

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, July 9, 2019, 6:00 PM
Room B120
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. Reports and Presentations - Jordan Smith, Stephen L. Smith Corp.
5. Discussion and vote to approve or not approve the Minutes of the June 11, 2019 regular Board of Education meeting
6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (FY19 - General Fund #31869-31907; Building Fund #30084; Payroll #70197-70198) and (FY20 - General Fund #40001-40179; Building Fund #40001-40017; Payroll #70001-70114).
7. 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
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.
9. Discussion and vote to approve or not approve building project financing services from Stephen L. Smith Corp. for the purpose of securing funds for a potential building project

10. Discussion and vote to approve or not approve a resolution to join the Oklahoma Schools Insurance Group (OSIG).
11. Discussion and vote to approve or not approve an agreement between The Alliance for Manufacturing Excellence, Inc., Pioneer Technology Center and Autry Technology Center, to co-sponsor a Manufacturing Extension Agent (MEA) with Pioneer Technology Center serving as the Fiscal Agent.
12. Discussion and vote to approve or not approve revisions/additions for the following policies: CLA, Animals/Pets on Campus, CN-R3, Bus Drivers and Use of Technology, DABD, Professional Conduct by Staff, DGBA, Staff Concerns and Complaints, DHAC, Staff Members and Social Media Networking Sites, DOAC, Support Personnel, Suspension, Demotion, Termination or Nonreemployment, DOAC-E1, Support Staff - Record of Corrective Counseling, FFACA, Medication Administering to Students, FFAD, Bed Bugs and FFG, Reporting Suspected Child Abuse and/or Neglect.
13. Discussion and vote to approve or not approve payment of membership fees of \$2,850 to OSSBA (same as last year) for FY20.
14. Discussion and vote to approve or not approve a contract with the Pioneer Technology Center Foundation for FY20.
15. Discussion and vote to approve or not approve student handbook for 2019-20.
16. Discussion and vote to approve or not approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Community (Single-Occurrence) Event(s), Solicitation of donations, if a list of prospective donors is submitted with the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator
17. Proposed Executive Session to discuss the employment of Gail Boswell, Business & Industry Services Admin. Assistant/Registrar; employment of a Health Careers Certification Instructor and addendum to Staffing Plan. Okla. Stat. Title 25, 307(B)(1).
18. Vote to convene in Executive Session
 - A. Time:
19. Acknowledge return of the Board to Open Session
 - A. Time:
20. Board President statement of Executive Session minutes
21. Vote to approve or not approve employment of Gail Boswell, Business & Industry Services Admin. Assistant/Registrar

22. Vote to approve or not approve employment of a Health Careers Certification Instructor
23. Vote to approve or not approve addendum to Staffing Plan.
24. New Business
25. Public Comment
26. Motion and vote to adjourn
 - A. Time:

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 Regular
Meeting Tuesday, June 11, 2019 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 6:03 pm.

Present Board Members:

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

Also in attendance were Traci Thorpe, Mary Allan, Stacey Rush, Kahle Goff, Kendra Keelin, Molly Kyler, Mike Orr, Terri Busch, Kevin Bell, Ryan Burkett and Allison Christy.

3. Flag salute and moment of silence
4. Discussion and vote to approve or not approve the Minutes of the May 14, 2019 regular Board of Education meeting

Motion to approve the Minutes of the May 14, 2019 regular Board of Education meeting 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: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

5. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #31767-31868; Building Fund

#30079-30083; Payroll #70177-70196).

Motion to approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #31767-31868; Building Fund #30079-30083; Payroll #70177- 70196) 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: Yea
Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

6. 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

We had a busy end of year - 85 kids came to camp last week and 135 more will be attending more camps during the summer. Ms. Thorpe reported meeting with Superintendents and the County Assessor to discuss protests by windfarm companies for their FY19 taxes and the impact to schools. Several summer projects are under way, carpeting and some painting and Scott & Kevin working on the network. The Welding shop is undergoing some changes - opening up the shop and building metal welding booths with screens, for better visibility. Sober Brothers used one of our rooms when their office building was flooded. They generously donated \$5,000 to the PTC Foundation. A Lottery Grant was awarded in the amount of \$146,000. This will allow us to purchase a trailer & hearing booth to provide hearing tests for Business & Industry throughout the district. The training tower project is on schedule. Ms. Thorpe met with Jordan Smith regarding lease financing options for the Westward Expansion project. Mr. Smith will present at the July board meeting. A meeting with Construction Manager is scheduled for this Thursday - go through estimates. Ms. Thorpe visited with Cheryl Evans about a medical/health related pathway. We are looking at the possibility of a Medical Lab Tech program. We have three job openings resulting from retiring employees. Discussed the ACTE convention and how it counts toward Gold Star School.

Molly Kyler, Executive Director, Business & Industry Services

Ms. Kyler reported the Manager's Tool Belt training is already scheduled for September. Corbin Dewitt will be coordinating the class. Marketing sent many press releases and photos to newspaper for awards, graduation and special recognitions. Pioneer Tech is hosting several camps over the summer. Skills USA Leadership Institute is this week. We are starting on annual updates of the Employee & Student handbooks. All SHARE seniors graduated before the end of the year. SHARE graduates for the year was 33.

7. Discussion and vote to approve or not approve FY20 resource allocations to support Blackwell Gateway Partnership Program

Motion to approve FY20 resource allocations to support Blackwell Gateway Partnership Program 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: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

8. Discussion and vote to approve or not approve a contract with Putnam and Company PLLC for audit of 2018-2019 fiscal year.

Motion to approve a contract with Putnam and Company PLLC for audit of 2018-2019 fiscal year 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:
Yea Mr. J.D. Soulek:
Yea
Yea: 5, Nay: 0

9. Discussion and vote to approve or not approve items for Surplus as listed on Appendix A.
Motion to approve items for Surplus as listed on Appendix A passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

Mr. Larry Buck: 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 purchases over \$10,000 as listed on Appendix B.

Motion to approve purchases over \$10,000 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: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

11. Discussion and vote to approve or not approve the proposed insurance policies renewal for FY20 as listed on Appendix C.

Motion to approve the proposed insurance policies renewal for FY20 as listed on Appendix C 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: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

12. Discussion and vote to approve or not approve the EMS Facility change request, in the amount of \$11,305.27.

Motion to approve the EMS Facility change request, in the amount of \$11,305.27 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:

Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

13. Discussion and vote to approve or not approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold. This is an agreement for legal services, including, but not limited to, legal advice, consultation and representation for FY20

Motion to approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold for FY20 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: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

14. Discussion and vote to approve or not approve a Resolution requesting Temporary Appropriations for General Fund and Building Fund for FY20.

Motion to approve a Resolution requesting Temporary Appropriations for General Fund and Building Fund for FY20 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: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

15. Discussion and vote to approve or not approve a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY20.

Motion to approve a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY20 passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

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

16. Discussion and vote to approve or not approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2019. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local).

Motion to approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2019. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local) 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: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

17. Discussion and vote to approve or not approve Activity Fund Subaccounts for FY20 as listed on Appendix D.

Motion to approve Activity Fund Subaccounts for FY20 as listed on Appendix D 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: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

18. Discussion and vote to approve or not approve the appointment of LaNell Reed as School Treasurer and Stacey Rush as Deputy Treasurer for FY20.

Motion to approve the appointment of LaNell Reed as School Treasurer and Stacey Rush as Deputy Treasurer for FY20 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: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

19. Discussion and vote to approve or not approve the appointment of Mary Field as Encumbrance Clerk for FY20.

Motion to approve the appointment of Mary Field as Encumbrance Clerk for FY20 passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

Mr. Larry Buck: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

20. Discussion and vote to approve or not approve the appointment of Mary Field as Activity Fund Custodian and Erin Mercer as Activity Fund Clerk for FY20.

Motion to approve the appointment of Mary Field as Activity Fund Custodian and Erin Mercer as Activity Fund Clerk for FY20 passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

Mr. Larry Buck: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

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

Motion to approve individuals on part-time and temporary employment contracts and addenda to contracts as listed on Appendix E 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: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

22. Proposed Executive Session to discuss the terms and conditions of employment, including salary of the following personnel categories: professional certified, non-professional certified and support personnel, Okla. Stat. Title 25, 307(B)(1).

23. Vote to convene in Executive Session

Motion to convene in Executive Session 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: Yea

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

24. Acknowledge return of the Board to Open Session

25. Board President statement of Executive Session minutes

The board entered into executive session at 7:13 p.m. to discuss the terms and conditions of employment, including salary of the following personnel categories: professional certified, non-professional certified and support personnel 25 O.S. Section 307(B)(1). Those present in executive session were Larry Buck, Board Member, Gay Norris, Board Member, Mary Rigdon, Board Member, Orva Rothgeb, 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 8:32 p.m.

26. Motion and vote to approve or not approve terms and conditions of employment, including salary of the following personnel categories: professional certified, non-professional certified and support personnel.

Motion to approve terms and conditions of employment, including salary of the following personnel categories: professional certified, non-professional certified and support personnel 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: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

27. New Business

None.

28. Public Comment

None.

Board President Rigdon adjourned the meeting at 8:36 p.m.

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:

FY19

General

PIONEER TECHNOLOGY CENTER
From PO: 31869 to PO: 31907

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
31869	FIRST BANKCARD VISA	SUPPLIES - STUDENT SERVICES/COUNSELING	135.49	06/10/2019
31870	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES	137.50	06/10/2019
31871	FIRST BANKCARD VISA	PN SUPPLIES	165.90	06/10/2019
31872	G & H BUSINESS SOLUTIONS	SAFETY SUPPLIES	68.70	06/10/2019
31873	CORO MEDICAL	SAFETY SUPPLIES	130.00	06/10/2019
31874	STAPLES ADVANTAGE	PN SUPPLIES	107.22	06/10/2019
31875	FIRST BANKCARD VISA	MEDICAL ASSITING: SUPPLIES	80.97	06/10/2019
31876	WALLCUR	PN SUPPLIES	70.85	06/10/2019
31877	BARTLETT'S OVERHEAD DOORS	BLDING MAINT REPAIRS	99.00	06/10/2019
31878	POCKET NURSE	PN SUPPLIES	2,129.44	06/10/2019
31879	ODCTE	STUDENT CERTIFICAION TEST	70.00	06/10/2019
31880	ATWOODS	FFM SUPPLIES	411.06	06/10/2019
31881	O'REILLY AUTOMOTIVE INC	FFM SUPPLIES	87.33	06/10/2019
31882	A+ PRINTING	SUPPLIES - FINANCE	166.00	06/10/2019
31883	NATIONAL CURRICULUM & TRAINING INSTITUTE	RESALE BOOKS - IT&D	146.64	06/10/2019
31884	POLICE ONE ACADEMY (PRAETORIAN DIGITAL)	CRIMINAL JUSTICE BOOKS	2,200.00	06/10/2019
31885	CIMC-CCS	CRIMINAL JUSTICE BOOKS	1,062.00	06/10/2019
31886	WAL-MART	TANF BOOKS	6.94	06/12/2019
31887	AMC URGENT CARE PLUS	TANF STUDENT ASSISTANCE OTHER	15.00	06/12/2019
31888	AMC URGENT CARE PLUS	TANF STUDENT ASSISTANCE OTHER	15.00	06/12/2019
31889	AMC URGENT CARE PLUS	TANF STUDENT ASSISTANCE OTHER	15.00	06/12/2019
31890	AMC URGENT CARE PLUS	TANF STUDENT ASSISTANCE OTHER	15.00	06/12/2019
31891	WAL-MART	TANF STUDENT ASSISTANCE OTHER	387.92	06/12/2019
31892	WAL-MART	CHILDREN'S LAB - FOOD	69.86	06/12/2019
31893	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERV - EQUIPMENT	18,880.00	06/12/2019
31894	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	242.90	06/13/2019

PIONEER TECHNOLOGY CENTER

From PO: 31869 to PO: 31907

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

PO #	Vendor Name	General Description	Amount	Date
31895	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	35.00	06/13/2019
31896	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	396.78	06/13/2019
31897	STAPLES ADVANTAGE	FINANCE - SUPPLIES	557.40	06/13/2019
31898	ELITE ADVERTISING, LLC	RESALE MISC	30.00	06/13/2019
31899	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	599.54	06/13/2019
31900	SAFELITE FULFILLMENT INC	VEHICLE MAINT - REPAIRS	337.98	06/13/2019
31901	WAL-MART	CHILDRENS LAB - FOOD	181.72	06/17/2019
31902	MNJ TECHNOLOGIES DIRECT, INC	RESALE MISC.	23.00	06/18/2019
31903	FIRST BANKCARD VISA	CULINARY ARTS- TRAVEL REGISTRATION	1,080.00	06/18/2019
31904	FIRST BANKCARD VISA	CULINARY ARTS- TRAVEL LODGING	1,585.00	06/18/2019
31905	MERRIFIELD OFFICE PLUS	SUPPLIES - SUPT.	30.94	06/19/2019
31906	STAPLES ADVANTAGE	ABE/HSE SUPPLIES	509.56	06/20/2019
31907	WAL-MART	CHILDRENS LAB - SUPPLIES	76.36	06/24/2019
		Current Encumbered	32,359.00	

PIONEER TECHNOLOGY CENTER

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

From: 07 Jun 2019 to: 03 Jul 2019

PO #	Vendor Name	General Description	Amount	Date
30005	FAIRFAX CHIEF	BLANKET PO	14.04	07/01/2018
30006	ADPC	BLANKET PO	-273.86	07/01/2018
30008	AF PLAN SERVE	BLANKET PO	86.00	07/01/2018
30010	AIR GAS	BLANKET PO	-1,943.60	07/01/2018
30011	AT&T	BLANKET PO	252.85	07/01/2018
30013	BEN E. KEITH FOODS-OKLAHOMA	BLANKET PO	-1,069.01	07/01/2018
30014	BRANDT'S	BLANKET PO	-846.91	07/01/2018
30015	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	-476.01	07/01/2018
30017	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	-2,360.60	07/01/2018
30018	COMPLIANCE RESOURCE GROUP	BLANKET PO	10.00	07/01/2018
30022	FARHA WHOLESALE COMPANY INC	BLANKET PO	-210.00	07/01/2018
30026	GREAT AMERICAN FINANCIAL SERVICES	BLANKET PO	-682.83	07/01/2018
30027	HAT'S AUTO SUPPLY	BLANKET PO	-1,788.53	07/01/2018
30029	JOHNSTONE SUPPLY INC.	BLANKET PO	-547.10	07/01/2018
30030	KELLOGG & SOVEREIGN	BLANKET PO	380.11	07/01/2018
30033	LOCKE SUPPLY	BLANKET PO	205.73	07/01/2018
30035	MERRIFIELD OFFICE PLUS	BLANKET PO	-762.55	07/01/2018
30039	OKLA TURNPIKE AUTHORITY	BLANKET PO	-500.00	07/01/2018
30041	O'REILLY AUTOMOTIVE INC	BLANKET PO	-1,650.43	07/01/2018
30042	OSBI	BLANKET PO	200.00	07/01/2018
30043	PARKER PEST CONTROL INC	BLANKET PO	45.00	07/01/2018
30045	FEDERAL PELL GRANTS	BLANKET PO	-27,501.00	07/01/2018
30052	SAFETY COUNCIL OF TEXAS CITY INC	BLANKET PO	-15,000.00	07/01/2018
30053	SEOG - STUDENT AID	BLANKET PO	-3,567.00	07/01/2018
30054	TRAVEL (STAFF)	BLANKET PO	-7,451.05	07/01/2018
30055	STAPLES ADVANTAGE	BLANKET PO	-2,878.91	07/01/2018
30056	STATE BEAUTY SUPPLY-PONCA CITY	BLANKET PO	-11.80	07/01/2018
30058	STUDENT CERTIFICATIONS	BLANKET PO	100.00	07/01/2018
30059	SYSCO FOOD SERVICE OF OKLAHOMA	BLANKET PO	-8,570.67	07/01/2018
30060	TANF STUDENT ASSISTANCE	BLANKET PO	-5.00	07/01/2018
30061	TANKERSLEY	BLANKET PO	-248.37	07/01/2018

PIONEER TECHNOLOGY CENTER

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

From: 07 Jun 2019 to: 03 Jul 2019

PO #	Vendor Name	General Description	Amount	Date
30062	S&K DIRECT STEEL	BLANKET PO	-50.00	07/01/2018
30762	ELSEVIER	AT&D RESALE BOOKS	-14.23	10/15/2018
30906	FIRST BANKCARD VISA	HCC1 -- SUPPLIES	-199.00	11/19/2018
31081	MERRIFIELD OFFICE PLUS	SUPPLIES-AT&D COORDINATOR	-86.88	01/11/2019
31117	GAVSON SALON CLASSICS	COSMETOLOGY SUPPLIES	-3.00	01/17/2019
31126	ODCTE	AT&D STAFF TRAVEL	-50.00	01/17/2019
31127	S&K DIRECT STEEL	WELDING SUPPLIES	-14.40	01/18/2019
31132	BURMAX COMPANY, INC.	COSMETOLOGY SUPPLIES	-179.95	01/22/2019
31148	FIRST BANKCARD VISA	CULINARY ARTS CONTEST LODGING	-60.00	01/23/2019
31169	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES -- SUPPLIES	-84.00	01/25/2019
31170	LOWE'S HOME CENTER INC	FFM SUPPLIES	-6.38	01/25/2019
31173	FIRST BANKCARD VISA	CHILDRENS LAB - SUBSCRIPTION	-125.00	01/25/2019
31182	HUGHES LUMBER CO.	CONSTRUCTION TECH - SUPPLIES	-75.76	01/28/2019
31186	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	-41.78	01/28/2019
31193	BRANDT'S	WELDING SUPPLIES	-9.77	01/29/2019
31202	STAPLES ADVANTAGE	STUDENT SERVICES - SUPPLIES	-61.67	01/31/2019
31222	LAKESHORE LEARNING	TEACHER PREP - SUPPLIES	-83.25	02/01/2019
31225	LOWE'S HOME CENTER INC	WELDING - SUPPLIES	-13.77	02/04/2019
31246	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	-67.02	02/11/2019
31248	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	-10.00	02/11/2019
31256	CENGAGE LEARNING	PN BOOKS - RESALE	-328.30	02/12/2019
31265	WAL-MART	AT&D RESALE SUPPLIES	2.99	02/12/2019
31303	WAL-MART	CHILD LAB & PRESCHOOL - SUPPLIES	-150.00	02/22/2019
31326	SHERATON OKLAHOMA CITY DOWNTOWN	ENTREPRENEURIAL SERV COORD - TRAVEL LODGING	-17.00	03/01/2019
31346	GOOD-LITE	BIOMED -- SUPPLIES	-31.00	03/04/2019
31348	OKLAHOMA CENTER FOR SCHOOL BUSINESS MANAGEMENT	FINANCE TRAVEL - REGISTRATION	-390.00	03/04/2019
31357	FIRST BANKCARD VISA	DIRECTOR TRAVEL - LODGING	-15.00	03/05/2019

PIONEER TECHNOLOGY CENTER

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

From: 07 Jun 2019 to: 03 Jul 2019

PO #	Vendor Name	General Description	Amount	Date
31377	POCKET NURSE	HCC2 -- SUPPLIES	-2.63	03/08/2019
31378	HEALTH CARE LOGISTICS	HCC2 -- SUPPLIES	-1.50	03/08/2019
31391	FIRST BANKCARD VISA	HCC2 -- SUPPLIES	-110.90	03/14/2019
31400	ALLIED ELECTRONICS	INDUSTRIAL TECH - SUPPLIES	-12.36	03/14/2019
31405	FIRST BANKCARD VISA	STAFF TRAVEL - LODGING	-46.00	03/15/2019
31413	CTAC	STAFF TRAVEL - LEADERSHIP DEV	-50.00	03/15/2019
31424	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	-7.86	03/25/2019
31434	STAPLES ADVANTAGE	ACADEMIC MATH - SUPPLIES	-20.00	03/26/2019
31441	BEN E. KEITH FOODS-OKLAHOMA	SUMMER CAMP - SUPPLIES	-33.00	03/26/2019
31442	FIRST BANKCARD VISA	HOSA NATIONAL LODGING	-2,640.00	07/01/2018
31471	WARDS SCIENTIFIC	BIOMED FURNITURE	-101.33	03/29/2019
31488	BRANDT'S	FFM SUPPLIES	-22.77	04/02/2019
31507	ELITE ADVERTISING, LLC	MARKETING / ADVERTISING	-12.00	04/04/2019
31509	BRANDT'S	WELDING SUPPLIES	-32.83	04/04/2019
31513	F A DAVIS COMPANY	AT&D RESALE BOOKS	-12.75	04/04/2019
31520	HOBBY LOBBY	SUMMER CAMP - SUPPLIES	-22.97	04/05/2019
31521	X-CEL BADGE & ENGRAVING C	MARKETING / ADVERTISING	-4.84	04/05/2019
31530	AIR GAS	WELDING SUPPLIES	-39.93	04/09/2019
31541	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	-7.14	04/11/2019
31590	FIRST BANKCARD VISA	INDUSTRIAL TECH --- LODGING, FLIGHT, REGISTRATION	-542.00	04/17/2019
31594	BLACKWELL DENTISTRY	TANF STATE STUDENT ASSISTANCE OTHER	-1,243.00	04/17/2019
31605	MSC INDUSTRIAL SUPPLY CO	MACHINE TOOL SUPPLIES	-0.03	04/22/2019
31611	UNIFORM STOP - STILLWATER	TANF STATE STUDENT ASSISTANCE OTHER	-0.02	04/22/2019
31619	PONCA IRON & METAL, INC.	AT&D RESALE SUPPLIES	-15.77	04/22/2019
31646	OKLAHOMA HOSA	LODGING HOSA NATIONALS	869.00	04/24/2019
31647	FIRST BANKCARD VISA	HOSA NATIONAL AIRFARE	420.00	04/24/2019
31667	CAREERSAFE	HCC1 BOOKS	-50.00	04/26/2019
31677	PEARSON EDUCATION	WELDING BOOKS	36.00	04/26/2019
31690	PONCA CUSTOM TEES	STUDENT LEADERSHIP - SUPPLIES	-96.00	04/30/2019

PIONEER TECHNOLOGY CENTER

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

From: 07 Jun 2019 to: 03 Jul 2019

PO #	Vendor Name	General Description	Amount	Date
31693	LOWE'S HOME CENTER INC	IELCE CONSUMABLE SUPPLIES	-14.26	04/30/2019
31697	LOWE'S HOME CENTER INC	CONSTRUCTION TECH - SUPPLIES	-8.77	05/01/2019
31709	ALLEGIANT MARKETING GROUP	MARKETING/PRINTING	0.01	05/02/2019
31710	FIRST BANKCARD VISA	FINANCE - AIRFARE	-37.04	05/02/2019
31718	FIRST BANKCARD VISA	SUMMER CAMP - SUPPLIES	-10.02	05/03/2019
31721	ODCTE	AT&D INSTRUCT - TRAVEL REGISTRATION	5.00	05/03/2019
31724	AIR GAS	WELDING SUPPLIES	36.45	05/03/2019
31734	ARMSTRONG MCCALL	COSMETOLOGY SUPPLIES	74.94	05/07/2019
31741	ARMSTRONG MCCALL	COSMETOLOGY SUPPLIES	-3.00	05/08/2019
31752	ROGERS OIL	TANF STUDENT ASST OTHER AND TRANSPORATION	-10.00	05/09/2019
31756	FIRST BANKCARD VISA	TANF BOOKS	-5.53	05/09/2019
31759	LEGACY SIGNS	BLDING MAINT REPAIRS	34.25	05/09/2019
31770	STAPLES ADVANTAGE	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	-68.55	05/13/2019
31771	PONCA CUSTOM TEES	STUDENT LEADERSHIP - SUPPLIES	-27.36	05/13/2019
31778	EVCO	CHILDRENS LAB - FOOD	-68.92	05/13/2019
31784	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-3.00	05/14/2019
31793	STAPLES ADVANTAGE	ASSESSMENT CENTER - SUPPLIES	-12.77	05/15/2019
31794	WAL-MART	ASSESSMENT CENTER - SUPPLIES	-2.63	05/15/2019
31799	FIRST BANKCARD VISA	CRIMINAL JUSTICE - SUPPLIES	-10.51	05/16/2019
31804	LOWE'S HOME CENTER INC	FLEET & FAC MAINT - SUPPLIES	-39.03	05/16/2019
31807	FIRST BANKCARD VISA	MARKETING/ADVERTISING	-11.00	05/17/2019
31817	STAPLES ADVANTAGE	FINANCE - SUPPLIES	-19.81	05/20/2019
31818	WAL-MART	BIOMED -- SUPPLIES	-27.80	05/20/2019
31821	WAL-MART	CHILDRENS LAB - FOOD	-6.66	05/22/2019
31822	BOOMER TIRE	GROUNDS REPAIRS	-4.57	05/22/2019
31823	BRACE BOOKS & MORE	RESALE BOOKS - IT&D	-43.36	05/22/2019
31824	BRACE BOOKS & MORE	BOOKS - LEADERSHIP DEV	-8.83	05/22/2019

PIONEER TECHNOLOGY CENTER

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

From: 07 Jun 2019 to: 03 Jul 2019

PO #	Vendor Name	General Description	Amount	Date
31830	TIMCO	MACHINE TOOL REPAIRS	-234.85	05/29/2019
31833	WAL-MART	BUILDING MAINT SUPPLIES	3.46	05/29/2019
31834	BADGEPASS	CENTRAL - SUPPLIES	-10.00	05/29/2019
31837	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-0.32	05/30/2019
31841	WAL-MART	CULINARY ARTS--SUPPLIES	-22.70	05/30/2019
31843	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-30.00	05/31/2019
31844	WAL-MART	TANT STATE STUDENT ASSISTANCE OTHER	-0.01	05/31/2019
31848	WAL-MART	TANF STUDENT ASSISTANCE OTHER	2.23	05/31/2019
31851	WAL-MART	CHILDRENS LAB - FOOD	-13.28	06/03/2019
31853	X-CEL BADGE & ENGRAVING C	MARKETING / ADVERTISING	-0.61	06/04/2019
31855	FIRST BANKCARD VISA	COSMETOLOGY SUPPLIES	-113.90	06/04/2019
31858	PONCA CUSTOM TEES	SUMMER CAMP - SUPPLIES	-11.45	06/04/2019
31859	STAPLES ADVANTAGE	ASSESSMENT CENTER - SUPPLIES	0.17	06/04/2019
31860	OMECORP, LLC	CENTRAL SUPPLIES	-33.00	06/05/2019
31861	FIRST BANKCARD VISA	ASSESSMENT CENTER - SUPPLIES	-4.12	06/05/2019
31863	FIRST BANKCARD VISA	AT&D RESALE BOOKS	5.40	06/05/2019
31864	FIRST BANKCARD VISA	STUDENT SERV/COUNSELING - SUPPLIES	4.68	06/06/2019
31865	STAPLES ADVANTAGE	STUDENT SERV/COUNSELING - SUPPLIES	8.13	06/06/2019
31867	FIRST BANKCARD VISA	STAFF DEVELOPMENT - SUPPLIES	-1.23	06/06/2019
GEN FUND-FOR OPERAT TOTAL:			-83,762.47	
REPORT TOTAL:			-83,762.47	

Building

PIONEER TECHNOLOGY CENTER

From PO: 30084 to PO: 30084

Encumbrance For Board Approval

BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
30084	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - REPAIRS	740.00	06/19/2019
Current Encumbered			740.00	

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval
X CHANGE ORDER REPORT
BUILDING FUND

From: 07 Jun 2019 to: 03 Jul 2019

PO #	Vendor Name	General Description	Amount	Date
30021	LEWIS ASSOCIATES ARCHITECTS INC	ARCHITECT SERVICES	-50,340.87	08/16/2018
30038	RICK SCOTT CONSTRUCTION	CONSTRUCTION SERVICES	11,305.27	01/15/2019
30054	WINTERROWD TALLEY ASSOCIATES	ARCHITECT SERVICES	50,340.87	04/01/2019
30072	MNJ TECHNOLOGIES DIRECT, INC	EQUIPMENT - TECHNOLOGY	1,117.00	04/18/2019
30081	KYLER CONSTRUCTION	MAJOR REMODEL/REPAIR	-30,000.00	05/15/2019
	BUILDING FUND TOTAL:		-17,577.73	
	REPORT TOTAL:		-17,577.73	

Payroll

PIONEER TECHNOLOGY CENTER
From PO: 70197 to PO: 70198

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70197	LEAL, KENYATTA M	PAYROLL ENCUMBRANCE	255.66	06/04/2019
70198	WILLIAMS, MASON R	PAYROLL ENCUMBRANCE	228.76	06/04/2019
Current Encumbered			484.42	

FY20

General

PIONEER TECHNOLOGY CENTER
From PO: 40001 to PO: 40179

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
40001	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	4,100.00	07/01/2019
40002	NEWKIRK HERALD JOURNAL	BLANKET PO	4,100.00	07/01/2019
40003	PONCA CITY NEWS	BLANKET PO	5,110.00	07/01/2019
40004	TONKAWA NEWS	BLANKET PO	4,100.00	07/01/2019
40005	FAIRFAX CHIEF	BLANKET PO	4,100.00	07/01/2019
40006	ADPC	BLANKET PO	11,300.00	07/01/2019
40007	ACT COMPASS	BLANKET PO	200.00	07/01/2019
40008	AF PLAN SERVE	BLANKET PO	500.00	07/01/2019
40009	AGC OF OKLAHOMA	BLANKET PO	100.00	07/01/2019
40010	AT&T	BLANKET PO	12,000.00	07/01/2019
40011	AT&T MOBILITY	BLANKET PO	2,300.00	07/01/2019
40012	BEN E. KEITH FOODS-OKLAHOMA	BLANKET PO	34,020.00	07/01/2019
40013	BRANDT'S	BLANKET PO	4,150.00	07/01/2019
40014	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	2,000.00	07/01/2019
40015	CASTLE BRANCH INC	BLANKET PO	4,500.00	07/01/2019
40016	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	7,500.00	07/01/2019
40017	COMPLIANCE RESOURCE GROUP	BLANKET PO	1,000.00	07/01/2019
40018	CROSS OIL CO.	BLANKET PO	500.00	07/01/2019
40019	CRYSTAL CLEAN	BLANKET PO	3,000.00	07/01/2019
40020	EDUCATION TO GO	BLANKET PO	6,800.00	07/01/2019
40021	FARHA WHOLESALE COMPANY INC	BLANKET PO	34,800.00	07/01/2019
40022	FIRST BANKCARD VISA	BLANKET PO	7,500.00	07/01/2019
40023	FIRST BANKCARD VISA	BLANKET PO	1,200.00	07/01/2019
40024	FIRST BANKCARD VISA	BLANKET PO	800.00	07/01/2019
40025	GALAXIE BUSINESS EQUIPMENT INC	BLANKET PO	17,000.00	07/01/2019
40026	GREAT AMERICAN FINANCIAL SERVICES	BLANKET PO	18,000.00	07/01/2019
40027	HAT'S AUTO SUPPLY	BLANKET PO	3,600.00	07/01/2019
40028	JOHNSTONE SUPPLY INC.	BLANKET PO	500.00	07/01/2019
40029	KELLOGG & SOVEREIGN	BLANKET PO	5,000.00	07/01/2019
40030	LARRY MURPHY INSUR	BLANKET PO	101,275.00	07/01/2019
40031	LAMPTON WELDING SUPPLY	BLANKET PO	15,450.00	07/01/2019
40032	LOCKE SUPPLY	BLANKET PO	9,000.00	07/01/2019

PIONEER TECHNOLOGY CENTER
From PO: 40001 to PO: 40179

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
40033	MAILFINANCE	BLANKET PO	6,000.00	07/01/2019
40034	MERRIFIELD OFFICE PLUS	BLANKET PO	1,300.00	07/01/2019
40035	NEOFUNDS BY NEOPOST	BLANKET PO	6,000.00	07/01/2019
40036	NORTHERN SAFETY & INDUSTRIAL	BLANKET PO	1,000.00	07/01/2019
40037	ODCTE	BLANKET PO	23,000.00	07/01/2019
40038	OKLA EMPLOYMENT SECURITY COMM	BLANKET PO	22,000.00	07/01/2019
40039	OKLA TURNPIKE AUTHORITY	BLANKET PO	500.00	07/01/2019
40040	ONENET	BLANKET PO	5,448.00	07/01/2019
40041	O'REILLY AUTOMOTIVE INC	BLANKET PO	2,000.00	07/01/2019
40042	OSBI	BLANKET PO	1,800.00	07/01/2019
40043	PARKER PEST CONTROL INC	BLANKET PO	1,800.00	07/01/2019
40044	PDG+CREATIVE	BLANKET PO	2,500.00	07/01/2019
40045	FEDERAL PELL GRANTS	BLANKET PO	275,000.00	07/01/2019
40046	PEOPLEFACTS	BLANKET PO	500.00	07/01/2019
40047	PONCA CITY LANDFILL	BLANKET PO	500.00	07/01/2019
40048	PUBLIC SURPLUS	BLANKET PO	4,000.00	07/01/2019
40049	PUTNAM & COMPANY LLC	BLANKET PO	10,000.00	07/01/2019
40050	QUALITY WATER SERVICES	BLANKET PO	2,160.00	07/01/2019
40051	REGISTERBLAST	BLANKET PO	1,000.00	07/01/2019
40052	ROSENSTEIN, FIST & RINGOL	BLANKET PO	7,000.00	07/01/2019
40053	SAFETY COUNCIL OF TEXAS CITY INC	BLANKET PO	95,000.00	07/01/2019
40054	SEOG - STUDENT AID	BLANKET PO	5,500.00	07/01/2019
40055	TRAVEL (STAFF)	BLANKET PO	52,660.00	07/01/2019
40056	STAPLES ADVANTAGE	BLANKET PO	4,000.00	07/01/2019
40057	STATE BEAUTY SUPPLY-PONCA CITY	BLANKET PO	2,000.00	07/01/2019
40058	STRATA LEADERSHIP LLC	BLANKET PO	600.00	07/01/2019
40059	STUDENT CERTIFICATIONS	BLANKET PO	3,000.00	07/01/2019
40060	SYSCO FOOD SERVICE OF OKLAHOMA	BLANKET PO	25,000.00	07/01/2019
40061	TANF STUDENT ASSISTANCE	BLANKET PO	1,000.00	07/01/2019
40062	TANKERSLEY	BLANKET PO	10,000.00	07/01/2019
40063	UNIVERSAL PREMIUM FLEET CARD	BLANKET PO	54,000.00	07/01/2019
40064	UPS	BLANKET PO	1,000.00	07/01/2019

PIONEER TECHNOLOGY CENTER
From PO: 40001 to PO: 40179

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
40065	CAFETERIA CASH BOX	START UP FUNDS	175.00	07/01/2019
40066	PETTY CASH FUND	START UP FUNDS	200.00	07/01/2019
40067	KAY COUNTY ASSESSOR	FY20 RE-EVALUATION COST	39,000.00	07/01/2019
40068	PAWNEE COUNTY ASSESSOR	FY20 RE-EVALUATION COST	1,500.00	07/01/2019
40069	OSAGE COUNTY ASSESSOR	FY20 RE-EVALUATION COST	11,000.00	07/01/2019
40070	KAY COUNTY ELECTION BOARD	ELECTION COST FY20	10,000.00	07/01/2019
40071	KAY COUNTY PUBLIC BLDGS AUTHORITY	LEASE PURCHASE AUDIT	125.00	07/01/2019
40072	MODERN SALON	ANNUAL SUBSCRIPTION	34.00	07/01/2019
40073	NAILPRO	ANNUAL SUBSCRIPTION	40.00	07/01/2019
40074	POSTER COMPLIANCE CENTER	ANNUAL SUBSCRIPTION	100.00	07/01/2019
40075	EDUCONNECT, INC	ANNUAL SUBSCRIPTION	280.00	07/01/2019
40076	ALERT SOLUTIONS	ANNUAL SUBSCRIPTION	1,125.00	07/01/2019
40077	POWERSCHOOL GROUP LLC	ANNUAL LICENSE	9,000.00	07/01/2019
40078	AUGUSOFT INC	ANNUAL LICENSE	20,864.06	07/01/2019
40079	US INTEGRATION	ANNUAL LICENSE	720.00	07/01/2019
40080	OKLA STATE BOARD OF COSMETOLOGY	ANNUAL LICENSE	125.00	07/01/2019
40081	OKLA STATE DEPT OF HEALTH	ANNUAL LICENSE	150.00	07/01/2019
40082	ODCTE	ANNUAL LICENSE	1,600.00	07/01/2019
40083	AUTOMATION INTEGRATION	ANNUAL LICENSE	2,000.00	07/01/2019
40084	PEARSON ONLINE & BLENDED LEARNING	ANNUAL LICENSE	22,760.00	07/01/2019
40085	7 MINDSETS	ANNUAL LICENSE	1,750.00	07/01/2019
40086	ASBO INTERNATIONAL	ANNUAL MEMBERSHIP	460.00	07/01/2019
40087	OKLA ASBO	ANNUAL MEMBERSHIP	675.00	07/01/2019
40088	THE STATE CHAMBER	ANNUAL MEMBERSHIP	728.00	07/01/2019
40089	OSSBA	ANNUAL MEMBERSHIP	2,850.00	07/01/2019
40090	OSSBA	ANNUAL SUBSCRIPTION	750.00	07/01/2019
40091	OSSBA	ANNUAL SUBSCRIPTION	1,500.00	07/01/2019
40092	BLACKWELL CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	750.00	07/01/2019
40093	PONCA CITY CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	850.00	07/01/2019
40094	NEWKIRK CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	125.00	07/01/2019
40095	TONKAWA CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	225.00	07/01/2019
40096	FAIRFAX CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	75.00	07/01/2019

PIONEER TECHNOLOGY CENTER
From PO: 40001 to PO: 40179

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
40097	WHEATLAND RC&D	ANNUAL MEMBERSHIP	100.00	07/01/2019
40098	INBIA	ANNUAL MEMBERHSIP	525.00	07/01/2019
40099	LERN	ANNUAL MEMBERSHIP	754.00	07/01/2019
40100	OKSPRA	ANNUAL MEMBERSHIP	200.00	07/01/2019
40101	THE OKLAHOMA ACADEMY	ANNUAL MEMBERSHIP	500.00	07/01/2019
40102	PROJECT LEAD THE WAY (PLTW)	ANNUAL MEMERSHIP	2,000.00	07/01/2019
40103	SREB	ANNUAL MEMBERSHIP	2,000.00	07/01/2019
40104	OKLA BUSINESS INCUBATOR ASSOCIATION	ANNUAL MEMBERSHIP	150.00	07/01/2019
40105	BLACKWELL PUBLIC SCHOOLS	ANNUAL AGREEMENT	30,700.00	07/01/2019
40106	MIDWEST COMPUTERS & MORE	ANNUAL AGREEMENT	300.00	07/01/2019
40107	ODCTE	ANNUAL AGREEMENT	750.00	07/01/2019
40108	BADGEPASS	ANNUAL AGREEMENT	1,750.00	07/01/2019
40109	FRANCIS TUTTLE TECH CENTER	ANNUAL AGREEMENT	13,750.00	07/01/2019
40110	MERIDIAN TECHNOLOGY CENTER	ANNUAL AGREEMENT	4,200.00	07/01/2019
40111	YORK ELECTRONIC SYSTEMS	ANNUAL AGREEMENT	720.00	07/01/2019
40112	JUNIOR'S LOCK & ALARM	ANNUAL AGREEMENT	960.00	07/01/2019
40113	OATC SUPERINTENDENTS ACCT	ANNUAL AGREEMENT	6,500.00	07/01/2019
40114	EDUCAUSE	ANNUAL AGREEMENT	77.00	07/01/2019
40115	IDSCAN.NET	ANNUAL AGREEMENT	384.00	07/01/2019
40116	AGC OF OKLAHOMA	ANNUAL AGREEMENT	980.00	07/01/2019
40117	ADVANCE AUTO PARTS PROFESSIONAL	ANNUAL SUBSCRIPTION	1,200.00	07/01/2019
40118	OAMCTE	ANNUAL MEMBERSHIP	100.00	07/01/2019
40120	SHL US INC	ANNUAL AGREEMENT	1,000.00	07/01/2019
40122	MINUTE MENU SYSTEMS LLC	CX SOFTWARE	588.00	07/01/2019
40123	PROCARE SOFTWARE	SOFTWARE	3,648.50	07/01/2019
40124	FIRST BANKCARD VISA	ANNUAL SUBSCRIPTION	390.00	07/01/2019
40125	ALL DATA	ANNUAL SUBSCRIPTION	975.00	07/01/2019
40126	MARCIA BRENNER ASSOCIATES, LLC	FTP ANNUAL AGREEMENT	195.00	07/01/2019
40127	POWERSCHOOL GROUP LLC	ANNUAL LICENSE ADD-ON	2,750.00	07/01/2019
40128	LEADERSHIP OKLAHOMA	BIS ADMIN REGISTRATION	3,200.00	07/01/2019
40129	BRIGHTWHEEL	ANNUAL SOFTWARE	720.00	07/01/2019

PIONEER TECHNOLOGY CENTER

From PO: 40001 to PO: 40179

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

PO #	Vendor Name	General Description	Amount	Date
40130	AIR GAS	SWITCHOVER FEES	2,000.00	07/01/2019
40131	FIRST BANKCARD VISA	CULINARY ARTS LODGING	790.00	07/01/2019
40132	FIRST BANKCARD VISA	CCC MEALS/PARKING	836.00	07/01/2019
40133	FIRST BANKCARD VISA	ADMIN MEALS/BAGGAGE	960.00	07/01/2019
40134	EVCO	CHILDREN'S LAB - FOOD	1,120.84	07/01/2019
40135	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	602.00	07/01/2019
40136	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	602.00	07/01/2019
40137	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS/FEES	2,175.00	07/01/2019
40138	FIRST BANKCARD VISA	TANF TUITION	1,890.00	07/01/2019
40139	RCS DRUG AND ALCOHOL COLLECTIONS	TANF MEDICAL/DENTAL	100.00	07/01/2019
40140	TANF STUDENT ASSISTANCE	TANF DUES/FEES	250.00	07/01/2019
40141	TANF STUDENT ASSISTANCE	TANF DUES/FEES	150.00	07/01/2019
40142	FIRST BANKCARD VISA	TANF DUES/FEES	70.00	07/01/2019
40143	FIRST BANKCARD VISA	TANF DUES/FEES/CERTIFICATES	19.00	07/01/2019
40144	FIRST BANKCARD VISA	TANF DUES/FEES/ CERTIFICATES	72.00	07/01/2019
40145	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	07/01/2019
40146	UNITED COMMUNITY ACTION PROGRAM	TANF TRANSPORTATION	1,020.00	07/01/2019
40147	ROGERS OIL	TANF STATE STUDENT ASSISTANCE OTHER	3,000.00	07/01/2019
40148	STAPLES ADVANTAGE	TANF STATE CONSUMABLE SUPPLY	499.09	07/01/2019
40149	WAL-MART	CHILDREN'S LAB - FOOD	400.00	07/01/2019
40150	STAPLES ADVANTAGE	TANF STATE CONSUMABLES	603.15	07/01/2019
40151	WAL-MART	CHILDRENS LAB - SUPPLIES	150.00	07/01/2019
40152	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTS	50.00	07/01/2019
40153	BLACKWELL DENTISTRY	TANF MEDICAL/DENTAL	99.00	07/01/2019
40154	SHERATON MIDWEST CITY	PN LODGING	200.00	07/01/2019
40156	GROWTHWHEEL INTERNATIONAL INC	ENTREP SERVICES ANNUAL LICENSE	2,000.00	07/01/2019
40157	PALO ALTO SOFTWARE, INC.	ANNUAL SUBSCRIPTION	1,200.00	07/01/2019
40158	AADVANTAGE LAUNDRY SYSTEMS	EMS SUPPLIES	1,750.00	07/01/2019
40159	DANCY-MEADOR PUBLISHING	MARKETING / ADVERTISING	1,999.00	07/01/2019

PIONEER TECHNOLOGY CENTER

From PO: 40001 to PO: 40179

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

PO #	Vendor Name	General Description	Amount	Date
40160	FIRST BANKCARD VISA	TCTW TRAVEL - LODGING, MEALS, SHUTTLE	3,450.00	07/01/2019
40161	FIRST BANKCARD VISA	MARKETING / SUPPLIES	345.00	07/01/2019
40162	EMBASSY SUITES - OKC	PN LODGING	260.00	07/01/2019
40163	HOLIDAY INN EXPRESS - POTEAU	PN LODGING	300.00	07/01/2019
40164	ODCTE	STAFF DEVELOPMENT - REGISTRATION	50.00	07/01/2019
40165	AAMP	TANF STUDENT DUES/FEES/CERT	170.00	07/01/2019
40166	FIRST BANKCARD VISA	STAFF TRAVEL - LODGING	580.00	07/01/2019
40167	A+ PRINTING	INSTRUCTIONAL DIRECTOR SUPPLIES	576.00	07/01/2019
40168	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	42.04	07/02/2019
40169	SUPERIOR FENCE CONSTRUCTION INC.	BLDING MAINT REPAIRS	375.28	07/02/2019
40170	FIRST BANKCARD VISA	PN- LODGING	139.00	07/02/2019
40171	METRO TECH DOWNTOWN BUSINESS CAMPUS	ADMIN TEAM - PROFESSIONAL DEVELOPMENT	2,691.00	07/02/2019
40172	KEATHLYS	GROUNDS SUPPLIES	63.92	07/02/2019
40173	RANCH DRIVE COOP	GROUNDS SUPPLIES	100.00	07/02/2019
40174	GALAXIE BUSINESS EQUIPMENT INC	FINANCE - SUPPLIES	100.00	07/02/2019
40175	CAREER TECH PRINTING SERVICES	MARKETING / PRINTING	132.00	07/02/2019
40176	ODCTE	TEACHER INSTITUTE	2,250.00	07/01/2019
40177	SHERATON LOUISVILLE RIVERSIDE	INDUSTRIAL TECH - TRAVEL LODGING	1,140.00	07/02/2019
40178	STAPLES ADVANTAGE	FINANCE - SUPPLIES	160.00	07/02/2019
40179	ODCTE	PN REGISTRATION FEES	50.00	07/02/2019
		Current Encumbered	1,203,971.88	

Building

PIONEER TECHNOLOGY CENTER
From PO: 40001 to PO: 40017

Encumbrance For Board Approval
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
40001	OKLA NATURAL GAS COMPANY	BLANKET PO	6,500.00	07/01/2019
40002	CENTERPOINT ENERGY	BLANKET PO	22,000.00	07/01/2019
40003	PONCA CITY UTILITY AUTHORITY	BLANKET PO	245,500.00	07/01/2019
40004	WINTERROWD TALLEY ASSOCIATES	BLANKET PO	50,000.00	07/01/2019
40005	RICK SCOTT CONSTRUCTION	BLANKET PO	317,151.67	07/01/2019
40006	TECHNICAL LABORATORY SYSTEMS INC	ANNUAL SUBSCRIPTION	3,040.00	07/01/2019
40007	FARONICS TECHNOLOGIES USA INC	ANNUAL LICENSE	1,263.90	07/01/2019
40008	SHI INTERNATIONL CORP	ANNUAL LICENSE	6,478.65	07/01/2019
40009	MNJ TECHNOLOGIES DIRECT, INC	ANNUAL LICENSE	4,960.00	07/01/2019
40010	LAB RESOURCES	ANNUAL LICENSE	823.00	07/01/2019
40011	TIMECLOCK PLUS	ANNUAL LICENSE	300.00	07/01/2019
40012	RESPONDUS	ANNUAL LICENSE	2,095.00	07/01/2019
40013	MNJ TECHNOLOGIES DIRECT, INC	ANNUAL LICENSE	2,574.00	07/01/2019
40014	MNJ TECHNOLOGIES DIRECT, INC	ANNUAL LICENSE	5,000.00	07/01/2019
40015	MNJ TECHNOLOGIES DIRECT, INC	ANNUAL LICENSE	5,500.00	07/01/2019
40016	BELGER CARTAGE SERVICE INC.	BLDG MAINT - REPAIRS	3,604.00	07/02/2019
40017	KYLER CONSTRUCTION	BUILDING EXPANSION	30,000.00	07/02/2019
		Current Encumbered	706,790.22	

Payroll

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70113

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70001	AT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	99,085.00	07/01/2019
70002	IT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	27,712.50	07/01/2019
70003	SAFETY INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	11,265.00	07/01/2019
70004	CULINARY ARTS HELPERS	BLANKET PAYROLL ENCUMBRANCE	538.25	07/01/2019
70005	ABE INSTRUCTORS (FEDERAL)	BLANKET PAYROLL ENCUMBRANCE	22,730.00	07/01/2019
70006	ABE INSTRUCTORS (STATE)	BLANKET PAYROLL ENCUMBRANCE	7,359.00	07/01/2019
70007	ABE INSTR / TEMP STAFF (LOCAL)	BLANKET PAYROLL ENCUMBRANCE	12,918.00	07/01/2019
70008	ABE / TANF INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	12,365.00	07/01/2019
70009	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	6,269.60	07/01/2019
70010	ABE / IELCE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	5,346.86	07/01/2019
70011	SUBS - RECEPTIONIST	BLANKET PAYROLL ENCUMBRANCE	2,691.25	07/01/2019
70012	SUBS - SHARE	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70013	SUBS - SECONDARY MATH	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70014	SUBS - (BITE) FINANCE MGMT	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70015	SUBS - (BITE) NETWORK SYSTEMS	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70016	SUBS - HEALTH CAREERS CERT 1	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70017	SUBS - HEALTH CAREERS CERT 2	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70018	SUBS - NURSING	BLANKET PAYROLL ENCUMBRANCE	2,153.00	07/01/2019
70019	SUBS - MEDICAL ASSISTING	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70020	SUBS - CULINARY ARTS	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70021	SUBS - COSMETOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70113

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70022	SUBS - TEACHER PREP	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70023	SUBS - CHILDREN'S LAB	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70024	SUBS - CONSTRUCTION	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70025	SUBS - AUTO SERVICE TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70026	SUBS - INDUSTRIAL TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70027	SUBS - MACHINE TOOL	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70028	SUBS - WELDING	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70029	SUBS - FLEET & FACILITES MAINT	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70030	SUBS - CRIMIINAL JUSTICE	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70031	SUBS - EMS FIREFIGHTER	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2019
70032	AKE, TAMARA D	PAYROLL ENCUMBRANCE	40,094.60	07/01/2019
70033	ALLAN, MARY D	PAYROLL ENCUMBRANCE	127,321.66	07/01/2019
70034	BELL, KEVIN B	PAYROLL ENCUMBRANCE	89,350.68	07/01/2019
70035	BOOKOUT, STEVEN B	PAYROLL ENCUMBRANCE	100,186.49	07/01/2019
70036	BRAKEY, DAWN M	PAYROLL ENCUMBRANCE	84,002.64	07/01/2019
70037	BURG, THOMAS A	PAYROLL ENCUMBRANCE	90,062.71	07/01/2019
70038	BURG, WENDY R	PAYROLL ENCUMBRANCE	91,661.34	07/01/2019
70039	BURGE, KEITH D	PAYROLL ENCUMBRANCE	47,024.29	07/01/2019
70040	BURKETT, RYAN L	PAYROLL ENCUMBRANCE	112,909.33	07/01/2019
70041	BUSCH, TERRI K	PAYROLL ENCUMBRANCE	90,492.85	07/01/2019
70042	CHRISTY, ALLISON N	PAYROLL ENCUMBRANCE	77,192.31	07/01/2019
70043	CORRELL, STEVEN W	PAYROLL ENCUMBRANCE	49,594.36	07/01/2019
70044	DEWITT, CORBIN S	PAYROLL ENCUMBRANCE	86,419.46	07/01/2019
70045	DICKERSON, PAMELA K	PAYROLL ENCUMBRANCE	109,753.84	07/01/2019
70046	EMMEL, SHELLY D	PAYROLL ENCUMBRANCE	61,852.44	07/01/2019
70047	EVANS, BENJAMIN A	PAYROLL ENCUMBRANCE	89,274.96	07/01/2019
70048	EVANS, LORI L	PAYROLL ENCUMBRANCE	110,944.63	07/01/2019

PIONEER TECHNOLOGY CENTER

From PO: 70001 to PO: 70113

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

PO #	Vendor Name	General Description	Amount	Date
70049	FIELD, MARY E	PAYROLL ENCUMBRANCE	70,917.22	07/01/2019
70050	FOXWORTHY, SHEILA S	PAYROLL ENCUMBRANCE	111,588.06	07/01/2019
70051	FREEMAN, IAN M	PAYROLL ENCUMBRANCE	85,456.75	07/01/2019
70052	GOFF, KAHLE L	PAYROLL ENCUMBRANCE	132,538.65	07/01/2019
70053	HOLLINGSWORTH, RUSSELL L	PAYROLL ENCUMBRANCE	66,189.92	07/01/2019
70054	HOOGENDOORN, JAY A	PAYROLL ENCUMBRANCE	52,241.38	07/01/2019
70055	HOWARD, ROBERT A	PAYROLL ENCUMBRANCE	110,521.81	07/01/2019
70056	JACKSON, LISA J	PAYROLL ENCUMBRANCE	65,684.78	07/01/2019
70057	JOHNSTONE, DEBORAH L	PAYROLL ENCUMBRANCE	52,818.09	07/01/2019
70058	JONES, LINDA K	PAYROLL ENCUMBRANCE	58,577.03	07/01/2019
70059	KARNISH, JANICE K	PAYROLL ENCUMBRANCE	59,111.59	07/01/2019
70060	KEELIN, KENDRA A	PAYROLL ENCUMBRANCE	115,762.19	07/01/2019
70061	KELLY, JAMES A	PAYROLL ENCUMBRANCE	43,818.54	07/01/2019
70062	KIMBREL, PHYLISTA G	PAYROLL ENCUMBRANCE	48,856.74	07/01/2019
70063	KUBIK, JASON W	PAYROLL ENCUMBRANCE	68,136.25	07/01/2019
70064	KYLER, MOLLY D	PAYROLL ENCUMBRANCE	133,015.41	07/01/2019
70065	LOCKETT, JEFFREY P	PAYROLL ENCUMBRANCE	102,123.81	07/01/2019
70066	LOGAN, ASHLEE M	PAYROLL ENCUMBRANCE	43,071.36	07/01/2019
70067	LYNES, KARL A	PAYROLL ENCUMBRANCE	102,349.94	07/01/2019
70068	MAUPIN, LISA A	PAYROLL ENCUMBRANCE	47,585.96	07/01/2019
70069	MCCONNELL, KELLEY J	PAYROLL ENCUMBRANCE	89,702.05	07/01/2019
70070	MCMARTIN, JARED B	PAYROLL ENCUMBRANCE	93,844.17	07/01/2019
70071	MERCER, ERIN M	PAYROLL ENCUMBRANCE	55,835.13	07/01/2019
70072	OGDEN, ANGELA F	PAYROLL ENCUMBRANCE	50,855.74	07/01/2019
70073	ORR, MICHAEL W	PAYROLL ENCUMBRANCE	105,820.05	07/01/2019
70074	OVERMAN, SCOTT H	PAYROLL ENCUMBRANCE	101,175.49	07/01/2019
70075	PARKER, MASON B	PAYROLL ENCUMBRANCE	84,686.85	07/01/2019
70076	PEREZ-VARGAS, AMANDA R	PAYROLL ENCUMBRANCE	45,663.25	07/01/2019
70077	POLLAK, BRENDA J	PAYROLL ENCUMBRANCE	94,930.95	07/01/2019
70078	PURDY, JANET S	PAYROLL ENCUMBRANCE	87,100.67	07/01/2019
70079	RANDOL, KAYLA D	PAYROLL ENCUMBRANCE	87,107.56	07/01/2019
70080	RECTOR, CHARLES W	PAYROLL ENCUMBRANCE	90,584.81	07/01/2019

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70113

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70081	REED, FRANCES L	PAYROLL ENCUMBRANCE	54,729.83	07/01/2019
70082	RUDD, LARHONDA J	PAYROLL ENCUMBRANCE	49,515.46	07/01/2019
70083	RUSH, STACEY D	PAYROLL ENCUMBRANCE	122,360.10	07/01/2019
70084	SEYMOUR, KATHLEEN R	PAYROLL ENCUMBRANCE	83,427.84	07/01/2019
70085	STEELE, CONNIE M	PAYROLL ENCUMBRANCE	46,269.92	07/01/2019
70086	STORM, CARL E	PAYROLL ENCUMBRANCE	95,160.97	07/01/2019
70087	SULLINS, KATHRYN D	PAYROLL ENCUMBRANCE	97,276.63	07/01/2019
70088	TABOR, LEE C	PAYROLL ENCUMBRANCE	82,018.39	07/01/2019
70089	THORNBURGH, JOHNNY I	PAYROLL ENCUMBRANCE	103,265.51	07/01/2019
70090	THORPE, TRACI A	PAYROLL ENCUMBRANCE	206,359.71	07/01/2019
70091	TRIPP, MICHELLE L	PAYROLL ENCUMBRANCE	83,913.12	07/01/2019
70092	URIOSTE, SYLVIA A	PAYROLL ENCUMBRANCE	83,682.78	07/01/2019
70093	VAP, GARY A	PAYROLL ENCUMBRANCE	85,996.39	07/01/2019
70094	WARE, KAREN S	PAYROLL ENCUMBRANCE	46,145.61	07/01/2019
70095	GODLEY, LARRY B	PAYROLL ENCUMBRANCE	17,631.78	07/01/2019
70096	KARNISH, KENNETH R	PAYROLL ENCUMBRANCE	18,776.31	07/01/2019
70097	HOWE, ELAINA D	PAYROLL ENCUMBRANCE	11,283.07	07/01/2019
70098	OVERMAN, NOLAN R	PAYROLL ENCUMBRANCE	1,905.41	07/01/2019
70099	GOFF, QUINTON C	PAYROLL ENCUMBRANCE	1,420.98	07/01/2019
70100	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	2,848.27	07/01/2019
70101	BROWN, LORI L	PAYROLL ENCUMBRANCE	620.12	07/01/2019
70102	DENKE, MELODY J	PAYROLL ENCUMBRANCE	752.35	07/01/2019
70103	EVANS, TYLER E	PAYROLL ENCUMBRANCE	427.58	07/01/2019
70104	FARMER, AMANDA R	PAYROLL ENCUMBRANCE	329.15	07/01/2019
70105	FARMER, HOLLY M	PAYROLL ENCUMBRANCE	802.51	07/01/2019
70106	HARDIMAN, CELESTINE	PAYROLL ENCUMBRANCE	2,133.39	07/01/2019
70107	TERRAZAS, WENDY D	PAYROLL ENCUMBRANCE	1,763.55	07/01/2019
70108	WALTON, LORA L	PAYROLL ENCUMBRANCE	3,039.54	07/01/2019
70109	SUBS - CHILDREN'S LAB	BLANKET PAYROLL ENCUMBRANCE	15,047.04	07/01/2019
70110	BOSWELL, BELINDA G	PAYROLL ENCUMBRANCE	42,602.73	07/01/2019
70111	CLARK, CAITLYN	PAYROLL ENCUMBRANCE	1,339.20	07/02/2019
70112	FEASTER, AMBER R	PAYROLL ENCUMBRANCE	1,389.35	07/02/2019

PIONEER TECHNOLOGY CENTER

From PO: 70001 to PO: 70114

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

PO #	Vendor Name	General Description	Amount	Date
70113	GRIFFIN, LORRAINE D	PAYROLL ENCUMBRANCE	752.78	07/02/2019
70114	KNIGHT, HADYN L	PAYROLL ENCUMBRANCE	624.37	07/02/2019
		Current Encumbered	5,604,128.09	

Monthly Report

July 2019

Meetings and Activities

- **June** 12 After Board Report; Pot-luck Luncheon
- 13 – Accreditation Team Meeting; Peachtree Landing Board Meeting; PTC Westward Expansion Meeting
- 14 – Prior Year Vacation
- 17 –19 – CTE Superintendent June Planning Meeting
- 20 – Accreditation Team Meeting; 2nd Interview – BIS Registrar; Meeting with Tonda Ames, Western Oklahoma Office of Workforce Development and Kahle Goff regarding internship opportunities and consortium models used across the state – next meeting will include community and industry partners; Elected Officials Picnic
- 21 – Prior Year Vacation
- 24 – Ribbon Cutting – State Surgical Supply (Incubator Client); PTC/NOC Meeting – Kahle and I met with Dr. Cheryl Evans, Dr. Pam Stinson, Cammie Bradley, RN Director, and Tricia Moore, Science Programs Chair about course offerings, recruitment and new opportunities
- 25 – PCDA’s Business on the Balcony Networking Meeting; Accreditation Team Meeting; Ponca City Chamber Board Meeting; 2nd Interview – HCC Instructor; Business After Hours – Custom Mechanical Equipment
- 26 – Leadership Ponca City Alumni Luncheon
- 27 – Accreditation Team Meeting; Westward Expansion Meeting; Chamber Auction Committee Meeting
- 28 –Previous Year Vacation
- **July** 1st – Admin Team Meeting; Dalana Hawkins Doctoral Dissertation Interview – Women Superintendents
- 2 – Ponca City Business Council Meeting; Accreditation Team Meeting; NWOSU – Met with Dr. Bo Hannaford – signed and discussed the NWOSU Articulation Agreement and additional pathways to explore for similar agreements
- 4 – Independence Day
- 5 – Previous Year Vacation
- 9 – Accreditation Team Meeting; Ponca City Library Board Meeting; PTC Board Meeting

Full-Time Programs

- Three of the eight new camps left to finish this month: Summer Salon Academy; Construction Camp and Teen Chef. They’ll wrap up the week of the 15th.
- Continued work on the update to the welding shop with the cinderblock booth removal and new booths to allow better visibility. The relocation of the shear and several other pieces of equipment will allow a better flow in the classroom as well as dedicated space for fabrication and project work.

- Attended CTE Superintendent Meeting June Planning. Will be serving on the Gooden Group Committee for the coming year. Our goals are to develop marketing and a message about Oklahoma CTE as Oklahoma's "Workforce Development Engine"; Collecting data points to use to "prove it" and looking at comparisons to other states, etc.; Development of one number to call for Oklahoma's workforce needs.

Business and Industry Services

- July 11 – How to be a REAL Success – Corbin Dewitt
- July 17 – Oklahoma Business Tax – Ben Evans
- July 23 – Administrative Professionals Conference – Corbin Dewitt
- July 31 – Oklahoma Tourism Bootcamp – Ben Evans

Capital Planning

- EMS Training Facility – Building progress – on schedule to complete by the end of July; beginning to look at dates for Ribbon Cutting
- Gary Vap and Johnny Thornburgh will be working on the development of policies and procedures for the EMS Training Center in anticipation of the project completion and in preparation for training to commence.
- Traci, Kahle, Instructors, Mike Orr, Kevin Bell, Ryan Burkett met with architects and construction manager to discuss preliminary plans for Culinary, Cosmetology and Safe/Meeting Room. Additional meetings held to review suggested updates or changes to preliminary floor plan. Will continue to meet to begin the design/development portions of the planning.

Upcoming Events

- July 22-26 – Vacation
- July 31-August 2 – Oklahoma Summit – OKC (formerly August Conference)
- August 5-9th, 12th – PTC Inservice
- August 8th – Back to School Night
- August 13th – First Day of School



2801 N. Lincoln Blvd, Suite 130
Oklahoma City, OK 73105-3404
(405) 525-8906 · Fax: (405) 525-8973 · www.okacte.org

OKLAHOMA ASSOCIATION OF TECHNOLOGY CENTERS

July 1, 2019

Dear Superintendent:

On behalf of the Oklahoma Association of Technology Centers' (OATC) award selection committee; I am pleased to notify you your school has met all of the criteria set forth in the OATC Gold Star Recognition Program. Congratulations on receiving the Gold Star designation!

Congratulations to Pioneer Technology Center for achieving Gold Star!

This year 22 schools will receive the Gold Star Award. The presentation will be during the **General Session at Summer Conference, Wednesday, August 1**, in the **OKC Cox Convention Center Arena** from 1:00 p.m. - 2:45 p.m. and at the **OATC Annual Membership Meeting, on Friday evening, August 23**, in the **Oklahoma City Cox Convention Center**.

Gold Star Ribbons can be picked up at the OkACTE booth in the exhibit hall the morning of August 1st. Please let Lorri Carlile (lcarlile@okacte.org) know how many trophy plates you will need for your district. The first one is awarded to you and each additional plate will be at a cost to the district.

Once again, we congratulate you for qualifying as a **2019 OATC Gold Star** recipient. If you have any questions, please feel free to call our office at 405.525.8906.

Best Regards,

A handwritten signature in blue ink that reads "Skye McNeil".

Skye McNeil
OkACTE Executive Director

Directors' Report to the PTC Board of Education – July 2019 (Alphabetic by Area)

Business & Industry Services & Safety

2018/2019 Year End numbers

- 349 Classes (Customized, AT&D, Safety, etc.)
 - 5,184 Attendees
 - 41,802 Contact Hours
 - 630 Consults
 - \$30,173,879 Client Savings/Awards
 - *\$16,700 Business and Entrepreneurial Services
 - *\$1,031,700 Ag Services
 - *\$29,099,919 Bid Assistance Services
 - 24 Jobs Created
 - 33 Jobs Retained
 - \$302,439 Revenue Generated
- 40% Market Reach (Goal 37%) (Worked with 239 Businesses, impacts our performance data along with our customized and safety training hours).
 - During FY 2019 we hosted 88% of the Pioneer Tech staff at the BIS Building (100% were invited) to present on BIS Services (Goal 80%).
 - The PTC Business Incubator is at 87% capacity (Goal 70%).
 - 23 *new* AT&D classes made this year.

This and That from June

- Johnny Thornburgh worked with Mike Boon to offer Backhoe Safety to the Turnpike Authority
- In June Molly Kyler and Corbin Dewitt wrapped up a training series on Leveraging Emotional Intelligence for front-line supervisors with Dorada Foods.
- Janet Purdy made over 31 client visits and facilitated a Lean 101 training in Clinton.
- In addition to our typical AT&D schedule, Pam Dickerson put on AutoCAD and Excel training for Garaga.
- Our June 1MC presenter was Doodle Academy. We are not hosting 1 Million Cups this for July or August, due to the 4th of July holiday and August in-service.

ON THE HORIZON WITH BIS

- Administrative Professionals Conference – Tuesday, July 23, 9 am – 2 pm
- Tourism Bootcamp – Wednesday, July 31, 9 – 11 am
- Manager's Tool Belt – Thursdays from September 5 thru October 24, 11:30 am – 1:30 pm
- National PTAC Day Event: Introduction to Government Contracting – Sept. 18, 11 am – 1 pm

Communications & Marketing

- Terri Busch attended a Social Media workshop with Molly Kyler.
- Angela Ogden completed the catalog and sent to printer, will be out very soon.
- Pictures are being taken of each camp during the summer and ran on social media as well as in the newspaper.
- Camp confirmation emails for parents are sent by Terri Busch as well as a follow-up survey to see how we are doing.
- Story board have been created and a BIS Video will be shot in July.

- STOP IT info video will be shot in July. The script has been written.
- The team held a meeting with Dawn Brakey to discuss Bid Assistance marketing campaign.
- The team went to OKC for a retreat looking at new designs elements.
- The website was updated as well as social media platforms daily.
- Terri Busch held New Employee On-Boarding for Michelle Tripp.
- Terri Busch assisted Molly Kyler with interview for the BIS receptionist.
- Promoting summer classes on social media.

Instructional Services

Directors:

- Kendra Keelin attended Survivors Resource Network (SRN) Board Meeting
- Kendra Keelin attended Leadership Ponca City Alumni Luncheon
- Director Team attended Instructional Leaders' Meeting at MetroTech and received training in Managing Difficult Personalities
- Mary Allan attended the ADN Nursing Directors' Meeting at OSU-IT, representing the State LPNs.
- Mary Allan and Dawn Brakey attended the Area Health Education Center meeting in Enid
- Director Team attended the PTC Directors Retreat to plan for the upcoming school year
- Kahle Goff and Mary Allan attendance a PTC/NOC meeting discussing opportunities for calibration and partnership opportunities
- Kahle Goff and Kendra Keelin met with the Early Learning Center Director and Teacher Prep Instructor to discuss how changing to a year round center is making an impact on child enrollment. By changing to a year round center we now have a waiting list for new enrollments in the Early Learning Center
- Kahle Goff attended the Opportunity Center Board Meeting and was elected as Reporter
- Kahle Goff attend the Ponca City Park and Recreation Board Meeting
- Kahle Goff attended Ponca City Chamber of Commerce Business After Hours

Adult Health Programs

Medical Assisting:

- Michelle Neal placed 2nd and Mariah Waters placed 3rd at HOSA International Leadership Conference in Orlando, Fl. We are so proud of them!

Practical Nursing:

- Students continue to work on PN curriculum and getting to know Ms. Tripp.

Health, BITE and Special Programs

Children's Lab and Preschool:

- The Lab is at full capacity and has a waiting list in all age groups.
- Lora Walton hosted the North Central Ok. Child care assoc. Meeting with Rich Cantilion from the Ponca City Chamber as speaker.
- Lab hosted clinicals for 3 nursing students.
- Summer program is underway and going smoothly. Field trips to Field Station Dinosaur Park, 5th street Splash Pad, and the PC Library's Extreme Animals session have been completed.
- Lora Walton attended the Let's Play workshop at City Central hosted by TSet.
- DHS licensing conducted a un- announced visit and the Lab finished with no non-compliances.
- PC fire Dept. Conducted a fire inspection of the Lab with no non-compliances recorded.

BioMed:

- Led first Camp Med on campus for high school students.
- Summer School was very successful. We served 16 students

New Beginning:

- 26 students attending New Beginning
- 2 students have received jobs in their field of study
- 2 new students in June
- 19 students in follow up status
- 2 students are attending Long Term Nurse Aide
- At this time we have 11 students enrolled in full time programs

BITE:

- Hosted Cyber Patriot camp for high school students. The students were able to learning how to secure against internal and external cyber-attacks and virtual machines. They competed against fellow campers on the last day

T&I and Service Programs:

Automotive:

- I sincerely extend a “thank you” for letting me attend the leadership institute in Claremore. Over the past few years I have desired to participate in leadership contests and activities but needed an extra boost. Also, my two attendees regarded the event with great enthusiasm. I’m strongly thinking we will have greater participation in leadership activities.
- Kyle Renfrow and Kayla Randol took 8 students to week long SkillsUSA Summer Leadership Institute in Claremore all students and advisors were awarded the SkillsUSA Oklahoma Statesman’s Award.
- Camp horsepower was a big success as well. 15 campers! Activities included knowledge of changing flats, tire inflation and tire age and tread wear. Oil changes and accessory belt changes. Campers also opened up differentials and other gear cases to view operation and perform fluid exchanges. Finally, spark plug changes and spark plug gap measurements.
- June summer camp
- **Construction**
- Communicating about projects for next year including constructing potential rehab area and covered parking for new hearing trailer and METS trailer
- **Cosmetology**
- Kayla Randol and Kyle Renfrow took 8 students to week long SkillsUSA Summer Leadership Institute in Claremore all students and advisors were awarded the SkillsUSA Oklahoma Statesman’s Award.
- Attended Student Leadership Institute with Mr. Renfrow and 8 students
- June summer camp
- **Criminal Justice**
- 16 summer campers attended Youth Police Academy
- Visited with the Criminal Justice instructor from
- June summer camp
- **Culinary Arts**
- Mrs. Pollak attended cooking school in Sante-Fe with Mrs. Farmer, and Mrs. Brown
- June summer camp
- **Firefighter/EMT**
- Met with Paddy Metcalf to discuss next year’s plans
- Working with Mr. Thornburgh to plan logistics for Emergency Services Tower

- June summer camp
- **Fleet & Facilities**
- June summer camp
- Working on curriculum and cleaning shop
- teaching construction camp with 16 campers in two weeks
- **Industrial Tech**
- Mr. Rector received his Associate Certified Electronics Technician certification which meets the ODCTE teacher's certification requirement
- Continuing work with committee to develop P66 scholarship and employee pipeline
- Students attended Camp Engineer
- Working with Mr. Freeman on fire pit for Party at the Palace Auction
- June summer camp
- **Machine Tool**
- 15 summer campers attending Widget World summer camp
- June summer camp
- **Welding**
- Remodel moving along nicely (student helper was pleased he could stretch out his arms inside the new booths)
- Working with Mr. Rector on fire pit for Party at the Palace Auction
- June summer camp

Student Services

Student Services:

- The whole Student Service team started the month of June with a group of awesome 6th/7th graders for summer camp. We had approximately 85 campers this year. Karen has assisted with registration and many details of the other 8 camps this summer. We are still testing and enrolling students for fall semester. Several programs are full and wait lists have started!

Career Center:

- No report – off the month of June/July

Career Development Facilitator:

- No report – off the month of June/July

Assessment Facilitator:

- The month started off by helping summer camp student's fingerprint in the Criminal Justice program. 125 tests were administered in June! Hopefully there will be lots of new teachers and administrators starting jobs in the fall because of PearsonVue testing. I went with Johnny to Head Country to talk about testing their workforce and potential new-hires in WorkKeys. This should be implemented soon. Assistance has been given to Criminal Justice to develop a pacing guide and implement a 9-1-1 certification.

Disabilities Specialist/Job Placement Facilitator:

- No report – off the month of June/July

Plant/Facilities

- Continue working on flooring project. The LVP is installed in scheduled areas. Carpet tile installation will start July 16- 31.
- EMS training tower building project is on schedule and scheduled to be completed at the first of August 2019.
- Obtaining painting quotes to paint welding shop area. Moving metal cutting sheer to new location along with new metal welding booths to be built by instructor.

- New bus scheduled to be on site by the end of July.
- Working on access control system for Early Care and kitchen area.
- Auction items currently on Publicsurplus.com
- Routine summer maintenance and deep cleaning throughout the facility.
- James Kelly is back from surgery and is doing well.
- Lighting fixtures being installed in the scheduled lighting phase on capital improvement document.

Paper Clips

June 2019



ERIK PELTZ AND VIDA THOMAS, owners of State Surgical Supply, cut the ribbon for their new business. Erik Peltz, Chamber chair, presents them with their first dollar return on their investment. Holding the ribbon representing the Chamber are Molly Kyler and Angela Spicer. State Surgical Supply provide all kinds of supplies including medical and janitorial supplies.

PTC Continues to Thrive



The newest program for juniors and seniors as well as adults is firefighter/EMT.

Since its founding in 1973, Pioneer Tech's annual enrollment averages around 500 full and part-time students in full-time programs. They also have more than 1,400 students enrolled in adult short-term training classes each semester and over 9,000 students receive training through the Business and Industry Services area.

For area adults and high school juniors or seniors looking to embark on a new career or update their skills,

Pioneer Technology Center (PTC) offers full-time or part-time instruction with flexible scheduling. Through small classes and short-term career training, it is possible for students to enter the job market in less than two years. Choose from automotive service technology, business and information technology, teacher preparation, criminal justice, construction technology, cosmetology, culinary arts, health careers, machine tool technology, industrial technology, welding

technology, medical assisting, fleet and facilities maintenance, practical nursing and the newest program for juniors and seniors as well as adults is firefighter/EMT.

The PTC staff has fully committed to infusing academic rigor in their career training curriculum and close partnerships with students' instructors at their home school sites. Emphasis is placed on encouraging each student to develop a strong foundation in science, math, reading and writing.

In addition to academic enhancement, PTC uses the WorkKeys assessment to identify each student's level of mastery regarding common real-world skills needed in most work situations. The assessments reveal the potential each student has in the areas of problem solving, math applications, and reading for and locating information.

Enrollment is still being accepted for the fall 2019. Students interested in attending PTC may contact or visit the Student Services office for course information, advice on career decisions, and assistance with the enrollment process.

Pioneer Tech provides free tuition to all high school students within the district. High school students attend on a part-time basis depending on their class schedules at their home high school. Transportation is available at no cost for high school students living in the PTC district. Adult students have the option of attending on either a part-time or full-time basis depending on their chosen career. Tuition for adults varies depending on the program in which they enroll. Financial aid and scholarships are available to eligible applicants.

For more information about Pioneer Technology Center please call 580-762-8336, visit us at 2101 N. Ash Street or on the web at www.pioneertech.edu.



Pioneer Tech Business and Industry Services along with Oklahoma Career Tech presented an award to AllianceHealth at the annual Partners for Progress awards in Oklahoma City. (Pictured from l to r) Skye McNeil, OKACTE Executive Director; Bill Coleman, Oklahoma Senator; Ken Luttrell, Oklahoma House Representative; Kahle Goff, PTC Executive Director of Full-Time Programs; Molly Kyler, PTC Executive Director of Business and Industry Services; Chris Mendoza, CEO; Stacy Froese, HR Director AllianceHealth; Jeanne Stara, CNO AllianceHealth and Traci Thorpe, Superintendent/CEO of Pioneer Tech.

PTC's Business and Industry Services continues to provide the means for local businesses to stay competitive

If you are a Ponca City area professional seeking the training to strengthen your company's workforce or advance in your career, Pioneer Technology Center's (PTC) Business and Industry Services (BIS) has courses and training in place to help achieve those goals.

The BIS team continues to be part of the state's best business retention and expansion program. Under the direction of Molly Kyler, the team is a network of skilled employees who use their experience in business and industry, as well as state and federal programs, to provide the means for local businesses to remain competitive. The available instruction

Available training programs are held on the Pioneer Tech campus, the client's facility or other appropriate locations. PTC's Industry Training is also handled by Sylvia Urioste she and Thornburgh have the advantage of direct contact with the state funded Training for Industry Program (TIP).

The Safety Training team, led by Carl Storm, is another benefit of the BIS Center. This state supported instruction offers safety consultation, training and development services that are intended to reduce worker's compensation premiums and decrease accident rates. Some of the safety topics taught include: Asbestos

utilize the equipment to gain a competitive edge in the industry. Available equipment includes an imagePROGRAF iPF825 large format printer, M40 large format scanner, MFP stand, computer, SmartWorks MFP Software and a large touch-screen monitor. The system is designed to be a complete scan-to-copy, file, share cloud solution. After completing equipment training, members are given 24 hour access to the plan room where they can view, print or scan plans and specs for projects they intend to bid.

Housed at Pioneer Tech, Janet Purdy, the Manufacturing Extension Agent offers resources and programs to manufacturers in an effort to improve their bottom line.

Distribution Solutions LLC, a surgical supply company; Speak Now Film Company; Titan Preparedness and Total Fab Construction. Successful graduates of PTC's business incubator include Sooner Heating and Air; Stobbe Design; Seismic Source Company; Computer Solutions Unlimited; V&R Spindle Repair; Healing Heart and Mind Counseling; and Log10.

For more information on the Business and Industry Services Center courses, or to begin classroom training, please call Pioneer Technology Center at 718-4222.

Pioneer Technology Center holds Youth Police Academy



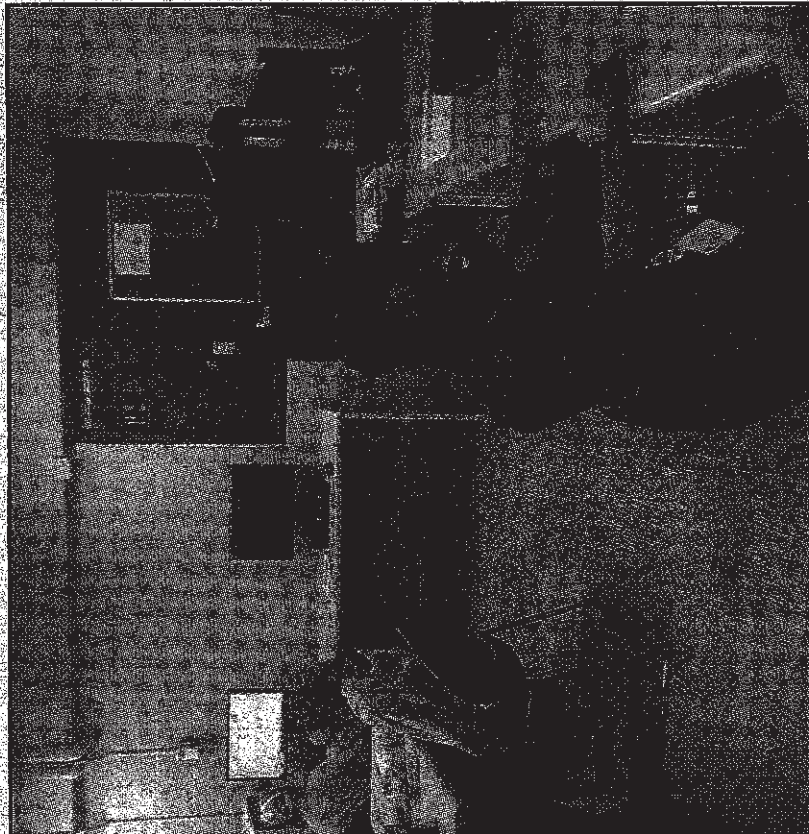
Courtesy Photo

Pioneer Technology Center's (PTC) Youth Police Academy students had four action-packed days with Criminal Justice instructor Tom Burg. He, along with officers at the Ponca City Police Department (PCPD), took cadets through a fun and exciting camp experience such as hands-on training in crime scene investigation, fingerprinting, criminal law, police functions and procedures as well as defensive tactics and firearm education. Pictured from the top left to right, Jordan George, PTC student; Kimberlyn Hamlin, Beth Summers, Keegan Goff, Eli Coffman, Aiden Tapp, Wyatt Cowan, Allen Barney, Jackson Sheffield, Isaiah Spoon, Christopher Wheeler, Alex Mendoza, Charlie Wells, Kiley Feathers, Breydon Bell, Blevin Summers, Kira DeNoya, Officer Cody Wommack, PCPD, Corporal Eric Welch, PCPD and Tom Burg, instructor. For more information about enrolling in Pioneer Tech's Criminal Justice program call 580-762-8336 or visit www.pioneertech.edu.

June 19, 2019

WEDNESDAY

Ponca City, Oklahoma



at Pioneer Tech is teaching students how to design their own creation and print it filament created from corn starch! Chuck Rector is the teacher keeping students
1. (News Photo by Mike Seals)

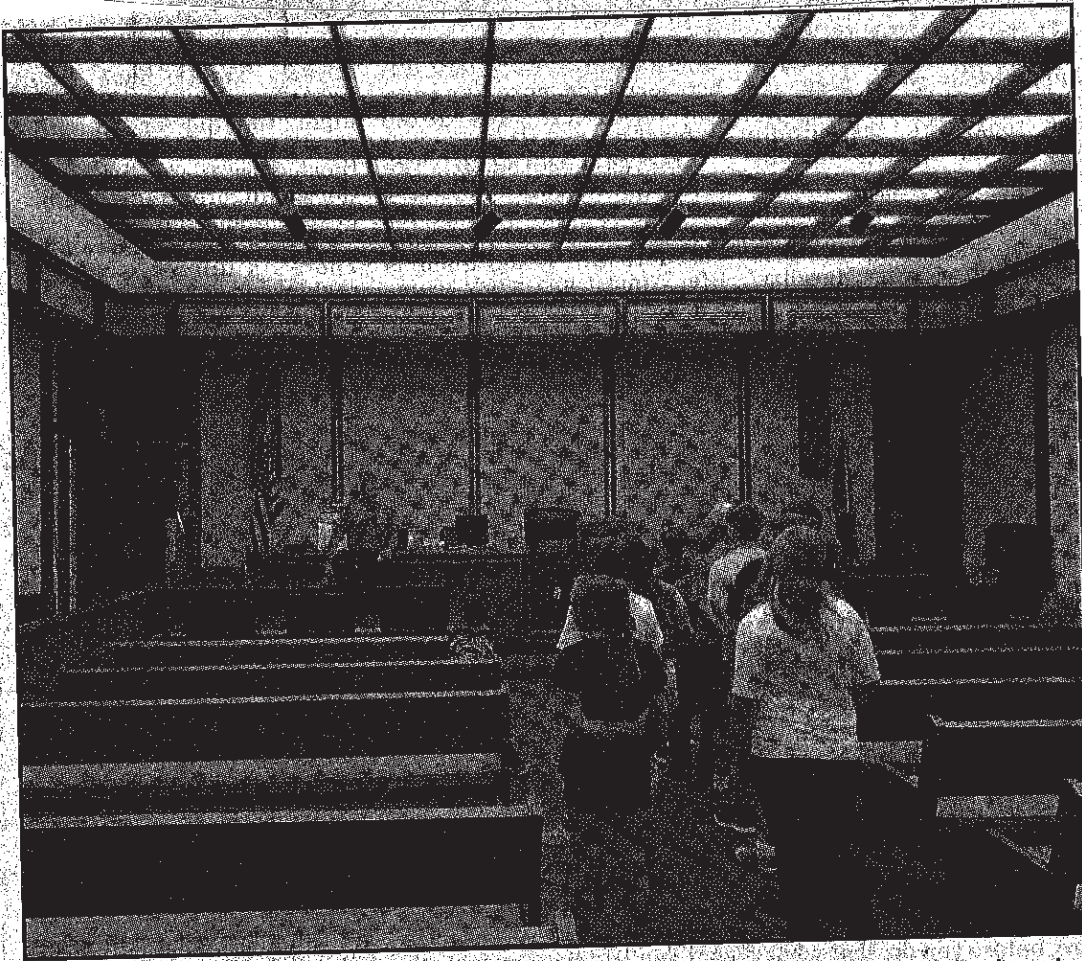


THE CYBER Patriot program at Pioneer Technology Center is teaching kids to work together learning how to secure computers and networks against internal and external cyber threats using different virtual machines. Inside the programs running these machines students can make changes to the systems to see how those changes affect the operation of the computer. On the final day of camp, students will compete against their fellow campers in a Mini-CyberPatriot Competition. Zac Ladner is the instructor. (News Photo by Mike Seals)

June 18, 2019

TUESDAY

Ponca City, Oklahoma



PIONEER TECHNOLOGY Center recently hosted a Youth Police Academy. The academy was in partnership with Ponca City Public Schools as well as officers from the Kay County Detention Center and the Ponca City Police Department. The academy was attended by 16 students from the Kay County area. The students were instructed and participated in hands on simulations such as arrest procedures, patrol techniques, defensive tactics, building searches, and use of force. The students worked through scenarios using the Ponca City Police Department's Use of Force simulator. Officer Cody Womack is pictured giving the students a tour of the Ponca City Police Department.

Newkirk students placed on Pioneer Tech honor rolls

Press Release

PONCA CITY — Pioneer Technology Center is proud to announce those awarded to honor roll for the spring 2019 semester.

Achieving the superintendent's honor roll requires a 4.0 grade point average; the director's honor roll requires a 3.0

grade point average.

Newkirk students placed on the director's honor roll are Brently D. Byrd, Toby F. Case, Sammi J. Eastin, Sabrina A. Gregory, Kyler Z. Inman, Aurora E. King, Ezra K. McHaffie, Payton A. Pannell, Tucker A. Payne, Angel H. Phillips, Matthew W. Rankin, Bobbie C.

Sandborn, Tearston H.L. Smith, Mason S. Smykil, Payton A. Wooten and Duston A. Young.

Newkirk students placed on the superintendent's honor roll are Josie L. Blenz, Laura J. Greenwell, Tyson L. Lattimer, Morgan G. Richardson, Hunter W. Riddle, Kiley E. Sheets, Wrangler A. Ware and Walker W. Johnson.

www.blackwelljournaltribune.net • Wednesday, June 15, 2019 3

CASA Playhouse winner announced

CASA of Kay and Noble Counties revealed the winner of the 2019 CASA Playhouse on Saturday, June 3rd at the Herb Festival in Ponca City. After much anticipation, Tom Lane, 8th District Court Assistant District Attorney drew from the entries and announced Shannon Gray of Ponca City as the winner. Shannon and her husband Greg bought several tickets in hopes that they would win it for their granddaughter, Maycee would enjoy playing in it when she comes to visit.

The castle themed playhouse, was custom-designed

and built by the Construction Technology class at Pioneer Tech under James Kirkendall's instruction. All proceeds of the annual CASA playhouse raffle fundraiser benefit CASA of Kay and Noble Counties and help provide funding to recruit and support their Court Appointed Special Advocates as they serve our community's abused and neglected children. To learn more about becoming a Court Appointed Special Advocate, visit www.KayNobleCASA.org or call Northern Oklahoma Youth Services CASA program at 580-762-8341.

Pioneer Tech releases spring honor rolls

Pioneer Tech has released its spring honor rolls. To achieve a spot on the Superintendent's Honor Roll, a student must have a perfect 4.0 grade point. For the Director's Honor Roll, a student must have a 3.0.

Fairfax had nine students on the Superintendent's Honor Roll and 7 on the Director's Honor Roll. Shidler had one student on the Director's Honor Roll this spring.

Director's Honor Roll

Fairfax

- Beltz, Taria W
- Bevill, Jaxon W
- Bledsoe, Blake R
- Broughton, Clayton D
- Garrett, Hunter C

Continued to Page 6
HONOR ROLL

HONOR ROLL

Continued from Page 3

- Holloway, Braiden L
- Snyder, Sydney R

Shidler

- Daily, Rayce C

Superintendent's Honor Roll

Fairfax

- Byler, Angela N
- Bennett, Raychel A
- Gray, Hannah S
- Holloway, Jaiden R
- Marsh, Abigail J
- Morales, Jailee M
- Rogers, Carter D
- Terry, Kaylee M
- Wilson, Jason A



Photo Submitted

PTC SHARE graduates celebrate success

Pioneer Technology Center's (PTC) SHARE program recently recognized 33 graduates for the 2018-2019 school year. SHARE stands for Sharing Hope and Redefining Education. The SHARE program opens doors to new futures for participating students. This unique program combines the academic with specific career and technology training. Graduates pictured from left to right,

fourth row: Sabrina Gregory (Newkirk), Garrett Giles (Ponca City), Jose Gomez (Ponca City), Nick Gray (Ponca City), Lauren Rogers (Newkirk), Jermie Valentine (Ponca City) and Trent Sidlo (Ponca City). Third row left to right: Levin Barron (Ponca City), Bobbie Jo Lorenz (Ponca City), Cole Pannell (Tonkawa), Jaylea Seeliger (Ponca City), Gavin Watchous (Newkirk), Ty Yeats (Ponca City), Cierra Trammel (Ponca City) and Griffin Tull (Ponca City). Second Row left to right: Monica Rivers (Ponca City), Jadelyn Sundeen (Ponca City), Alexandria Torres (Ponca City), Duston Young (Newkirk), Evan Isenberg (Ponca City), Carter Rinehart (Ponca City) and Kara Locke (Ponca City). First Row left to right: Zarla Convers (Blackwell), Elizabeth Egelston (Ponca City), Courtnee Graham (Ponca City), Hannah Golay (Ponca City), Candice Skinner (Ponca City), Michelle Prince (Blackwell) and Kiersten Carroll (Ponca City).

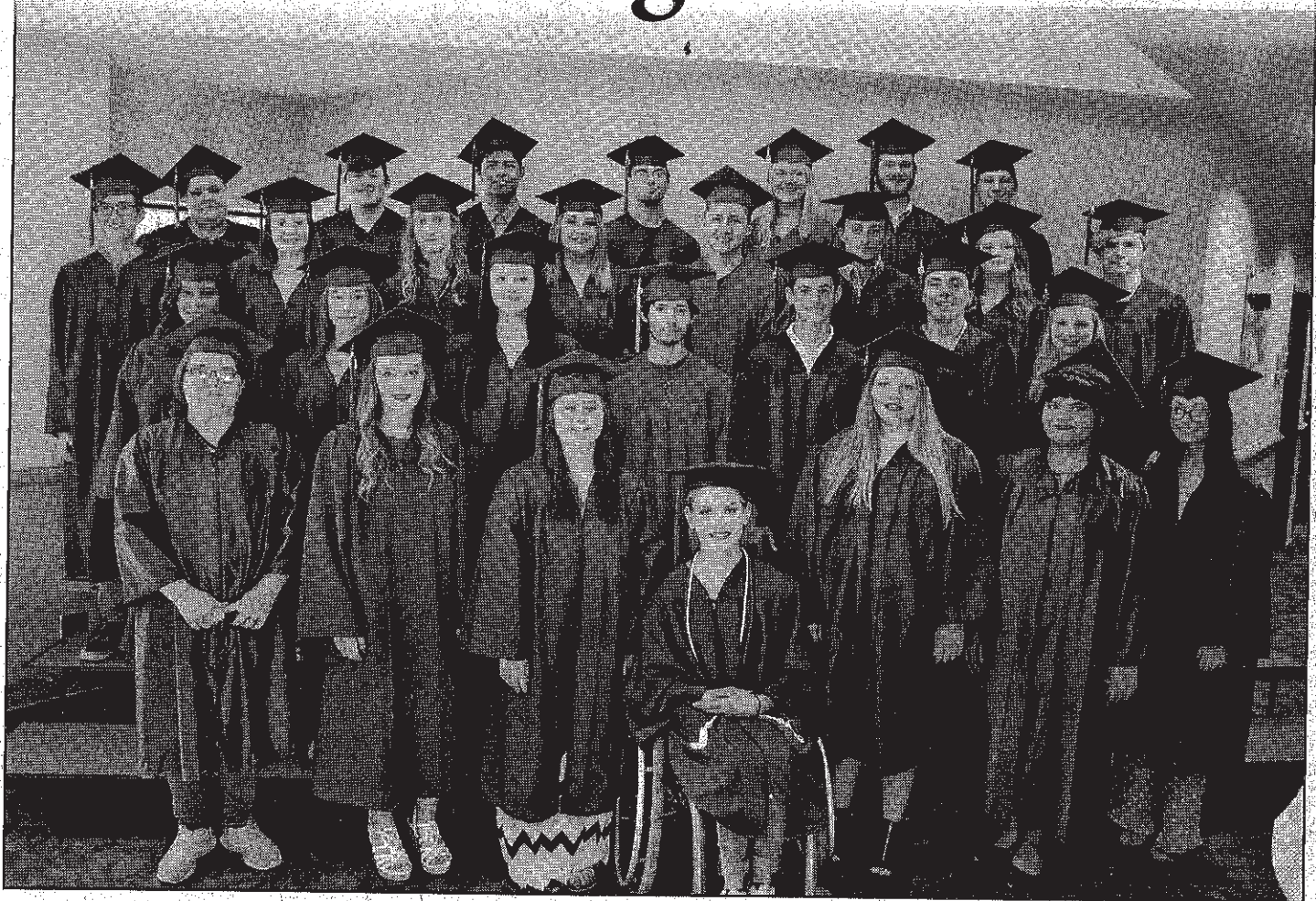
Not pictured: Dalton Beard (Blackwell), Kameron Oakley (Ponca City), Kylie Pollak (Ponca City) and Evan Petrie (Ponca City). For more information on Pioneer Technology Center's SHARE program, call 580-718-4281.



Courtesy Photo

The Pioneer Technology Center (PTC) 2019 Medical Assisting (MA) class celebrated their graduation with a ceremony and reception last week. They are pictured left to right: Elizabeth Hockert, Tonkawa; Call Margerum, Blackwell; Mariah Waters, Fairfax; Michelle Neal, Ponca City; Hilary Bible, Ponca City and Krystal Rosborough, Ponca City. The Pioneer Tech MA program instructor is Kelley McConnell. For more information about Pioneer Tech's Medical Assisting program call (580) 762-8336 or visit www.pioneertech.edu.

SHARE graduates



Pioneer Technology Center's (PTC) SHARE (Sharing Hope and Redefining Education) program recently recognized 33 graduates for the 2018-19 school year. The SHARE program opens doors to new futures for participating students. This unique program combines the academic with specific career and technology training. Front row, from left, Zarla Convers, Blackwell, Elizabeth Egelston, Ponca City, Courtnee Graham, Ponca City, Hannah Golay, Ponca City, Candice Skinner, Ponca City, Michelle Prince, Blackwell and Kiersten Carroll, Ponca City. Second row, Monica Rivers, Ponca City, Jadelyn Sundeen, Ponca City, Alexandria Torres, Ponca City, Duston Young, Newkirk, Evan Isenberg, Ponca City, Carter Rinehart, Ponca City and Kara Locke (Ponca City). Third row, Levin Barron, Ponca City, Bobbie Jo Lorenz, Ponca City, Cole Pannell, Tonkawa, Jaylea Seeliger, Ponca City, Gavin Watchous, Newkirk, Ty Yeats, Ponca City, Cierra Trammel, Ponca City and Griffin Tull, Ponca City. Fourth row, Sabrina Gregory, Newkirk, Garrett Giles, Ponca City, Jose Gomez, Ponca City, Nick Gray, Ponca City, Lauren Rogers, Newkirk, Jermie Valentine, Ponca City and Trent Sidlo, Ponca City. Not pictured are Dalton Beard, Blackwell, Kameron Oakley, Ponca City, Kylie Pollak, Ponca City and Evan Petrie, Ponca City. For more information on PTC's SHARE program, call (580) 718-4281. (Courtesy photo)

Student of the Year



Wrangler Ware, second from right, was named Pioneer Technology Center (PTC) Student of the Year. From left are Kahle Goff, executive director of full-time programs; Traci Thorpe, superintendent/CEO; Ware and Vicki Braden, teacher preparation instructor. (Courtesy photo)

Ware named Pioneer Tech Student of the Year

Press Release

PONCA CITY — Wrangler Ware was named Pioneer Technology Center (PTC) Student of the Year.

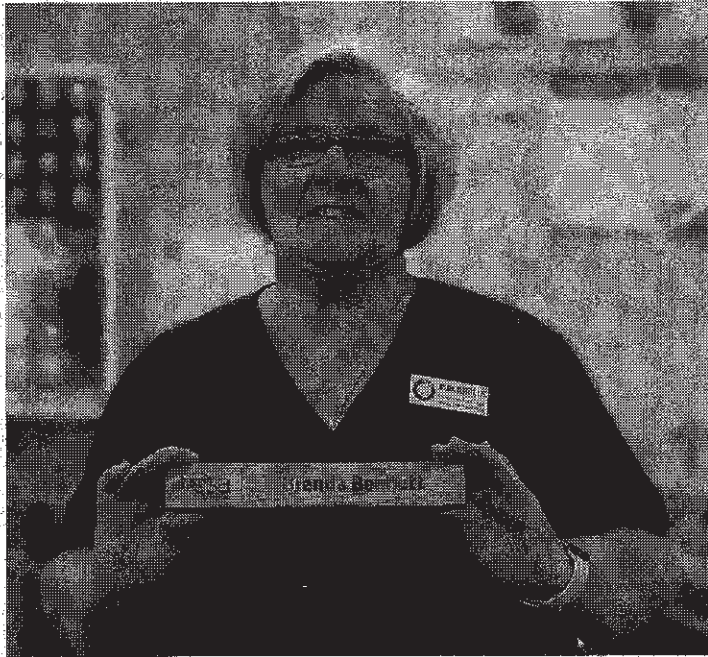
A graduate of Newkirk High School, Ware is the son of Mr. and Mrs. Matt Ware. While attending PTC he was active in the Student Leadership Academy, was a member of the National Technical Honor Society for two years and became a Guaranteed Graduate.

Ware is already enrolled to attend Cowley College in Kansas, majoring in Education. He would like to become

a secondary math or science teacher.

“Wrangler’s positive attitude, sense of humor, common sense and work ethic will take him far. We are very proud to have him as the student of the year at PTC,” said Teacher Preparation instructor Vicki Braden.

Ware not only had impeccable attendance and grades, he also maintained an internship at Newkirk Middle School assisting him, with his future as an educator. For more information about the program, call (580) 762-8336 or visit www.pioneertech.edu.



Pioneer Technology Center (PTC) Health Careers I instructor Brenda Bennett was recognized as outstanding HOSA (Health Occupations Student Association) Advisor at the annual leadership conference. For more information about the programs and services at Pioneer Tech call 580-718-4221 or visit pioneertech.edu.

Bennett recognized as outstanding HOSA advisor

Pioneer Technology Center (PTC) Health Careers (HCC) I instructor Brenda Bennett was recognized as an Outstanding HOSA (Health Occupations Student Association) Advisor at the annual leadership conference.

Bennett, a graduate of Pioneer Tech's Practical Nursing program, later became an instructor in the HCC I program in 1997. She has also served all of those 22 years as an advisor to HOSA. A Fairfax resident, Bennett announced her retirement effective July 1, 2019 earlier this year. "I've loved my time with PTC and now I'm excited about travelling, remodeling my home, spending time with family and maybe finding a lake house someday to enjoy," said Bennett.

She was made an honorary member of HOSA many years ago and plans to keep helping with the T-shirt design and printing from year to year.

"Brenda has been a valuable part of our team and we will miss her wealth of knowledge and experience. We wish her a wonderful retirement," remarked Traci Thorpe, Superintendent/CEO.

For more information about the programs and services at Pioneer Tech call 580-718-4221 or visit pioneertech.edu.



PTC Foundation Roast Entertaining and Fun

The Pioneer Technology Center (PTC) Foundation Roast and Dinner was a huge success recently. Pictured left to right, Stan Wheeler, Don Nickles, Larry Murphy, Carl Renfro and Barry Bickle all roasted Larry Murphy for the occasion. The affair was topped off with a sumptuous meal made by the Culinary Arts program students and staff. Student Leadership Academy members and advisers helped serve those who attended. The record breaking crowd made for a great event in support of the Pioneer Tech Foundation who supplies much needed scholarships to PTC students. For more information about the tech center's programs and initiatives, call 580-762-8336 or visit their website at www.pioneertech.edu.

Pioneer tech students take top honors at Skills/USA competition

The Oklahoma SkillsUSA State Conference was held in Tulsa at the end of April. Pioneer Technology Center students represented well in several different categories. Students in the Fleet and Facilities Maintenance program received awards. They were: Juan Gutierrez of Ponca City who placed first in Hard Surface Maintenance; Anthony Barrows of Newkirk received second place in Standard Riding Mower skills and Matthew Rankin of Ponca City took home second place in Zero Turn Radius Mower skills.

In the Criminal Justice program Covin Smith of Ponca City placed third with CPR and the CSI team including Jourdyn Mooring of Blackwell, as well as Nicole True and Brett Ward both from Tonkawa, placed third overall.

Pioneer Tech's Cosmetology program had Ryan Mihandoost, an adult student from Perry, who received a second place medal in Barbering.

Emergency Services had a third place winner, Patrick Defner from Blackwell. His category was Firefighting. Also, Nathan Greenhagen received the top prize in the Firefighting category overall and qualified for Nationals.

The Machine Tool program took home a third place medal. Steven Petersen from Ponca City placed in CNC Lathe Op-



The Oklahoma SkillsUSA State Conference was held in Tulsa at the end of April. Pioneer Technology Center students represented well in several different categories. Pictured left to right are Tom Burg, Criminal Justice instructor, Jourdyn Mooring from Blackwell, as well as Nicole True and Brett Ward both from Tonkawa. The team placed third overall in Crime Scene Investigation skills. For more information, on Pioneer Tech's programs and services, call 580.762.8336 or visit www.pioneertech.edu.

eration.

Brenda Nishizawa from Ponca City and the Industrial Technology program placed third in Related Technical Math.

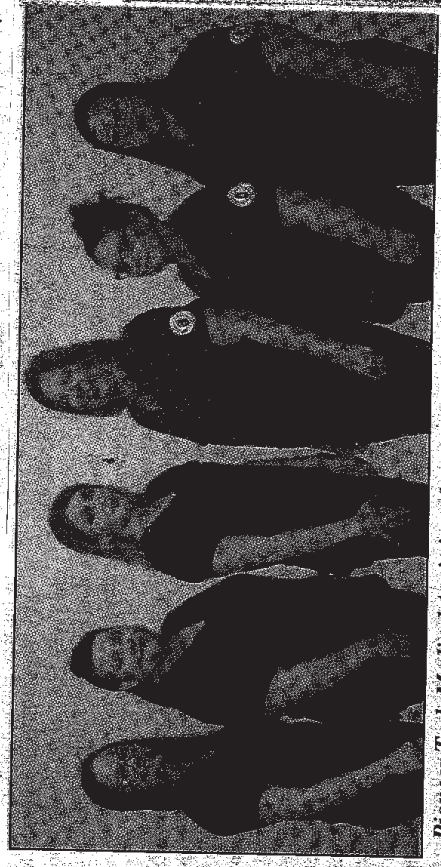
The Welding program fabrication team with Colton Orr of Ponca City, Alberto Bojorquez and Triston Anderson both of Blackwell took home the second prize medal for their skills at the state competition.

According to Kahle Goff, PTC Executive Director of Full-Time programs, "Our students did an outstanding job at contest. We are very proud of their achievements."

For more information, on Pioneer Tech's programs and services, call 580.762.8336 or visit www.pioneertech.edu.



Pioneer Tech SHARE grads
 Pioneer Technology Center's (PTC) SHARE program recently recognized 33 graduates for the 2018-2019 school year. SHARE stands for Sharing Hope and Redefining Education. The SHARE program opens doors to new futures for participating students. This unique program combines the academic with specific career and technology training. Graduates pictured from left to right, fourth row: Sabrina Gregory (Newkirk), Garrett Giles (Ponca City), Jose Gomez (Ponca City), Nick Gray (Ponca City), Lauren Rogers (Newkirk), Jermie Valentine (Ponca City) and Trent Sidlo (Ponca City). Third row left to right: Levin Barron (Ponca City), Bobbie Jo Lorenz (Ponca City), Cole Pannell (Tonkawa), Jaylea Seeliger (Ponca City), Gavin Watchous (Newkirk), Ty Yeats (Ponca City), Cierra Trammel (Ponca City) and Griffin Tull (Ponca City). Second Row left to right: Monica Rivers (Ponca City), Jadelyn Sundeen (Ponca City), Alexandria Torres (Ponca City), Duston Young (Newkirk), Evan Isenberg (Ponca City), Carter Rinehart (Ponca City) and Kara Locke (Ponca City). First Row left to right: Zaria Conyers (Blackwell), Elizabeth Egelston (Ponca City), Cournee Graham (Ponca City), Hannah Golay (Ponca



Pioneer Tech Medical Assisting class
 The Pioneer Technology Center (PTC) 2019 Medical Assisting (MA) class celebrated their graduation with a ceremony and reception last week. They are pictured left to right Elizabeth Hockett, Tonkawa; Cali Margerum, Blackwell; Mariah Waters, Fairfax; Michelle Neal, Ponca City; Hilary Bibie, Ponca City and Krystal Kosborough, Ponca City. The Pioneer Tech MA program instructor is Kelley McConnell.

June 5, 2019

WEDNESDAY

Ponca City, Oklahoma



CASA PLAYHOUSE Shannon and Greg Gray are pictured with Sharon Mocabee-Sisco, CASA Program Director and Tom Lane, 8th District Court Assistant District Attorney.

Playhouse winner named

CASA of Kay and Noble Counties revealed the winner of the 2019 CASA Playhouse on Saturday, June 3 at the Herb Festival in Ponca City.

After much anticipation, Tom Lane, 8th District Court Assistant District Attorney, drew from the entries and announced Shannon Gray of Ponca City as the winner.

Shannon and her husband Greg bought several tickets in hopes that they would win the playhouse for their granddaughter, Maycee, would enjoy playing in it when she comes to visit.

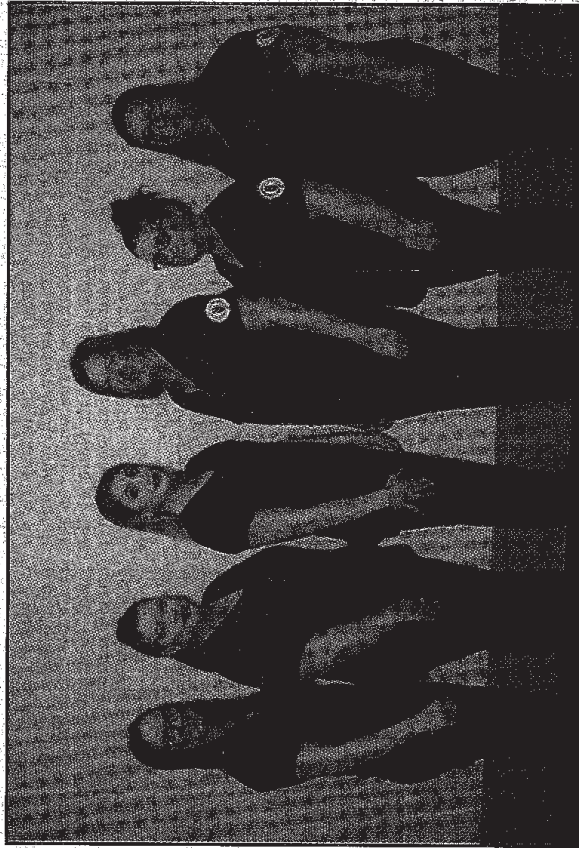
The castle themed playhouse, was cus-

tom-designed and built by the Construction Technology class at Pioneer Tech under James Kirkendall's instruction. All proceeds of the annual CASA playhouse raffle fundraiser benefit CASA of Kay and Noble Counties and help provide funding to recruit and support their Court Appointed Special Advocates as they serve our community's abused and neglected children.

To learn more about becoming a Court Appointed Special Advocate, visit www.KayNobleCASA.org or call Northern Oklahoma Youth Services CASA program at 580-762-8341.



PIONEER TECHNOLOGY Center's SHARE program recently recognized 33 graduates for the 2018-2019 school year. SHARE stands for Sharing Hope and Redefining Education. The SHARE program opens doors to new futures for participating students. This unique program combines the academic with specific career and technology training. Graduates pictured from left to right, fourth row: Sabrina Gregory (Newkirk), Garrett Giles (Ponca City), Jose Gomez (Ponca City), Nick Gray (Ponca City), Lauren Rogers (Newkirk), Jermie Valentine (Ponca City) and Trent Sidlo (Ponca City). Third row left to right: Levi Barron (Ponca City), Bobbie Jo Lovenz (Ponca City), Cole Pannell (Tonkawa), Jaylea Seeliger (Ponca City), Gavin Watchous (Newkirk), Ty Yeats (Ponca City), Cleira Trammell (Ponca City) and Griffin Tull (Ponca City). Second Row left to right: Monica Rivera (Ponca City), Jacylyn Sundeen (Ponca City), Alexandria Torres (Ponca City), Juston Young (Newkirk), Evan Isenberg (Ponca City), Carter Rinehart (Ponca City) and Kara Locke (Ponca City). First Row left to right: Zaria Conyers (Blackwell), Elizabeth Egelston (Ponca City), Courtney Graham (Ponca City), Hannah Goley (Ponca City), Candice Skinner (Ponca City), Michelle Phillips (Blackwell) and Kristen Carrroll (Ponca City). Not pictured: Barton Beard (Blackwell), Kamaron Oakley (Ponca City), Kyle Poljak (Ponca City) and Evan Patrie (Ponca City).



THE PIONEER Technology Center 2019 Medical Assisting (MA) class celebrated their graduation with a ceremony and reception last week. They are pictured left to right Elizabeth Hockett, Tonkawa; Call Mergerum, Blackwell; Mariah Waters, Fairfax; Michelle Neal, Ponca City; Hilary Bible, Ponca City and Krystal Rosborough, Ponca City. The Pioneer Tech MA program instructor is Kelley McConnell. For more information about Pioneer Tech's Medical Assisting program call 580-762-8336 or visit www.pioneerotech.edu.

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
July 9, 2019 FY 2019/2020

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Steve Bookout	Beginning Welding	07/01 – 07/31 (W/TH 6:00-9:00pm)	600.00
Michael Boon	OTA Trucks & Attachments	08/20 – 08/21 (25 hrs)	750.00
Aaliyah Bonney	Children’s Lab Temp Teach Asst	07/01 – 07/31 (up to 145 hrs)	1,450.00
Belinda G Boswell	BIS Admin Assistant Training	07/01 – 07/05 (16 hrs)	224.00
Vicki Braden	Teacher Prep Curriculum, etc	07/01 – 07/30 (7 days)	2,271.50
Lori Brown	Sante Fe Cooking School	07/01 – 07/02 (15 hrs)	494.55
Caitlyn Clark	New Teacher Acad, Curriculum	07/03 – 07/18 (4 days)	1,068.00
Danielle Cross	Children’s Lab Teacher	07/01 – 07/31 (up to 176 hrs)	2,358.40
Melody Denke	Girl Power Camp Bus Driver	07/08 – 07/12 (up to 40 hrs)	600.00
Brooklyn Draper	Children’s Lab Temp Teach Asst	07/01 – 07/31 (up to 116 hrs)	1,160.00
Kindal Eller	Children’s Lab Teach Asst	07/01 – 07/31 (up to 128 hrs)	1,648.64
Lori Evans	AT&D Evening Supervisor	07/01 – 07/15 (up to 12 hrs)	300.00
Lori Evans	AT&D Evening Supervisor	07/15 – 08/15 (up to 40 hrs)	1,000.00
Tyler Evans	Construction Camp Teaching Asst	07/15 – 07/18 (up to 20 hrs)	341.00
Holly Farmer	BITE Curriculum Import, etc	07/01 – 07/31 (up to 40 hrs)	640.00
Mandy Farmer	Sante Fe Cooking School	07/01 – 07/02 (15 hrs)	262.50
Amber Feaster	Curriculum Development	07/18 (8 hrs)	277.00
Sheila Foxworthy	AT&D Evening Supervisor	07/01 – 07/15 (up to 24 hrs)	600.00
Sheila Foxworthy	AT&D Evening Supervisor	07/15 – 08/14 (up to 16 hrs)	400.00
Larry Godley	ABE/ Corrections Instructor	07/01 – 07/31 (T-W 8:30-11:00am)	180.00
Anthony Hallum	ABE / HSE Instructor	07/01 – 07/31 (28 hrs)	700.00
Quinton Goff	PT Temp Grounds Maintenance	07/01 – 08/13 (up to 19.5 hrs per week)	10.00/hr
Celeste Hardiman	New Beginnings	07/01 – 07/31 (114 hrs)	1,596.00
Elaina Howe	PT Temp Childrens Lab Asst	07/01 – 06/30 (up to 19.5 hrs per week)	10.75/hr
Tonya Jackson	ABE/ HSE Instructor	07/01 – 07/31 (M 5-7pm / W 4:30-7:30pm)	587.50
Tonya Jackson	ABE/ TANF Instructor	07/01 – 07/31 (154 hrs)	3,850.00
Amanda Jurina-Warner	Frog Street Splash Conference	07/24 – 07/26 (24 hrs)	321.60
Hadyn Knight	Welding Assistant/Laborer	07/02 – 07/12 (up to 58 hrs)	580.00
Cheyenne Krol	Children’s Lab Temp Teach Asst	07/01 – 07/31 (up to 145 hrs)	1,450.00
Audra Mason	ABE / Corrections Instructor	07/01 – 07/31 (T-TH 8:30-11am / 12:30-3pm)	1,612.50
Steve McHenry	ABE/ HSE Instructor Ponca Tribe	07/01 – 07/31 (M-T 1:00-3:30pm)	662.50
Lesley Ochoa	Children’s Lab Temp Teach Asst	07/01 – 07/31 (up to 145 hrs)	1,450.00
Nolan Overman	PT Temp Systems Summer Help	07/01 – 08/13 (up to 29.5 hrs per week)	10.00/hr
Diane Pendleton	ABE/ HSE Instructor	07/01 – 07/31 (129.5 hrs)	3,237.50
Kayla Randol	Instructional Coach	08/01 – 05/29	1,500.00
Kristina Reed	CMA	07/08 – 07/19 (M-F 8:30am – 2:30pm)	1,232.00
Kristina Reed	CNA	07/22 – 08/14 (M-F 8:30am – 2:30pm)	2,376.00
Daira Sigala	Children’s Lab Temp Teach Asst	07/01 – 07/31 (up to 145 hrs)	1,450.00
Valerie Streeter	ABE Data Entry Clerk	07/01 – 07/31 (128.5 hrs)	1,734.75
Lawrence Swords	Auto CAD	07/01 – 07/24 (M/W 6:00-9:00pm)	450.00
Wendy Terrazas	Summer ABE Coord/Instructor	07/01 – 07/31 (5 days)	1,400.00
Heather Underwood	Children’s Lab Teacher	07/01 – 07/31 (up to 176 hrs)	2,175.36
Anthony Valentin	Advanced Welding	07/01 – 07/30 (M/T 6:00-9:00pm)	600.00
Lora Walton	Children’s Lab Coordinator	07/01 – 07/31 (17 days)	2,424.03
Sage Wojcik	ABE/HSE Substitute	07/08 – 07/18 (13 hrs)	325.00
Shelbi Youngblood	Children’s Lab Temp Teach Asst	07/01 – 07/31 (up to 145 hrs)	1,450.00

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
July 9, 2019 FY 2018/2019

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Brenda Bennett	AT&D Evening Supervisor	05/22 – 06/26 (8 hrs)	200.00
Mandy Farmer	Salsa, Salsa, Salsa	06/20 (5:30pm – 8:30pm)	102.24
Judy Gose	MAT	06/13 -06/14 (16 hrs)	288.00
Deb Greer	eBay	06/04 – 06/13 (T/TH 6:00-9:00pm)	240.00
Deb Greer	Intermediate eBay	06/18 (3 hrs)	60.00
Steven Long	Paramedic Skills	06/19 – 06/30 (14 hrs)	350.00
Ashley O'Hara	CNA Testing	05/22 – 06/20 (6 hrs)	150.00
Matthew Parker	AAA Defensive Driving	05/28 – 05/31 (8 hrs)	200.00
Kristina Reed	CNA	06/03 – 06/29 (M-F 8:30am – 2:30pm)	2,376.00
Lawrence Swords	AutoCAD	06/12 – 06/26 (M/W 6:00-9:00pm)	450.00

**RESOLUTION OF Pioneer Technology Center
TO JOIN
THE OKLAHOMA SCHOOLS INSURANCE GROUP
(OSIG)**

WHEREAS, the Interlocal Cooperation Act, Title 74, Oklahoma Statutes, Section 1001 et seq., and Title 51, Oklahoma Statutes, Section 168(C), enable school districts to cooperate with each other to make the most efficient use of their powers and resources on the basis of mutual advantage; and,

WHEREAS, Pioneer Technology Center, desires to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and,

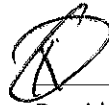
WHEREAS, the Oklahoma Schools Insurance Group ("OSIG") provides a basis for Pioneer Technology Center to more economically obtain insurance coverage,

NOW, THEREFORE BE IT RESOLVED THAT, Pioneer Technology Center joins with other school districts, which have formed the OKLAHOMA SCHOOLS INSURANCE GROUP("OSIG");

BE IT FURTHER RESOLVED THAT, in agreeing to become a member of OSIG, Pioneer Technology Center agrees to adhere to and comply with the Bylaws, Plan Document, and claim-reporting procedures adopted by OSIG at all times Pioneer Technology Center is a Member of OSIG; and

BE IT FURTHER RESOLVED THAT, by the adoption and signing of this resolution, Pioneer Technology Center understands and agrees that school district members should be responsible for their own loss experience and will not be singly responsible for other members' losses.

Adopted by the Board of Education of Pioneer Technology Center, Kay County, Oklahoma, on this day of _____, 2019.



President, Board of Education

ATTEST:

Clerk, Board of Education

SUB-RECIPIENT AGREEMENT

THIS AGREEMENT is made and entered into as of the 1st day of July 2019, between **OKLAHOMA ALLIANCE FOR MANUFACTURING EXCELLENCE, INC.**, an Oklahoma not-for-profit corporation ("The Alliance") who is the Recipient of award #70NANB15H354 from NIST-MEP, and **Pioneer Technology Center** ("Contractor") who is a Sub-Recipient under the award from NIST-MEP. The Sub-Recipient's DUNS number is 071235386.

1. **Term.** The Subaward Period of Performance of this Agreement (the "Term") shall commence on July 1, 2019, and shall terminate on June 30, 2020. This agreement may be terminated by either party upon thirty (30) days written notice to the other party.
2. **Duties of Contractor.** Contractor agrees and commits to the following:
 - (a) Contract with an individual to be a Manufacturing Extension Agent (MEA), who is approved by The Alliance.
 - (b) Employ an MEA as identified in Schedule 2.01, and who meets the criteria set forth in Schedule 2.02, and who will provide the services listed in Schedule 2.03 within the area listed in Schedule 2.04, in accordance with the statement of work in Schedule 2.05.
 - (c) Ensure that MEA services are devoted exclusively to duties that relate to the Alliance mission and statement of work.
 - (d) Notify The Alliance if the MEA is not able to perform regular duties for any continuous period exceeding 30 days.
 - (e) Assume all costs associated with an MEA for leave from duty that exceeds four consecutive weeks.
 - (f) Pay all salary, benefits, insurance, and travel to its MEA.
 - (g) Pay all In-Kind or Indirect support costs associated with the employment of its MEA.
 - (h) Provide administrative, professional, and support staff.
 - (i) Provide its MEA with active "networking" within Contractor's organization or consortium, its manufacturing resource network, local manufacturers' associations, councils, and networks.
 - (j) Supply its MEA with a printer, fax, Internet access, and other related peripheral equipment as required.
 - (k) Complete Schedule 2.06 which budgets direct and indirect costs for the Term. If applicable, Contractor agrees to provide documentation of an indirect cost rate or F&A rate negotiated with the Federal Government. If such agreement does not exist, the Contractor and The Alliance will negotiate the In-Kind portion of Schedule 2.06.
 - (l) Complete Schedule 2.07 which identifies Sponsors and Partners and sources of funding.
 - (m) Maintain administrative and financial records as required by the Alliance which properly document the basis for receipt and disbursement of all funds reimbursed under this contract, and to reimburse The Alliance in full for any disallowed costs.
 - (n) Be subject to an audit for funds received and expended under this Agreement and Submit an invoice monthly for reimbursement in a format as required by The Alliance by the 15th of the month following the period being reported.
 - (o) Assure that the MEA will be identified as a representative of The Alliance through the use of co-branded business cards, stationery, telephone reception and other appropriate means.
3. **Duties of The Alliance.** The Alliance agrees and commits to the following:
 - (a) Reimburse the Contractor sixty percent (60%) of the expenditures reported for MEA salary, benefits, and travel, not to exceed forty-six thousand dollars (\$46,000) for the period of July 1, 2019 thru June 30, 2020. **Total amount of Federal Funds Obligated to subrecipient during the Term is forty-six thousand dollars \$46,000).**
 - (b) Reimburse the Contractor upon the timely receipt of and approval of the Contractor invoice. Invoices received after the 15th of the month will be processed in the subsequent month.
 - (c) Train each MEA in the following areas: (i) managing technology, markets, finances, human resource development, organizational development, and firm-to-firm relationships; (ii) identifying federal, state, and local services available to local manufacturers; and (iii) developing certain communications and assessment skills needed to organize and work with small to medium-sized local manufacturers.
 - (d) Notify the Contractor in writing of any deficiencies and give the Contractor thirty (30) days to remedy the deficiencies.
 - (e) In the event of a termination of this Agreement, to reimburse Contractor for all qualified expenditures incurred during the period preceding the date of termination.

4. **Independent Contractor Status.** The parties hereby agree that each is an independent contractor.
5. **Federal Requirements.** A principal source of funds for the payments by The Alliance under this Agreement is an award of Federal Funds by the National Institute of Standards and Technology within the Department of Commerce whose federal standards, rules and regulations apply under this Agreement, as applicable, to which the parties hereby agree and are in compliance:
- (a) The Alliance, DOC/NIST, the Comptroller of the U.S., or any of their duly authorized representatives, shall have access to any books, documents, papers and records of a contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.
 - (b) Any party restricted by Executive Orders 12549 and 12689, "Debarment and Suspension" and US Department of Commerce implementing regulations published at 15 CFR Part 26 is prohibited to be a party in this agreement.
 - (c) In accordance with Federal Regulations, no funds under this Agreement shall be used for lobbying the Executive or Legislative branches of the Federal Government.
 - (d) All applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
 - (e) All parties to this Agreement including those referenced in Schedule 2.07 are Equal Opportunity Employers and will comply with all applicable federal, state and local laws designed to prevent discrimination in employment.
 - (f) 2 CFR Part 200, General Provisions, Federal Award Requirements, Cost Principles, and Audit Requirements for Federal Awards..
 - (g) 15 CFR Part 14 as to Administrative requirements for Institutions of Higher Education and other Non-Profits.
 - (h) Department of Commerce Financial Assistance Standard Terms and Conditions.
 - (i) Manufacturing Extension Partnership General Terms and Conditions.
 - (j) Catalog of Federal Domestic Assistance (CFDA) Number of the award is 11.611 and the CFDA Name is Manufacturing Extension Partnership.
 - (k) The award is not for research and development (R&D) purposes.
 - (l) Federal funds will not be used to reimburse indirect or Facilities & Administration (F&A) costs.
6. **Effective Date.** The date upon which this Agreement shall become effective is July 1, 2019.
7. **Notices.** Any notice hereunder shall be in writing and either delivered personally or by mail. Any such notice shall be deemed given when delivered personally or, if mailed, five (5) days after deposit in the United States mail, as follows:
- Oklahoma Alliance for Manufacturing Excellence, Inc.
525 South Main, Suite 210
Tulsa, OK 74103
- Pioneer Technology Center
2101 N Ash St
Ponca City, OK 74601-1110
8. **Entire Agreement.** This Agreement is the entire agreement between the parties and supersedes all prior agreements, either written or oral.
9. **Waivers and amendments.** This Agreement may be amended and the terms and conditions hereof may be waived only by a written instrument signed by the parties or, in the case of a waiver, by the party waiving compliance.
10. **Assignment.** Contractor may not delegate the performance of any of its duties hereunder. Neither party hereto may assign any rights hereunder without the written consent of the other party hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

THE ALLIANCE

**OKLAHOMA ALLIANCE FOR
MANUFACTURING EXCELLENCE, INC.**

By _____
David A. Rowland
President
918-592-0722

Date

CONTRACTOR

Pioneer Technology Center

By _____
Traci Thorpe
Superintendent/CEO

Date

Pioneer Technology Center

SCHEDULE 2.01

MANUFACTURING EXTENSION AGENT(S) PROVIDED BY CONTRACTOR

Janet Purdy

SCHEDULE 2.02

QUALIFICATIONS OF THE MANUFACTURING EXTENSION AGENT

- a. demonstrated ability to interact with the local owners, CEOs, and managers of small to medium-sized manufacturers;
- b. demonstrated ability to recruit local owners, CEOs and managers of small to medium-sized manufacturers into associations, work groups, advisory groups, or the like;
- c. demonstrated ability to work with local firms to facilitate meetings, workshops, and technical seminars; to manage the input from participants; to assimilate their individual ideas into commonly accepted systems; and to develop these into a shared vision;
- d. demonstrated ability to diagnose practical manufacturing and business problems or to implement competitiveness-enhancing projects with local manufacturing firms;
- e. demonstrated ability to assist manufacturing firms to implement modernization plans or to solve modernization problems;
- f. demonstrated ability to locate and arrange for the delivery of services or products from vendors, suppliers, or service providers to local firms;
- g. demonstrated management and project-evaluation ability;
- h. a combination of related practical professional responsibility and experience (formal education and/or training is strongly preferred); and
- i. demonstrated ability to learn rapidly and in depth, coupled with the ability to communicate clearly.

SCHEDULE 2.03

MANUFACTURING EXTENSION AGENT SERVICES

- a. assist local manufacturers to develop a vision of what it takes to become progressively more successful in their marketplace.
- b. assist local manufacturers to identify improvement projects that will help them to compete at higher levels of value-added production and to help diagnose problems that may limit a firm's competitiveness;
- c. assist local manufacturers to develop plans to implement these improvements or to solve their problems;
- d. assist local manufacturers to implement their plans and achieve their performance goals through the effective use of local, regional, state, and national manufacturing assistance resources;
- e. assist local firms to evaluate the quality and responsiveness of the industrial assistance resources;
- f. communicate with other members of the extension system about manufacturers' needs;
- g. assist local manufacturers to evaluate and improve the quality and responsiveness of the Manufacturing Extension Agents and others in the extension system;
- h. assist The Alliance to recruit member firms who share an interest in manufacturing modernization and support other strategic initiatives of The Alliance;
- i. promote firm-to-firm cooperation and the establishment of joint solutions to common problems; and,
- j. maintain records and provide reports as required by The Alliance for client tracking, case management, and performance evaluation.
- k. participate in active 'networking' within Contractor's organization or consortium, its manufacturing resource network, local manufacturer's associations, councils, and networks;
- l. assist sponsoring partner(s) to promote training and services they provide to manufacturing;
- m. assist sponsoring partner(s) to find manufacturing internships, scholarships, and placement of students in manufacturing positions when applicable.

Pioneer Technology Center

SCHEDULE 2.04

SERVICE AREA

Kay, Ellis, Woodward, Grant, Garfield, Alfalfa, Woods, Major, Harper, Beaver, Texas, and Cimarron Counties and western Osage County.

SCHEDULE 2.05

PROJECT DESCRIPTION & MEA PERFORMANCE EVALUATION

Statement of Work

- Through its collaborations at the federal, state and local level, MEP centers in every state including the Oklahoma Manufacturing Alliance work with manufacturers to develop new products and customers, expand and diversify markets, adopt new technologies, and enhance value within supply chains.
- Oklahoma's manufacturers indicated they need assistance in five dimensions: technology, markets, human resources, finances and business relationships. Therefore, MEA activities will reflect projects in a variety of these dimensions.
- Professional development is a priority. The Alliance will provide opportunities for learning. MEAs are expected to attend (or be specifically excused from) all required professional development activities provided by The Alliance.
- MEAs shall identify themselves as Alliance Manufacturing Extension Agents (e.g. business cards, telephone reception and answering machines, public presentations, and introductions to manufacturers and service providers). Other affiliations shall be secondary.
- MEAs are responsible for incentive analysis to ensure manufacturers are capturing all available state incentives.
- MEAs are responsible for entering and closing client projects in the Alliance Client Database on a timely basis, and responsible for conducting required closure & NIST surveys. Statistical information related to client satisfaction, economic impact, service provider hours (fee and free), capital investment, etc., are to be captured in the Alliance Client Database. These entries should be reviewed on a quarterly basis by the MEA to insure credit for work is being recorded properly. This data will be utilized to calculate anticipated client impacts.
- To insure that each MEA is contributing to the corporate goal of its sponsor and The Alliance, the MEA is to meet the following annual expectations from Alliance Client Database Closure forms:
 - **Bottom-Line Client Impact— \$4.0 million.**
This measurement will be calculated using the sum of cost savings plus costs avoided, plus 15% of total sales impact (new sales plus retained sales) as reported by clients.
 - **Closed activities with quantified impact - 30**
 - **Service Provider Hours – 1,000**
 - **NIST Survey Completion Rate – 90%**
 - **Market Penetration, New Clients with Impact – 7**
 - **Market Penetration, New Clients without Impact – 11**
 - **Unique Manufacturers wit Impact over 4 quarters – 14**
 - **Average Bottom Line Impact per Unique Manufacturer over 4 quarters - \$275,000**

For MEAs within the Oklahoma Alliance for Manufacturing Excellence, the above standards meet expectations. Changes and new standards may be added, and will be communicated to the Sponsors and MEAs as they are implemented.

Pioneer Technology Center

SCHEDULE 2.06

Contractor Budget for Manufacturing Extension Agent

Manufacturing Extension Agent: Janet Purdy 07/01/19 to 06/30/20

Category	Budget		
	Cash	In-Kind *	Total
Cash:			
<i>Personnel:</i>			
Manufacturing Extension Agents	62,800.		62,800.
<i>Fringes:</i>			
Manufacturing Extension Agents	26,500.		26,500.
<i>Travel:</i>			
Manufacturing Extension Agents	8,000.		8,000.
Total Cash	97,300.		97,300.
In-Kind: *			
Personnel Support - Administrative*		16,860.	16,860.
Personnel Support - Fringes*		5,400.	5,400.
Supplies *		4,200.	4,200.
Equipment *		4,800.	4,800.
Office Space *		1,740.	1,740.
Meetings & Conferences *		900.	900.
Printing/Copier *		900.	900.
Telephone/Fax/Internet *		1,200.	1,200.
Postage & Express *		480.	480.
Calculated F&A Costs		0.	0.
Total In-Kind		36,480.	36,480.
Totals	97,300.	36,480.	133,780.

Note: Should the period of services be less than a full year, the budget and associated maximum reimbursement will be prorated.

If using a negotiated Facilities and Administration (F&A) rate, calculate the annual cost and insert the number on the "Calculated F&A Costs" line and leave the other lines blank.

Pioneer Technology Center

**SCHEDULE 2.07
SPONSORS**

List the name of each Sponsor and the amounts of Cash and/or In-Kind to be provided.

Sponsors	Cash	In-Kind	Description
Total Budget (from Schedule 2.06)	97,300.	36,480.	
Oklahoma Alliance (60% of Salary, Fringes, Travel – not to exceed \$46,000)	46,000.	0.	
Pioneer Technology Center	22,700.	36,480.	
List Other Sponsors (if any and the respective amounts of Cash or In-Kind provided)			
Autry Tech Center	28,600.	0.	
Totals	97,300.	36,480.	133,780.

PARTNERS

List the names of each Partner who by relationship is providing support (not Cash or In-Kind) for the Alliance mission.

Partners

ANIMALS/PETS ON CAMPUS

In a good faith effort to promote health, safety and welfare to employees, students, community and to promote a professional image it is the policy of this school district to restrict employees, students and patrons from bringing animals and/or pets into the buildings. Exceptions will be made for certified ~~companion~~ service dogs animals (dogs or miniature horses) and/or police drug dogs. Other exceptions will be considered by the Superintendent/CEO. (Example, Early Care and Education program Children's Lab and Preschool special activity)

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

1. Assist individuals who are blind or have severe sight impairments,
2. Alert individuals with hearing impairments to sounds,
3. Pull wheelchairs or carry and pick-up items for individuals with mobility impairments, and
4. Assist individuals with mobility impairments with balance.
5. Emotional support animals are not considered "certified service animals".

The district shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the service animal shall be liable for any damages to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc. If a service animal is not "house broken" the service animal will be denied access to school district property.

If, in the opinion of the Superintendent or designee any service animal is out of control in the school setting or during District transportation, the matter shall be immediately reported to local law enforcement. The parent or guardian of the student having custody and control of the service animal will be required to remove the service animal from District premises immediately.

NOTE:

Determining qualification of a service animal, administration may only ask the following:

1. Is this a service animal?
2. What services has the animal been trained to provide?

BUS DRIVERS AND USE OF TECHNOLOGY

School bus drivers are prohibited from text messaging and/or using cell phones while driving a school bus or school owned vehicle. If an emergency situation arises, the bus driver shall remove the bus from the roadway and place an emergency call to the appropriate legal authorities. Any bus driver found to have engaged in text messaging or the nonschool emergency use of a cell phone while driving a school vehicle shall be subject to disciplinary measures which could include termination of employment.

It is not illegal for a school bus driver to utilize a hand-held device when necessary to communicate with the central dispatch school transportation department or its equivalent.

REFERENCE: 47 O.S. § 11-901C

PROFESSIONAL CONDUCT BY STAFF

The Board of Education counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment.

The Board of Education believes that all staff members have a responsibility and professional obligation to be familiar with and abide by the laws of Oklahoma, the policies of the board, and the administrative regulations designed to implement them – as they affect the employee’s job and commitments to students and others.

The *OSDE Standards of Performance and Conduct* set forth standards for the professional conduct of teachers. The board, like the State Department of Education, requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the board approves specific ethical standards that should guide the conduct of all staff members.

Specific Responsibilities. Essential to the success of ongoing Pioneer Technology Center (“PTC”) operations and the instructional programs are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the board and regulations of PTC’s administration in regard to students.
2. Concern and attention toward their own and the district’s legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members, or district patrons.
4. Consistency and promptness in attendance at work.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of PTC property.

Staff – Student Relationships. Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are not prohibited. Staff members must not engage in any activity which would create a conflict of interest or the appearance of a conflict of interest or may exploit relationships between staff or between staff and students. Staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other PTC official.

Exploitation of a Student. Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator, support employee, or other staff member. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sexual or romantic involvement with

PROFESSIONAL CONDUCT BY STAFF (Cont.)

a student and sexual or other harassment by any employee, regardless of the student's age or the student's placement in or out of the teacher's class, is prohibited. **Any sexual affiliation between staff members and students under the age of 20 constitutes a crime under Oklahoma law and will be reported to law enforcement.*** School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior. Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students. Teachers, administrators, support employees, and other staff members must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

Staff members are required to limit communication with students via computers or wireless telecommunication devices to matters concerning the student's education or extra-curricular activities for which the staff member has assigned responsibility. Even when communication is related to school related matters, employees should avoid frequent messaging – particularly when messaging is to single student. Wireless communication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology and phones with audio record capabilities. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VOIP, smart phones and internet phones. **District employees are prohibited from engaging in private exchanges with students and should only communicate with groups or in such a manner that the communication can be publicly viewed.**

~~Staff members are prohibited from engaging in personal exchanges with students via MySpace, Face Book, Xanga, and similar sites or on-line chat rooms and~~ Any staff member who does so in violation of this policy – acts outside the scope of his or her employment. No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express written permission of the Superintendent or other designated school official. Communication venues established by the technology center for the purpose of marketing or which serve a clearly defined and approved education function are not restricted or prohibited by this policy.

Employees who engage in job-related communications with students are required to publish to students guidelines for communicating with students that the instructor or sponsor will follow. In instances where a student's communications are inappropriate or personal and outside permissible school boundaries (with the instructor, sponsor or those in similar relationship to the student) the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student's communication.

Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, religion, sex, national origin, sexual orientation, or handicapping conditions. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.

Staff members shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law, shall not knowingly make false or malicious statements about a colleague, and shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

Exploitation by Supervisors of Subordinate Employees. The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any

romantic, sexual or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

PROFESSIONAL CONDUCT BY STAFF (Cont.)

Fiscal Management. It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of district property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business and purchasing practices.

Every employee of PTC has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff member, or school operations.

Reference: * 21 O.S. § 1111 (OSCN 2019)

STAFF CONCERNS/COMPLAINTS

It will be the policy of the school district to develop and practice reasonable and effective methods of resolving difficulties arising among employees. The intent is to reduce potential areas of conflict and to establish and maintain recognized channels of communication between staff and administration.

PURPOSE:

The resolution of questions concerning staff relationships, at times can only be resolved promptly and fairly by the application of well-defined procedures known to all staff members.

The majority of questions and problems which cause difficulties can be resolved by communication and discussion with the staff member. When resolution is not reached rapidly, the staff member may proceed to effect resolution in writing as defined in the procedure.

The purpose of the complaint procedure is to secure, at the lowest possible level, equitable solutions consistent with the desire to amicably resolve problems/conflicts which may from time to time arise. An additional objective is to obtain better understanding of policies, to encourage employees to express themselves more effectively on subjects concerning conditions of employment, and to ensure all employees that their questions and problems are considered fairly, rapidly and without reprisals.

DEFINITIONS:

A "concern" means any issue which an employee feels needs to be addressed, but does not qualify as a complaint.

A "complaint" means any issue brought by an employee that there has been a violation or a misapplication of adopted Board policy. A complaint will not include any matter where: the method of review is prescribed by law (for example, career status, non renewal, reduction in force, violation of civil rights, evaluation, admonishment, or other adverse employment actions); or the Board is without authority to act. Matters of discipline are addressed by other policies.

"Complainant" is the person asserting a violation of above referenced Board policies pertaining to terms and conditions of employment.

PROCEDURE:

Before initiating a concern/complaint, an attempt will be made to resolve any concern/complaint in an informal, verbal discussion between the complainant, and the grievant or complainant and the supervisor.

This problem-solving procedure serves to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions to problems, and to guarantee orderly succession of procedures within which solutions may be pursued. School employees are encouraged to ask their immediate supervisor for assistance on any matters relating to their duties. All district employees must follow these procedures in attempting to resolve problems.

CONCERN

An employee should address any concerns with his/her immediate supervisor. However, if the concern is with the immediate supervisor, the employee can:

1. Bring a third party to discuss the concern with the immediate supervisor

STAFF CONCERNS/COMPLAINTS (Cont.)

2. Address the concern with the supervisor of the immediate supervisor.

The following steps will be used in presenting a concern:

Step #1 The complainant may present the concern in writing to his/her immediate supervisor within ten (10) days of the alleged violation. The supervisor will attempt to resolve any issue within his or her authority and area of responsibility within ten (10) working days.

Step #2 If the concern cannot be resolved at this level, by the immediate supervisor, the complainant must submit the concern in written form within ten (10) working days to the supervisor of his/her immediate supervisor for a decision or resolution.

COMPLAINT

The specific purposes to be served by this problem-solving procedure are:

- to ensure that a complaint is considered fairly, timely, and without prejudice or reprisal to the aggrieved person;
- to encourage employee expression regarding conditions that affect him/her;
- to provide a specific procedure that will facilitate the understanding of district policies affecting employees; and
- to build confidence in the sincerity and integrity of the problem-solving procedure as a means to establish the facts upon which a complaint is based, a problem is stated and a fair conclusion or solution is reached.

The following steps will be used in presenting a complaint:

Step #1 The complainant may present the complaint in writing to the grievant's immediate supervisor within ten (10) working days of the alleged violation. The supervisor will attempt to resolve any issue within his or her authority and area of responsibility within ten (10) working days.

Step #2 If the complaint cannot be resolved at this level by the immediate supervisor, the complainant may present the complaint in written form within ten (10) working days to a committee appointed by the superintendent.

Step #3 If the complaint is not resolved at this level, an appeal may be made within ten (10) working days to the superintendent. The superintendent will review the information collected through the complaint process and may ask for additional oral or written evidence from the parties and any other individual deemed relevant. The decision of the superintendent shall be final and non-appealable.

Step #4 Only in the event the complaint directly relates to the superintendent and alleges violation of board policies affecting employees, may an appeal be made to the board of education. The appeal must be made within ten (10) working days to the board of education which will review the complaint at the next regular meeting or within thirty (30) calendar days. ~~(Use appeal Form C)~~. The review will be limited to the documentation provided to the board. Each side will be given an

STAFF CONCERNS/COMPLAINTS (Cont.)

opportunity, limited to ten minutes, to present their materials. The board may ask questions at any time. The board of education will come to a decision before the meeting is adjourned. The board may go into executive session only if the complaint directly involves any one of the reasons provided in 25 O.S. 307. The decision of the board shall be final and non-appealable.

All documents, communications and records dealing with the processing of a concern/complaint will be filed separately from the personnel files of the participants and will be destroyed five (5) years after the last official entry. To the extent practicable, the concern/complaint proceedings will be held in confidentiality at all levels by all parties in interest.

A concern/complaint should be processed as rapidly as feasible, taking into consideration the nature of the concern/complaint. If additional time is necessary, either party can request an additional five (5) days at one of the levels, for good cause shown by the requestor. If a complaint, within the scope of this policy, is made against the superintendent, the complaint shall go directly to the president of the board. The president, in consultation with the school's attorney, shall determine whether the complaint is covered by this policy and, if covered, the complaint will be processed at Step #4. A complainant will be advised in writing if the president determines that the complaint is outside the scope of this policy and will not be entertained by the board.

STAFF MEMBERS AND SOCIAL NETWORKING SITES

Pioneer Tech recognizes the appropriate use of the social media as a method for communication of ideas and information. The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

The Superintendent and administration will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from district operations or disrupt the educational process. The orientation and reminders will give special emphasis to expectations and the following prohibited behaviors:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. Improper private contact via e-mail, phone, messaging or other social media is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and “Comment” means a response to an article or social media content submitted by a commenter.

Official Use of Social Media:

The district is responsible for creating and maintaining its “official” online presence. Unless specifically authorized by the Communications and Marketing Coordinator along with the Superintendent, no tech center employee may create an “official” Pioneer Technology Center presence of any form of Social Media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of Pioneer Tech.

Professional Conduct:

Pioneer Tech is committed to creating an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity and respect for the rights, privileges, privacy and property of

others. By doing so employees will be abiding by applicable laws, school district policy and the core values of Pioneer Technology Center.

Employees are responsible for material they publish online as well as messages sent via computers and wireless telecommunication devices. Any conduct that negatively reflects upon Pioneer Tech, consists of inappropriate behavior, impacts the workplace or creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that:

- Harms students, staff or clients
- Compromises an employee's objectivity
- Undermines an employee's authority or ability to work with or around students, staff or clients
- Disrupts the educational environment
- Is illegal

Expectations of Staff:

District employees are role models and must exemplify ethical behavior in their relationship with students, clients and other staff members. Online activity, including personal online activity, is public and is therefore a reflection on the district as an organization. Employees should exercise good judgement and common sense, maintain professionalism and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgement and actions:

1. The line between professional and personal relationships can become blurred; therefore, district employees should exercise discretion and maintain professionalism when communicating with students via computers or wireless telecommunications devices. Employees should limit this type of communication with students to matters concerning a student's education or extra-curricular activities for which the staff member has assigned responsibility. Excessive messaging or other social media communication to an individual student should be avoided.
2. District employees are prohibited from engaging in private exchanges with students and should only communicate with groups or in such a manner that the communication can be publicly viewed.
3. Photos of and videos featuring students at or participating in Pioneer Tech activities should not be posted on social media without the informed consent of a parent/guardian and without notification to the Communications and Marketing Coordinator. For personal protection, never take a photo of an individual student.
4. Group student photos may be submitted to the Communications and Marketing Coordinator for inclusion on official district accounts.

When inappropriate use of computers and websites is discovered, employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of disciplinary action, up to and including dismissal from employment, for failure to exercise good judgment in on-line conduct.

**SUPPORT PERSONNEL
SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION**

The Pioneer Technology Center Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days (172) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172), adult education instructors and adult coordinators are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness, or chronic failure to properly clock into and out of the work day.
5. Persistently wasting time or distracting others during working hours.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecent including abusive and/or foul language.
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. **Sexual harassment, harassment, intimidation, bullying or retaliatory behavior.**
41. Violation of any district rule or policy.
42. Violation of any administrative rule or order.
43. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

REFERENCE: 70 O.S. §6-101.40, et seq.

THIS POLICY REQUIRED BY LAW.

**~~SUSPENSION, DEMOTION, TERMINATION OR
NONREEMPLOYMENT OF SUPPORT PERSONNEL~~**

1. Definitions

- A. ~~“Support Employee” shall mean an employee of Pioneer Technology Center (“PTC”) who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of PTC.~~
- B. ~~“Full time Support Employee” shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full time employment for the type of services performed by the employee and who is employed by PTC for a minimum of 172 days per year.~~
- C. ~~“Suspension without pay” shall mean the temporary denial of a support employee’s right to work and receive any pay and other benefits during the term of the suspension. “Suspension without pay” may be used as a disciplinary measure as provided in paragraph 4.,B.,i., below or as a suspension pending investigation as provided in paragraph 4.,B.,ii., below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.~~
- D. ~~“Suspension with pay” may occur in those situations in which the superintendent or his or her designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the premises and the support employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.~~
- E. ~~“Demotion” shall mean a reduction in pay during the term of the support employee’s contract. “Demotion” shall not mean a change in job description or work assignment of duties.~~
- F. ~~“Termination” shall mean the discharge of the support employee from his/her employment with PTC during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee’s contract.~~
- G. ~~“Non-reemployment” shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.~~

2. Policy On Suspension, Demotion, Termination Or Non Reemployment Of Full Time Support Employees

A full time support employee who has been employed by PTC for more than one year shall be suspended, demoted, terminated or non reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by PTC for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

**SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT OF
SUPPORT PERSONNEL (Cont.)**

3. Cause For Suspension, Demotion, Termination Or Nonreemployment

A. A support employee may be suspended, demoted, terminated or non reemployed during the term of his/her contract for any of the following:

- i. Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of School District; or
- ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

B. The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or non reemployment during the term of his/her contract.

4. Procedures For Suspensions Without Pay, Terminations And Demotions

A. Any full time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full time support employee shall receive the following hearing rights:

- i. The superintendent or his or her designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
- ii. The superintendent or his or her designee shall explain to the support employee the evidence against the support employee;
- iii. The superintendent or his or her designee shall allow the support employee an opportunity to present his or her side of the matter.

B.—After the support employee is afforded the above hearing rights the superintendent of PTC or his or her designee may take any of the following actions:

- i.—Suspension without pay for ten (10) working days or less as a disciplinary measure;
- ii.—Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;
- iii.—Demotion of the support employee;
- iv.—Termination of the support employee;

**SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT OF
SUPPORT PERSONNEL (Cont.)**

v.—Conclude that no disciplinary action is appropriate.

C.—If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then within five (5) working days after the effective date of the suspension without pay such investigation must be completed and the superintendent or his or her duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.A, above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.

D.—The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5.—Procedures For Non Reemployment

Prior to being non reemployed, a full time support employee who has been employed by PTC for more than one (1) year shall be entitled to the following hearing rights:

- A.—The Board of Education, the superintendent, or his or her designee shall advise the support employee, in writing, of the board's intention to consider and act on the non reemployment of the support employee for the subsequent fiscal year;
- B.—The written notification shall set out the cause(s) for such action;
- C.—The support employee shall have the right to contest his or her non reemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6.—Procedures For Appeal To The Board Of Education

A.—After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non reemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.

- ~~B.—All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.~~
- ~~C.—A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the Clerk of the Board of Education of PTC within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails~~

**SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT OF
SUPPORT PERSONNEL (Cont.)**

~~— to notify the Clerk of the Board of Education of PTC in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of non-reemployment, the Board may take final action to non-reemploy the employee without further notice of hearing rights.~~

~~D.—Hearing before Board of Education:~~

- ~~i.—Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.~~
- ~~ii.—At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by PTC, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his or her rights at the hearing. Following this statement, the administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the district's administration. The support employee shall then have the right to present his/her side of the matter. After both administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.~~
- ~~iii.—As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including~~

~~increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.~~

~~iv. The decision of the Board of Education at the hearing shall be final and non-appealable.~~

~~7. Miscellaneous~~

~~This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.~~

~~Nothing contained in this policy shall prevent the Board of Education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal for support employees.~~

**RECORD OF CORRECTIVE COUNSELING
SUPPORT PERSONNEL**

Supervisory personnel will utilize Push Pins, Records of Discussion & Personal Development Plans as a resource to correct poor performance concerns of employees.

“Push Pins” (less formal, yet documented) approaches to remedy area(s) of ineffectiveness or needing improvement.

Examples:

- A brief conversation
- Requested conversation in office
- Written note in mailbox
- Email to staff member

Record of Discussion is a discussion, documented in writing, between the supervisor and employee designed to work toward resolution of a specific issue or behavior. Includes notification of dismissal or termination if issue is not corrected.

A Personal Development Plan is a formalized action plan with specific goals to correct an area of deficiency or an area needing improvement. Includes notification of dismissal or termination if issue is not corrected. Failure to remedy deficiencies will result in a recommendation of nonrenewal or termination.

**MEDICATION:
ADMINISTERING TO STUDENTS**

Giving medications to students at school requires the utmost care and caution on the part of the school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy.

It is the policy of the Pioneer Technology Center Board of Education that if a student is required to take medication during school hours or while attending a school activity and the parent or guardian cannot be present to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a prescribed medication be dispensed to that student, the instructional director, or the director's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name
 - B. name and strength of medication
 - C. dosage and directions for administration
 - D. name of physician or dentist
 - E. date, name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication

The medication must be delivered to the instructional director's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. If it is not possible for the parent/guardian to deliver the medication in person, arrangements may be made by contacting the program area instructional director. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication
- B. time to be administered
- C. whether the medication must be retained by student for self-administration
- D. termination date for administering the medication
- E. whether the child has asthma or other disability which may require immediate dispensation of medication
- F. other appropriate information requested by the instructional director or the director's designee

Students requiring medication while attending conferences or events that include overnight stays must have a completed authorization form and any special medical needs must be provided in writing to the activity sponsor.

2. Self-administration of medication by a student for treatment of asthma, anaphylaxis, **cystic fibrosis** or diabetes is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma, anaphylaxis or diabetes and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
 - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma, anaphylaxis or diabetes medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma, anaphylaxis or diabetes medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

E. Definitions:

- 1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
- 2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
- 3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
- 4. Other prescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody. The medication will be administered in accordance with label directions or written instructions from the student's physician and the appropriate form(s) must be completed and on file in the full-time programs office.

The instructional director, or director's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent/guardian or to the student with written permission from the parent/guardian.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Students who act outside of the guidelines of this policy will be subject to discipline as outlined in policies FO, FO-R, FNCE and FNCF.

NOTE: Pioneer Technology Center does not have a school nurse. The nurses on staff are teachers and cannot act as a school nurse. Their opinions may be requested, but are not to be confused as being directive in nature. The instructional director of a program area is the individual who makes the decision regarding the individual welfare of the student.

Students with additional medical needs can work with administration to develop a plan to address their specific medical needs.

**REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.**

SEE ALSO:

Policy:

FO – Student Conduct, Behavior and Discipline

FOD – Suspension of Students

FNCE – Reporting Students Under the Influence

FNCF – Drug-Free Schools

Forms:

Medication Administration Authorization Form – Administered by School Personnel

Medication Administration Authorization Form – Administered by Student

Authorization to Self-Carry/Self-Administration of Medication and/or Procedures at School and After School Activities

THIS POLICY REQUIRED BY LAW

BED BUGS

The common bed bug (*Cimex lectularius*) has long been a pest – feeding on blood, causing itchy bites and generally irritating their human hosts. The Environmental Protection Agency (EPA), the Centers for Disease Control and Prevention (CDC), and the United States Department of Agriculture (USDA) all consider bed bugs a public health pest. However, unlike most public health pests, bed bugs are not known to transmit or spread disease.

Experts believe the recent increase in bed bugs in the United States may be due to more travel, lack of knowledge about preventing infestations, increased resistance of bed bugs to pesticides, and ineffective pest control practices. Bed bugs can be hard to find and identify, given their small size and their habit of staying hidden.

If a bed bug is found on school premises or on a person at school

Inform the program Director or Supervisor. The Director/Supervisor will notify the Superintendent or designee and begin the notification process as to the location of where the bed bug was found. Under no circumstances will the identity of a student, parent, or employee be released with regard to where the bed bug is suspected to have originated. Students and employees who are suspected of having bed bugs on their person will not be disciplined nor will they be removed from the premises for having bed bugs on their person or in their homes.

The parents or guardians of the student who was found with a bed bug on their person should also be informed as soon as possible. Those students and staff suspected of having brought bed bugs to school will be provided a safe and private location to change clothing. If possible, the clothing that may be contaminated will be run through the school district’s dryer at the highest setting for approximately thirty minutes. Under no circumstances will the identity of students and staff required to change clothing be released to other employees or to any person.

The district will treat buildings with chemicals only if a true infestation is found with breeding bed bugs. A single bed bug is not an infestation. Exposure to students and employees will be minimized by applying pesticides at a time that building occupants are not present.

If a bedbug is sighted in a building, staff will be informed of the sighting and how it will be addressed.

**REPORTING SUSPECTED CHILD ABUSE
AND/OR NEGLECT**

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of (18) to the statewide office of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student under the age of eighteen (18) is a victim of abuse or neglect shall immediately report the matter to the Department of Human Services and local law enforcement. Any person having reason to believe that a student over the age of age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the Instructional Director who will advise the superintendent that the report was made.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

Reporting Suspected Child Abuse (Con't)

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

REFERENCE:

- 10A O.S. § 1-2-101**
- 10A O.S. § 1-2-104**
- 63 O.S. §1-120 (G)**
- Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)**

CONTRACT

This CONTRACT is between Pioneer Technology Center Foundation (hereinafter called "FOUNDATION") and Pioneer Area Vocational-Technical School, District VT-13, Kay County, Oklahoma (hereinafter called "PIONEER TECHNOLOGY CENTER"). This contract is for twelve months, July 1, 2019 to June 30, 2020.

It is hereby agreed that the FOUNDATION will pay PIONEER TECHNOLOGY CENTER the amount of \$360.42 annually for furnished office space to carry out the necessary functions of the FOUNDATION.

It is also agreed that the FOUNDATION will pay PIONEER TECHNOLOGY CENTER the amount of \$424.31 annually for clerical time provided by PIONEER TECHNOLOGY CENTER.

It is also agreed that the FOUNDATION will pay PIONEER TECHNOLOGY CENTER the amount of \$320.69 annually for administrator's time provided by PIONEER TECHNOLOGY CENTER for administering the FOUNDATION activities.

The annual total of this contract being \$1,105.42.

Either party may terminate this contract by providing written request 30 days prior to the date of termination.

PIONEER TECHNOLOGY CENTER
FOUNDATION

PIONEER TECHNOLOGY
CENTER, DISTRICT VT-13

President, Board of Directors

President, Board of Education

Executive Director

Clerk, Board of Education

Date

Date



Student Handbook

2019

www.pioneertech.edu

2020

We remind visitors of the station is included in the technical zone. Security threats have detected. You can continue your journey. Book a ticket in a star hotel. Leave the technical ship repair, you can dock at OX. You will be met there. A technical ship station. Unload cargo ships more than 1,000,000 tonnes is possible only in the dock 20. Please plan your route in advance.



PIONEER TECHNOLOGY CENTER

2019 – 2020 School Calendar

August 13, 2019, Tuesday	First Day of School
September 2, 2019, Monday	Labor Day Holiday (Campus Closed)
October 15, 2019, Tuesday	Evening Parent/Teacher Conferences
October 17, 2019, Thursday	Parent/Teacher Conference Day – No Classes
October 18 & 21, 2019, Friday & Monday	Student Fall Break – No Classes
November 7, 2019, Thursday	Evening – Advisory Committee Banquet
November 8, 2019, Friday	Professional Day – No Classes
November 27 – 29, 2019, Wednesday - Friday	Thanksgiving Holiday (Campus Closed)
December 20, 2019 thru Jan. 3, 2020	Winter Break – No Classes
January 6, 2020, Monday	First Day Second Semester
January 17, 2020, Friday	Professional Day – No Classes
January 20, 2020, Monday	Martin Luther King Jr. Day Holiday (Campus Closed)
February 10, 2020, Monday	Evening Parent/Teacher Conferences
February 14, 2020, Friday	Parent/Teacher Conference Day – No Classes
February 17, 2020, Monday	Presidents’ Day Holiday (Campus Closed)
March 16– 20, 2020, Monday - Friday	Spring Break – No Classes
April 10, 2020, Friday	Good Friday Holiday (Campus Closed)
May 22, 2020, Friday	Last Day of School (Weather Permitting)
May 25, 2020, Monday	Memorial Day Holiday (Campus Closed)

Inclement weather make-up days: April 10, May 26-29, 2020

SCHOOL SCHEDULE

Scheduled class times are from 8:00 a.m. to 10:50 a.m. and/or 12:45 p.m. to 3:35 p.m.

DATES SCHOOL NOT IN SESSION

Both secondary and adult students are required to attend PTC any date that PTC is in session
Even when their area partner high schools are not in session.

BOARD OF EDUCATION

Larry Buck
Vice President
Ponca City, Oklahoma

Mary Rigdon
President
Newkirk, Oklahoma

Orva Rothgeb
Member
Tonkawa, Oklahoma

Gay Norris
Deputy Clerk
Ponca City, Oklahoma

J.D. Soulek
Clerk
Nardin, Oklahoma

ADMINISTRATIVE STAFF

Traci Thorpe
Superintendent/CEO

Molly Kyler
Executive Director, BIS

Mary Allan
Instructional Director

Kahle Goff
Executive Director, FTP

Stacey Rush
Chief Financial Officer

Kendra Keelin
Instructional Director

Dr. Ryan Burkett
Instructional Director

MISSION STATEMENT

ENHANCING LIVES/SECURING FUTURES

ACCREDITING AGENCIES

Oklahoma State Board of Career & Technology Education

United States Department of Education

National Association for the Education of Young Children

National Automotive Technicians Education Foundation

Southern Region Education Board (Technology Centers That Work)

Oklahoma Department of Education

Oklahoma Board of Cosmetology

Project Lead the Way

Oklahoma Dept. of Human Services

The PTC Practical Nursing Program is approved through the Oklahoma Board of Nursing located at 2915 N. Classen Blvd, Suite 524, Oklahoma City, Ok 73106; (405) 962-1800; <https://nursing.ok.gov/>

The purpose of this handbook is to inform the student body of the policies and procedures of Pioneer Technology Center. This handbook is posted on the Pioneer Technology Center website (www.pioneertech.edu) as a reference to questions that may arise during the school year. Please note that student handbook policies are subject to review and change by PTC Board of Education at any time. Therefore, PTC Board of Education policy supersedes student handbook policy.

Pioneer Technology Center (2101 N. Ash, Ponca City, OK 74601) does 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, Co-compliance Officers.

**PIONEER TECHNOLOGY CENTER
BUSINESS & INDUSTRY SERVICES STAFF**

Adult Training & Development Coordinator/Compliance Officer	Pam Dickerson
Adult Training & Development Registrar	Linda Jones
Adult Training & Development Secretary	Marcie Close
BIS Coordinator - Agriculture Business Management	Jeff Lockett
BIS Coordinator - Bid Assistance	Dawn Brakey
BIS Coordinator - Industrial.....	Johnny Thornburgh
BIS Coordinator	Sylvia Urioste
BIS Coordinator - SBM/Incubator Manager	Robert Howard
BIS Coordinator - Leadership Development	Corbin Dewitt
BIS Coordinator - Entrepreneurial Services	Ben Evans
Safety Registrar	Shelly Emmel
BIS Administrative Assistant / Registrar	Gail Boswell
Manufacturing Extension Agent.....	Janet Purdy
Safety Instructor.....	Mason Parker
Safety Instructor.....	Cody Tabor
Safety Instructor.....	Carl Storm

FACULTY

Adult Basic Education Coordinator/Instructor	Wendy Terrazas
Automotive Service Technology Instructor	Kyle Renfrow
Business and Information Technology Education Instructor	Zac Ladner
Business and Information Technology Education Instructor	Dana Pulley
Construction Technology Instructor	James Kirkendall
Cosmetology Instructor	Kayla Randol
Criminal Justice-Emergency Services Instructor	Tom Burg
Culinary Arts Instructor	Brenda Pollak
Emergency Services Instructor	Gary Vap
Fleet and Facilities Maintenance Instructor	Steve Bookout
Health Careers Certification Instructor	Caitlyn Clark
Health Careers Certification Instructor	Amber Feaster
Health Careers Certification—Medical Assisting Instructor	Kelley McConnell
Machine Tool Technology Instructor	Jared McMartin
Mathematics Instructor	Erika Johnson
Industrial Technology / Pre-Engineering Instructor	Chuck Rector
Practical Nursing Instructor	Michelle Tripp
Practical Nursing Instructor	Kathryn Sullins
Practical Nursing Instructor	Robbin Seymour
SHARE Instructor/Coordinator/Co-Compliance Officer	Karl Lynes
SHARE Instructor	John Munger
Teacher Preparation Instructor	Vicki Braden
Welding Technology Instructor	Ian Freeman

STUDENT SERVICES STAFF

Counselor/Student Services Coordinator.....	Lori Evans
Career Development Facilitator	Whitney Edens
Disability Specialist / Placement Facilitator	Carol Lynes
Administrative Assistant.....	Karen Ware
Assessment Facilitator	Sheila Foxworthy
Learning Consultant	Nancy Jones
Learning Consultant	Lacey Smith

PIONEER TECHNOLOGY CENTER STAFF

Administrative Assistant/Finance	LaNell Reed
Assistant Financial Officer/Activity Fund Custodian	Mary Field
Bursar/Activity Fund Clerk.....	Erin Mercer
Assistant Bursar	Amanda Perez-Vargas
Bus Driver/Custodian	Jay Hoogendoorn
Bus Driver/Custodian	Lisa Maupin
Bus Driver/Custodian	Connie Steele
Bus Driver/Custodian/Fleet Maintenance	Steve Correll
Bus Driver/Custodian/Inventory	Debbie Johnstone
Bus Driver/Maintenance.....	Keith Burge
Communications & Marketing Coordinator	Terri Busch
Graphic Design/Marketing Specialist.....	Angela Ogden
Culinary Arts Production Coordinator	Lori Brown
Culinary Arts Kitchen Assistant	Melody Denke
Custodian (Evening).....	Tamara Ake
Custodian (Evening).....	Jim Kelly
Children’s Lab and Preschool Coordinator	Lora Walton
Children’s Lab and Preschool Kitchen Assistant	Kindal Eller
Children’s Lab and Preschool Teacher	Danielle Cross
Children’s Lab and Preschool Teacher	Amanda Jurina
Children’s Lab and Preschool Teacher	Heather Underwood
Financial Aid Officer	Lisa Jackson
Full-Time Programs Registrar/GED/HSE Examiner	Janice Karnish
Grounds/Maintenance (Part-Time)	Kenny Karnish
Human Resources Manager/Administrative Assistant	Allison Christy
HVAC Technician/Maintenance	Russell Hollingsworth
Assistant Plant/Facilities Coordinator	Jason Kubik
Network Administrator	Kevin Bell
Network Administrator	Scott Overman
New Beginning Coordinator	Wendy Burg
Plant/Facilities Coordinator	Michael Orr
Receptionist.....	Ashlee Logan
Teaching Assistant—Business and Information Technology Education	Holly Farmer
Teaching Assistant—Cosmetology.....	Kari Officer
Teaching Assistant/Cook—Culinary Arts.....	Mandy Farmer
Teaching Assistant/Health Programs/ Teacher Prep	TBD
Teaching Assistant—Practical Nursing/Medical Assisting.....	LaRhonda Rudd
Teaching Assistant—SHARE	Fae Rabb
Teaching Assistant—SHARE	Celestine Hardiman
Teaching Assistant—Trade & Industry.....	Tyler Evans
Teaching Assistant—Trade & Industry.....	Cindy Ivie
Teaching Assistant—Trade & Industry.....	Art Kirchenbauer

PIONEER TECHNOLOGY CENTER (PTC)
ADMISSION/PLACEMENT/WITHDRAWAL/GRADING
ADMISSIONS POLICY

High School Students—All high school students shall be enrolled through a cooperative effort of the sending comprehensive high school and the area CareerTech center except in such cases where the student has provided sufficient evidence that s/he is pursuing an alternative education plan in accordance with 1981 O.S. 70-10-105.

High School Students with Alternative Education Plan—High school-age students pursuing an alternative education plan must provide written verification that s/he is working toward high school credentialing through an educational entity other than public or private school (i.e. accredited home school association or other PTC-approved option).

Students Under Age 18 without a High School Diploma or High School Equivalent (HSE)—Students under age 18 who have dropped out of high school or are at-risk of dropping out may be eligible to enroll with the high school student classification in both PTC SHARE and PTC Career Tech courses.

Students Ages 16 and 17 With a High School Diploma or HSE—Students ages 16 and 17 who have graduated from high school or have received the HSE certificate may be enrolled in a PTC Career Major; however, these students will be enrolled with the high school student classification. Students ages 16 and 17 will not have adult status privileges while on PTC campus. Students ages 16 and 17 will not have to pay tuition for a PTC Career Major. Upon reaching age 18 or when the student's high school class has graduated, a high school graduate or a HSE recipient will then become an adult student.

Adult Students with a High School Diploma or HSE—Students age 18 within 30 days of the start of classes or older who have a high school diploma or HSE will be enrolled with an adult student classification. Students must provide proof of a high school diploma or HSE certificate.

Self-pay Students Over Age 18 Without a High School Diploma or HSE—Students who have not graduated from high school or obtained a HSE do not qualify for Federal Financial Aid. Self-pay students wishing to enroll in a full-time PTC Career Major will be considered on an individual basis. Entrance assessment scores, high school achievement, and work history will be considered for enrollment. The student will enroll half-time in a PTC Career Major and the other half day in ABE/HSE. The student must complete the HSE certificate prior to completion of the second semester of the career major. Any student not in compliance with this requirement will not be allowed to continue in the career major.

Non-resident high school students – Non-resident high school (out-of-district secondary) students may be enrolled if the program has not reached maximum enrollment and if the student meets the following requirements: pays out-of-district secondary student tuition, provides own transportation, and has approval from parents or guardian, sending high school and PTC administration.

Non-resident high school students who attend a PTC district high school and pay taxes to another career tech district may enroll in a program without paying out-of-district tuition.

Advanced Placement—Advanced placement credits may be applied for coursework successfully completed at an approved secondary or post-secondary school within the timeframe allowable by the enrolled program area.

Transfer Students—Students desiring to transfer from another institution or who have had practical experience may have his/her transcript and/or credentials evaluated or may be tested to establish equivalency of training as related to the particular training being offered.

Practical Nursing Students—Requirements for admission, placement and grading are unique to the Practical Nursing program. Questions regarding these criteria should be addressed to the Practical Nursing Director.

ADULT BASIC EDUCATION/HIGH SCHOOL EQUIVALENCY CLASSES

Pioneer Technology Center sponsors HSE classes. Classes are held Monday-Thursday from 8:30-11:30 a.m.; 12:30-3:30 p.m.; and Monday or Wednesday evenings from 5:00-8:00 p.m. There is no initial cost for the program and individuals may enroll by contacting the PTC ABE/HSE coordinator at (580) 718-4319. Students exiting the program and desiring to re-enter may be assessed a re-enrollment fee. Pioneer Technology Center is a certified HSE/GED examination site. There is a fee for each section of the HSE assessment. Questions regarding costs or scheduling of assessments should be directed to the HSE/GED Examiner at (580) 718-4280.

REQUIREMENTS FOR CONTINUING ENROLLMENT

The voluntary entrance of a student into Pioneer Technology Center means that the student also voluntarily assumes obligations of academic performance and personal behavior according to the rules and regulations stated in the student handbook. A student is expected to make satisfactory academic progress toward completion of his/her course of study in order to be eligible for continuing enrollment. Satisfactory academic progress is based on both qualitative and quantitative measures. A student who fails to make satisfactory academic progress may not be permitted to continue enrollment. Exceptions may be granted with the recommendation of the program instructor, approval by the Instructional Director, and Financial Aid officer, if applicable. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory academic progress and personal conduct will be dismissed from Pioneer Technology Center. A student may apply for reinstatement at the beginning of the new class or grading period.

CO-ENROLLMENT IN HS/ADULT CLASSES

Adults and high school students may be co-enrolled in the same instructional areas. It is of paramount importance that all adult students enrolled in day classes at PTC (Adult-only or HS/Adult classes) be a positive, motivational force in the school life of the high school students with whom they share the campus. This includes attendance, dress, language, attitudes, and class/laboratory efforts. Those adult students not meeting these expectations shall be subject to dismissal from daytime classes.

WITHDRAWAL FROM PIONEER TECHNOLOGY CENTER

A Student Withdrawal/Placement form must be completed for any student (high school or adult) to be formally withdrawn from school. This form must be completed regardless of the reason the student is leaving Pioneer Technology Center including job placement. The student must notify the instructor, counselor, and/or Financial Aid Officer who will assist the student in initiating the withdrawal process. All district-owned books, supplies, equipment, etc. must be returned to the program instructor. In addition, any monies owed to the school must be paid before the withdrawal is considered official. Transcripts and other records will be released only after proper clearance has been accomplished. Failure to complete this process may result in a delay in the processing of refunds and/or may jeopardize the student's ability to qualify for future financial assistance. A doctor's note does not remove the student's obligation to officially withdraw. Adult students will be administratively withdrawn from a training program after five (5) consecutive absences if the student's instructor or a PTC administrator has received no contact from the student.

GRADING SYSTEM

Grade marks will not be used as a means of punishment or reward. Reduction of grade marks will not be used as a form of discipline under any circumstances. A student having less than 90% attendance will not be eligible for course credit and "NC" will be recorded on his/her PTC transcript. "NC" will be reported to the appropriate partner school for secondary students who have less than 90% attendance.

The following letter grades will appear in the student's permanent record:

A -- Superior	4 Grade Points	90 - 100%
B -- Above Average	3 Grade Points	80 - 89%
C -- Average	2 Grade Points	70 - 79%
D -- Below Average	1 Grade Point	60 - 69%
F -- Failing	0 Grade Point	Below 60%
NC -- No Credit	0 Grade Point	
I -- Incomplete		
W -- Withdraw		
P -- Pass (Career Major)		
AP -- Advance Placement		

PRACTICAL NURSING GRADING SYSTEM

Evaluation of students' comprehension and performance is ongoing and utilizes methods that include skills laboratory check-offs, critical skills demonstrations, clinical performance ratings, assignments, quizzes, and examinations.

The following letter grades will appear in the student's permanent record:

A -- Superior	4 Grade Points	94 - 100%
B -- Above Average	3 Grade Points	87 - 93%
C -- Average	2 Grade Points	80 - 86%

*(Below 80% constitutes a failing grade for theory and clinical courses. In order to be promoted to the next course of study, the student **MUST** have completed the previous course with a score of 80% or higher in each theory course and 80% or higher in the clinical component of each trimester.)*

D/F-- Unsatisfactory / Failing	0 Grade Point	0 - 79%
--------------------------------	---------------	---------

Note: This grading scale is used for transcribing advanced placement courses.

TRANSCRIPT

When requested, a PTC transcript is issued to any student in good standing who has completed one or more courses within the career major in which s/he is enrolled.

TUITION/FEES/STUDENT FINANCIAL AID

TUITION AND FEES – 2019-2020

Tuition for adult (post-secondary) students is based on the career major in which they are enrolled. Career majors that qualify for financial assistance range from 600 to 1500 hours. A \$25.00 (nonrefundable) enrollment fee is required of all enrolling adult students. This enrollment fee is not applied toward tuition costs. A complete list of career majors offered at Pioneer Technology Center is available from the Counselor and/or Financial Aid Officer. Tuition for nonresident / out-of-district high school (secondary) students has been established by the Oklahoma State Board of Career and Technology Education for 2019-2020 at \$14,519 (plus books/supplies, if required). Resident secondary students pay NO TUITION; some courses may require the purchase of specified books and/or supplies.

POST-SECONDARY TUITION

(Calculated on number of hours in career major of enrollment)

<u>Resident</u> (in PTC District)	<u>Nonresident</u> (out of PTC District; in Oklahoma)	<u>Out-of-State</u> (out of Oklahoma)
\$2.00 per hour	\$4.00 per hour	\$8.00 per hour

TUITION PAYMENTS

A payment agreement will be generated for the purpose of establishing a timeline of tuition payments. Nonpayment may result in the student being dropped from class and/or a **HOLD** being placed on the student's records.

EXTENDED CLASSROOM/LAB HOURS

The length (in hours) of a PTC career major is based on the number of classroom and lab/shop hours needed to complete the training. Students are expected to complete the career major(s) in which they are enrolled within the established enrolled instructional time (career major hours). Enrolled instructional time refers to the hours of training offered by the institution during the period the student was enrolled, not necessarily the hours the student actually attended. Therefore, good attendance is necessary to complete a career major in the established timeframe. Students needing additional classroom/lab hours to complete a career major will be charged the hourly tuition rate (based on residency) for the additional number of hours needed to complete the career major. Projected additional completion hours will be determined by the Instructor. (Refer to the calculation example below.)

Example: Career major A=1,050 hours—If, after 1,050 hours of enrolled instructional time has been offered, the student needs an additional 200 hours to complete the career major, a resident student will be charged an additional \$400 (200 X \$2.00); a nonresident student will be charged an additional \$800 (200 X \$4.00); an out-of-state student will be charged \$1,600 (200 X \$8.00).

These additional costs will not qualify for financial aid benefits. If the student does not complete the career major after the extension, the Instructional Director will determine whether to terminate the student or offer another extension. If these hours extend into the following school year, the student will also be required to pay a \$25 re-enrollment fee.

INSTITUTIONAL REFUND

If a student withdraws from school after enrolling in a full-time program, a refund of tuition will be made according to PTC school board policy *FDBA*. In addition to Pioneer Tech's refund policy, students receiving Federal and State financial aid are subject to the Federal and State financial aid refund policies as published by the Department of Education and the Oklahoma State Regents for Higher Education and referred to in the Consumer Information Guide. The Tuition Fees (Refund) Policy is provided in Appendix A. (*Reference policy FDBA*).

BOOKS / SUPPLIES / UNIFORMS

Costs for books, supplies, and uniforms vary by career major. A complete list of books and supplies is available from the Bursar and on the Pioneer Technology Center website (www.pioneertech.edu). Bookstore charges funded through a financial assistance plan must be completed within the first two weeks of training. Uniform cost and purchase options will be provided by the instructor.

STUDENT ACTIVITY FEE

A \$25.00 (nonrefundable) student activity fee is required of all enrolling students. This activity fee is applied toward student activity costs.

FINANCIAL AID/ASSISTANCE

Pioneer Technology Center offers financial aid to qualified students. Financial assistance may consist of scholarships, grants and tuition waivers which may be offered singly or in various combinations depending on the degree of student need and eligibility. Pioneer Technology Center does not participate in any student loan programs. Additional financial aid and compliance information is available on the Pioneer Technology Center website: www.pioneertech.edu.

FINANCIAL AID INFORMATION PROVIDER

Lisa Jackson, Financial Aid Officer / 762-8336 ext. 228 / Office hours: 8:00 to 4:00, Monday-Friday.

FINANCIAL AID PROGRAMS OFFERED BY PTC

FEDERAL PROGRAM(S)

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant for undergraduate students with exceptional financial need. To establish eligibility, the Free Application for Federal Student Aid (FAFSA) must be completed so the amount of financial need a student has can be determined.

Pell Grant

This is a federally funded grant program which provides funds for adult students to attend post-secondary education. Any post-secondary student may apply online at www.fafsa.ed.gov.

STATE PROGRAM(S)

Oklahoma Tuition Aid Grant Program (OTAG)

This is a federally funded program administered on the state level. Students who have completed the FAFSA have automatically applied for OTAG. It is recommended that a student file as soon as possible after October 1st, because OTAG funds are awarded on a first come /first served basis.

Oklahoma's Promise

Students must apply for this scholarship during eighth, ninth or tenth grade; students must meet certain income eligibility, academic and conduct requirements. This scholarship may be used at Oklahoma accredited public and private colleges and for post-secondary vocational-technical programs eligible for federal student financial aid at a technology center school.

SCHOLARSHIPS/TUITION WAIVERS

Pioneer Technology Center offers the scholarship opportunities explained below to its students. Additionally, many PTC students have been successful in securing scholarships from some of the local civic organizations such as Soroptimist and Community Health Foundation. These opportunities vary by dates and amounts. Applications for scholarships awarded through PTC are available in the Financial Aid Office. Applications for Tuition Waivers are available in the Student Services Office.

Pioneer Technology Center Foundation Scholarship

In 1998, a group of Kay County individual, dedicated to helping PTC students, formed a foundation to provide scholarships. These scholarships vary in amounts and are awarded by the executive board of the Foundation in December. See the Financial Aid Officer for complete details.

Olin and Paula Branstetter Memorial Nursing Scholarship

In May 2017, the Branstetter Family established a scholarship in memory of their parents. The intent is to award the scholarship to a student in the Practical Nursing program who exhibits good character traits such as honesty, integrity, courage, determination, dedication and perseverance in combination with academic achievement. The scholarship will vary in amount and be awarded once annually in March. Applications will be available February 1st of each year in the Financial Aid Office.

Oklahoma CareerTech Foundation Scholarship

The Oklahoma CareerTech Foundation was formed in 1970 for the purpose of administering scholarship monies generated by gifts from individuals who have expressed concern for the continued advancement of career and technical education in Oklahoma. These scholarships are unique in that they are reserved for deserving adult students who may not qualify for other student assistance programs. They are also unique in that they are awarded more on the basis of need and commitment than on good grades alone.

13th Year Tuition Waiver

The opportunity now exists for recent high school graduates to complete the training program started as a high school student at PTC by obtaining one of the school's 13th Year Tuition Waivers. These waivers are available, on a limited basis, to high school graduates within the PTC district.

First Time Student Tuition Waiver

In May 2002, the Pioneer Technology Center Board of Education made another commitment to the residents of District #13. Qualifying graduates from any of PTC's in-district high schools have the opportunity to attend school tuition free. Students may take advantage of this opportunity until the age of 21.

Industrial Tech Memorial Scholarship

In May 2019, an anonymous donor established a scholarship in memory of their son. The scholarship is open to any adult Industrial Technology student with a financial need that has completed at least one semester in the IT program. Funds must be used to assist with the cost of tuition, fees, books and/or tools. The scholarship will vary in amount and be awarded once annually in March. Applications will be available February 1st of each year in the Financial Aid Office.

ELIGIBILITY FOR FINANCIAL AID PROGRAMS OFFERED BY PTC

A student must meet the following requirements in order to be eligible for financial aid programs offered by PTC:

1. Have a valid Institutional Student Information Report (ISIR);
2. Be a regular student enrolled in a program of at least 600 clock hours;
3. Be a U.S. citizen or eligible non-citizen. Eligible non-citizens may be required to furnish proof of immigration status. The aid office will advise the student what documentation is needed;
4. Be in good standing and maintain satisfactory academic progress in the course of study s/he is pursuing according to the standards of PTC;
5. Not owe a refund on any grant, is not in default on any student loan, and has not borrowed in excess of loan limits under Title IV programs at any institution;
6. Agree to use all Title IV money received only for expenses related to study at PTC;
7. Have a valid social security number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau;
8. Be registered with the Selective Service if required;
9. Have a high school diploma, HSE, or home school affidavit;
10. Is not simultaneously enrolled in an elementary or secondary school;
11. Certify, by signing a statement of Educational Purpose, that s/he will use federal student financial aid only to pay for educational costs;
12. Must not have any disqualifying drug convictions;
13. Have financial need, if applicable.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at Pioneer Technology Center must be making satisfactory progress toward completion of their identified training goals. Therefore, in order for a student to remain eligible for federal financial aid, s/he must maintain Satisfactory Academic Progress (SAP). All students are considered to be making SAP at the time of enrollment. SAP is comprised of both qualitative and quantitative measures. A student is in compliance with Federal Student Aid SAP requirements if the percent of curriculum hours completed meets or exceeds the percent of clock hours completed (quantitative standard) and maintains a cumulative grade of "C" or better (qualitative standard). SAP is verified at the end of each payment period. Failure to meet SAP will result in the loss of eligibility to receive federal financial aid. If a student fails to maintain SAP, s/he will be notified in writing. Due to the length of career majors PTC will not utilize the financial aid warning option. Additionally, all career majors must be completed within 150% of the established time. Example: A 1050-hour career major must be completed in 1575 hours ($1050 \times 150\% = 1575$). If at any point the student is not progressing at the 150% pace his/her financial aid will be terminated. Should there be extenuating circumstances that prevent the student from achieving this requirement the student can file an appeal (with documentation) requesting additional time.

A student may appeal the initial termination of financial aid. The appeal form will be included with the notification of funding termination. The student must answer why s/he failed to meet SAP standards, what has changed in his/her circumstances, and what s/he plans to do differently from the past in order to meet minimum SAP

standards. The student has (10) working days from the date of the notification to submit the appeal form and documentation to the Financial Aid Officer. The appeal will be reviewed by the Financial Aid Officer and an Appeals Committee. The Appeals Committee will determine whether 1) the student's financial aid will be reinstated with no action; 2) the student's financial aid will be reinstated on a probationary basis with an academic plan; or 3) the student's financial aid eligibility will be terminated. A student can regain eligibility by attending a minimum of 450 hours on a self-pay (or agency funded) basis. The student must request reinstatement of federal financial aid in writing. Upon receipt of reinstatement request, will be reviewed by the financial aid officer. The student will be notified in writing regarding his/her eligibility status.

OPPORTUNITIES/PROGRAMS/SERVICES

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society is a nonprofit, honor organization for outstanding students enrolled in occupational, vocational or technical programs. These students may attend secondary schools, vocational centers, technical colleges, private occupational training institutions or colleges with technical majors.

Criteria for Membership
PIONEER TECHNOLOGY CENTER
National Technical Honor Society

I. Secondary Students

1. An "A" student at Pioneer Technology Center
2. Three unexcused absences or fewer (three tardies/early outs will count as one absence)
3. Instructor recommendation based on:
attitude / leadership / citizenship / behavior / personal appearance / ability to work well with others
4. Participate in at least one community service project
5. Minimum of Silver WorkKeys level
6. Maintain a "C" or above in all other classes during the current school year (no D's or F's)
7. Partner school administrator or counselor recommendation; recommendation from a PTC administrator or counselor for home schooled students

II. Adult Students

1. An "A" student enrolled in a career major of at least 600 hours
2. Three unexcused absences or fewer (three tardies/early outs will count as one absence)
3. Instructor recommendation based on:
attitude / leadership / citizenship & behavior / personal appearance / ability to work well with others
4. Participation in at least one community service project
5. Minimum of Silver WorkKeys level
6. PTC administrator, counselor or program coordinator recommendation

III. Practical Nursing Students

1. A student maintaining a 90% (or higher) overall grade average (during the current school year)
2. Attend at least 98% of the total required hours (during the current school year)
3. Limited to continuing student or student entering in September
4. Instructor recommendation based on:
attitude / leadership / citizenship & behavior / personal appearance / ability to work well with others
5. Participate in at least one community service project
6. Minimum of Silver WorkKeys level
7. PTC administrator, counselor or program coordinator recommendation

Recommendation for admission to NTHS is based on enrollment in a PTC program for a minimum of eighteen weeks prior to the recommendation deadline. Students with discipline problems at PTC or the partner high school will not be considered for NTHS membership. Administrator, counselor or coordinator recommendations will be sought only if the student meets the other identified criteria. For students enrolled in two-year programs, membership will not automatically qualify the student for the following year. The student (secondary or adult) will be required to meet the same criteria for membership in the Honor Society for the second year.

SUPERINTENDENT’S & DIRECTOR’S HONOR ROLLS

The Superintendent’s and Director’s Honor Rolls are acknowledged each semester based on academic performance. Students earning a 4.0 GPA are listed on the Superintendent’s Honor Roll; students earning a 3.0 or better GPA are listed on the Director’s Honor Roll.

GUARANTEED GRADUATES

Pioneer Technology Center believes that in order to be successful in a career, individuals must meet the academic and technical standards related to their career of choice. To that end, PTC offers rigorous programs of study designed in cooperation with business and industry to ensure that students are fully prepared for the demands of the workplace.

The **PTC Guaranteed Graduate** program allows employers to hire PTC graduates with the confidence of knowing that their new employees have the backing of the school that prepared them for the job. Being a Guaranteed Graduate is something that is *earned* by our graduates. Students are encouraged to strive for this goal beginning at the time of enrollment.

Candidates for this program undergo a rigorous screening process to make sure that they are ready to work. When a student completes the following standards, they will be considered a “Guaranteed Graduate” of PTC:

- Verification of HS Diploma or High School Equivalent
- Completion of all Career Major course requirements
- PTC GPA \geq 3.0
- PTC Attendance 6 absences/year (3 tardies = 1 absence)
- Achieve a WorkKeys endorsement
- Achieve a credential, license, certification or exam (End of Instruction, predictor) related to Career Major

If the employer experiences issues or concerns with a Guaranteed Graduate’s performance at any time during the first 90 days of employment, the employer can contact PTC to give us the opportunity to coach the graduate and provide additional support. PTC will provide re-training, coaching and support for the Guaranteed Graduate at no cost to the graduate or the employer. PTC stands by our graduates!

STUDENT CERTIFICATION/LICENSING EXAMINATIONS AND FEES

Pioneer Technology Center recognizes there is an important public purpose served by expending funds to reimburse students for the direct costs of trade-specific industry certification and/or licensing examinations and/or fees related to students’ programs of study where applicable. Pioneer Technology Center believes that providing for the direct costs of students’ certification and/or licensing examinations and/or fees will assist to increase the number of students who obtain certification and/or licensing and ultimately benefit the public by having an increased number of certified and/or licensed personnel in a given area of study.

Pioneer Technology Center will reimburse the student for one examination or one fee per certification or license. Each student will be limited to a total accumulated assistance of \$100 regardless of the length of study or change of major. This program may be discontinued at any time, including but not limited to when 1) the allocated budget is exhausted or 2) Pioneer Technology Center’s Board of Education discontinues the program.

Criteria: The following criteria will be utilized to determine the student’s eligibility for reimbursement:

- 1) Student must have accumulated 360 hours of full-time instruction;
- 2) Student must meet the requirements of the PTC attendance policy;
- 3) Student must have a grade of B or better in the represented career major;
- 4) Student must pass an instructor administered pre-test at 80% or better;
- 5) Student must complete application for assistance and have signature of instructor recommending him/her to take the certification or licensure test.

CAREERTECH STUDENT ORGANIZATIONS (CTSO)

Students enrolled at PTC have the opportunity to participate in the CareerTech student organization related to their fields of study. The student organization is sponsored by the instructor of each program and is an integral part of the vocational curriculum. CareerTech student organizations include:

BPA (Business Professionals of America)	Business Students
HOSA-Future Health Professionals	Health and Biomedical Science Students
FCCLA (Family Career & Community Leaders of America)	Teacher Preparation and Culinary Arts Students
SkillsUSA	Trade & Industry and Culinary Arts Students
ProStart	Culinary Arts Students
Educators Rising	Teacher Preparation Students
CyberPatriot	Business Students

CTSO members have the opportunity to participate in leadership activities as well as local, district, state and/or national events. Students who participate in these activities must meet the specified criteria for CTSO/activities eligibility.

COLLEGE CREDIT OPTIONS

Pioneer Technology Center has developed several articulation agreements with area colleges including Northern Oklahoma College, Cowley College, Northwestern Oklahoma State University and OSUIT. These agreements allow Pioneer Technology Center students the opportunity to receive college credit for specific courses taken within PTC Career Major options. Each agreement is unique. Specific information is available from each college representative. Contacts may be initiated through the PTC Student Services office.

WORKKEYS

WorkKeys is a required part of PTC career majors and is a component of the Career Center. It is a job skills assessment system that measures “real world” skills that employers believe are critical to job success. WorkKeys testers earn Bronze, Silver, Gold or Platinum certificates based on knowledge which has been cross-walked with pre-determined scores needed by the career major in which they are enrolled. These skills are valuable for any occupation at any level of education.

WORK-BASED LEARNING ACTIVITIES (WBL)

Pioneer Technology Center students are encouraged to experience “life in the workplace” through work-based learning opportunities. A student must meet the following requirements before s/he can be placed in an employment training activity:

1. The employment training activity must be scheduled through the program instructor.
2. The student must maintain satisfactory academic progress through the date on which the employment training assignment is to begin.
3. The student must be placed in the field for which s/he trained.
4. The student must have completed and returned (to the instructor) all required documents prior to being

- released to the employment training assignment.
5. The student must return to class as scheduled to meet with the instructor.
 6. Should a student be dismissed from the employment training activity site, the student must report to class the following day.
 7. Deviations from this plan can be made at the agreement and the discretion of the Instructional Director and the classroom instructor.

SAFETY

Safety is very important at Pioneer Technology Center. Students are expected to practice safety at all times while on Pioneer Technology Center campus and while participating in school activities off campus. Students are required to achieve 100% on departmental safety tests before proceeding with curriculum. Eye protection is required in industrial shop areas. Hearing protection is required in specific shop areas. **Pioneer Technology Center does not insure students.** If you do not have a family health and/or accident policy, please consider obtaining one.

ASBESTOS INSPECTION

The U.S. Environmental Protection Agency (EPA) has required that all public schools will be inspected for the presence of asbestos and is to develop a management plan, which identifies and defines procedures for managing and scheduling re-inspection of all asbestos in the school. Pioneer Technology Center has been inspected for asbestos and has completed a management plan that may be reviewed during regular working hours in the office of the Plant/Facilities Coordinator.

THREATS / ORDER OF PROTECTION

If threats of violence are being made to harm a student or staff member, a report must be made immediately to a PTC Administrator. When a Court Order of protection has been issued for or against a student or staff member, the Court Order must be immediately provided to a PTC Administrator.

DRILLS

PTC prepares staff and students to appropriately react to emergency situations by planning and executing required drills including fire, tornado, intruder, lockdown and other safety drills. These drills may occur at any time during the school day and throughout the school year.

FIRE DRILLS

SIGNAL: The signal for a fire drill is a continuous sounding of the alarm. Exit immediately as follows:

- If your room has an outside door, use it.
- Walk rapidly.
- Do not crowd or push.
- Exit the building immediately when the alarm sounds using the closest exit route; do not return to any area for personal possessions, books or equipment.
- When leaving the building, please get a considerable distance away from the entrance so that others will have no difficulty leaving the building.
- When clear of the building, report to your instructor for roll call.

POSTED IN EACH CLASSROOM IS A FIRE ESCAPE ROUTE. FOR YOUR PROTECTION, LEARN YOUR EXIT ROUTE.

TORNADO WARNING

It is important that precautions should be taken so that everyone knows what to do in case of a tornado alert. In accordance with general recommendations made by the Oklahoma Civil Defense, the following regulations have been prepared for use.

SIGNAL: The signal for a tornado alert is a verbal alarm. This alarm shall be given over the P.A. system. In the event of electrical failure, air horns and verbal instructions will be used. Move to the designated area immediately as follows:

- Walk rapidly.
- Do not crowd or push.
- When safely in the designated refuge area, report to your instructor for roll call.

POSTED IN EACH CLASSROOM IS A DESIGNATED REFUGE AREA MAP. FOR YOUR PROTECTION, LEARN THE LOCATION OF YOUR REFUGE AREA.

ARMED SCHOOL EMPLOYEES

The Pioneer Technology Center Board of Education is committed to providing a safe environment for students and employees. To further this commitment, the board has designated select employee(s) to carry a handgun on school property. These individuals may use whatever force is necessary to protect students and staff.

INTRUDER ALERT / ACTIVE SHOOTER

Notification of an intruder in the building may take a variety of forms: telephone, in-person, announcement, etc. In the event of an intruder in the building, students will be directed to the most secure location in the immediate area (i.e. area with covered or no windows, etc.) If you are separated from your class or away from your usual area, go with the nearest PTC staff person to a secure location. If you are unable to locate assistance, find the closest enclosed location with the least visibility. Do not leave a secure location until your instructor, a PTC staff member or a law enforcement officer advises you (in person) to do so.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable and safest way to protect your own life. Active shooter situations are unpredictable and evolve quickly.

IF YOU CAN ESCAPE

If there is an accessible escape path, attempt to evacuate the premises. Make sure you:

- Listen for the sound of gun fire, and move accordingly.
- Determine an escape route.
- Evacuate regardless of whether others agree to follow. Warn others of the danger.
 - Leave your belongings behind.
 - If possible, help others escape.
 - Do not attempt to move wounded people.
 - Keep your hands empty and visible and fingers spread apart during evacuation.
 - Keep quiet.
 - Follow instructions from law enforcement.
- Call 9-911 (from any campus phone) when you are safe.
- Reunification locations (TBD)

IF YOU MUST HIDE OUT

If evacuation is not possible, find a place to hide from where the active shooter is less likely to find you.

- Lock the door and turn off the lights.
- Response professionals recommend you turn off your cell phone and any other noise source that will give away your position (i.e., computers, radios, televisions).
- Bring items with you that may help to fight the shooter.
- Keep out of view of the shooter.
- Provide protection if shots are fired in your direction (i.e., make body armor with text books, heavy purses, backpacks, etc.).
- Barricade entrances. Stack furniture deep, wide and high.

- Hide behind large items (i.e., cabinets, desks).
- Do not restrict your options for movement.
- Remain quiet.

TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Attempting to take the active shooter down. When the shooter is at close range, and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her with whatever means available.
- Adopt the survival mindset during times of crisis.

LOCKDOWN

In some instances, lockdown of classrooms, lab/shop areas, offices and meeting rooms may be required. Notification of a lockdown is made over the intercom. All doors will be locked by PTC staff and will remain locked until the threat has been resolved. If you are in a location other than your classroom (i.e. cafeteria; bathroom; etc.) when a lockdown is issued, you should return to your classroom immediately. An announcement will be made over the intercom when the lockdown is over.

VISITORS/ACCESS TO STUDENTS

Students are not allowed to receive visitors during class except with the permission of the Instructional Director. A Pioneer Technology Center administrator will act in loco parentis to protect the interest of minor students when allowing a minor student to be interviewed by appropriate authorities on school premises.

STUDENT ATTENDANCE/BEHAVIOR EXPECTATIONS

ATTENDANCE POLICY

The Pioneer Technology Center Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible.

Each instructor has a classroom management tool that assesses the value of each day's curriculum and documents the measurable loss to the student for failure to attend and be punctual, perform-personal responsibility and task management, and maintain safety.

Excused absences will be granted for the following reasons:*

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury
4. Extenuating circumstances deemed necessary by the instructional director
5. Observance of holidays required by student's religious affiliation

It is the responsibility of the parent/guardian or adult student to notify the school if a student is to be absent for one of the above reasons. Documentation must be provided before the absence can be excused.

Secondary students will be allowed to be absent to participate in authorized sending school activities (SSA, Pioneer Tech School Activities (PSA) and Employment Training Activities (ETA) Work-Based Learning (WBL). Absences due to school activities shall be recorded as SSA, PSA, or ETA WBL and are not counted against student attendance. School activity absences shall not be counted in the accumulated hours present as shown on the permanent records.

Unexcused absences are any absences that do not fall within one of the above categories.

Students having less than 90% attendance will not be eligible for course credit and NC will be recorded on his/her

PTC transcript. Percent of attendance calculation is based upon days present divided by the number of days in which the student is enrolled during the grading period. For this calculation, three (3) tardies or early out(s) are equal to one (1) absence. A full-time adult student must maintain 90% attendance in both the a.m. and p. m. sessions. Failure to do so will result in loss of credit. NC will be reported to the appropriate sending school for secondary students who have less than 90% attendance. Students who receive No Credit resulting from failure to attend may be ineligible for continued enrollment.

Any student who exceeds the 90% limit may appeal to the instructional director for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

*Note: Documented and undocumented absences count toward attendance totals for financial aid requirements.

INCLEMENT WEATHER

Pioneer Technology Center campus closures due to hazardous weather conditions are reported to area television and radio stations. In addition, a message is sent through a student notification system to all students via automated phone call. Additionally, school closings are listed on PTC social media. If there is no announcement regarding campus closure, PTC is open and students are expected to attend. In the event that Pioneer Technology Center is open and a partner school district is closed due to weather/road conditions, PTC will not run bus transportation to/from that district and high school students are not expected to attend.

Adult students are encouraged to exercise good judgment regarding traveling in inclement weather. If Pioneer Technology Center is in session, absences are recorded. Although absences due to inclement weather are not excused, a notation can be made in the student's attendance record.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is defined as a period of time which can be granted to students for circumstances which require the student to be absent from school for five (5) or more consecutive class days (not to exceed thirty (30) calendar days). A student can receive one (1) LOA in a twelve- (12) month period. Requests for additional LOAs will be considered (on a case-by-case basis) based on the nature and gravity of the incident prompting the request. Requests for an extension to an approved LOA will also be considered on a case-by-case basis. Application for a LOA must be made in advance. Exceptions may be considered if the student can show with proper documentation that it was not possible to make the request in advance. A doctor's note does not remove the student's obligation to officially request a leave of absence. If a student fails to return to school at the end of the LOA, the school must treat the LOA as withdrawal. In such an event, the effective date of the withdrawal is the beginning date of the LOA. The Leave of Absence process should originate with the PTC Counselor. The student and counselor will develop the specific details of the Leave of Absence with input from the student's instructor and the Financial Aid Officer (as needed). The Instructional Director will approve or deny the LOA request. The student will report to the Full-time Programs Registrar upon return to classes; the Full-time Programs Registrar will notify the Instructor, Instructional Director, Counselor, Bursar and Financial Aid Officer of the date of return. The counselor will monitor the LOA return date and will process a student drop for failure to return.

NOTE: This Leave of Absence process does not apply to the PTC Practical Nursing program. For information specific to the PN program, contact the Adult Health Programs Instructional Director.

RELEASE FROM CLASS/LEAVING CAMPUS

Under no conditions will any student leave the PTC campus during scheduled class times without gaining the instructor's permission and signing out in the Full-Time Programs Office. High school students will not be allowed to leave campus until parent/guardian contact is made.

STUDENT CODE OF CONDUCT

All students are expected to act with due consideration for the rights and needs of others. Appropriate language, grooming, dress, and conduct of good taste are essential qualities of successful employees; therefore, only the best is expected of Pioneer Technology Center students.

The goal of the PTC disciplinary policy is to promote adherence to the policies and regulations of the district and to correct misconduct. Pioneer Technology Center, in order to provide quality education for all students, will not tolerate disruptive acts that would interfere with the tranquility of the school, the safety of students or the damaging of property. Students, while enrolled in Pioneer Technology Center, shall be under the supervision of, and accountable to, school personnel. All staff members have the responsibility to monitor for and address inappropriate student conduct. This includes travel to/from campus and school-related activities as well as time spent on campus and/or at the location of any school-related activity. In addition, each instructor has the responsibility and authority to establish a classroom atmosphere conducive to quality education and training. Students are expected to adhere to classroom rules and procedures as set forth by PTC instructors.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline will be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude and the seriousness of the offense and its potential effect on other students.) *(Reference policies FO and FO-R4 in Appendix A of this handbook.)*

TERMS AND CONDITIONS FOR NETWORK SYSTEMS & INTERNET USE

Internet access is available to students and staff in Oklahoma public school districts. Accessing the Internet will allow students and instructors to utilize vast resources of information from many locations. Access to the Internet at Pioneer Technology Center by employees, students or guests is subject to the policies and conditions set forth by the Pioneer Technology Center Board of Education. The Network Systems & Internet Acceptable Use Policy is provided in Appendix A. *(Reference policies EFBCA and EFBCB in Appendix A of this handbook.)* Users of the Internet are subject to any conditions or terms of agreement that may be required by the State Department of Education and/or Pioneer Technology Center at any time. All students must agree to comply with these terms and conditions of Network Systems and Internet use before they will be allowed to access the PTC network systems and/or Internet using Pioneer Technology Center equipment and/or class time.

ACTIVITIES ELIGIBILITY

CLASS-RELATED EXCURSIONS, FIELD TRIPS AND OFF CAMPUS ACTIVITIES

A secondary student must be passing all subjects at the partner high school to be eligible to participate in PTC class-related field trips and off-campus activities that are **outside** of the student's regular PTC class schedule. In addition, the student must return the required eligibility form(s) by the designated due date to participate.

Secondary students must be passing all subjects at the partner high school and making a "C" or better at PTC in order to be eligible to participate in student organization activities including district, state or national events and competitions. Adult students must be making a "C" or better at PTC in order to be eligible to participate in these student organization activities.

TELEPHONE USE

A courtesy phone with TDD capability is available for student use at the Receptionist's Desk in the front lobby.

ELECTRONIC COMMUNICATION DEVICE

It is the policy of the Pioneer Technology Center Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's

parent or guardian, and the superintendent or the superintendent's designee. During class/shop/lab times, electronic communication devices are to be used for educational purposes only. Electronic communication devices which distract from the learning environment will not be allowed. Failure to follow policy may warrant disciplinary action.

APPROPRIATE SCHOOL ATTIRE

Appropriate attire (dress) and grooming are based upon business and industry expectations. (Inappropriate attire includes, but is not limited to: midriff tops; halter tops; tank tops; low-cut tops; shorts; dresses and skirts above the knee; exposed undergarments; trench coats; house shoes; pajama pants; clothing with unprofessional pictures and phrases including those that reference alcohol, drugs, and/or tobacco products; and clothing which depicts death, violence, vulgarity or racial slurs.) An administrator or the student's instructor will ask a student to change clothes, leave school or will exercise other suitable disciplinary measures when inappropriate clothing is worn. *(Reference policy FNCA-R in Appendix A of this handbook.)*

CARE OF SCHOOL-OWNED PROPERTY

Students are responsible for the care of school-owned property (i.e. books, tools, equipment, etc.). If school-owned property is lost, damaged, or destroyed, the student shall be charged the repair or replacement cost.

HARASSMENT/DISCRIMINATION/BULLYING

Pioneer Technology Center will not tolerate harassment, discrimination or bullying (including hazing) of any kind. Harassment, discrimination or bullying complaints will be treated with confidentiality and urgency. Karl Lynes, SHARE Coordinator / Instructor and Pam Dickerson, AT&D Coordinator are the designated Co-Compliance Officers; however, complaints may be taken to any Pioneer Technology Center employee. Policies related to harassment/discrimination and complaint procedures are included in Appendix A. *(Reference policies, FNCC, FNCD-P, FNCD-R, FO, GJ-A, and GJ-P in Appendix A of this handbook.)*

COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov. Copyright infringement is a direct violation of the Pioneer Technology Center Network Systems & Internet Acceptable Use Policy; students who violate the terms of this policy will be subject to disciplinary action as outlined in the Secondary or Adult Student Behavior and Discipline Policies. *(Reference policies EFBCA and FO in Appendix A of this handbook.)*

ACADEMIC INTEGRITY

All Pioneer Technology Center students are expected to demonstrate positive character traits in all interactions both on and off campus. In regard to academic integrity, it is expected that Pioneer Technology Center students will exhibit responsibility and honesty when presenting the written, published or creative work of another. Further, it is expected that they will hold themselves and their classmates to the highest levels of truthfulness and obedience as they complete assignments and examinations as directed by their instructors. Behaviors that violate the concept of academic integrity include: plagiarism; unauthorized collaboration; cheating; multiple submissions; fabricating information; helping another person cheat; unauthorized access to examinations; modifying/destroying

another's work; changing academic records. Definitions of these behaviors are posted in each classroom for reference. Failure to demonstrate academic integrity is a violation of the Secondary and Adult Student Behavior and Discipline Policies. (*Reference policy FO in Appendix A of this handbook.*)

TOBACCO POLICY

Pioneer Technology Center is a "SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT"

The use of any tobacco products and the use or possession of simulated tobacco products is specifically prohibited on the Pioneer Technology Center campus, which includes buildings, land and vehicles used by the school. NOTE: The term "Tobacco Products" includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff and all other forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, "vapes", cloves, bidis and kreteks. (*Reference policy CKDA in Appendix A of this handbook; see also pg. 21—Legal Substances.*)

POSSESSION OR SALE OF BEER, ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Board of Education that all students and employees of this district be made aware of the Board's intention to maintain a drug and alcohol free environment. This policy applies to any location at which school business or activity is conducted. A list of controlled dangerous substances and their side effects is printed in the Drug Abuse Prevention Program Information section of this handbook. For health hazards or other information associated with drug or alcohol use, contact a PTC counselor or instructor.

Any student found to be in possession of, or to have sold or transferred alcoholic beverages, nonalcoholic beverages, beer of any type, or controlled dangerous substance (including medical cannabis), as defined by the statutes of the State of Oklahoma, while attending school, on school premises, or at a school sponsored function, either as a participant or spectator, shall be dealt with according to Pioneer Technology Center School Board Policy. (*Reference policies FO and FO-R4 in Appendix A of this handbook.*) Any suspension and/or search of said student shall be subject to any applicable state statute and school policy.

ADMINISTRATION OF MEDICATION TO STUDENTS

It is the policy of the Pioneer Technology Center Board of Education that if a student is required to take medication during school hours or while attending a school activity and the parent or guardian cannot be present to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a prescribed medication be dispensed to that student, the instructional director, or the director's designee, may administer the medication only as allowed by PTC Board Policy FFACA.

Self-administration of medication by a student for treatment of asthma, anaphylaxis, diabetes or cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma, anaphylaxis, diabetes or cystic fibrosis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additional criteria are outlined in PTC Board Policy FFACA. (*Reference policy FFACA in Appendix A of this handbook.*)

IMMUNIZATIONS

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical,

religious, or personal grounds. The local school administration through which a student is enrolled in Pioneer Technology Center classes may certify such evidence. *(Reference policy FFAB in Appendix A of this handbook.)*

SCHOOL BUS TRANSPORTATION

Secondary students may be required to use school bus transportation to and from PTC, as determined in joint agreement with each partner school. Permission of the partner high school is required to use private transportation of any type. Adults may use school transportation (where space is available) by making arrangements with the PTC Instructional Director or an administrator of the school furnishing the school bus and driver.

The drivers of all school bus transportation are certified personnel with the same authority as a classroom instructor and are charged to maintain a safe and comfortable transportation system. Each passenger (student) using the school bus transportation must abide by all boarding, traveling, and exiting safety precautions as outlined in Pioneer Technology Center board policy. *(Reference policy FFFF-R1 in Appendix A of this handbook.)*

***** A CURRENT BUS SCHEDULE MAY BE OBTAINED FROM THE STUDENT SERVICES OFFICE. *****

PRIVATE TRANSPORTATION

Permission of the partner high school is required for secondary students to drive or ride to and/or from Pioneer Technology Center in private vehicles. Authorization must be granted by a partner school administrator **prior to** using private transportation.

All students must register the vehicle(s) they are driving to PTC. A parking decal will be issued for each vehicle registered and must be displayed in the required location. The north parking lot is the designated parking for all students; students are not allowed to park in any other locations on campus. Vehicles must be promptly parked upon arrival and not moved until the end of the class session. Students are not to be in the parking lot during class hours.

Reckless or careless driving will result in suspension of driving privileges. Violation of rules, excessive tardiness, and/or absences may cause the loss of driving privileges. Any student's vehicle, and its contents, will be subject to a thorough search whenever, in the opinion of school officials, a reasonable suspicion for said search exists.

NO EXPECTATION OF PRIVACY

Students have no reasonable expectation of privacy. It is the policy of the Board, that the Superintendent, program administrator(s), instructor(s), and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. School personnel shall have access at any and all times to any vehicle on school property. Locked containers (school lockers and other storage areas or compartments) are subject to being forcibly opened.

DISCIPLINARY ACTION

Pioneer Technology Center serves as an extension of the high school for students currently enrolled in a high school. Secondary student discipline and control shall be a cooperative effort between the partner high school and the CareerTech center. Each institution shall enforce rules and regulations in accordance with its board approved policies. It is the intent of the Pioneer Technology Center administration to involve the parent of minor secondary students early in the discipline process. Parental support is encouraged and solicited. In administering discipline, consideration will be given to available alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, the administration will be mindful of the fact that they are dealing with individual personalities. School policy will be followed when punishment is warranted.

70 O.S. §24-101.3 (E) states that a student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for

the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

(Reference policies FO and FO-R4 in Appendix A of this handbook.)

LEGAL & REGULATORY INFORMATION

COMPLIANCE NOTICE (NON-DISCRIMINATION/504/ADA)

This is to notify all applicants for admission or employment, students and parents, employees, unions or professional organizations, that Pioneer Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status in the educational programs or activities which it operates.

An aggrieved participant should present his/her grievance in writing within 120 days to a Pioneer Technology Center Compliance Officer.

CO-COMPLIANCE OFFICERS

Karl Lynes, Instructor/Coordinator, SHARE
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4281
kahleg@pioneertech.edu

Pam Dickerson, AT&D Coordinator
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4295
pamd@pioneertech.edu

ACCESSIBLE FACILITIES

Pioneer Technology Center is situated on 46 acres. It is constructed on one level making the entire facility wheelchair accessible. Although Pioneer Technology Center is in compliance with the Americans with Disabilities Act, a self-study has been completed and the school is in an ongoing transition of making the facility more accommodating to individuals with disabilities. TDD has been installed, as well as fire alarms that are both strobe and sound, automatic wheelchair doors have been installed at the two main entrances, and accessible door handles will be installed as necessary. A well-planned safety program is conducted at Pioneer Technology Center and each area of instruction follows safety practices appropriate to that program and in compliance with the Occupational Safety and Health Act (OSHA). Any handicapped person requiring specific information regarding special services or facilities should contact a PTC Compliance Officer between 8:00 a.m. and 4:00 p.m., Monday through Friday.

STUDENT DUE PROCESS—DISCIPLINE, SUSPENSION

In the event that a minor student is suspended, the parent/guardian shall be notified by phone and a written report of the situation (charged violation), including the student's due process rights, shall be delivered or mailed to that parent.

Due process procedures will be followed as outlined in the PTC school board policies. *(Reference policies FO and FO-R4 in Appendix A of this handbook.)* When a student has been suspended from school for disciplinary purposes, upon returning to school after suspension, s/he should report to the Instructional Director.

All discipline other than suspensions may be made summarily, based upon reasonable suspicion and a preponderance of evidence collected by the appropriate administrator or instructor. There must be an orderly

administration of any system of discipline. An accusation or the lodging of a charge is not the equivalent of guilt. Guilt must be determined in an evidentiary hearing.

Corporal punishment is not a part of the discipline policy of Pioneer Technology Center.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Pioneer Technology Center Board of Education to adhere to Oklahoma and federal law concerning the transfer and release of confidential information including student records. Unless otherwise permitted by state or federal law or regulation, confidential information will be released only in accordance with PTC school board policy. (*Reference policy FLE in Appendix A of this handbook.*)

ACCESS TO STUDENT RECORDS

Access to student records will be given to students and parents according to the Family Educational Rights and Privacy Act (FERPA) and Pioneer Technology Center Board policies (FL; FL-R; FLA). The school will require a prior written consent before information may be divulged to third parties. A copy of this Act and/or related PTC Board policies (FL, FL-R; FLA) can be obtained from the Executive Director, Full Time Programs.

CLASSIFICATION OF STUDENT RECORDS

CUMULATIVE RECORDS

1. The Cumulative Record exists as the official file record of each student enrolled in Pioneer Technology Center. Said records will include, but are not limited to, the following items:
 - A. Identifying data;
 - B. Academic work completed;
 - C. Grades;
 - D. Achievement test scores;
 - E. Attendance data;
 - F. Health data;
 - G. Family background information; and
 - H. Disciplinary records.
2. The Cumulative Record is the only record that is accessible pursuant to the circumstances delineated in the Family Education Rights and Privacy Act (FERPA) of 1974.
3. The Executive Director, Full Time Programs is the only persons authorized to determine what is and what is not a part of the Cumulative Record.
4. Under no circumstance will any instructor, counselor, or administrator reveal any information concerning any student attending Pioneer Technology Center, except as is permitted by the Family Education Rights and Privacy Act (FERPA) of 1974. (See Title 70, Oklahoma Statutes, Section 7-115.)
5. The Full-Time Programs Registrar (under the supervision of the Directors of Instruction) is responsible for the storing, filing, distribution, certification, and maintenance of all student records.
6. All student Cumulative Records are private by their nature and accordingly are not subject to the provision of the Public Record Act of Oklahoma (Title 51, Oklahoma Statutes, and Section 24.)
7. The destruction of student records is not subject to the provision of Title 70, Oklahoma Statutes, Section 5-122, and accordingly will be effected at the discretion of the Executive Director, Full Time Programs.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a

student's education record as "directory information," and it may disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents;
3. The student's date of birth;
4. The student's class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's photograph; and
8. The school or school district the student attended before the student enrolled in this school district.

CHALLENGE PROCEDURE

In the event that the content of a student's school record is inaccurate, misleading, or in violation of the privacy or other rights of the student, the student or the parent of a student under the age of 18 shall have an opportunity for a hearing on otherwise inappropriate data. In order to request a hearing for such purpose, the student or parent shall submit a written request to the Executive Director, Full Time Programs. The hearing shall be conducted promptly by the Executive Director, Full Time Programs. The decision of the hearing shall be made in writing and shall be communicated promptly to the student or parent. In the event the student or parent does not concur in the decision, the student or parent shall have a right to appeal the decision of the Executive Director, Full Time Programs; the appeal shall be heard by the Superintendent/CEO. A student or parent desiring to appeal the decision of the Superintendent/CEO shall notify school officials in writing of a desire to appeal within ten (10) days after receipt of the decision. The Executive Director, Full Time Programs shall forward all necessary documents in connection with the appeal to the Board of Education. Upon receipt of such documents, the Board shall notify the student or parent in writing of the time and place of said hearing. The appeal hearing shall be held promptly. The Board shall render its decision in writing. This decision shall be communicated to the student or parent and will be final.

DRUG ABUSE & PREVENTION PROGRAM INFORMATION STATEMENT ON SUBSTANCE ABUSE

POLICY

The Pioneer Technology Center school district prohibits the unlawful manufacture, consumption, distribution, dispensation, possession, OR use of controlled, dangerous substances (including medical cannabis and intoxicants) at any time while on district property—including grounds, buildings, parking lots, vehicles, and buses, OR while participating in school activities off campus. The district also prohibits students from reporting to school under the influence of any substance that impairs performance.

PROCEDURE

When it becomes apparent that a student is in violation of the above policy, the district will:

- report the violation to the police;
- report the violation to the parents of high school students; and
- report the violation to the partner high school.

PENALTY

Pioneer Technology Center will take appropriate action when it has been determined that a student is in violation of district policy. Penalties may include one or more of the following:

- suspension;

- dismissal; and/or
- legal action including local, state, and federal prosecution.

STUDENT RESPONSIBILITIES

1. Students are expected to arrive at school in a physical and mental state conducive to learning. Arrival at school under the influence of a substance or in possession of a substance that may impair performance of the student or the performance of others is prohibited.
2. Students taking prescription medication that may affect work performance must report this to the instructor before beginning the school day. Certain learning activities may not be permitted when a student is affected by a legal prescription medication.
3. Students are expected to conduct themselves in a legal and lawful manner while on district property and while engaged in district activities both on and off campus.

INSTRUCTOR AND INSTRUCTIONAL DIRECTOR RESPONSIBILITIES

1. Instructors will be aware of and report to the Instructional Director reasonable suspicion that a student is under the influence of, in possession of, or distributing a controlled substance.
2. Instructional Directors will determine violations of school policy. Instructional Directors will facilitate reporting to the police, parents, and partner high school. Instructional Directors will work with other Pioneer Technology Center administration to determine penalties.

LEGAL SUBSTANCES

Certain legal substances have laws governing their use. Pioneer Technology Center upholds the law regarding these substances and will impose penalties and legal prosecution when violations of the law occur. Intentional misuse of legal chemicals and other substances used in industry is against Pioneer Technology Center policy and will result in penalties.

TOBACCO – Cigarettes and tobacco in any form are illegal for minors under the age of 18. Giving cigarettes or tobacco in any form to a minor under the age of 18 is illegal and can result in criminal prosecution.

ALCOHOL – Alcohol is illegal for minors under the age of 21. Giving alcohol to a minor under the age of 21 is illegal and can result in criminal prosecution.

CANNABIS – Not allowed in any form on the Pioneer Technology Center Campus or Grounds.

WARNING SIGNS OF SUBSTANCE ABUSE

Physical Signs

poor coordination
slurred speech
incoherent speech
bloodshot eyes
dilated pupils
pinpoint pupils
extreme sleepiness
hyperactivity
short attention span
cannot concentrate
memory lapses
inattention to grooming
poor hygiene

Behavioral Signs

low motivation
low self-esteem
low energy levels
inappropriate anger
mood swings
secretive attitude
tardiness
absenteeism
personality change
dishonesty
change in friends
drop in grades
incomplete assignments

Cultural Signs

drug symbols or slogans on clothes
talking in coded language
hostility when authorities talk about drugs
bragging about unsafe acts or drug use
group of friends has reputation for drugs, breaking rules, and antisocial behavior
possession of drug paraphernalia
inappropriate laughter
defensiveness of others in drug culture
excessive resistance to school/family activities
overuse of cover up scents—room deodorizers, mouth wash, cologne
excessive amounts of time alone or sitting in car

unhealthy appearance	forgetfulness	staying home as little as possible
weight loss	irresponsible actions	confrontations with law enforcement or school
weight gain	frequent rule breaking	authorities
persistent runny nose	refusing to communicate	

DANGEROUS EFFECTS OF CONTROLLED SUBSTANCES

CANNABIS (*Marijuana, Hashish*)—**Side Effects:** Relaxed inhibitions, increased appetite, disorientation, psychological dependence, paranoia, fatigue, impaired coordination and reflexes, dry mouth and throat. **Long-term effects:** Physical dependence.

NARCOTICS (*Opium, Heroin, Morphine, Codeine, Dilaudid, Demeral, Methadone, Percodan, Darvon*)—**Side Effects:** Drowsiness, slowed breathing, constricted pupils, nausea, physical and psychological dependence, convulsions, coma, death. **Withdrawal:** Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating.

DEPRESSANTS (*Phenobarbital, Nembutal, Seconal, Tuinal, Ativan, Dalmane, Valium, Librium, Xanax, Serax, Tranxene, Versed, Halcion, Restoril, Placidyl*)—**Side Effects:** Slurred speech, disorientation, drunken behavior without the smell of alcohol, physical and psychological dependence, dilated pupils, rapid pulse, coma, death. **Withdrawal:** Anxiety, insomnia, tremors, convulsions.

STIMULANTS (*Cocaine, Methamphetamine, Dexadrine, Ritalin, Ionamin*)—**Side Effects:** Increased alertness, excitation, increased pulse and blood pressure, insomnia, loss of appetite, agitation, physical and psychological dependence, psychosis, brain injury, death.

HALLUCINOGENS (*LSD, Mescaline, Peyote, PCP*)—**Side Effects:** Delusions, hallucinations, distorted perception of time and space, psychological and physical dependence, psychosis, brain injury, death.

INHALANTS (*Common household and office products*)—**Side Effects:** Interferes with the exchange of oxygen by replacing it with vapor, double vision, slowed reflexes, severe headaches, nausea, vomiting, convulsions, psychological and physical dependence, respiratory difficulty and damage, perforated nasal septum, confusion, mood swings, delusions, hallucinations, brain damage, death.

PREVENTION PROGRAM

Pioneer Technology Center provides students the opportunity to participate in Red Ribbon Week activities highlighting awareness and prevention of drug / alcohol abuse and anti-bullying.

DRUG ADDICTION TREATMENT

Drug addiction is a treatable disorder. There are a variety of treatment options available including short- and long-term treatment plans. The ultimate goal of all drug abuse treatment is to enable the patient to achieve lasting abstinence, but the immediate goals are to reduce drug use, improve the patient's ability to function, and minimize the medical and social complications of drug abuse. Drug addiction treatment information is available from a variety of resources including private physicians, licensed counselors and the Kay County Health Department. Pioneer Technology Center staff will assist students in locating treatment option information.

CAMPUS SECURITY REPORT/CRIME STATISTICS

PURPOSE

The purpose of this report is to provide information about the Student Right to Know Act regarding campus security and campus crime statistics to current and prospective students and employees of Pioneer Technology Center. The report explains the school's security guidelines for reporting emergencies and crimes and security guidelines regarding campus facilities.

REPORTING CAMPUS CRIMES AND EMERGENCIES

It is everyone's responsibility to be aware of suspicious activity or behavior on campus. Any student or staff member who observes suspicious or criminal activity while on the Pioneer Technology Center campus should report directly to an administrator. Pioneer Technology Center officials will notify the proper local authorities and/or place emergency telephone calls if needed. A campus security report form will be completed as a follow-up to the suspected crime. These forms can be obtained from the Receptionist in either building. The completed form should be turned in to any Instructional Director.

ACCESS TO CAMPUS FACILITIES

Pioneer Technology Center sits on 46 acres of land with controlled access and exits. The main building is open to the public from 7:30 a.m. to 9:00 p.m. Monday-Thursday and 7:30 a.m. to 4:30 p.m. Friday. School personnel are on duty during these hours. The west covered entrance and the north covered entrance are the only public access doors unlocked during regular operational hours. During class hours, security functions are performed by Pioneer Technology Center employees. Adequate exterior lighting is present and is automatically activated via the use of photocells and timers.

INFORMATION PROGRAMS ON CAMPUS SECURITY/CRIME PREVENTION

Students and employees are informed of campus security policy and procedures at the beginning of and throughout each school year during student orientations and annual staff development in-service.

HOW TO AVOID VICTIMIZATION

We offer these tips for your personal safety and property security:

- Report strangers and suspicious activity.
- Avoid getting into vulnerable/no exit places.
- Do not hesitate to call police when confronted by persons.
- Report all incidents and losses to the police immediately.
- At night, walk in groups of at least two.
- Walk with confidence and avoid walking near bushes and parked vehicles.
- Familiarize yourself with the emergency telephone numbers or use 911.
- When parking, remove valuables from plain view and lock your vehicle.
- Record the account number or make copies of credit cards and other valuables in your wallet.
- Write your name in textbooks.
- Do not leave books, book bags, school supplies, coats or other items in unsecured places.

CAMPUS SEX CRIMES PREVENTION ACT COMPLIANCE

In compliance with the Campus Sex Crimes Prevention Act, Pioneer Technology Center provides the following web sites to enable its campus community access to information about registered sex offenders:

www.doc.state.ok.us/DOCS/offender_info.htm

www.poncacityok.com/dept_index.htm

Computer resources and assistance are available through an Instructional Director.

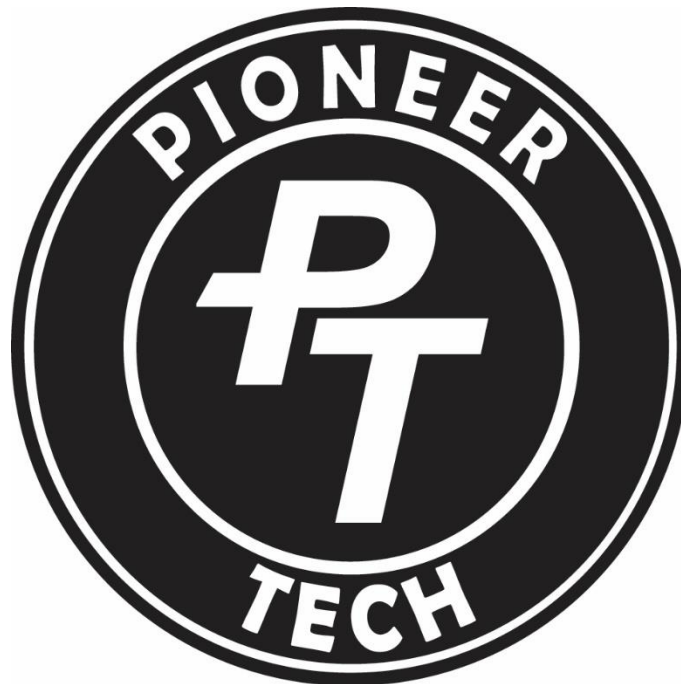
CAMPUS CRIME STATISTICS

<i>Crimes on Campus</i>	2013	2014	2015	2016	2017	2018
Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Sexual Offenses Forcible and Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Motor Vehicle Theft on Campus	0	0	0	0	0	0
Arrests for Drug Abuse Violations	0	3	2	0	0	0
Arrests for Weapons Possessions	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Stalking		0	0	0	0	0
Domestic Assault		0	0	0	0	0
Dating Violence		0	0	0	0	0

NOTE: The complete Campus Security Report is posted to the Pioneer Technology Center website (www.pioneertech.edu). The report is updated annually on October 1.

**PIONEER TECHNOLOGY CENTER
2019-2020 STUDENT HANDBOOK
APPENDIX A—School Board Policies**

**CKDA—Smoking and Tobacco Free Campus
EFBCA—Network Systems & Internet Acceptable Use
EFBCB—Internet Safety
FDBA—Tuition Fees
FFAB—Immunizations, Students
FFACA—Medication, Administering to Students
FFFF-R1—School Bus Program (Regulations)
FLE—Transfer and Release of Confidential Information
FNCA-R—Student Conduct, Dress Code
FNCC—Hazing
FNCD-P—Bullying (Investigation Procedures)
FNCD-R—Prohibiting Harassment, Intimidation and Bullying (Regulation)
FNCF—Drug-Free Schools
FNCGA—Weapons-Free Schools
FNG – Electronic Communication Devices
FO—Student Conduct, Behavior and Discipline
FO-R4—Student Discipline
FNCE-R - Dangerous Weapons, Non-Intoxicating Beverages, Etc. (Regulation)
GJ-A—Sexual or Other Harassment
GJ-P—Grievance Procedure for Filing, Processing and Resolving
Discrimination Complaints**



*** ALPHABETIC INDEX ***
(BY SECTION)

ACCREDITING AGENCIES	3
ADMISSION/PLACEMENT/WITHDRAWAL/GRADING	6-8
Admissions Policy	
ABE/HSE Classes	
Continuing Enrollment	
Co-enrollment, HS/Adult	
Withdrawal	
Grading System	
Practical Nursing Grading System	
Transcript	
APPENDIX A (PTC BOARD SELECTED POLICIES)	APPENDIX A—30 - 78
BOARD OF EDUCATION/ADMINISTRATIVE STAFF	3
CAMPUS SECURITY REPORT CRIME STATISTICS	28-29
Reporting Campus Crimes/Emergencies	
Access to Campus Facilities	
Information Programs	
Avoiding Victimization	
Campus Sex Crimes Prevention Act Compliance	
Campus Crime Statistics	
CONTACT INFORMATION	81
DRUG ABUSE & PREVENTION PROGRAM INFORMATION	26-28
FACULTY/STAFF	4-5
LEGAL & REGULATORY INFORMATION	24-26
Co-Compliance Officers	
Compliance Notice (Non-Discrimination/504/ADA)	
Confidential Information, Transfer and Release of Facilities	
Student Due Process	
Student Records, Access to	
Student Records, Classification of	
MISSION STATEMENT	3
OPPORTUNITIES/PROGRAMS/SERVICES	13-15
CareerTech Student Organizations	
College Credit Options	
Guaranteed Graduates	
Honor Rolls, Superintendent’s & Director’s	
National Technical Honor Society	
Student Certification/Licensing Examinations and Fees	
WorkKeys	

Work Based Learning Activities

SAFETY	16-18
Asbestos Inspection	
Fire	
Tornado	
Lockdown	
Intruder Alert	
Visitors/Access to Students	
School Calendar/Schedule	2
STUDENT ATTENDANCE/BEHAVIOR EXPECTATIONS	18-21
Attendance	
Inclement Weather	
Leave of Absence	
Release from Class	
Conduct	
Network Systems & Internet Use	
Activities Eligibility	
Telephone Use	
Electronic Communication Devices	
Attire	
School-owned Property, Care of	
Harassment/Discrimination/Bullying	
Academic Integrity	
Tobacco Policy	
Alcoholic Beverages/Controlled Dangerous Substances	
Medication, Administrating to Students	
Immunizations	
Transportation, School Bus	
Transportation, Private	
Privacy, No Expectation of	
Disciplinary Action	
Copyright Infringement	
TUITION/FEES/STUDENT FINANCIAL AID	9-12
Tuition and Fees—2019-2020	
Tuition Payments	
Extended Classroom/Lab Hours	
Institutional Refund	
Books and Supplies	
Student Activity Fee	
Uniform Fee	
Financial Aid/Assistance	
Financial Aid/Assistance, Information Provider (PTC)	
Financial Aid Programs, Federal, State, Scholarships, Waivers	
Financial Aid, Eligibility	
Satisfactory Academic Progress (SAP)	

*** CONTACT INFORMATION ***

Pioneer Technology Center Campus	580.762.8336
Pioneer Technology Center Toll Free Number.....	1.866.612.4782
Extensions:	
Attendance/Registrar	280
Counselor	313
Financial Aid	228
Pioneer Technology Center Full Time Programs Fax.....	580.762.1175
Pioneer Technology Center Website.....	www.pioneertech.edu
PTC Financial Aid Institution Code.....	011206