to partner with Work Ready Oklahoma on our Career & College Expo.
- Have the Marketing group attend Vehicle graphic school, identify tools and supplies needed to begin to wrap vehicles in 25/26 and look to brand SouthernTech vehicles including pool cars, trucks, police car, ambulance, dump truck, and future purchases. Create a game plan for 26/27 budget for partial wraps, full wraps and magnetic door signs for our fleet of vehicles.

**HISPANIC
HERITAGE
MONTH**

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TECH | Where Education Empowers.

Fiscal Responsibility



You Tube



In 2025-2026 SouthernTech will focus on social media- We are going to increase the amount of content produced for social media. This will be a movement away from some of our traditional print ads and a more economic alternative.

Facebook-2023/2024- Results

- 5654- Followers
- We produced 278 pieces of content (.76 per 365 days)
- We received 1102 social media shares
- We received 5027 social medial likes
- We received 542 social media comments

Facebook-2024/2025-Results

- 6247- Followers (+593 followers or 10.5% increase of 2024)
- We produced 608 Pieces of content (1.67 per 365 days. 219% of 2024)
- We had 2269 social media shares.(206% of 2024)
- We received 2675 social media likes (252% of 2024)
- We received 2208 social media comments (407% of 2024)

In 25/26 we will look to grow our following by 5% (313 followers) and our interactions (7152 interactions- 2024/2025)-likes, comments and shares by 10%(7868 interactions)

Instagram- 2023/2024- Results

- 0 Followers

Instagram -2024/205- Results

- 44- Followers

Looking to grow Instagram 150% in 25/26 (66 new followers)

QUESTIONS

Total Headsets Provided by Transfr: 14
Total Headsets Already With Customer: 14
Additional Headsets Provided With This Order: 0

Order Details

Order Start Date: 11/1/2025
Order End Date: 10/31/2026

Payment Terms: Net 30
Billing Frequency: Full Amount
Currency: USD

Service Offering	Annual List Price	Quantity	Term (Years)	Total Discount	Net Total
Transfr Provided Headset Lease	\$300.00	14	1	\$1,400.00	\$2,800.00
All Access	\$5,500.00	5	1	\$2,500.00	\$25,000.00
Transfr Trek (Career Exploration)	\$2,500.00	9	1	\$4,500.00	\$18,000.00

Billing Schedule:

Year 1 Invoice: \$45,800.00

CONTRACT LIST TOTAL: \$54,200.00
 TOTAL DISCOUNT: \$8,400.00
 SUB TOTAL: \$45,800.00
 ESTIMATED TAXES TOTAL: \$0.00
TOTAL: \$45,800.00

This Service Order constitutes an agreement by Customer to purchase certain products and services from Transfr in accordance with the terms and conditions set forth herein, and in Transfr's Terms of Use found at <https://transfrinc.com/terms/>, and does not constitute an invitation to negotiate. Capitalized terms used herein but not defined, shall have the meanings outlined in the Terms of Use.

FLA Grant Agreement

Provider Organization Details

Basic Client Information

Project Details

Budget Line Items

Grant Allocation		Worksheet Budgeted	Worksheet Requested Total	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)	Remaining to Invoice
Sub Award Allocation							
\$50,000.00		\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00

Budget Line(s) [Budget Line Detail Information](#)

Budget Line(OCAS CODE) Function - Object - Program	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status	Budget Line Desc.	Req. Unit Type	Req. Units	Req. Unit Cost	Work Sheet Req. Total	Work Sheet Total	Allocated	Avl. to Invoice	Approved Invoice Amt.	Invoice Pending Amt.
2120-600-334	Transfr VR Headset Career Exploration	9	\$2,150.00	Cost Per Each	\$19,350.00	\$19,350.00	Active	Transfr VR He...	Each	9	\$2,150.00	\$19,350.00	\$19,350.00	\$19,350.00	\$19,350.00	\$0.00	\$0.00
2120-700-334	Transfr VR Trainer Headset All Access	5	\$5,000.00	Cost Per Each	\$25,000.00	\$25,000.00	Active	Transfr VR Trai...	Each	5	\$5,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00
2120-600-334	Verizon Hotspot	4	\$99.00	Cost Per Each	\$396.00	\$396.00	Active	Verizon Hotspot	Each	4	\$99.00	\$396.00	\$396.00	\$396.00	\$396.00	\$0.00	\$0.00
2120-600-334	Verizon Hotspot Service Plan	4	\$540.00	Cost Per Each	\$2,160.00	\$2,160.00	Active	Verizon Hotspo...	Each	4	\$540.00	\$2,160.00	\$2,160.00	\$2,160.00	\$2,160.00	\$0.00	\$0.00
2120-600-334	Transfr VR Headset Provisioned	14	\$221.00	Cost Per Each	\$3,094.00	\$3,094.00	Active	Transfr VR He...	Each	14	\$221.00	\$3,094.00	\$3,094.00	\$3,094.00	\$3,094.00	\$0.00	\$0.00
					\$50,000.00	\$50,000.00								\$50,000.00	\$50,000.00	\$0.00	\$0.00

Note

Maximum 1000 characters length

Attachments

Acknowledgements

This record is fully approved, you are not authorized to change data within this record.

BA Summary Report

--Select--