

Pioneer Technology Center Board of Education
Special Meeting
Tuesday, November 10, 2020, 5:30 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

The Board of Education will meet in Room B120 on the Pioneer Technology Center campus at 5:00 pm for a snack supper. No school board action will be discussed or taken; therefore, no agenda items are listed in connection with this period prior to convening of the Board of Education meeting.

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Vote to approve tour of Pioneer Technology Center's construction area
5. Board President acknowledgement of return to board meeting
6. Discussion and vote to approve or not approve the Minutes of the October 10, 2020 special Board of Education meeting
7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #10665-10743; Building Fund #10033; Payroll #70154-70157).
8. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - A. Traci Thorpe, Superintendent/CEO
 - B. Molly Kyler, Executive Director, Business & Industry Services
9. Discussion and vote to approve or not approve list of proposed Board Meeting dates for 2021
10. Discussion and vote to approve or not approve the revisions on policy DEEC - Financial Sponsorship of Student Activities, GJ - Nondiscrimination and the adoption of policy DM - Educational Assistance Plan - Tuition Assistance

11. Discussion and vote to award or decline bid for 2020 HVAC Seminar Center Project.
12. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix A.
13. Public Comment
14. Motion and vote to adjourn

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

POSTED: Pioneer Technology Center, North Entrance

Posted _____

By Allison Christy, Minutes Clerk

Pioneer Technology Center Board of Education Special Meeting
Tuesday, October 13, 2020 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order at 6:00 pm
2. Roll call and establish a quorum

Board members attended:

Mr. Laurence Beliel
Ms. Gay Norris
Ms. Orva Rothgeb
Mr. J.D. Soulek

Also in attendance were Traci Thorpe, Ryan Burkett, Kendra Keelin, Kahle Goff, Stacey Rush, Molly Kyler, Terri Busch and Allison Christy. Carol Lynes, Robbin Seymour and Michelle Tripp attended through the goal reports.

3. Flag salute and moment of silence

Ms. Mary Rigdon arrived at 6:06 pm

4. Reports and Presentations - Goals, Molly Kyler, Exec. Director, BIS & Team Representatives
Ms. Kyler talked to the Board about how our strategic planning and goal setting works. A member of each team reported on their team's goals for this year.

Full-Time Programs goal is to get all instructors Google Certified at level 1, Also looking at using Canvas, which works with our gradebook. Admin Team goals are Capital Improvement, accreditation and the Hiring Wisely Forte method where we are refining the hiring and onboarding processes for new employees, substitutes and part-time employees. Adult Health goal is to increase retention rate, which is now at 80%. The instructors meet with students each month to find out about student needs. 80% graduates will be employed in the health field or higher education. BIS goal is to continue to increase market reach, with focus on helping businesses to survive through tough times. Also to develop a BIS Marketing Strategy to support our Marketing Department and "Tell our Story". AT&D goal is to document three additional AT&D processes each year (Registrar, Coordinator, Evening Secretary) and to review processes created in previous year(s) for changes and updates. Safety goal is to update 3 new safety programs on the database. Communications & Marketing goal is to raise BIS/AT&D Email Blast to 5,000 email addresses. Also, to get up to 5,000 likes on FaceBook and highlight One Million Cups. They are creating a Tick Tok account and making 1 minute videos on programs, etc. Directors goals are to create a Digital Enrollment form that will integrate with Power School and to develop Career Ladders by Program Area. Facilities goal is to help decrease the spread of COVID-19 virus throughout the facility and transportation fleet by June 2022. Increase the frequency of disinfection/sanitization of hard touch surfaces in the am and pm classroom facilities/transportation. Finance goals are to write, test and publish 100% Standard Operating Procedures by May 1, 2021. Last year we accomplished 73% updated and 68% tested. Our short-term goal is to convert 100% of forms and documents to Google Docs to have a digital workspace that is accessible from anywhere. Student Services goal is the implementation of a Learning Management

System to assist with Hospitalities curriculum for special needs students. We just found out we received a \$50,000 Perkins grant to work with area chambers, BIS Team and economic development groups to record virtual tours of local businesses to be utilized by Student Services team. Systems goal is to create a secure documentation/SOP repository to store need-to-know data regarding PTC's systems infrastructure.

5. Discussion and vote to approve or not approve the Minutes of the September 8, 2020 Special Board of Education meeting

Motion to approve the Minutes of the September 8, 2020 Special Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.

Laurence Beliel: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #10471-10664; Building Fund #10028-10032; Payroll #70140-70153).

Motion to approve the Financial Reports, Activity Fund Report and Encumbrances as presented. passed with a motion by Ms. Mary Rigdon and a second by Ms. Orva Rothgeb.

Laurence Beliel: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs

Traci Thorpe, Superintendent/CEO

Ms. Thorpe reported this being a very busy month with Covid, accreditation and the start of school. The accreditation visit went well. There were a couple of compliance items, which need a corrective action plan. The names & titles of our Title IX, 504 coordinators, AED machines need new batteries, need grab bars in handicapped restroom stalls and a piece of signage is missing by handicapped parking space. We are waiting on our feedback report. When the accreditation team was here they were extremely complimentary. We are working on a process for onboarding for substitutes & part-time employees. Our new regional accreditation officer, Brent Antwine, came to PTC for a tour. He was looking at bus driving protocols. Student Ambassador orientation was earlier this month. Twenty-four students are in the academy. Janet Schwabe, Molly Kyler and I went to Autry Tech today to meet with OK Manufacturing Alliance, NW Tech and High Plains. There are a lot of walls up for the safe room. We are waiting for door jambs, the stem wall for cosmetology is up and all structural steel will be here by the end of October. We continue to be ahead of schedule. Bid packets will go out soon for smaller appliances, furniture, etc. We received a Carl Perkins grant to use toward A/V equipment for

Culinary Arts. Fall Break is this week, Friday and Monday. The first face-to-face Tech Center Supt. meeting is this month.

Kahle Goff, Executive Director, Full-Time Programs

Mr. Goff reported we are still having in-person instruction! And still doing great! In the Business and Industry Services area Ben Evans, Dawn Brakey and Robert Howard provided technical assistance to clients resulting in client awards/client savings of approximately 6.6 million dollars, Johnny Thornburgh is an honorary member of the Cookshack Leadership Team. Two incubator clients were recognized in the PC monthly magazine, Molly shared a graphic with statistics for Business & Industry Services. Several employees attended the funeral of a former Full-Time Programs employee. The Instructional Directors met with Terri regarding recruitment. We will not be hosting the 8th graders or the 3rd graders in person this year. Instructional Directors are working with all areas, looking at goals and needs for improvement. Dr..Burkett, Kendra Keelin and Kahle Goff set up a virtual meeting for all PTC students, to discuss Simulated Workplace. We used on-line scheduling for parent/teacher conferences - 29% of parents attended this year.

8. Discussion and vote to approve or not approve budget appropriations for FY21 as listed on Appendix A.

Motion to approve budget appropriations for FY21 passed with a motion by Ms. Mary Rigdon and a second by Ms. Gay Norris.

Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

9. Discussion and vote to approve or not approve a Resolution to the County Election Board calling for the annual election of a Board of Education member in Zone 4

Motion to approve a Resolution to the County Election Board calling for the annual election of a Board of Education member in Zone 4 passed with a motion by Ms. Gay Norris and a second by Laurence Beliel.

Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

10. Discussion and vote to approve or not approve the creation of a PTC tuition reimbursement policy.

Motion to approve the creation of a PTC tuition reimbursement policy. passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

11. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B.

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B passed with a motion by Ms. Mary Rigdon and a second by Ms. Gay Norris.

Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

12. Proposed Executive Session to discuss the employment of a Children's Lab & Preschool Teacher Okla. Stat. Title 25, 307(B)(1).

13. Vote to convene in Executive Session

No Executive Session

14. Motion and vote to approve hiring a Children's Lab & Preschool Teacher

Vote to approve hiring Kyla Carlson for Children's Lab & Preschool Teacher passed with a motion by Ms. Gay Norris and a second by Laurence Beliel.

Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

15. Public Comment

No public comment

16. Motion and vote to adjourn

Motion to adjourn passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.

Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

Meeting adjourned at 8:24 pm

Respectfully submitted,

Allison N. Christy

Allison N. Christy
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:

General

PIONEER TECHNOLOGY CENTER
From PO: 10665 to PO: 10743

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
10665	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	185.34	10/09/2020
10666	BEN E. KEITH FOODS-OKLAHOMA	CHILDRENS LAB SUPPLIES	282.72	10/09/2020
10667	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	130.00	10/09/2020
10668	WAL-MART	TANF STUDENT ASSISTANCE OTHER	485.72	10/09/2020
10669	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	17.19	10/09/2020
10670	WAL-MART	STATE TANF STUDENT ASSISTANCE OTHER	498.05	10/09/2020
10671	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	50.00	10/09/2020
10672	GARAGA	EXISTING INDUSTRY - PROF SERVICES	2,850.00	10/09/2020
10673	LEADERSHIP OKLAHOMA	BIS ADMIN - TRAVEL REGISTRATION	200.00	10/09/2020
10674	HARLAND'S DIESEL SERVICE	BUS MAINT REPAIRS	110.25	10/09/2020
10675	A+ PRINTING	CENTRAL PRINTING	185.00	10/09/2020
10676	FIRST BANKCARD VISA	HCC I - SUPPLIES	97.94	10/12/2020
10677	WAL-MART	BIOMED & HCC - SUPPLIES	34.62	10/12/2020
10678	FIRST BANKCARD VISA	ASSESSMENT CENTER - SUPPLIES	54.00	10/12/2020
10679	FIRST BANKCARD VISA	HCCII - SUBSCRIPTION	60.00	10/12/2020
10680	AIRGAS USA, LLC	INDUSTRIAL TECH - SUPPLIES	977.50	10/12/2020
10681	FIRST BANKCARD VISA	INDUSTRIAL TECH - SUPPLIES	99.99	10/12/2020
10682	WAL-MART	COSMETOLOGY SUPPLIES	100.81	10/12/2020
10683	FIRST BANKCARD VISA	ASSESSMENT CENTER - SUPPLIES	329.95	10/12/2020
10684	WAL-MART	TANF STUDENT ASSISTANCE OTHER	80.74	10/13/2020
10685	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES	250.00	10/13/2020
10686	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	18.30	10/13/2020
10687	BRIDGEWAY INC.	TANF STUDENT ASSISTANCE OTHER	75.00	10/13/2020
10688	FIRST BANKCARD VISA	BITE ADMIN - SUPPLIES	222.48	10/13/2020
10689	WAL-MART	BUILDING MAINT/SUPPLIES	297.49	10/14/2020
10690	POCKET NURSE	HCC II- CNA SUPPLIES	79.06	10/14/2020

PIONEER TECHNOLOGY CENTER

From PO: 10665 to PO: 10743

Encumbrance For Board Approval**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
10691	WAL-MART	TANF STUDENT ASSISTANCE OTHER	248.00	10/14/2020
10692	WAL-MART	HCC I & II SUPPLIES	86.76	10/14/2020
10693	POCKET NURSE	AT&D RESALE SUPPLIES	222.70	10/14/2020
10694	JUNIOR'S LOCK & ALARM	SUPPLIES - BLDG - MAINT	30.00	10/14/2020
10695	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	560.60	10/15/2020
10696	HARLAND'S DIESEL SERVICE	BUS MAINT REPAIRS	485.51	10/15/2020
10697	LEGACY SIGNS	BUS MAINT REPAIRS	52.50	10/15/2020
10698	B&H PHOTO-VIDEO	COMPUTER SERVICES - SUPPLIES	550.00	10/15/2020
10699	MSC INDUSTRIAL SUPPLY CO	MACHINE SHOP SUPPLIES	2,166.43	10/15/2020
10700	AMERICAN HEART ASSOCIATION	HCCI-SUPPLIES	72.00	10/15/2020
10701	AIR SYSTEMS & PUMP SOLUTIONS	BLDING MAINT REPAIRS	371.81	10/15/2020
10702	STAPLES ADVANTAGE	AT&D ADMIN - SUPPLIES	308.18	10/19/2020
10703	MSC INDUSTRIAL SUPPLY CO	FFM SUPPLIES	868.89	10/20/2020
10704	FIRST BANKCARD VISA	AT&D RESALE SUPPLIES	160.00	10/20/2020
10705	INDUSTRIAL FILTER MANUFACTURERS	BLDING MAINT REPAIRS	1,128.00	10/20/2020
10706	REDLANDS OFFICE SOLUTIONS	BLDG MAINT - SUPPLIES (COVID)	184.00	10/20/2020
10707	ELSEVIER	AT&D RESALE BOOKS	778.30	10/20/2020
10708	CIMC-CCS	AT&D RESALE BOOKS	574.50	10/20/2020
10709	FIRST BANKCARD VISA	SUPPLIES - INDUST TECH	43.70	10/21/2020
10710	DIGI-KEY 1448646	SUPPLIES - INDUST TECH	17.20	10/21/2020
10711	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	1,079.25	10/21/2020
10712	FIRST BANKCARD VISA	CHILD LAB & PRESCHOOL TRAVEL	290.00	10/21/2020
10713	ELSEVIER	AT&D RESALE BOOKS	1,351.46	10/21/2020
10714	LOWE'S HOME CENTER INC	SUPPLIES DISABILITY/PLACEMENT	71.56	10/21/2020
10715	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	418.73	10/22/2020
10716	POCKET NURSE	AT&D RESALE SUPPLIES	875.60	10/22/2020
10717	T-MOBILE	COVID - COMMUNICATION SERVICES	3,650.00	10/22/2020
10718	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	10/22/2020

PIONEER TECHNOLOGY CENTER

From PO: 10665 to PO: 10743

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
10719	WAL-MART	TEACHER PREP SUPPLIES	102.79	10/23/2020
10720	CROSS OIL CO.	WELDING SUPPLIES	130.00	10/23/2020
10721	OSU FIRE SERVICE TRAINING	FIRE FIGHTER EVENT FEE	450.00	10/23/2020
10722	OSU FIRE SERVICE TRAINING	FIRE FIGHTER PROCTOR FEE	350.00	10/23/2020
10723	FIRST BANKCARD VISA	HCC LAB - SUPPLIES	76.00	10/30/2020
10724	STAPLES ADVANTAGE	SUPPLIES - CENTRAL	91.13	11/02/2020
10725	FIRST BANKCARD VISA	AT&D RESALE BOOKS	237.30	11/02/2020
10726	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	CULINARY ARTS---BOOKS	120.00	11/02/2020
10727	EARNHEART STATIONS	TANF STUDENT ASSISTANCE OTHER	3,000.00	11/03/2020
10728	NORTHERN OKLAHOMA COLLEGE	BIOMED - TUITION	315.60	11/03/2020
10729	A+ PRINTING	ABE - CONSUMABLE SUPPLIES	171.00	11/03/2020
10730	TANF STUDENT ASSISTANCE	TANF TUITION	550.00	11/03/2020
10731	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	11/03/2020
10732	WAL-MART	TANF STUDENT ASSISTANCE OTHER	150.00	11/03/2020
10733	CAREER TECH PRINTING SERVICES	MARKETING/PRINTING	165.00	11/03/2020
10734	MEEKS GROUP	MARKETING/PRINTING	6,810.00	11/03/2020
10735	DEPCO ENTERPRISES, LLC	HCC2 - SUPPLIES	515.00	11/03/2020
10736	PONCA CUSTOM TEES	STUDENT AMBASSADORS - SUPPLIES	248.00	11/04/2020
10737	THERMACUBE, LLC	CHILD LAB & PRESCHOOL - TRAVEL/REGISTRATION	200.00	11/04/2020
10738	DISCOUNT SCHOOL SUPPLY	CHILD LAB & PRESCHOOL - SUPPLIES	200.00	11/04/2020
10739	HOLIDAY INN - STILLWATER	DIRECTOR OF INSTRUCTION/BIOMED TRAVEL LODGING	308.00	11/04/2020
10740	KEATHLYS	LAWNCARE-LANDSCAPE SERVICES	200.00	11/04/2020
10741	BUMPER TO BUMPER AUTO PARTS	GROUNDS SUPPLIES	85.00	11/04/2020
10742	FIRST BANKCARD VISA	HCCI SUPPLIES	169.98	11/05/2020
10743	THERMACUBE, LLC	CHILDREN'S LAB - TRAVEL REGISTRATION	200.00	11/05/2020
Current Encumbered			39,292.63	

PIONEER TECHNOLOGY CENTER

**Encumbrance For Board Approval
X CHANGE ORDER REPORT
GEN FUND-FOR OPERAT**

From: 09 Oct 2020 to: 06 Nov 2020

PO #	Vendor Name	General Description	Amount	Date
10009	AT&T	BLANKET PO	1,850.00	07/01/2020
10013	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	500.00	07/01/2020
10070	AGC OF OKLAHOMA	CONSTRUCTION/INDUSTRIAL TECH/WELDING ACCREDITATION	-30.00	07/01/2020
10187	ASBO INTERNATIONAL	FINANCE - TRAVEL/REGISTRATION	-40.00	07/13/2020
10198	MARK EDWARD RIGNEY, MD	BUS MAINT - PHYSICALS/SHOTS	-110.00	07/14/2020
10200	EVCO	BLANKET PO	2,000.00	07/14/2020
10203	LEHIGH VAQLLEY ABRASIVES	INDUSTRIAL TECH - SUPPLIES	-119.50	07/15/2020
10225	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	-28.84	07/20/2020
10255	URBAN INFANT	CHILDRENS LAB - SUPPLIES	-192.00	07/23/2020
10286	MSC INDUSTRIAL SUPPLY CO	INDUSTRIAL TECH - SUPPLIES	-45.27	08/03/2020
10306	WAL-MART	TEACHER PREP - SUPPLIES	-78.43	08/07/2020
10322	WOLTERS KLUWER	PN BOOKS RESALE	-95.44	08/11/2020
10331	STAPLES ADVANTAGE	SHARE - INSTRUCTIONAL SUPPLIES	-274.40	08/12/2020
10337	MARDEL	CHILDRENS LAB - SUPPLIES	-104.18	08/12/2020
10340	GARDENERS SUPPLY CO.	SHARE - DURABLE SUPPLIES/EQUIP	-184.95	08/12/2020
10380	LOWE'S HOME CENTER INC	COMPUTER SERVICES -- SUPPLIES	-42.50	08/19/2020
10395	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - SUPPLIES	-140.52	08/20/2020
10416	MERRIFIELD OFFICE PLUS	COVID - EQUIPMENT UNDER \$2500	191.00	08/25/2020
10443	POCKET NURSE	TEACHER PREP - SUPPLIES	-15.49	08/31/2020
10471	TPI STAFFING SERVICE, INC	BLDG MAINT - TEMP CUSTODIAL SERVICES	-2,000.00	09/04/2020
10476	LINCOLN ELECTRIC COMPANY	WELDING SUPPLIES	-0.46	09/04/2020
10477	SUMMIT BUS	BUS MAINT REPAIRS	-500.00	09/08/2020
10480	GALAXIE BUSINESS EQUIPMENT INC	CENTRAL SUPPLIES	-60.00	09/08/2020
10490	MEDICAL EQUIPMENT AFFILIATES	PN SUPPLIES RESALE	-42.32	09/10/2020
10491	TECHNIWELD USA	WELDING SUPPLIES	-5.00	09/10/2020
10500	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-13.59	09/10/2020

PIONEER TECHNOLOGY CENTER

**Encumbrance For Board Approval
CHANGE ORDER REPORT
GEN FUND-FOR OPERAT**

From: 09 Oct 2020 to: 06 Nov 2020

PO #	Vendor Name	General Description	Amount	Date
10502	FARHA WHOLESAL COMPANY INC	CHILDRENS LAB - SUPPLIES (COVID19)	-90.34	09/10/2020
10523	FRAZIERFIRE	BLDG MAINT - REPAIRS	200.00	09/15/2020
10524	BRIDGEWAY INC.	TANF STUDENT ASSISTANCE OTHER	-250.00	09/15/2020
10525	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	-3.40	09/15/2020
10526	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	-87.50	09/15/2020
10544	STAPLES ADVANTAGE	ACADEMIC MATH - SUPPLIES	-5.12	09/18/2020
10547	POCKET NURSE	HCC I -- SUPPLIES	-0.32	09/21/2020
10554	DISCOUNT SCHOOL SUPPLY	CHILD LAB & PRESCHOOL - SUPPLIES	-30.03	09/22/2020
10568	JENKINS & PRICE	BUILDING MAINT - SUPPLIES	3.50	09/22/2020
10581	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-24.08	09/24/2020
10582	BADGEPASS	CENTRAL - SUPPLIES	-10.58	09/24/2020
10584	MY CLINICAL EXCHANGE	PN RESALE SUPPLIES	-44.50	09/25/2020
10585	LOWE'S HOME CENTER INC	CONSTRUCTION TECH - SUPPLIES	-17.57	09/25/2020
10601	FASTENAL COMPANY	INDUSTRIAL TECH - SUPPLIES	-43.58	09/29/2020
10603	LOWE'S HOME CENTER INC	INDUSTRIAL TECH - SUPPLIES	-28.68	09/29/2020
10607	WAL-MART	TEACHER PREP - SUPPLIES	-58.61	09/29/2020
10611	TECH RESQ	IT&D INSTRUCT - PROF SERVICES	-4,200.00	09/30/2020
10616	FASTENAL COMPANY	INDUSTRIAL TECH - SUPPLIES	-12.67	10/01/2020
10619	OATC SUPERINTENDENTS ACCT	STAFF TRAVEL - REGISTRATION	-80.00	10/01/2020
10620	EVIDENT	CRIMINAL JUSTICE - SUPPLIES	-0.25	10/01/2020
10621	GALLS	CRIMINAL JUSTICE - SUPPLIES	-112.18	10/01/2020
10632	JUNIOR'S LOCK & ALARM	BUILDING MAINT REPAIRS	-3.00	10/02/2020
10633	FIRST BANKCARD VISA	PN SUPPLIES	-26.86	10/02/2020
10635	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-11.80	10/05/2020
10637	LAMPTON WELDING SUPPLY	TANF STUDENT ASSISTANCE OTHER	-16.80	10/05/2020
10644	HARLAND'S DIESEL SERVICE	BUS MAINT REPAIRS	120.50	10/05/2020

PIONEER TECHNOLOGY CENTER

**Encumbrance For Board Approval
CHANGE ORDER REPORT
GEN FUND-FOR OPERAT**

From: 09 Oct 2020 to: 06 Nov 2020

PO #	Vendor Name	General Description	Amount	Date
10647	X-CEL BADGE & ENGRAVING C	STUDENT LEADERSHIP - SUPPLIES	-0.20	10/06/2020
10649	STATE SURGICAL SUPPLY	INSTRUCT DIR - SUPPLIES (COVID19)	-13.57	10/06/2020
10652	LOWE'S HOME CENTER INC	BUILDING MAINT - SUPPLIES	-1.85	10/07/2020
10655	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	-92.06	10/07/2020
10656	EXPRESS SERVICES, INC.	BLDG MAINT - TEMP CUSTODIAL SERVICES	2,000.00	10/07/2020
10662	HOBBY LOBBY	TEACHER PREP - SUPPLIES	-16.74	10/08/2020
10664	CSG - CONNECTED SOLUTIONS GROUP	COMPUTER SERVICES - TECHNOLOGY (COVID19)	22.27	10/08/2020
GEN FUND-FOR OPERAT TOTAL:			-2,517.91	
REPORT TOTAL:			-2,517.91	

Building

PIONEER TECHNOLOGY CENTER

From PO: 10033 to PO: 10033

Encumbrance For Board Approval
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
10033	LOCKE SUPPLY	MAJOR/REMODEL REPAIRS	1,249.52	10/14/2020
Current Encumbered			1,249.52	

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval
X CHANGE ORDER REPORT
BUILDING FUND

From: 09 Oct 2020 to: 06 Nov 2020

PO #	Vendor Name	General Description	Amount	Date
10004	WINTERROWD TALLEY ASSOCIATES	BLANKET PO	113,600.00	07/01/2020
10029	STOLHAND-WELLS PLUMBING, HEATING & AIR	BLDG MAINT - MAJOR REPAIRS REMODEL	-763.00	09/22/2020
10030	LOCKE SUPPLY	BLDG MAINT - REPAIRS	-1,007.97	09/23/2020
BUILDING FUND TOTAL:			111,829.03	
REPORT TOTAL:			111,829.03	

Payroll

PIONEER TECHNOLOGY CENTER
From PO: 70154 to PO: 70157

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70154	PTC STAFF/EMPLOYEES	BLANKET PAYROLL ENCUMBRANCE	71,473.41	10/20/2020
70155	CARLSON, KYLIA L	PAYROLL ENCUMBRANCE	24,791.63	10/26/2020
70156	BRANSON, AMEY D	PAYROLL ENCUMBRANCE	861.20	11/02/2020
70157	MCCLEARY, ALISA D	PAYROLL ENCUMBRANCE	470.23	11/02/2020
Current Encumbered			97,596.47	

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval
CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

From: 09 Oct 2020 to: 06 Nov 2020

PO #	Vendor Name	General Description	Amount	Date
70060	HOWE, ELAINA D	PAYROLL ENCUMBRANCE	-26,218.20	07/01/2020
70139	MCCLEARY, ALISA D	PAYROLL ENCUMBRANCE	0.10	08/31/2020
70152	CARLSON, KYLIA L	PAYROLL ENCUMBRANCE	-7,064.30	09/21/2020
GEN FUND-FOR OPERAT TOTAL:			-33,282.40	
REPORT TOTAL:			-33,282.40	

Monthly Report

November, 2020

Meetings and Activities

- **October 14** – Capital Planning meeting; After Board Meeting Report to Staff; PTC Supervisors' Meeting
- 15 - Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting
- 16 - Fall Break
- 19 – Fall Break
- 20 - PN Graduation Zoom Meeting; CTE Superintendent Zoom Meeting
- 21 – CTE Superintendent Zoom Meeting
- 23 – Tuition Reimbursement Policy Meeting; Capital Improvement Discussion - EMS, TDT, Access Control
- 27 – 29 Inclement Weather/Electrical Issues – Campus Closed
- 27 – OkACTE Webinar – Crystal Washington – Leveraging Experiences Session 1
- 29 - Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting
- **November 2** – Early Learning Center Meeting; Executive Team Meeting; Admin Team Meeting;
- 4 – 1 Million Cups with Randal Coon from Veteran's Landing; OkACTE Admin Division Strategic Planning Zoom; New Teacher Meeting; PTC Recruitment Training
- 5 - UC Board Meeting; Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting; Crystal Washington Webinar – Leveraging Experiences – Session 2
- 6 – Ponca City AJC Partners Meeting; United Way Kick-Off; PN Graduation/Pinning Ceremony
- 10- Ponca City Library Board Meeting; OkACTE Legislative and Appropriations Forum; PTC Board Meeting

Full-Time Programs

- October has been a strange month. The ice storm and subsequent electrical issues as well as COVID concerns have kept us busy in the past few weeks. Students have been experiencing quarantine situations from their home schools as well as PTC, and we are working with each student to ensure their access to their program area content, whether on campus or attending virtually.
- PTC Instructors and Students have been able to participate in some community service to assist those who have been recently impacted by weather damage. Firefighter/EMT, Culinary Arts and Criminal Justice students have already participated in providing support to community members organizing these community service efforts. Both BITE classes are also scheduled to assist.
- Despite all of the interruptions with Fall Break and wacky weather, our students have still been able to participate virtually in CTSO leadership events. Kenny Endl, a Woodlands High School student, was recently chosen as a HOSA State Officer. Kenny will serve as the Small School Representative and will take his oath in November.

Business and Industry Services

- The North Central Oklahoma Center of Workforce Excellence application was submitted in September. We were notified by Dr. Mack that the agency had completed their review of the submitted applications and are moving ours and seven other applications forward for recommendation of full operational approval. Of the eight applicants moving forward, PTC is only 1 of 2 technology centers serving as the convener for their regional center. The Governor's Workforce Council was scheduled to meet on Oct. 30th to review recommendations and approve applications; however, due to the ice storm, the meeting has been postponed until Nov. 13th.

Capital Planning

- We are in the 21st week of the project and continue to be ahead of schedule, although last week's weather caused a delay of work. New construction work scope is still currently 10 days ahead of schedule. Earthwork for storm drains in the West lot is complete, and the concrete lids have been installed, as well. Excavation and installation of storm drains pipe has also been completed in that area. The Culinary Arts floor slab was poured on 11/6. The first trailer load of steel is scheduled for 11/9 and columns will begin being set on 11/10. The lid for the Safe Room is scheduled to be installed later in November, hoping for the Tuesday/Wednesday before Thanksgiving. The masonry is 85% complete and with approximately two weeks of work remaining will be finished with the delivery of the door jambs (11/16). The framing and metal stud wall installation has begun in the production kitchen area and the north remodel area. Within the next two weeks, the earthwork for the North parking lot soil pad and relocation of the fire hydrant line will be completed. Metal stud wall construction will be completed in the Production Kitchen area. Door jamb and drywall installation will begin in the North remodel area.
- HVAC for seminar center – We have received a bid for the replacement of the Seminar Center unit, and we will be recommending the received bid for board approval. We would like to perform this work before the new construction is complete on the westward side of the building, which will create issues with accessing the unit to replace it.

Upcoming Events

- November 17th – CTE Superintendent Meeting – Chisolm Trail Technology Center
- November 25-27th – Thanksgiving Break

Directors' Report to the PTC Board of Education – November 2020 (Alphabetic by Area)

Business & Industry Services & Safety

- The BIS team conducted 134 one-on-ones/consults for a total of 139.50. counseling hours.
- Janet Schwabe conducted 10 marketing contacts.
- Dawn Brakey had 8 of her clients receive 28 awards in October that totaled \$4.8M.
- The BIS team also logged 4,051 contact hours with district clients.
- Our AT&D classes generated revenues of \$9,132. (does not include \$400 from ed2Go training)
- Corbin Dewitt and Jeff Lockett presented to the Tonkawa Lions Club on PTC BIS.
- Carl Storm and the safety team have trained over 600 participants for 1,577 contact hours of safety training.
- AT&D started 6 on-campus classes, 4 offer certification.

MAT	5
CNA	9
First Step Toward IT Career	3
<u>Automotive HVAC for Semis</u>	<u>2</u>
Total Students	19
- Ben Evans is the new Oklahoma PACE Division treasurer.
- Corbin Dewitt presented a leadership lesson to the PTC Student Ambassadors.
- Janet Schwabe and Molly attended NOC's Advisory Committee day. Janet is on the Process Tech committee and Molly is on the Business Department's committee. Janet and Molly also attended the Women in Manufacturing's Innovative Thinking webinar.
- Johnny Thornburgh, Janet Schwabe and Molly Kyler attended an Oklahoma Manufacturing Alliance assessment debrief with Cookshack's leadership team.
- Johnny, in partnership with our Central Tech folks, kicked off another Truck Driver Training course November 4. He also held the first customized Rope Rescue program using the emergency training tower for Landers Window.
- The 1 Million Cups presenter for November 4 was Randall Coon with Veteran's Landing. We are looking for a presenter for December.
- Molly partnered with Moore-Norman Technology center to offer a Retail Institute on November 5. (It was rescheduled from October 29 due to the ice storm). The PCDA provided lunch and all of our area chambers and main street groups promoted it).
- Pam Dickerson partnered with Karl Lynes on a Compliance presentation or the Medical Assisting students and attended Title IX training.
- As of July 1, here are the year's BIS trimester results.
 - Classes: 235
 - Attendees: 4,052
 - Contact Hrs: 20,463
 - Consults: 551
 - Consult Hrs: 508.25
 - Client Savings/Awards: \$15.5M
 - Jobs Created: 10
 - Jobs Retained: 161

On the horizon...

- November 21 – Calling the Mayday – Johnny Thornburgh
- December 3 & 4 – Dare to Lead – Corbin Dewitt

Communications & Marketing

- Adobe Max Webinar 2-day Conference was attended by both Terri Busch and Angie Ogden. We picked up tips on graphics design, video and new apps that can assist us, it was a free conference.
- Numerous flyers were created for BIS and Full-Time programs. Angela Ogden made 27 “5 Steps to Success,” posters as well.
- Communication/Marketing team assisted with voting signs and directed traffic on the day of the election.
- Terri Busch was quarantined for 14 days during the month. She worked from home and alerted media and social media when we had Ice Days/No Power Days.
- Nov. 20th was scheduled as the “Video Shoot Day,” for our recruitment video that will air in January.
- Press releases were sent to the newspaper for the PC News Update, Student of the Month, Scholarship Winners, the Schooners visit and Kenny Endl who was elected as a state officer.
- TikTok video was created from Fleet/Facilities class activity.
- Terri Busch shot and set-up video for 1 Million Cups presentation in the Seminar Center. This was placed on Youtube as well.
- Terri Busch shot Facebook Live for the Great Pumpkin Drop for both AM and PM. Angie Ogden took photos. Had up to 30 viewers while we were live. Winners were Teacher Prep and SHARE 2.
- Communications/Marketing team assisted the PN program with their outdoor graduation. Angie Ogden made the graduation programs, Terri Busch shot the Facebook Live Video and the team helped decorate.
- Terri Busch held a Zoom call for Holiday Market planning with the volunteer team. It will be an online sale Dec. 3rd from 8am – 10pm. The BITE Admin class is going to assist with photography and pick-up of items.
- Angela Ogden helped create new design for a CTSO t-shirt/sweatshirt fundraiser. They are now on sale.
- Terri Busch and Angie Ogden attended a Zoom call for Recruitment Training with the EMT group.
- Terri Busch spoke with both AM/PM HCC classes about Social Media Etiquette.

Instructional Services

Instructional Directors

- Kahle Goff, Kendra Keelin, Vicki Braden, and Lora Walton met to discuss and identify/implement strategies to limit interruptions to the Early Learning Center in the future.
- Kahle Goff, Kendra Keelin, and Michelle Tripp met to discuss options to develop a high school to PN Bridge Program.
- Kendra Keelin participated in the New Emergency Resource Agency NERA and the Survivor Resources Network board meetings.

- Kahle Goff participated in the Opportunity Center Executive and Board of Directors meetings. During Board of Directors meeting, Kahle was selected as the President of the Opportunity Center Board.
- Kahle Goff and Dr. Ryan Burkett participated in a PTC Capital Improvement meeting to identify future building/facility needs of the district.
- Kahle Goff participated in the HCC1 Virtual Clinical activity Mrs. Caitlyn Clark developed. Volunteers from the community served as patients allowing PTC students to earn their Long Term Care clinical hours.
- Kahle Goff along with the PTC Compliance Officers/Title IX Coordinators, Karl Lynes and Pam Dickerson, participated in a Title IX training at the Oklahoma Department of CareerTech.
- Kahle Goff worked with a local Boy Scout, Brady Ladner, to organize his Eagle Scout project. Brady is teaching a class called Silver Links. The class taught students how to access social media platforms.
- Dr. Burkett attended the Pioneer Woman Board Meeting
- Mr. Goff and Dr. Burkett met with Mr. Kirkenall, Mr. Bookout, Dawn Brakey and Richard Winterrowd to discuss opportunities for PTC students to help with a Golden Villa garden construction project
- Dr. Burkett worked with the United Way Committee to conduct the annual online auction
- Dr. Burkett served on a Financial Aid appeals committee
- Mr. Goff and Dr. Burkett worked with the Veteran's Day committee to prepare for the annual Veteran's Day presentation
- Dr. Burkett recorded a presentation from Garrett Vowell with the Oklahoma Highway Patrol for Red Ribbon Week
- Dr. Burkett met with Mr. Rector, Mr. Kirchenbauer, and Jaclynn Gray from Associated General Contractors of Oklahoma (AGC) for a National Center for Construction Education & Research (NCCER) certification audit

Practical Nursing

- The Community Health Foundation awarded 10 - \$500 scholarships to practical nursing students in October. The PN staff is very thankful for The Foundations continued support every year to the practical nursing students.
- BLS skill days with HCC, MA, and EMT was a great success! We were able to complete 54 student skill completions in record time.
- PN students have been volunteering at the New Emergency Resource Center to complete their volunteer hours. The reports back from the students about the experience have been very positive and they are enjoying giving back to the community.

Health, BITE and Special Programs

Medical Assisting:

- Students have been working diligently this semester. We are currently working on Medical Terminology, Clinical I, and Anatomy Physiology.
- They had skills check offs over vital signs/sterilization of instruments and are currently working on their last chapter of Clinical I.
- They also successfully completed BLS training through the American Heart Association and will receive certificates for this training. Students will begin new courses next month.

Academic Math:

- Algebra 2 is working on analyzing functions and their transformations. Chapter 3 gets deep into quadratic functions.

- Geometry has started working on proofs and have become masters at logical reasoning. They have evaluated a variety of angle relationships and will continue to do so in chapter 3.
- PreCalc is evaluating domain of different functions and analyzing the continuity of their graphs. They demonstrated a great understanding of limits in chapter 2.

Teacher Prep:

- We had students participate in the Student Ambassador Training.
- Our classes received their Food Handler certificate. They also participated in the ELCCT certificate assessment.
- Our own Lisa Jackson came to our class to speak to the students about Student Finance. She helped them understand FAFSA and college scholarships.
- Robbin Seymour, from our Practical Nursing Program spoke to the students about Blood Born Pathogens. Jayme Orgain from NOC Stillwater, came to speak to the students about the Scholars for Excellence program. The program pays 90% of the tuition and 100% of the books for those interested in specializing in Early Childhood.

Children's Lab and Preschool:

- The Children's Lab hosted 12 LPN clinicals.
- Staff participated in the Heather Cannon Honda Trunk or Treat that was for the community along with Biz.
- Teachers are working diligently on finishing the children's assessments and portfolios for Parent Teacher Conferences that will be held the first week in December.
- Certified Teacher Beverly Carter has started as a substitute in the Lab.
- Lora Walton participated in the Infant / Toddler Early Childhood Coalition meeting in preparation for a Lunch and Learn for Parents of young children. This will be held here at PTC.

HCC1:

- Students have started and are working on:
 - Anatomy Tissue System & Integumentary System
 - Core Healthcare Provider CPR and First Aid & Core Medical Mathematics. Students that have completed CPR Training have also received their CPR/BLS Certification.
 - Medical Terminology Word Parts & Integumentary System
- Career Center: all first year students are studying and continuing to work on obtaining their WorkKeys certifications. We had a couple students test and obtain certifications.
- HOSA: Fall Leadership Conference was virtual this year with 30 of our students present in attendance on October 20.
- PTC Activities: We participated in the Red Ribbon Week Festivities with door decorations, boardwork videos, and other activities. We participated in gathering items for 2 United Way Auction Baskets. We had a class fall festival where students brought items to decorate pumpkins, we participated in the pumpkin drop, and other team building activities.

HCC2:

- Long Term Care Aide & Home Health Care Nursing Aide: We held 16 hours of "Clinicals" at our Golden Years Long Term Care" here at Pioneer Technology Center. We had volunteers from the

- community come and act as our patients while we performed our skills in our mock clinical site.
- This was a great time perfecting our skills while interacting with many members of the community and our staff. CNA testing will be completed by the second week of November.
- We have had 6 students pass their certification exams so far and more testing daily!
- Simulated Workplace: Supervisors and Team Leaders are working hard at managing the classroom.
- HOSA: We had a presentation from Be the Match through OBI and learned all about why this is our national service project! It was a great presentation that focused on how we can help save those with blood diseases and cancers with a simple donation of marrow or stem cells! We are working on helping more join the registry to hopefully “Be the Match”!
- PTC Activities: We participated in the Red Ribbon Week Festivities with door decorations, boardwork videos, and other activities. We are hosting a blood drive through OBI on Nov. 6th with students volunteering and assisting those donating.

ABE/HSE:

- WIOA partner meeting was good. Thankful to have a new rep so we can continue to better serve our students.
- Ponca Tribe partner meeting to explain the HiSET test voucher ordering process.
- We have four new graduates this month and many more have passed tests towards his/her credential.
- Two are taking the ACT test Dec 4 and have already met with a college advisor. Another is starting at Ponca Beauty college in the next three weeks.
- Held professional development one evening for Burlington English instruction. We have 12 students enrolled in ABE/ESL.

SHARE:

- SHARE has added 3 students since last month and we are still getting calls for students to start soon or next semester.
- Have also had 3 students complete all their credits for graduation

New Beginning:

- Three students completed long-term nurse care aide training.
- One student started new CNA class.
- Three students started new jobs.
- 3 new students started in New Beginning

BITE:

- 10 students participated in BPA Fall Leadership October 5th. This was a virtual event and students participated via Zoom in the T-Comm room

T&I and Service Programs

Automotive

- Finishing live work projects
- Beginning brakes curriculum
- Schooner’s Car Club donated \$1000 in consumable supplies

Construction

- Finishing dog houses
- Forklift training
- Working on holiday market items

Cosmetology

- We opened the salon in Oct. and had 66 clients.

- Mini field trip to State Beauty Supply

Criminal Justice

- Volunteered for ice storm clean up assisting community volunteers from the Baptist Church.
- Finishing Phase 1,2, and 3 unarmed security guard training

Culinary Arts

- Attended the virtual SkillsUSA Leadership Conference
- Attended the virtual FCCLA N4 District Leadership Conference
- Volunteered for ice storm clean up

Firefighter/EMT

- Volunteered for ice storm clean up
- Finishing Firefighter I curriculum, students will be ready to take the written test in a week or two

Fleet & Facilities Management

- Making table decorations/door prizes for annual special education teachers meeting
- Busy assisting maintenance and grounds department with various projects

Industrial Tech

- Coleson Willits and Mr. Rector aligned the laser printer – WOW!
- Completed the NC3 “train the trainer” for Intro to Mechatronics – Will be able to get the students certified.
- Three students currently using the curriculum from ISCET and all report that it is very good. This will allow them to take up to 4 certification exams.

Machine Tool

- Students created plaques for Pumpkin Drop trophies
- Forklift training
- SkillsUSA fall leadership
- CNC machining with first year students
- Autodesk virtual trade show

Welding

- Continuing curriculum
- Working in the shop
- Steve Ivie filling in

Student Services

Student Services

- We completed a successful Red Ribbon Week in spite of the ice storm, completed our first ACT testing day at PTC, participated in supervisors training and worked on meeting student needs. It has been a quiet but busy month! November enrollment report attached to board report with Traci.

Career Center

- Career Center WorkKeys has continued to work in the curriculum. There were numerous students who tested in October and had 9 more that have completed all three assessments and attained their Career Readiness Certificate.
- For the month of October in employability soft skills students worked on responsibility and self-motivation. This includes being accountable for your actions and behaviors. All students have completed a written job application and currently working on an online job application.
- Organized CEA dinner for staff during parent/teacher conferences
- Nursing mock interviews

Career Development Facilitator

- We've had quite a few 8th graders in the district transition from virtual classrooms to the traditional classroom, so we are making sure to get the new students through OKCareerGuide. October brought Red Ribbon Week and introductions into careers in law enforcement. We continue to work on critical thinking and communication skills.
- GIRLS learned renting and credit basics during October and will be putting out the can lights at Cann Garden in November.

Assessment Facilitator

- 139 tests were administered during the month of October. Most of the cosmetology students have complete their WorkKeys Career Readiness certifications. The Teacher Prep students started their ELCCT testing. Lori and I gave the ACT for the first time to help alleviate the overflow from no testing being offered in the spring. Sheila Foxworthy attended a ZOOM ESSP board meeting as well as compiled a budget for our division. The most exciting news is the Special Populations Carl Perkins Grant was approved as a new innovative support for students!

Disabilities Specialist/Job Placement Facilitator

- Updating College/Military Contact information sheet with Marketing.
- Worked on scheduling College/Military Virtual Days.
- Sent 1st Q Progress Reports to all sending schools for special needs students.
- Recorded all 1st Q WBL data from instructors.
- Began developing a list of Businesses to participate in WBL Video project.
- Provided read aloud accommodation for testing of students.

Plant/Facilities

- Jay Hoogendoorn's wife was released to home on 11/3/2020
- Continue to resolve a few items noticed in the on-site accreditation visit. Almost complete, just waiting on a few items to be delivered and then installed (handrails on two restrooms).
- Compleitive bid and public bid opening on 10/28/2020, and will recommend the purchase of a new HVAC unit for the Seminar Canter.
- New HVAC unit installed on 11/5/2020 on D-114 at the BIS center.
- Getting quotes and information to replace the dimmable lighting system in the Seminar Center. The control panel for the lights were affected by the recent ice storm and frequent power issues during that time.

Paperclips

Oct. 2020



The Schooners Car Club donated tools, oil, equipment, and other items to the Automotive Service Technology program at Pioneer Tech. The car club donates and visits the campus each year. It's a great opportunity for the students to see classic automobiles and 'talk shop' with these avid car enthusiasts. www.pioneer-tech.edu

What's Coming in 2021?

Our 21,000 Square Foot Addition, That's What!



- More West Side Parking
- More Meeting Space for Your Organization
- New Spaces for Culinary & Cosmetology

DRIVE BY AND SEE HOW IT'S COMING!



Pioneer Technology Center
2101 N. Ash, Ponca City | pioneertech.edu

#KeepStriving

Pioneer Technology Center Update

Ponca City, OK -----Pioneer Technology Center (PTC) classes for the 2020-2021 school year are now in full swing. Since its founding in 1973, Pioneer Tech has offered full-time or short-term education and training to meet the needs of both high school and adult students.

In the full-time career training areas, Pioneer Tech customizes each student's training based on his or her career goals, by offering multiple career majors. According to Traci Thorpe, Superintendent/CEO, "Our career majors give each student lots of options. They have more courses to choose from and can design their training for a specific career."

Pioneer Tech has 17 career programs. They are Automotive Service Technology, Business & Information Technology Education both for Administration and Information Technology, Biomedical Sciences Academy, Construction Technology, Cosmetology, Criminal Justice, Culinary Arts, Teacher Preparation, Firefighter/EMT, Fleet & Facilities Maintenance, Health Careers, Industrial Technology, Machine Tool Technology, Medical Assisting, Practical Nursing, and Welding Technology. Some of these programs have

on which area they enroll in. Financial aid and scholarships are available to eligible applicants.

Along with quality career-specific training, Pioneer Technology Center also offers experiences that allow students to find success in core academic subjects as well. Providing free tuition to all high school and home school students within the district, Pioneer Tech partners with Blackwell, Newkirk, Ponca City, Tonkawa, and Woodland high schools. The tech center also has high school students attending from Frontier, Medford, and Shidler this year. All students attend on a part-time basis dependent upon class schedules from their home high school.

Pioneer Tech broke ground in June of 2020 on the Westward Expansion. The project will add nearly 21,000 square feet intending to bring the Culinary Arts program to new standards and join the Cosmetology program to the current building. Additionally, a multifunctional space serving as a Conference Center and a campus Severe Weather Refuge will accommodate larger groups and provide a safe space for campus personnel, visitors, and students.

Through the ABE/HSE program adult students without a



the PTC campus. Pioneer Technology Center also uses the WorkKeys assessment system and a career curriculum to enhance student and client training. The online system is a tool to measure basic skill requirements for employment, assess skills relative to a particular career, and for improvement to basic workplace skills. This system assists students in successfully qualifying and retaining a high-skilled, high-wage career.

In addition to providing programs for the emergent workforce, Pioneer Tech also provides an array of services for existing companies, start-up businesses, and industries re-

programs but also PTC's safety education for the industry. The tower stands 44 feet high with 18,425 square feet of usable training space, including burn rooms, movable partitions, rappelling capabilities, and much more. Each year, over 9,000 individuals take advantage of the BIS offerings which, in turn, enhances the business climate, and economy of Kay County, thus providing an increased number of jobs and salaries within the district. Through the Adult Training and Development (AT&D) program, more than 500 on-site and on-line courses are available ranging from a few hours to complete career training offer-

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THE TONKAWA NEWS • Tonkawa, Oklahoma



Pioneer Tech students of the month

Karina Munoz and Robert Drake are the Pioneer Technology Center (PTC) October Students of the Month. Munoz is a PO HI senior in the Teacher Preparation program. Her instructor says she delivers top-notch support and help to other staff and students and is maturing into a resourceful, independent, and successful student. Newkirk senior Robert Drake has an exceptional attitude according to his instructor and will be a wonderful employee who will represent the Machining Technology program well. This future machinist is the first to begin work and the last to finish and enjoys learning new things. For enrollment or more information about Pioneer Technology Center's programs and services, call 580-762-8336.

Drake, Munoz selected as PTC students of the month

Press Release

PONCA CITY — Robert Drake and Karina Munoz are the Pioneer Technology Center October Students of the Month.

Newkirk senior Robert Drake has an exceptional attitude, according to his instructor, and will be a wonderful employee who will represent the machining technology program well. This future machinist is the first to begin work and the last to finish, and

enjoys learning new things.

Munoz is a Ponca City High School senior in the teacher preparation program. Her instructor says she delivers top-notch support and help to other staff and students and is maturing into a resourceful, independent and successful student.

For enrollment or more information about PTC's programs and services, call (580) 762-8336 or visit www.pioneertech.edu.



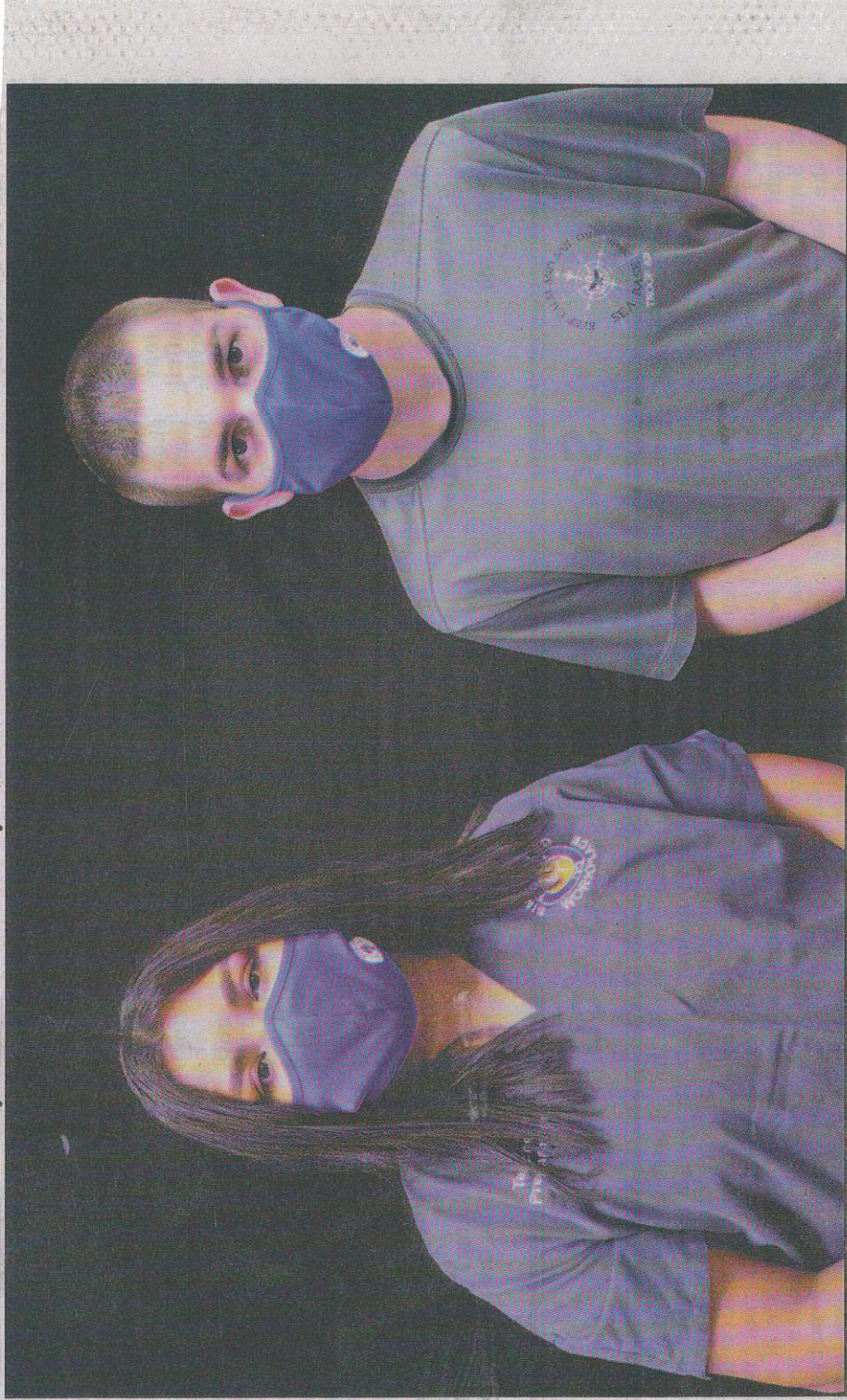
Karina Munoz, left, and Robert Drake are the Pioneer Technology Center October Students of the Month. (Courtesy photo)

Thursday

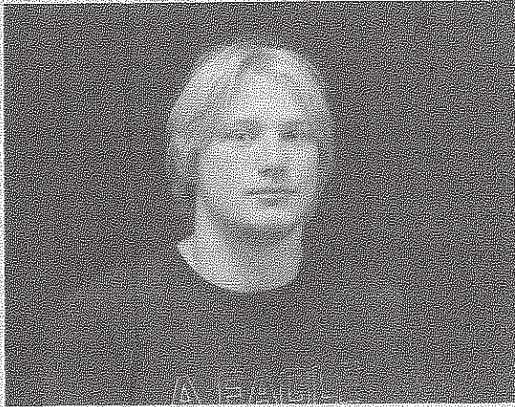
October 15, 2020

Vol. 128 - No. 11

poncitynews.com



Karina Munoz and Robert Drake are the Pioneer Technology Center (PTC) October Students of the Month. Munoz is a PO HI senior in the Teacher Preparation program. Her instructor says she delivers top-notch support and help to other staff and students and is maturing into a resourceful, independent, and successful student. Newkirk senior Robert Drake has an exceptional attitude according to his instructor and will be a wonderful employee who will represent the Machining Technology program well. This future machinist is the first to begin work and the last to finish and enjoys learning new things. For enrollment or more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website www.pioneeritech.edu.



Top tech students

Nate Lockert (left) and Julie DeWitt (right) are the Pioneer Technology Center (PTC) September Students of the Month. Lockert, a senior at Woodland High School, represents the Welding program at PTC. According to his instructor, he has a willingness to help wherever needed and has truly excelled and been a role model for his classmates. Representing the Business and Information Technology Education (BITE) program, Julie DeWitt is a Blackwell High School graduate residing in Ponca City. She began as a high school senior in BITE Information Technology and after a year of training and serving our country in the National Guard, she returned to finish her certifications. Serving one weekend a month, her instructor says she is an exceptional leader, hard worker, and an outstanding young woman. For more information about Pioneer Technology Center, call 580-762-8336.



Machining Technology Students Receive Scholarships

Through a generous grant from the Gene Haas Foundation, two Ponca City adult Machining Technology students were awarded scholarships to cover tuition costs. Pictured left to right: Jared McMartin, Instructor; Levi Barron and Gabe Ortiz Medeiros, recipients; and Lori Evans, Pioneer Tech Counselor. For more information about Pioneer Technology Center's scholarships and programs, call 580-762-8336 or visit the website: www.pioneertech.edu.

(PUBLISHED IN The Ponca City News October 8, 2020)

Pioneer Technology Center is accepting bids for (1) 30-ton Trane HVAC for the Seminar Center.

Refer to specifications in the bid packet for detailed information equipment, model number, installation, timeline schedule, bonding requirements, and verifying field measurements for installation/crane use and setup. Bid packs are available at Pioneer Technology Center.

Bid deadline:

Bids must be received by 12:30 pm on October 28th, 2020. Bids will be read aloud at Pioneer Technology Center Business and Industry Services building plan room. Bids must be sealed and accompanied with a bid bond for the 5 % of bid amount. Late bids or bids without bid bond will not be considered.

Successful bidder will be notified within 10 working days after bid opening.

Unsuccessful bidder will have bond returned within 10 working days after bid closing.

Return bids to:

Michael Orr
Facilities Manager
Pioneer Technology Center

2101 N. Ash Ponca City,
OK 74601

(580)762-8336 ext. 371

THE PONCA CITY NEWS, THURSDAY, OCTOBER 8, 2020 - PAGE 7

(PUBLISHED IN The Ponca City News October 8, 2020 and October 16, 2020)

Pioneer Technology Center is accepting bids for (1) 30-ton Trane HVAC for the Seminar Center.

Refer to specifications in the bid packet for detailed information equipment, model number, installation, timeline schedule, bonding requirements, and verifying field measurements for installation/crane use and setup. Bid packs are available at Pioneer Technology Center.

Bid deadline:

Bids must be received by 12:30 pm on October 28th, 2020. Bids will be read aloud at Pioneer Technology Center Business and Industry Services building plan room. Bids must be sealed and accompanied with a bid bond for the 5 % of bid amount. Late bids or bids without bid bond will not be considered.

Successful bidder will be notified within 10 working days after bid opening.

Unsuccessful bidder will have bond returned within 10 working days after bid closing.

Return bids to:

Michael Orr
Facilities Manager
Pioneer Technology Center

2101 N. Ash Ponca City,
OK 74601
(580)762-8336 ext. 371

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Thursday
October 8, 2020

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Toni Gibson speaks at 1 Million Cups

By CALLEY LAMAR
calley@poncacitynews.com

Toni Gibson, owner of Toni's Westside Health Mart, spoke on Wednesday Oct. 7 at the 1 Million Cups event at Pioneer Tech Center.

Gibson spoke to the assemblage about her career and her business. Sharing her background in the medical field citing the many members of her family that worked in medicine.

Gibson graduated from OU College of Pharmacy and worked for two years at Graves Drug, then six years at Northcutt Drug and then decided she wanted to run and manage a store of her own.

She and her father went



Toni Gibson, owner of Toni's Westside Health Mart, was the speaker at the 1 Million Cups event on Wednesday October 7. (Photo by Calley Lamar)

to look into it and called her banker at nine o'clock at night to see if he would loan her money, then made he deal the next day.

"It's been quite a ride," said Gibson, reflecting on the time that has passed. "It's been an experience I have thoroughly enjoyed."

Gibson spoke of the many changes over a 50 year career as a pharmacist. From buying the building next door to enlarge the store, to the changes in types of advertising and an amusing anecdote where a customer wasn't satisfied with her blood pressure reading and removed her blouse to get the reading on her bare arm.

Gibson spoke about what

she does for the community as well, from offering delivery service to customers in Tonkawa and her sponsorships for Po-Hi in their many endeavors and for OU.

Gibson was presented with an orange cup by 1 Million Cups. Gibson was also recently awarded for her 50 years as a pharmacist.

PAGE 10 FALL SPORTS SPOTLIGHT 2020 | Saturday, September 5, 2020

FALL SPORTS SPOTLIGHT



Keep STRIVING.

PIONEER TECHNOLOGY CENTER



pioneer.tech.edu



Pioneer Technology Center does not discriminate on the basis of race, color, national origin, sex, gender, age, religion, disability or marital status.

PIONEER TECHNOLOGY CENTER BOARD MEETING DATES FOR 2021

ALL MEETINGS TO BE HELD AT PIONEER TECHNOLOGY CENTER, SEMINAR CENTER WEST, AT 2101 NORTH ASH, PONCA CITY, OKLAHOMA AT 6:00 P.M. UNLESS OTHERWISE NOTED.

January 12, 2021

February 9, 2021

March 9, 2021

April 13, 2021

May 11, 2021

June 8, 2021

July 13, 2021

August 10, 2021

September 14, 2021

October 12, 2021

November 9, 2021

December 14, 2021

FINANCIAL SPONSORSHIP OF STUDENT ACTIVITIES

The Pioneer Technology Center will provide financial sponsorship for school-related student activities based on the following guidelines:

1. For educational conferences and activities, the school will provide transportation and pay registration/entry fees for qualified students, as funds are available. Furthermore, the school may allow an overnight stay for those trips that will exceed 125 miles of travel one way. Conferences and activities must be documented as educational in nature and approved by administration prior to attendance. **Exceptions may be made for State or National CTSO Officer events.**
2. For district level conferences/contests, the school will provide transportation and pay registration fees for those students that are qualified district level contestants. Furthermore, the school may allow an overnight stay for those trips that will exceed 125 miles of travel one way. The school will pay lodging costs only if the student activity account does not have the funds for the expense.
3. For state level conferences/contests, the school will provide transportation, as well as pay the registration and lodging costs for those students that are qualified state level contestants.
4. For national level conferences/contests, the school will pay the transportation, registration, and lodging costs for those students that are qualified national level contestants.
5. Pioneer Technology Center will reimburse qualifying state level contestants for meals while attending state competitions.

In-State Meals for students are reimbursable up to \$35 per day including all tips, with receipts (less any prepaid meals included with the conference registration). Tips shall not exceed 18% of the total meal cost, rounded to the nearest \$.25. Receipts for all meals must be itemized and include the name of the establishment, date, location, and cost. Under no circumstances will individuals be reimbursed for alcoholic beverages. Snacks are not reimbursable.

Pioneer Technology Center will reimburse or pay by school credit card qualifying national level contestants meals while attending national competitions. With the proper activity fund purchase order in place, the school credit card may be checked out by a conference advisor for this purpose.

Out-Of-State Meals for students are reimbursable or payable up to \$65 per day including all tips, with receipts (less any prepaid meals included with the conference registration). Tips shall not exceed 18% of the total meal cost, rounded to the nearest \$.25. Receipts for all meals must be itemized and include the name of the establishment, date, location, and cost. Under no circumstances will reimbursement or payment be made for alcoholic beverages or snacks. The conference advisor must document a meal expenditure breakdown by student to ensure the daily meal limit is not exceeded.

Pioneer Technology Center students who are state or national officers will be assisted in accordance with the above while they are enrolled as students, if the state or national organization does not provide assistance.

6. All contest participation will be subject to approval by the appropriate Director and the Superintendent, or other appropriate administrator.

7. Any instructor or professional staff person that has been approved by the Superintendent to participate in a student activity outside of his/her contract year will be paid according to his/her contracted daily rate of pay.

Note: The following will serve the purpose of defining qualified district level contestant, qualified state level contestant and qualified national level contestant.

Qualified district level contestant – Any student that participated in a local level event therefore advancing them to the district level contest by meeting the contest guidelines of the respective student organization.

Qualified state level contestant – Any student that participated in a district level event therefore advancing them to the state level by meeting the contest guidelines of the respective student organization or, for those events that do not have a district level competition, any student that has qualified through a local level event.

Qualified national level contestant – Any student that participated in a state level event therefore advancing them to the national level by meeting the contest guidelines of the prospective student organization and scoring within 10 percent of the top qualifying score. This will not exceed the 4th place finisher in an individual event and will only allow for the 1st place finishing team in a team event. Exceptions may be considered by the Superintendent.

EDUCATIONAL ASSISTANCE PLAN / TUITION REIMBURSEMENT

In order to encourage growth and self-development, Pioneer Technology Center provides financial assistance to employees by reimbursement of approved educational courses taken at accredited institutions. All full-time employees on the payroll at the time of course enrollment are eligible to apply for educational assistance reimbursement. New employees are eligible as of the date of hire.

To be approved, requested courses must be deemed as related to the employee's current or future job duties at Pioneer Technology Center. In order to qualify for reimbursement, the following conditions must be met:

- 1) the course(s) must be documented as a part of a formal plan of study;
- 2) the course(s) must be pre-approved by the individual's supervisor/director and the Superintendent/CEO;
- 3) the individual must provide evidence of having earned a grade of "C" or better in the course;
- 4) the individual must be a current employee of Pioneer Technology Center.

All applicants will be expected to apply for any available lottery grants or other scholarships. Should the recipient be awarded funding from any other source, other than student loans, for taking the courses, the recipient is expected to share that information with his/her supervisor/director. The amount reimbursed by Pioneer Tech would then be less the amount awarded by other entities.

Pioneer Technology Center's Educational Assistance Plan will provide reimbursement of up to \$2,500 per year per full-time employee. The annual maximum education assistance amount paid by PTC to all eligible employees is \$50,000 per fiscal year. Reimbursement requests will be reviewed/approved on a first come first serve basis.

Reimbursement may be requested for tuition (at a rate not to exceed in-state tuition costs at an Oklahoma public college/university), mandated course fees, and required books/supplies. Receipts must accompany all reimbursement requests. Employees who choose not to participate in this program are not allowed additional compensation in lieu of participation.

Employees completing training or educational programs within or outside the scope of this policy are not automatically or necessarily subject to any career advancement, salary increase, or promotion at PTC.

Pioneer Tech reserves the right to modify, amend, discontinue, or terminate without prejudice, in whole, or in part, any or all of the provisions of the Educational Assistance Policy at any time without notice.

REFERENCE: Form DM-F1 – Educational Assistance – Tuition Reimbursement Application

NONDISCRIMINATION

The Pioneer Technology Center Board of Education is committed to a policy of nondiscrimination in relation to race, color, national origin, sex/gender (including harassment), age, religion, disability or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to designate compliance coordinator(s)/officer(s) and to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

~~"Pioneer Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status."~~

"Pioneer Technology Center not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For inquiries concerning the application of this policy contact either Karl Lynes (580) 718-4281 or Pam Dickerson (580) 718-4295, Compliance Officers/Title IX Coordinators, or Lori Evans (580) 718-4313, 504/ADA Coordinator."

Inquiries concerning application of this policy may be referred to the designated Title IX/504/ADA compliance coordinator(s)/officer(s) at:

Pioneer Technology Center
2101 N. Ash
Ponca City, Oklahoma 74604
(866) 612-4782

**REFERENCE: Policy GJ-P, Grievance Procedures for Filing, Processing and Resolving Discrimination complaints
Policy GJ-A, Sexual and Other Harassment
Oklahoma Constitution, Article 1, Section 6
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals With Disabilities Education Act, 20 USC §1400, et seq.**

BID PROPOSAL
(Must be included in Bid)

DATE: 10-28-20
TO: Pioneer Technology Center
2101 North Ash
Ponca City, Oklahoma

PROJECT: 2020 HVAC Seminar Center

The undersigned bidder, in compliance with your invitation for bids on the work of the above mentioned project, certifies that he has carefully examined the drawings, specifications and other related documents, together known as the Contract Documents, and has fully investigated the location, character, extent and conditions surrounding the work, and does hereby propose to furnish all of the labor, materials, equipment, etc., and agrees to construct and fully complete in a thorough workmanlike and satisfactory manner in accordance with said documents for the price hereinafter stated. The price stated below includes all expenses (including any and all applicable taxes, permits, royalties, utilities, services, etc.) to be incurred in the performance of the work required under the Contract Documents of which this Proposal is a part.


I acknowledge receipt of the following addendum (if any) N/A

BASE BID -Furnish all labor, materials, and equipment to \$ 68,500.00 sixty-eight thousand five hundred dollars

Contractor will be available to begin work on or after Nov 15 and will need 2 calendar days to complete.

If this Proposal is accepted, upon notice thereof, the undersigned Contractor will execute a formal Agreement (Construction Contract) within ten (10) days. .

Bidder: Stolkand-wells

BY: 
Authorized Signature

TITLE: Contractor

ADDRESS: 413 S. 3rd
Ponca city, Ok 74601

GLB/dVO401.69

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
November 10, 2020 FY 2020/2021

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
LaDonna Bartlett	ABE/HSE Instructor Osage County	11/01 – 11/30 (M/T 5:00-7:00pm)	525.00
Coleen Blevins	ABE/HSE Instructor Blackwell	11/01 – 11/30 (T/TH 3:15-6:15pm)	612.50
Steve Bookout	AT&D Evening Supervisor	10/16 – 11/15 (up to 16 additional hrs)	400.00
Steve Bookout	AT&D Evening Supervisor	11/16 – 12/15 (up to 20 additional hrs)	500.00
Carol Bottoms	ABE/TANF Instructor	11/01 – 11/30 (58.5 hrs)	1,462.50
Amev Branson	CNA Skills Check-off	11/03 – 11/06 (up to 32 hrs)	800.00
Lori Evans	AT&D Evening Supervisor	10/16 – 11/15 (up to 28 additional hrs)	700.00
Lori Evans	AT&D Evening Supervisor	11/16 – 12/15 (up to 28 additional hrs)	700.00
Larry Godley	ABE/HSE/ESL Instructor	11/01 – 11/30 (M 10am-12pm & T/TH 4:30-6:30pm)	705.00
Elaine Harman	ABE/HSE Math Instructor	11/01 – 11/30 (8:30-11:30am)	962.50
Tonya Jackson	ABE/ESL Instructor	11/01 – 11/30 (38.5 hrs)	962.50
Zac Ladner	First Step toward Networking Career	11/01 – 11/30 (W 6:00-9:00pm)	467.00
Zac Ladner	First Step toward Networking Career	12/01 – 12/31 (W 6:00-9:00pm)	467.00
Zac Ladner	First Step toward Networking Career	01/01 – 01/31 (W 6:00-9:00pm)	467.00
Alisa McCleary	CNA Skills Check-off	11/02 – 11/20 (up to 15 hrs)	375.00
Tracy McCloud	ABE/HSE Instructor	11/01 – 11/30 (112 hrs)	2,912.00
Joni Murphy	ABE/HSE Instructor Osage County	11/01 – 11/30 (W 6:00-8:00pm)	350.00
Ashley O'Hara	CNA Testing	10/07 – 10/08 (3 hrs)	75.00
James Page	School Bus Examiner	10/16 – 10/18 (7 hrs)	175.00
Diane Pendleton	ABE/HSE Instructor	11/01 – 11/30 (38.5 hrs)	962.50
Pam Powers	ABE/HSE Instructor	11/01 – 11/30 (TH 4:30-7:30pm)	262.50
Pam Powers	ABE/TANF Instructor	11/01 – 11/30 (M/T/W 49 hrs)	1,225.00
Kayla Randol	DIY Makeup Brush Jar Set	10/08 (5:00-8:00pm)	75.00
Kayla Randol	Mask & Lip Balms	10/22 (5:00-8:00pm)	75.00
Kristina Reed	CNA	11/02 – 11/30 (108 hrs)	2,376.00
Rebecca Stephens	ABE/HSE Instructor	11/01 – 11/30 (M-W 24.5 hrs)	612.50
Valerie Streeter	ABE/HSE Admin Data Entry	11/01 – 11/30 (106.5 hrs)	1,491.00
Wendy Terrazas	ABE/HSE Instructor Otoe Tribe	11/01 – 11/30 (W 4:30-7:30pm)	262.50
P. Elaine Thomas	ABE/ESL Instructor	11/01 – 11/30 (M/TH 31.5 hrs)	787.50
Elizabeth Watson	ABE/TANF Instructor	11/01 – 11/30 (TH/F 8:00am-2:30pm)	1,050.00