

AGENDA

Pioneer Technology Center
Special Virtual and Physical Meeting
Room B131
2101 N. Ash St.
Ponca City, Oklahoma 74601
Thursday, April 2, 2020 at 6:00 PM

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

This meeting will be conducted via Zoom Meeting (login at <https://zoom.us/j/703212449> to join meeting) and at a physical location:

Pioneer Technology Center - room B-131
2101 N. Ash
Ponca City, OK, 74601

Larry Buck, Gay Norris, Mary Rigdon, Orva Rothgeb, J.D. Soulek, Stacey Rush, Kahle Goff, Molly Kyler, Kendra Keelin, Ryan Burkett, Mike Orr, Terri Busch, Mary Allan and Allison Christy will attend the meeting virtually. Traci Thorpe will attend the meeting physically.

1. Call meeting to order
2. Flag salute and Moment of Silence
3. Roll call and establish a quorum
4. Motion and vote to approve or not approve minutes of March 10, 2020 Regular Board of Education Meeting
- 5.

Discussion and vote to approve or not approve *Resolution to Grant Emergency Powers to the Superintendent* to address COVID-19 current and emerging issues related to the Global Pandemic

6.

Discussion and vote to grant or not grant the Superintendent authority to consider in administrative decisions the Board's intent that all contracted regularly employed personnel of PTC, including certified and non-certified teachers, administrators and support employees, shall be entitled to pay at their full contract rate for any work time lost due to school closure, limited work assignments, or other reasons related to the Coronavirus Pandemic. This shall apply in circumstances involving an epidemic, a pandemic, or when an order for such closing has been issued by the Governor, State Board

of Education, local board of education, or health officer authorized by law to issue such an order. This shall only be applicable to an employee's primary job assignment and shall not apply to extra duty compensation which shall be addressed by the Superintendent on a case-by-case basis. District employees who are able to perform essential work during a school closure or school building closure, shall perform any work assigned by the Superintendent or designee, unless the employee takes other leave available under district policy or law. Nothing in this directive shall extend or otherwise increase the total contractual pay due to any employee for the relevant school year except as authorized by the Board or Superintendent upon receipt of additional targeted funds from the state. Further, nothing in this directive shall be inconsistent with any existing or future state or federal law

7.

Discussion and vote to approve or not approve Superintendent's recommendation for the suspension of staff evaluation procedures for the remainder of the school year due to the material interruption in customary evaluation processes by the Coronavirus Pandemic. The exception is that school leaders should, to the extent feasible, continue to monitor and fulfill all reasonable requirements connected with any plan for improvement issued to an employee that has not, at the time of this recommendation, been satisfactorily completed by PTC's employee.

8. Discussion and vote to approve or not approve the addition or revision of the following policies: BE-E - Board of Education Meetings Tele or Videoconference Regulations Sample Notice and Agenda , BED-R - Board of Education Meetings, Public Participation, Regulation and BE-R2 - Board of Education Meetings Tele or Videoconference Regulations

9. Discussion of other COVID-19 issues affecting Pioneer Technology Center programs, personnel, instruction and training that have developed since the posting of the agenda.

10. Motion and vote to adjourn and roll call

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, March 10, 2020
6:00 PM, Room B120
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order
2. Roll call and establish a quorum

Attendance taken at 6:04 pm.

Present Board Members:

Mr. Larry Buck
Ms. Gay Norris
Ms. Mary Rigdon
Mr. J.D. Soulek

Absent Board Members:

Ms. Orva Rothgeb

Also in attendance were Traci Thorpe, Stacey Rush, Molly Kyler, Ryan Burkett, Terri Busch, Kendra Keelin, Kahle Goff, Mike Orr, Pam Dickerson and Allison Christy. Brooklyn Draper and Aaliyah Bonney, Teacher Prep students, also attended.

3. Flag salute and moment of silence
4. Reports and Presentations - Adult Training & Development, Pam Dickerson, Coordinator

Pam reported having a goal of offering 20 new classes each year. Since July 1 thirty-four new classes have made. We also had 40 certification classes. We served 407 students in those classes. They are mostly CNA classes. Started an EMT class and will another in August. We are now a certified Weld testing site. Will be offering a CCNA evening class in the fall. The Adult Training & Development areas has enrolled 579 students since July 1. Working with Pawnee Nation College, we partner with them for Medical Coding classes.

5. Discussion and vote to approve or not approve the Minutes of the February 11, 2020 regular Board of Education meeting

Motion to approve the Minutes of the February 11, 2020 regular Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #41266-41420; Building Fund #40052; Payroll #70169-70171).

Motion to approve the Encumbrances, Financial Report and Activity Fund Report as presented passed with a motion by Mr. J.D. Soulek and a second by Mr. Larry Buck.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

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

Traci handed out save the date cards for graduations and announced the Foundation Banquet date, April 2. At a recent Boy Scout banquet Ian Freeman and his students were recognized for donating 50 picnic tables. The doghouse the Construction program and James Kirkendall built was delivered to the chamber Monday. The Governor initiated a program called Centers for Workforce Excellence. Traci, Kahle and Molly attended a meeting at Rose State to learn more about applying for Centers for Workforce Excellence designation for our region. We are hoping to turn in our Accreditation application before the deadline. Traci and Molly met with Michelle Campbell, Exec. Director, OK Small Business Development to discuss partnership in the North Central region. We are currently working with the architects on the flooring for new area. Mike Orr is collecting information for bids for Heat & Air prior to construction. Bid opening is April 7.

Molly Kyler, Executive Director, Business & Industry Services

Molly reported the BIS staff market reach is 37%. It is increased for in and out of district. AT&D is working on on-line enrollment for summer academies. We are also working on parts of Gold Star school requirements. Lottery grant submitted for 3D metal printer. Kendra attended State Department of Education Board meeting. She presented on our Biomedical Sciences program and it was approved. The Pioneer Technology Center website is back up.

8. 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.

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix A passed with a motion by Mr. Larry Buck and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

9. Discussion and vote to approve or not approve surplus items as listed on Appendix B.
Motion to approve surplus items as listed on Appendix B passed with a motion by Mr. Larry Buck and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

10. Discussion and vote to approve or not approve the ADPC Software License and Support Agreement for FY21 (same as current year: \$585.00/month).

Motion to approve or not approve the ADPC Software License and Support Agreement for FY21 passed with a motion by Mr. Larry Buck and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

11. Discussion and vote to approve or not approve policy revisions for EN, Student Certification Licensing, Examinations and Fees, EN-R1, Student Certification Licensing, Examinations and Fees (Regulations) and GK-R1, Use of School Facilities (Regulations)

Motion to approve policy revisions for EN, Student Certification Licensing, Examinations and Fees, EN-R1, Student Certification Licensing, Examinations and Fees (Regulations) and GK-R1, Use of School Facilities (Regulations) passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

12. Discussion and vote to approve or not approve school calendar for the 2020-21 school year Motion to approve school calendar for the 2020-2021 school year passed with a motion by Mr. J.D. Soulek and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

13. Discussion and vote to approve or not approve proposed equipment purchases as listed on Appendix C.

Motion to approve proposed equipment purchases as listed on Appendix C passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

14. Proposed Executive Session to discuss the contracts renewals for employees listed on Appendix D (Coordinators & Counselors). This is in accordance with Okla. Stat. Title 25, 307(B)(1).

15. Vote to convene in Executive Session

Motion to convene in Executive Session passed with a motion by Mr. Larry Buck and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

16. Acknowledge return of the Board to Open Session

Board President Mary Rigdon acknowledged the return of the Board to Open Session.

17. Board President statement of Executive Session minutes

Board President Mary Rigdon stated the board entered into executive session at 6:56 p.m. to discuss the contract renewals for employees listed on Appendix D (Coordinators and Counselors), Okla. Stat. Title 25, 307(B)(1).

Those present in executive session were Larry Buck, Board Member, Gay Norris, Board Member, Mary Rigdon, Board Member, J.D. Soulek, Board Member and Traci Thorpe, Superintendent. No action was taken by the board of education.

The board returned to open session at 7:15 p.m.

18. Motion to approve contract renewals for employees listed on Appendix D (Coordinators & Counselors).

Motion to approve contract renewals for employees listed on Appendix D (Coordinators & Counselors) passed with a motion by Mr. J.D. Soulek and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

19. New Business

20. Public Comment

21. Vote to elect the President of the Board of Education

Motion to combine agenda items #21 through #24 and elect Larry Buck as the President of the Board of Education, J.D. Soulek as the Vice President of the Board of Education, Gay Norris as the Clerk of the Board of Education and Orva Rothgeb as the Deputy Clerk of the Board of Education passed with a motion by Ms. Mary Rigdon and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

22. Vote to approve or not approve the appointment of Allison Christy as Minutes Clerk and Stacey Rush as Deputy Minutes Clerk for the Board of Education

Motion to approve the appointment of Allison Christy as Minutes Clerk and Stacey Rush as Deputy Minutes Clerk for the Board of Education passed with a motion by Ms. Gay Norris and a second by Mr. Larry Buck.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

23. Recognition of Outgoing Board President

Outgoing Board President Mary Rigdon was congratulated and thanked for her service.

24. Board President Mary Rigdon adjourned the meeting at 7:23 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:

Resolution to Grant Emergency Powers to the Superintendent

Whereas on March 15, 2020, Governor Kevin Stitt declared a state of emergency due to the impending threat of COVID-19 to the people of the State of Oklahoma; and

Whereas, on March 16, 2020, the state Board of Education voted to enact mandatory, statewide closure of all public schools for purposes of providing instructional services or activities until April 6, 2020

Whereas under 70 O.S. §§ 5-106 & 5-117, the Board of Education of each school district in Oklahoma has general control and supervision of all matters pertaining to the public schools; and

Whereas under 70 O.S. 5-106 the Board of Education has the authority to prescribe the duties of the Superintendent, subject to such limitations set forth in the law; and

Whereas the Board of Education finds that the current state of emergency requires that the Superintendent be granted greater flexibility to respond quickly and appropriately to the evolving crisis; and

Whereas the Board of Education under board policy (OSSBA Policy BJA), may delegate its executive powers to the Superintendent and provide the Superintendent freedom to manage the school district within the Board policies; and

Whereas, the Board of Education may by majority vote of the Board members present at a Board meeting held in compliance with law and Board policies grant to the Superintendent the authority to suspend temporarily the operation of any section or sections of Board policies not established by law or contract.

NOW THEREFORE, BE IT RESOLVED that the Pioneer Technology Center Board of Education grants to the Superintendent the following temporary powers to address the COVID-19 emergency:

1. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with guidance from appropriate health or governmental authorities or necessary for other effective response, provided such action is consistent with all applicable State and Federal laws.
2. Authority to take any lawful actions necessary to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such actions may include, but are not limited to: adjustments to the curriculum and

program options; adjustments to employee work schedules and assignments; modifications to the school calendar; limitations on access to property owned or controlled by the Board of Education; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by the COVID-19 emergency, provided such action is consistent with all applicable State and Federal laws.

- 3. Authority to enter into contracts without prior Board approval for any dollar amount necessary for the purchase of materials, equipment, supplies, or services for sanitation, cleaning, technology, or other needs directly related to the COVID-19 emergency situation, provided such action is consistent with all applicable State and Federal laws.

NOW, BE IT FURTHER RESOLVED that the Superintendent is directed to keep the Board of Education informed of any actions taken under this emergency authority as soon as is practicable in light of the circumstances.

NOW, BE IT FURTHER RESOLVED that the temporary powers authorized by this Resolution are in effect for the duration identified in Governor’s Order 2020-07 of March 15, 2020, and any subsequent extension of that order, unless otherwise rescinded or extended by the Board upon a majority vote.

NOW, BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein.

Adopted and approved this ____ day of _____, 2020.

Chair, on behalf of the Pioneer Technology Center Board of Education

Date

**BOARD OF EDUCATION MEETINGS
TELECONFERENCING OR VIDEOCONFERENCE REGULATIONS
SAMPLE NOTICE AND AGENDA**

Until November 15, 2020 or the Governor declaring the state of emergency to be terminated, whichever comes first the board of education may utilize the following form to call a special meeting of the board of education:

The Pioneer Technology Center Board of Education will be conducting a special meeting on the ___ day of ___, 2020 at ___ a.m./p.m.

This meeting will be conducted entirely via teleconferencing or videoconferencing (or) This meeting will include teleconferencing or videoconferencing but there will be parties present at (physical location if some will be at school address or in same location).

Those present at remote locations will be:

Name. Method of Appearance. Teleconference) or (Videoconference).

Those at the meeting site will be:

Name.

Include a copy of your agenda with the meeting notice.

**BOARD OF EDUCATION MEETINGS
TELECONFERENCING OR VIDEOCONFERENCE REGULATIONS**

Until November 15, 2020 or the Governor declaring the state of emergency to be terminated, whichever comes first, the board of education may hold meetings by either teleconference or videoconference if each member of the school board is audible or visible to each other and the public. If at any time the audio connection is disconnected, the meeting shall be stopped and reconvened once the audio connection is restored.

Agendas shall be posted on the district's website at www.pioneertech.edu and at the principal office of the school district in accordance with the Oklahoma Open Meeting Act. The board is not required to make the notice of the meeting available to the public in the principal office of the district or at the location of the meeting during normal business hours.

The meeting notice and agenda shall indicate if the meeting will include teleconferencing or videoconferencing. The notice and agenda shall also indicate each member of the board who will be appearing remotely and whether the member will be attending via videoconference or teleconference. The notice and agenda shall also include the identity of the member or members who will be physically present at the meeting site, if any.

After the meeting notice and agenda are prepared and posted as required by law, members of the board cannot alter their method of appearance unless a member who was planning to attend remotely would like to physically appear at the meeting site.

The public shall be allowed to participate and to speak at meetings, in the same manner and to the extent possible as the public is allowed to participate or speak under the district's public participation policy.

Any materials that will be shared electronically between members of the board of education during a meeting utilizing teleconferencing or videoconferencing shall be immediately available to the public in the same form shared with the members of the public body. The only exception to this would be any documents that are shared in a lawfully convened executive session under an appropriately worded agenda item.

All votes of the board shall be via roll call vote and shall be recorded in the minutes.

The board of education can conduct an executive session utilizing teleconference or videoconference. The meeting notice and agenda shall indicate if the executive session will include teleconferencing or videoconferencing. The notice and agenda shall also state:

1. The identity of each member appearing remotely,
2. The method of each member's remote appearance,
3. And whether any member will be physically present at the meeting site, if any, for the executive session.

The public meeting held by videoconference or teleconference shall be recorded either by written, electronic, or other means.

**BOARD OF EDUCATION MEETINGS
PUBLIC PARTICIPATION
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the board of education shall communicate such wish to the superintendent in writing on form BED-E. The request to be placed on the agenda must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the board. The request must be received by the superintendent at least three days (excluding Saturdays, Sundays, and holidays) prior to the date of the requested appearance before the board. The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.
2. The board clerk shall ask all visitors to list their names in the visitor's register.
3. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits established by the board. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individuals will not be allowed. All presentations before the board should be brief. The board reserves the right to limit the time, manner, or place of any public presentation at the board meeting.
4. Board members and administrative staff will not respond to questions from the public. Proper questions from members of the public may be referred to the superintendent for later report to the board. The board will not, in most instances, be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.
5. Members of the public shall not be recognized while the board is conducting its official business.
6. The board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed. The board will not tolerate personal attacks on members of the board or the administrative staff.

Until November 15, 2020 or the Governor declares the state of emergency to be terminated, whichever comes first, the board of education may be conducting meetings via teleconference or videoconference. Members of the public shall be allowed to submit requests to address the board in the same manner that they were allowed at physical meetings of the board.

In order to expedite these requests, those requests may be emailed to the superintendent at superintendent@pioneertech.edu. The request must be received by the superintendent at least three days (excluding Saturdays, Sundays, and holidays) prior to the date of the board meeting at which public participation is being requested. The final determination as to whether an item will appear on the board agenda will be at the discretion of the superintendent and board president.

LEGAL NOTE: "New business" is defined by statute. Members of the public should not be allowed to bring "new business" to the board meeting as that may not meet the statutory definition.