

Pioneer Technology Center Board of Education  
Regular Meeting  
Tuesday, December 10, 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 - Program Spotlight, Career Center
5. Discussion and vote to approve or not approve the Minutes of the November 12, 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 (General Fund #40842-40954; Building Fund #40041-40048; Payroll #none-change orders only).
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. Kahle Goff, Executive Director, Full-Time Programs
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 out-of-state travel for Traci Thorpe to attend TCTW Leaders Forum, January 28-30, 2020, Clear Point, Alabama
10. Proposed Executive Session to discuss the hiring of Elaina Howe, Children's Lab & Preschool Teacher Okla. Stat. Title 25, 307(B)(1).

11. Vote to convene in Executive Session
  - A. Time:
12. Acknowledge return of the Board to Open Session
  - A. Time:
13. Board President statement of Executive Session minutes
14. Vote to approve or not approve hiring of Elaine Howe, Children's Lab & Preschool Teacher
15. New Business
16. Public Comment
17. 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, November 12, 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

Present Board Members:

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

Absent Board Members:

Ms. Orva Rothgeb

Also in attendance were Traci Thorpe, Stacey Rush, Mary Allan, Ryan Burkett, Molly Kyler, Mike Orr, Terri Busch, Kendra Keelin, Kahle Goff and Allison Christy. Guests attending were Richard Winterrowd, Sally Talley, Juan Samaniego and Paul Kyler.

3. Flag salute and moment of silence
4. Reports and Presentations -

Ken & Vida Thomas, Incubator Client

Mr. Thomas informed the group about their State Surgical Supply business.

Architectural Virtual Walk-Through of Westward Expansion

Mr. Winterrowd explained the various parts of the expansion project as we viewed the virtual tour.

Kendra Keelin - New Teacher Induction

Ms. Keelin explained the PTC New Teacher Induction process and how it benefits our teachers.

5. Discussion and vote to approve or not approve the Minutes of the October 8, 2019 regular Board of Education meeting.  
Motion to approve the Minutes of the October 8, 2019 regular Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

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

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #40691-40841; Building Fund #40040; Payroll #70164).

Motion to approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists as presented passed with a motion by Mr. J.D. Soulek and a second by Mr. Larry Buck.

Mr. Larry Buck: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Absent

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0

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

Traci Thorpe, Superintendent/CEO

Ms. Thorpe mentioned the upcoming NSBA Conference in April, urging Board members who would like to attend to let us know as soon as possible. Ms. Thorpe and Dr. Burkett met with Mike Leonard of IBEW to discuss opportunities for current journeymen electricians to upskill with instrumentation skills. Ms. Kyler and Ms. Schwabe hosted an event for Women in Manufacturing. They had a great discussion about their needs and trends within their industries. The group is interested in continuing to meet. Mr. Goff met with Cowley College, toured and talked about program pathways to their degrees. Sophomore Tours were in October and 3rd Grade Days are December 5-6. Ms. Thorpe discussed the financial piece for the Westward Expansion project and a list of some equipment needs, such as panic buttons and other miscellaneous IT items.

Molly Kyler, Executive Director, Business & Industry Services

Ms. Kyler and Ms. Thorpe joined several Oklahoma CareerTech Superintendents on a recent trip to Ohio to visit other technology centers. They noticed many differences in the operations of their tech centers and also came back with some new ideas. Ms. Kyler referred the Board to the Director's Report for more information on events and accomplishments.

8. Discussion and vote to approve or not approve list of proposed Board Meeting dates for 2020 Motion to approve list of proposed Board Meeting dates for 2020 passed with a motion by Mr. J.D. Soulek and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Absent

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0

9. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A.

Motion to approve purchases over \$10,000 as listed on Appendix A. passed with a motion by Mr. Larry Buck and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Absent

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0

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

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B. passed with a motion by Mr. Larry Buck and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Absent

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0

11. New Business

None.

12. Public Comment

None.

13. Board President Mary Rigdon adjourned the meeting at 7:59 pm.

Respectfully submitted,

*Allison N. Christy*

Allison N. Christy

Board Minutes Clerk

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President, Board of Education

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Clerk, Board of Education

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Date of Approval

Motion:

Second:

Vote:

*General*

**PIONEER TECHNOLOGY CENTER**

From PO: 40842 to PO: 40954

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
40842	EVCO	CHILDRENS LAB - FOOD	407.52	11/08/2019
40843	HOBBY LOBBY	HEALTH CAREERS - SUPPLIES	115.12	11/08/2019
40845	ODCTE	STUDENT CERTIFICATIONS	140.00	11/11/2019
40846	MSC INDUSTRIAL SUPPLY CO	INDUSTRIAL TECH - SUPPLIES	177.28	11/12/2019
40847	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	593.25	11/12/2019
40848	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	83.00	11/12/2019
40849	CLUE QUEST	BITE - STUDENT REGISTRATIONS	600.00	11/13/2019
40850	FIRST BANKCARD VISA	TANF STATE - STUDENT ASSISTANCE	35.00	11/13/2019
40851	OSSBA	STAFF TRAVEL - REGISTRATION	125.00	11/13/2019
40852	STAPLES ADVANTAGE	BUILDING MAINT - SUPPLIES	132.45	11/13/2019
40853	BARTLETT'S OVERHEAD DOORS	BLDING MAINT - REPAIRS	420.00	11/13/2019
40854	STAPLES ADVANTAGE	FINANCE - SUPPLIES	86.74	11/13/2019
40855	OATC SUPERINTENDENTS ACCT	SUPT TRAVEL	110.30	11/13/2019
40856	WAL-MART	STUDENT SERVICES/COUNSELING - SUPPLIES	100.18	11/15/2019
40857	FIRST BANKCARD VISA	TANF STATE - STUDENT ASSISTANCE	189.00	11/15/2019
40858	A+ PRINTING	MARKETING - ADVERTISING	58.00	11/15/2019
40859	4 IMPRINT INC	MARKETING - ADVERTISING	377.07	11/15/2019
40860	LOWE'S HOME CENTER INC	BUILDING MAINT - SUPPLIES	69.36	11/15/2019
40861	TEAM RADIO	MARKETING - ADVERTISING	330.00	11/15/2019
40862	POCKET NURSE	HCC2 - SUPPLIES	301.29	11/15/2019
40863	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - REPAIRS	405.00	11/15/2019
40864	STAPLES ADVANTAGE	HCC2 - SUPPLIES	198.15	11/15/2019
40865	MEEKS GROUP	MARKETING - PRINTING	6,307.83	11/15/2019
40866	OSU-COLLEGE OF ENGINEERING, ARCHITECTURE & TECH	SAFETY - TRAVEL REGISTRATION	495.00	11/15/2019
40867	OSSBA	SUPT. TRAVEL - REGISTRATION	125.00	11/15/2019
40868	STAPLES ADVANTAGE	FINANCE SUPPLIES	109.97	11/15/2019
40869	STAPLES ADVANTAGE	FINANCE - SUPPLIES	175.00	11/15/2019
40870	ORIENTAL TRADING	CHILD LAB & PRESCHOOL - SUPPLIES	109.65	11/15/2019

**PIONEER TECHNOLOGY CENTER**

From PO: 40842 to PO: 40954

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

PO #	Vendor Name	General Description	Amount	Date
40871	CENTER FOR EARLY CHILDHOOD PROFESSIONAL DEVELOPMEN	TEACHER PREP SUPPLIES	120.00	11/15/2019
40872	WAL-MART	DISABILITY/PLACEMENT SPECIALIST - SUPPLIES	108.48	11/15/2019
40873	HOBBY LOBBY	DISABILITY/PLACEMENT SPECIALIST - SUPPLIES	47.81	11/15/2019
40874	TIMCO	MACHINE TOOL - REPAIRS	891.95	11/15/2019
40875	WAL-MART	AT&D RESALE SUPPLIES	150.00	11/15/2019
40876	STAPLES ADVANTAGE	FINANCE SUPPLIES	8.79	11/15/2019
40877	FIRST BANKCARD VISA	MARKETING / SUPPLIES	104.09	11/15/2019
40878	LOWE'S HOME CENTER INC	BUILDING MAINT/SUPPLIES	899.64	11/18/2019
40879	WAL-MART	CHILDRENS LAB - FOOD	400.00	11/18/2019
40880	WAL-MART	CHILDRENS LAB - SUPPLIES	150.00	11/18/2019
40881	SCHOLASTIC, INC.	CHILDRENS LAB - BOOKS	50.00	11/18/2019
40882	AMERICAN TELEPHONE	COMPUTER SERVICES - SUPPLIES	1,285.00	11/18/2019
40884	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	80.00	11/19/2019
40885	WAL-MART	TANF STUDENT ASSISTANCE OTHER	300.00	11/19/2019
40886	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	30.00	11/19/2019
40887	DISCOUNT SCHOOL SUPPLY	CAREER DEVELOPMENT - SUPPLIES	45.96	11/19/2019
40888	WAL-MART	HCC1 - SUPPLIES	123.70	11/19/2019
40889	JAMES E SCHAEFER	TANF STATE STUDENT ASSISTANCE OTHER	750.00	11/19/2019
40890	EARNHEART STATIONS	TANF STATE STUDENT ASSISTANCE OTHER	3,000.00	11/19/2019
40891	OSSBA	SHARE TRAVEL - REGISTRATION	225.00	11/19/2019
40892	TANF STUDENT ASSISTANCE	TANF TUITION	550.00	11/19/2019
40893	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	11/19/2019
40895	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	29.99	11/19/2019
40896	FLIPPER GUIDES	BUILDING MAINT - SUPPLIES	214.00	11/19/2019
40897	WAL-MART	HCC - SUPPLIES	100.00	11/19/2019
40898	WAL-MART	AT&D RESALE SUPPLIES	100.00	11/20/2019

**PIONEER TECHNOLOGY CENTER**

From PO: 40842 to PO: 40954

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

PO #	Vendor Name	General Description	Amount	Date
40899	OSU FIRE SERVICE TRAINING	TUITION - FIREFIGHTER TRAINING	1,100.00	11/20/2019
40900	TEACHERSPAYTEACHERS.COM	HCC - SUPPLIES	1.75	11/20/2019
40901	FIRST BANKCARD VISA	HCC2 BOOKS	60.30	11/20/2019
40902	FIRST BANKCARD VISA	TANF DUES/FEEES	105.00	11/20/2019
40903	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	60.00	11/20/2019
40904	BRIDGEWAY INC.	TANF STUDENT ASSISTANCE OTHER	25.00	11/20/2019
40905	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	34.00	11/20/2019
40906	STAPLES ADVANTAGE	COMPUTER SERVICES - SUPPLIES	330.75	11/21/2019
40907	AMERICAN HEART ASSOCIATION	HCC - REGISTRATIONS	265.00	11/22/2019
40908	STAPLES ADVANTAGE	ACADEMIC MATH - SUPPLIES	437.79	11/22/2019
40909	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	255.18	11/22/2019
40910	MSC INDUSTRIAL SUPPLY CO	WELDING - SUPPLIES	327.53	11/22/2019
40911	SCREENCASTIFY, LLC	HCC - SUBSCRIPTIONS	100.00	11/22/2019
40912	AMSCO	BLDG MAINT - SUPPLIES	152.60	11/22/2019
40913	HOBBY LOBBY	BUILDING MAINT/SUPPLIES	44.90	11/25/2019
40914	JACK BOWKER FORD	VEHICLE MAINT - REPAIRS	346.88	11/25/2019
40915	TAKE TEN	BUS MAINT REPAIRS	908.40	11/25/2019
40917	FIRST BANKCARD VISA	SUPPLIES - LEADERSHIP DEV	46.96	11/25/2019
40918	AMERICAN HEART ASSOCIATION	SAFETY - RESALE SUPPLIES	1,236.00	11/25/2019
40919	BURMAX COMPANY, INC.	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	93.20	11/25/2019
40920	STAPLES ADVANTAGE	MARKETING / SUPPLIES	136.62	11/25/2019
40921	MERRIFIELD OFFICE PLUS	BUILDING MAINT/SUPPLIES	271.50	11/26/2019
40922	JENKINS & PRICE	BUILDING MAINT/SUPPLIES	607.85	11/26/2019
40923	SPEAK NOW FILM CO.	MARKETING / ADVERTISING	500.00	11/26/2019
40924	WAL-MART	CULINARY ARTS--RESALE FOOD	50.00	12/02/2019
40925	EVCO	CHILDRENS LAB - FOOD	633.77	12/02/2019
40926	WAL-MART	CHILDRENS LAB - FOOD	400.00	12/02/2019
40927	CARYS SEPTIC LLC	IT&D INSTRUCT - RENTALS	86.50	12/02/2019
40928	WAL-MART	CHILDRENS LAB - SUPPLIES	200.00	12/02/2019

**PIONEER TECHNOLOGY CENTER**

From PO: 40842 to PO: 40954

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

<b>PO #</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
40929	LOWE'S HOME CENTER INC	FFM SUPPLIES	79.72	12/02/2019
40930	MEEKS GROUP	MARKETING / PRINTING	704.00	12/02/2019
40931	STAPLES ADVANTAGE	CENTRAL - SUPPLIES	99.63	12/02/2019
40932	TICON INDUSTRIES	WELDING - SUPPLIES	130.00	12/02/2019
40933	TANF STUDENT ASSISTANCE	TANF TUITION	169.00	12/03/2019
40934	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	12/03/2019
40935	NATIONAL ASSOCIATION FOR EDUCATION YOUNG CHILDR	CHILDRENS LAB - ACCREDITATION FEE	550.00	12/03/2019
40936	POCKET NURSE	HCC2 - SUPPLIES	123.08	12/03/2019
40937	ARMSTRONG MCCALL	COSMETOLOGY - RESALE SUPPLIES	272.64	12/03/2019
40938	A+ PRINTING	MARKETING - PRINTING	748.00	12/03/2019
40939	NATIONAL PEN COMPANY	MARKETING - ADVERTISING	844.45	12/03/2019
40940	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	350.00	12/03/2019
40941	HOBBY LOBBY	BUILDING MAINT - SUPPLIES	179.92	12/03/2019
40942	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	235.25	12/03/2019
40943	BEST WESTERN ELK CITY	MEA - TRAVEL LODGING	84.99	12/03/2019
40944	HEALTH CARE LOGISTICS	HCC2 - SUPPLIES	27.25	12/04/2019
40945	QUALITY WATER SERVICES	BLDG MAINT - SUPPLIES	76.75	12/04/2019
40946	FIRST BANKCARD VISA	BID ASSISTANCE TRAVEL - LODGING & AIRFARE	1,475.00	12/04/2019
40947	S&K DIRECT STEEL	INDUSTRIAL TECH - SUPPLIES	53.50	12/04/2019
40948	4 IMPRINT INC	MARKETING / ADVERTISING	771.81	12/04/2019
40949	HARLAND'S DIESEL SERVICE	BUS MAINT REPAIRS	2,000.00	12/04/2019
40950	LOWE'S HOME CENTER INC	CONSTRUCTION TECH - SUPPLIES	3,500.00	12/04/2019
40951	WAL-MART	BUILDING MAINT SUPPLIES	600.00	12/05/2019
40952	ODCTE CONFERENCE ACCOUNT	PROF DEVELOPMENT - TRAVEL REGISTRATIONS	210.00	12/05/2019
40953	TIMCO	MACHINE TOOL - EQUIP REPAIRS	7,466.95	12/05/2019
40954	A+ PRINTING	MARKETING / ADVERTISING	58.00	12/06/2019
		<b>Current Encumbered</b>	<b>51,847.99</b>	

**PIONEER TECHNOLOGY CENTER**

**Encumbrance For Board Approval**

**X CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT**

**From: 05 Nov 2019 to: 06 Dec 2019**

PO #	Vendor Name	General Description	Amount	Date
40013	BRANDT'S	BLANKET PO	100.00	07/01/2019
40023	FIRST BANKCARD VISA	BLANKET PO	2,000.00	07/01/2019
40031	LAMPTON WELDING SUPPLY	BLANKET PO	430.34	07/01/2019
40051	REGISTERBLAST	BLANKET PO	105.00	07/01/2019
40055	TRAVEL (STAFF)	BLANKET PO	3,927.29	07/01/2019
40056	STAPLES ADVANTAGE	BLANKET PO	2,000.00	07/01/2019
40068	PAWNEE COUNTY ASSESSOR	FY20 RE-EVALUATION COST	-90.92	07/01/2019
40069	OSAGE COUNTY ASSESSOR	FY20 RE-EVALUATION COST	-504.16	07/01/2019
40088	THE STATE CHAMBER	ANNUAL MEMBERSHIP	22.00	07/01/2019
40116	AGC OF OKLAHOMA	ANNUAL AGREEMENT	490.00	07/01/2019
40117	ADVANCE AUTO PARTS PROFESSIONAL	ANNUAL SUBSCRIPTION	-1,200.00	07/01/2019
40121	BOSWELL, BELINDA G	BIS ADMIN SUPPLIES	82.95	07/01/2019
40133	FIRST BANKCARD VISA	ADMIN MEALS/BAGGAGE	48.00	07/01/2019
40208	FIRST BANKCARD VISA	TANF DUES/FEEES/CERTIFICATES	-24.00	07/10/2019
40222	ARMSTRONG MCCALL	COSMETOLOGY SUPPLIES	-29.17	07/15/2019
40224	HOBBY LOBBY	CRIMINAL JUSTICE - SUPPLIES	-121.65	07/15/2019
40265	FIRST BANKCARD VISA	CHILDRENS LAB - SUPPLIES	-27.56	07/22/2019
40348	HOBBY LOBBY	HCCII - SUPPLIES	-114.17	08/12/2019
40368	TANF STUDENT ASSISTANCE	TANF BOOK/TUITION	-2,708.00	08/14/2019
40388	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-13.59	08/16/2019
40391	FIRST BANKCARD VISA	TANF TUITION	-199.00	08/16/2019
40394	STAPLES ADVANTAGE	TANF - SUPPLIES SOFTWARE	-810.00	08/19/2019
40413	UNIFORM STOP - STILLWATER	TANF STATE STUDENT ASSISTANCE OTHER	25.27	08/21/2019
40422	FIRST BANKCARD VISA	HCC2 - TRAVEL LODGING	0.73	08/21/2019
40423	WAL-MART	AT&D RESALE SUPPLIES	-11.79	08/21/2019
40428	CENGAGE LEARNING	PN - RESALE BOOKS	-149.80	08/22/2019
40473	HIGH PLAINS TECHNOLOGY CENTER	ENTRE SERVICES COORD - PROF SERVICES	-961.50	08/28/2019
40474	HIGH PLAINS TECHNOLOGY CENTER	ENTRE SERVICES COORD - PROF SERVICES	-961.50	08/28/2019
40506	ODAT (OK DRUG & ALCOHOL TESTING)	PN SUPPLIES/MISC RESALE	250.00	09/03/2019

**PIONEER TECHNOLOGY CENTER**

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

From: 05 Nov 2019 to: 06 Dec 2019

PO #	Vendor Name	General Description	Amount	Date
40524	FIRST BANKCARD VISA	SUPERINTENDENT TRAVEL - LODGING	-2.10	09/04/2019
40538	BLACKWELL DENTISTRY	TANF MEDICAL/DENTAL	-99.00	09/06/2019
40550	FIRST BANKCARD VISA	STAFF TRAVEL - LODGING	-200.41	09/09/2019
40581	ARMSTRONG MCCALL	COSMETOLOGY SUPPLIES	4.94	09/13/2019
40596	X-CEL BADGE & ENGRAVING C	HCC1 / HCC2 / TEACHER PREP - SUPPLIES	-30.00	09/16/2019
40614	BOSWELL, BELINDA G	BIS ADMIN - SUPPLIES	-82.95	09/18/2019
40627	BLACKWELL DENTISTRY	TANF MEDICAL/DENTAL	-99.00	09/23/2019
40646	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-38.00	09/30/2019
40654	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-3.64	09/30/2019
40692	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	8.98	10/04/2019
40693	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	-3.55	10/04/2019
40694	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	-0.17	10/04/2019
40729	GALAXIE BUSINESS EQUIPMENT INC	CENTRAL SUPPLIES	-50.00	10/11/2019
40758	WAL-MART	CHILDRENS LAB - SUPPLIES	-0.96	10/15/2019
40761	UNIFORM STOP - STILLWATER	TANF STATE STUDENT ASSISTANCE OTHER	-55.42	10/15/2019
40794	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	-11.76	10/23/2019
40796	STAPLES ADVANTAGE	COMPUTER SERVICES - SUPPLIES	-0.02	10/24/2019
40797	STAPLES ADVANTAGE	BITE- SUPPLIES	-1.89	10/25/2019
40799	FIRST BANKCARD VISA	SUPPLIES - NETWORK SYSTEMS	-32.85	10/28/2019
40800	AUTOZONE	STATE TANF STUDENT ASSISTANCE OTHER	-0.99	10/28/2019
40802	STAPLES ADVANTAGE	MARKETING / SUPPLIES	0.01	10/28/2019
40814	FIRST BANKCARD VISA	MARKETING / SUPPLIES	-3.00	10/30/2019
40815	POCKET NURSE	AT&T RESALE BOOKS	17.65	10/30/2019
40823	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - SUPPLIES	-6.48	11/01/2019
40824	WAL-MART	CHILDREN'S LAB - FOOD	-167.15	11/01/2019
40825	POCKET NURSE	HCC2 - SUPPLIES	16.50	11/01/2019

**PIONEER TECHNOLOGY CENTER**

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

**From: 05 Nov 2019 to: 06 Dec 2019**

<b>PO #</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
40827	WAL-MART	HCC - SUPPLIES	-45.63	11/01/2019
40828	STAPLES ADVANTAGE	FINANCE SUPPLIES	-29.60	11/01/2019
40829	LAMINATOR.COM	CENTRAL SUPPLIES	-39.54	11/04/2019
40832	OSU FIRE SERVICE TRAINING	IT&D - PROFESSIONAL SERVICES	-500.00	11/04/2019
40833	EVANS & ASSOCIATES CONSTRUCTION CO. INC.	GROUNDS SUPPLIES	-14.20	11/04/2019
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>84.54</b>	
<b>REPORT TOTAL:</b>			<b>84.54</b>	

*Building*

**PIONEER TECHNOLOGY CENTER**

From PO: 40041 to PO: 40048

**Encumbrance For Board Approval  
BUILDING FUND**

PO #	Vendor Name	General Description	Amount	Date
40041	ADAMS PLUMBING	BLDING MAINT REPAIRS	2,500.00	11/11/2019
40042	S & S STRIPING & SEALING CO., LLC	BLDG MAINT - PARKING LOT IMPROVEMENTS	25,837.85	11/13/2019
40043	JOHN A TURVEY	BLDG MAINT - MAJOR REMODEL REPAIRS	3,740.00	11/13/2019
40044	BC COATINGS LLC	BLDG MAINT - MAJOR REMODEL REPAIRS	1,500.00	11/13/2019
40045	FISHER WINDOW TINTING AND ACCESSORIES	BLDG MAINT - MAJOR REPAIRS REMODEL	9,180.00	11/15/2019
40046	RICK SCOTT CONSTRUCTION	BLDG MAINT - MAJOR REMODEL REPAIRS	444.31	11/22/2019
40047	ULTIMATE PEST CONTROL	LAWN CARE SERVICES	2,000.00	12/05/2019
40048	LOWE'S HOME CENTER INC	BLDG MAINT - MAJOR REMODEL REPAIRS	1,337.32	12/05/2019
		<b>Current Encumbered</b>	<b>46,539.48</b>	

**PIONEER TECHNOLOGY CENTER**

**Encumbrance For Board Approval**  
**CHANGE ORDER REPORT**  
**BUILDING FUND**



**From: 05 Nov 2019 to: 06 Dec 2019**

<b>PO #</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
40016	BELGER CARTAGE SERVICE INC.	BLDG MAINT - REPAIRS	-1,017.60	07/02/2019
	<b>BUILDING FUND TOTAL:</b>		<b>-1,017.60</b>	
	<b>REPORT TOTAL:</b>		<b>-1,017.60</b>	

*Payroll*

PIONEER TECHNOLOGY CENTER

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

From: 05 Nov 2019 to: 06 Dec 2019

PO #	Vendor Name	General Description	Amount	Date
70001	AT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	4,414.20	07/01/2019
70004	CULINARY ARTS HELPERS	BLANKET PAYROLL ENCUMBRANCE	206.75	07/01/2019
70005	ABE INSTRUCTORS (FEDERAL)	BLANKET PAYROLL ENCUMBRANCE	1,500.00	07/01/2019
70008	ABE / TANF INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	1,200.00	07/01/2019
70011	SUBS - RECEPTIONIST	BLANKET PAYROLL ENCUMBRANCE	65.00	07/01/2019
70013	SUBS - SECONDARY MATH	BLANKET PAYROLL ENCUMBRANCE	15.00	07/01/2019
70014	SUBS - (BITE) FINANCE MGMT	BLANKET PAYROLL ENCUMBRANCE	15.00	07/01/2019
70018	SUBS - NURSING	BLANKET PAYROLL ENCUMBRANCE	35.00	07/01/2019
70022	SUBS - TEACHER PREP	BLANKET PAYROLL ENCUMBRANCE	30.00	07/01/2019
70023	SUBS - CHILDREN'S LAB	BLANKET PAYROLL ENCUMBRANCE	1,809.10	07/01/2019
70024	SUBS - CONSTRUCTION	BLANKET PAYROLL ENCUMBRANCE	50.00	07/01/2019
70026	SUBS - INDUSTRIAL TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	25.00	07/01/2019
70029	SUBS - FLEET & FACILITES MAINT	BLANKET PAYROLL ENCUMBRANCE	55.00	07/01/2019
70142	JURINA-WARNER, AMANDA J	PAYROLL ENCUMBRANCE	-27,435.11	07/15/2019
70151	SUBS - HEALTH CAREERS CERT 2	BLANKET PAYROLL ENCUMBRANCE	609.10	08/26/2019
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>-17,405.96</b>	
<b>REPORT TOTAL:</b>			<b>-17,405.96</b>	

# Monthly Report

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## December 2019

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### Meetings and Activities

- **November** 13 – Accreditation Team Meeting; After Board Report Meeting
- 14 – Area Superintendent Meeting; Peachtree Landing Board Meeting; PTC Advisory Night Committee Meetings
- 15 – CTE Superintendent Advisory Meeting at ODCTE; PN Graduation
- 18 – Admin Team Meeting; Ohio Trip Debrief via Zoom
- 19 – PTC Dropout Recovery and Prevention Bill Language Meeting; OkACTE Legislative Appropriation Meeting; Oklahoma Manufacturing Alliance Together We Make It Event - OKC
- 20 – Meeting with Architects on the Westward Expansion
- 21 – PTC Holiday Market and Thanksgiving Dinner; Legislative Language Meeting with Dr. Major, Skye McNeil, Roger King, Rep. Fetgatter, Senator Leewright and Kendra Keelin.
- 22 – T&I Breakfast; Zoom Meeting with Michelle Campbell, Executive Director of Oklahoma Small Business Development Center and BIS staff: Jeff Lockett, Ben Evans, Dawn Brakey and Molly Kyler; Ponca Politics with Sheriff Kelley; Meeting with Sheriff Kelley, Jim Kelly, P66 and Sean Grigsba about Threat Suppression Training September 2020.
- 25 – Meeting with Zach Trantham, Ponca City Chamber/Tourism to discuss Humane Society fundraiser with James Kirkendall.
- 26 – Ponca City Chamber Board Meeting; Ribbon Cutting for Dr. Sunil Menon at PC Hospital; Business After Hours sponsored by Community National Bank @ Osage Casino
- 27-29 – Thanksgiving Break
- **December** 2 – Admin Team Meeting; Doctoral dissertation research interview with Dawn Lindsley.
- 3 – Ponca City Business Council Meeting; Alliance Health 100 year celebration/ribbon cutting
- 4 – 1 Million Cups with Gabrielle Anderson; Accreditation Team Meeting; District Area Special Education Teachers' Seminar @ PTC
- 5 – University Center Board Meeting; Meeting with architects to discuss west parking lots; 8<sup>th</sup> Grade tours; PC Chamber Education and Workforce Committee Meeting
- 6 – 8<sup>th</sup> Grade tours

### Full-Time Programs

- Mary Allan organized tours for West Middle School Gifted and Talented students to tour our STEM programs: Health, EMS, Math, Industrial Tech, and Teacher Preparation. We hosted more than 60 students.

- The first annual Holiday Market was a success. The proceeds yielded more than \$5,600 for our CTSO account, and the crafts and items were made by our students and staff. We are looking forward to next year's event!
- Ian Freeman has been working to get PTC approved to provide weld certification testing. He has recently received his certification for welding inspection and will be able to provide testing for outside examinees. Ian is partnering with other tech center instructors to provide testing for PTC students and will be able reciprocate for theirs.
- We are working with Skye McNeil, Rep. Fetgatter, Senator Leewright, Doug Major and Roger King to craft some legislation related to reinstating the science waiver for CTE training as well as providing funding for Dropout Prevention and Recovery programs.

### **Business and Industry Services**

- Nov 22 – We met via Zoom with Michelle Campbell, with Oklahoma Small Business Development Center to discuss their mission and potential partnership with them in the North Central Oklahoma Area.
- We had several excellent recommendations from our advisory committee members regarding some short-term training needs for welding, IT and health care. Pam Dickerson is currently following up on those recommendations to see what additional courses we may need to offer.
- Dec. 3-5 – Wildland Firefighting Fundamentals – Johnny Thornburgh
- Dec. 10 – Leadercast Women – Take Courage – Corbin Dewitt
- Jan. 15 – Oklahoma Business Tax – Ben Evans
- Jan. 22 – Keep it Local – Dawn Brakey

### **Capital Planning**

- The final adjustments are in progress on the EMS Training Facility. Lights on the East side were moved out of the line of the rappelling platform.
- Met with the Construction Manager and Architects to review millwork, AV and other features needed in each area.
- Met with architects to discuss the west parking lot configuration.

### **Upcoming Events**

- Dec. 17<sup>th</sup> – 5:00 pm PTC Children's Christmas Party; Business After Hours sponsored by PCDA and Ponca City Chamber @ Marland Mansion – 5-7pm
- Dec. 19<sup>th</sup> – PTC Staff Christmas Party @ PTC – 5-6pm
- December 20<sup>th</sup> and Jan. 3<sup>rd</sup> – Holiday Work Days
- Jan. 6<sup>th</sup> – Second Semester starts

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

**Business & Industry Services & Safety**

- The BIS team conducted over 112 one-on-ones/consults for a total of 109.75 counseling hours.
- Ben Evans, Robert Howard and Dawn Brakey provided technical assistance to clients resulting in client awards/client savings of approximately \$850,418.
- The BIS team also logged 3,005 contact hours with district clients.
- Our AT&D classes generated revenues of \$7,407.
- The revenue generated from our Safety training is 15,595.
- Of the 12 AT&D on-campus classes that began in November, five offer a certification upon successful completion. The certification provides eligibility for new jobs or continuing education to maintain certification for current positions. The breakdown is as follows:
  - CNA 8
  - CMA Continuing ED 16
  - CPR - Basic Life Support 2
  - MAT 4
  - Total Students 30
- Ben Evans hosted the Oklahoma Tax Commission's Business Tax Class with four participants.
- Corbin Dewitt coordinated the first of four sessions in the "Take Courage / Leadercast Women" Program with 23 attending.
- Molly Kyler and Corbin Dewitt coordinated morning and afternoon sessions in Blackwell for their Competitive Utility Programs (CUPS). The program was titled "Customer Service Activities to Supercharge Your Team." There were 19 in attendance. They also coordinated Strategic Planning for Hospice of North Central Oklahoma with 12 attending.
- Robert Howard coordinated a Lunch and Learn with SHRM to present "Social Media – Know your Risk" with 20 attending.
- Johnny Thornburgh coordinated Structure Fire Response over three days with 54 attending from Ponca City Fire Department. He also coordinated an NFPA 1403 Live Burn Training for the tower.
- Sylvia Urioste coordinated Blood borne Pathogens for White Eagle Transit and Maintenance Tech. II training for Otoe Housing with 11 attending.

On the horizon...

- December 3, 4, & 5 Wildland Firefighting Fundamentals
- December 10 "Take Courage Leadercast Women" Session 2

**Communications & Marketing**

- Advisory Night set-up, invitations, photos, and assistance was given, 103 advisors in attendance.
- Meeting with Corbin Dewitt to speak about a leadership specialty hand-out for his program.
- Social media updates were made on a daily basis by Terri Busch.
- Several press releases were sent to area newspapers and were run, see paperclips.

- Terri Busch and Angela Ogden assisted with the Holiday Market team and the event raised \$5,600 for CTSO's. This was a 2 day event for them as set-up took up time on the day before the event.
- Terri Busch received training at the Gooden group for Public Information Officers.
- Angela Ogden created the AT&D Schedule for the spring along with the AT&D team, the Catalog that should be in mailboxes by Dec. 2<sup>nd</sup>.
- PN Graduation was held, Terri Busch assisted with audio visuals, photographs and livestreaming for the evening.
- Angela Ogden updated and created numerous flyers, postcards and invitations throughout the month.
- Updates were made to the lobby displays daily and weekly along with the outside sign.
- Angela Ogden designed and created along with the instructional directors the Door Dash initiative.
- Angela Ogden and Terri Busch created ads that ran in all area papers, with aligning students to promote PTC during the tax window when statements are sent out.
- Terri Busch worked with Accreditation team to continue building graphs and tables for the document.
- A new PTC Foundation logo was created by Angela Ogden and approved by the foundation board.
- Angela Ogden created holiday cards for Traci to compliment gifts being delivered to area partners.

## **Instructional Services**

### **Instructional Directors**

- Mr. Goff attended an OSSBA Human Resources Academy.
- Mrs. Keelin, Mr. Goff, Mrs. Pulley and Mr. Ladner met with a representative from the East Initiative to discuss brining the program to PTC.
- Kahle Goff participated in the City of Ponca City Park and Recreation Board meeting.
- Kahle Goff participated in an ODCTE Accreditation Visit at Indian Capital Technology Center in Muskogee and Stillwell.
- All Instructional Directors participated in the Annual PTC Advisory Committee Night.
- Mrs. Allan attended National ACTE Vision Conference.
- Dr. Burkett attended the Pioneer Woman Museum Board Meeting
- Dr. Burkett and Mr. Freeman met with Gary Greethurst from AirGas
- Dr. Burkett and Mr. Renfrow met with representatives from Tyner's Transmission to set up evening classes with a trainer from ProAutoTech in Florida
- Dr. Burkett concluded Google Classroom sessions for area teachers
- Dr. Burkett, Mrs. Thorpe and Mr. Rector visited Autry Tech to discuss automation options
- Mr. Goff, Dr. Burkett, and Mrs. Keelin met with staff members to discuss changes for student certifications and prorating textbooks processes and policies
- Dr. Burkett worked with Mrs. Evans and 5 T&I teachers to provide support for the P66 Retreat targeting building a pipeline of trainees
- Dr. Burkett and Mr. Freeman met with Cookshack to discuss internship possibilities
- Mr. Goff, Dr. Burkett, and Mrs. Keelin attended T&I Breakfast with M4 construction
- Mr. Goff, Dr. Burkett, and Mrs. Keelin attended 1 Million Cups with Anderson Salon and Spa
- Mr. Goff and Mrs. Keelin attended the Alliance Health 100 Year Celebration

- Dr. Burkett worked with Mr. Vap to be able to deliver NREMT exams in the assessment center
- Mrs. Keelin attended Tri County Technology Center Accreditation as an accreditation examiner
- Mrs. Keelin attended the NERA Board Meeting
- Mrs. Keelin attended personnel committee meeting for SRN

### **Adult Health Programs**

#### **Medical Assisting:**

- Students continue to work on curriculum and skills.
- Ms. McConnell had seven members attend Advisory Night in the Medical Assisting program.

#### **Practical Nursing:**

- PN Pinning Ceremony was held on Nov. 15<sup>th</sup> and was well attended. Traci Thorpe was the guest speaker and gave a heartfelt speech and video. Fifteen students were pinned by family and loved ones.
- Advisory Night discussion was very productive and positive. There were twelve guests and five PTC faculty and staff present.
- PTC was hosted by Pawhuska Hospital as a possible clinical rotation for nursing students. Faculty was impressed with the skills opportunities available at that facility.
- Blackwell Regional Hospital is now under the ownership of Stillwater Hospital. We welcome the opportunity to work with Stillwater personnel.

### **Health, BITE and Special Programs**

#### **Academic Math:**

- Academic Math is pushing forward towards the end of 1<sup>st</sup> semester. We are on track with our curriculum mapping and the students are working very hard!
- Geometry- Analyzing graphs on the coordinate plane. Beginning congruence in figures and triangles.
- Alg 2- Factoring and solving quadratic functions and analyzing domain and range of real life situations. Doing lots of ACT prep during bell work time for the students taking the ACT in December.
- Math Analysis- Working with functions in a variety of ways. They are finding inverses, transforming them, doing compositions, and analyzing their behavior.
- Math of Finance- Wrapping up a chapter on Life after High School. Looking at best methods to obtaining desired careers and what secondary school is necessary for those positions, how to budget for new expenses that will be accrued, etc. This chapter has been eye opening for a few who have very high expectations of life after high school. We discussed how having high hopes is fine, but you also have to be realistic and plan accordingly.

#### **Children's Lab and Preschool/Teacher Prep:**

- Lora Walton- attended the Osage Nation Childcare Conference in Tulsa
- Lora Walton taught a class for area childcare providers on "Cooking with Kids in Childcare; Kindal Eller attended the class.
- Children's Lab staff helped with Teacher Prep/Vicki Braden's advisory committee meeting
- Children's Lab parents were encouraged to take their children to culinary's Thanksgiving Dinner. Several families participated.
- The Children's Lab has been chosen to participate in a pilot program for Brightwheel's (our computer software program) new platforms that are coming soon. Part of that will include management of the waiting list as well as an online enrollment process.

- Children's Lab is currently at full enrollment with a waiting list of 41 including 2 that have not even been born yet.

**HCC1:**

- Students have started and are working on:
  - Anatomy Skeletal System, Muscular System, & Nervous System
  - Core Computers and Technology in Health Care & Legal and Ethical Responsibilities
  - Medical Terminology Skeletal System, Muscular System, & Nervous System
- Career Center: all first year students are studying and continuing to work on obtaining their workkeys certifications. Several students have obtained certifications already. Second year students are learning communication techniques and job readiness skills during Employability Training.
- Special Speakers: Kendra Ladner, Physical Therapist from AHPC spoke during our Muscular System Unit.
- We taught students about concussions through hands on activities and while 6th graders visited we made concussion glitter bottles.

**HCC2:**

- Long Term Care Aide & Home Health Care Nursing Aide: We had 10 students pass their certification exams so far & 2 more students are studying to test.
- ACNA: (Advanced Acute Care Nursing Assistant or Pre-Nursing) Pre-Nursing students have completed the Assessment Unit & Skills, Plan of Care Unit and Skills, Documentation Unit Skills.
- PhT: (Pharmacy Technician) Pharmacy students have completed the Orientation to Pharmacy Technician Unit and the Federal Law Unit. Pharmacy students have also learned how to make medication labels for prescription bottles, common abbreviations used in pharmacies, SIGS, HIPAA Regulations, and Calculating of Drug Dosages.
- VA: (Veterinary Assistant) Foundations for Veterinary Staff, Kennel Maintenance Principles, Veterinary Receptionist Training, and DEPCO Assignments 1-4. Veterinary Assistant students have also learned how to perform assessments, obtaining a history on animals, and performing CPR on animals.
- HOSA: We took students to Fall Leadership Conference; we now have 1 student that is representing PTC HCC as an Oklahoma State HOSA Officer.
- Mrs. Feaster attended the NCHSE Conference November 5-8.

**New Beginning:**

4 new students in November

2 students are attending Long Term Nurse Aide class

Mrs. Burg attended a board meeting for Child Welfare Advisory

AMBUCS donated 40 Thanksgiving Baskets to our New Beginning and HSE students

**ABE/HSE:**

- 130 students currently enrolled
- Another graduate at KCDC in November
- Will begin to offer evening ABE/HSE testing starting in January

**SHARE:**

- One student has finished all credits for graduation. We have two more students sign up for second semester.

**BITE:**

- The BITE classes have been working hard towards completing courses in multiple program areas. We will have several completers by the end of the year.

- The BPA students have been able to volunteer with Festival of Angels in the Hut.
- Mr. Ladner's Cyber Patriot students have competed in two rounds so far. The AM team has achieved Gold level while the PM team has reached the highest level of Platinum. They will be competing in the State Round on Dec 8th.
- Dana Pulley and Zac Ladner recently took their students to tour Dell EMC and do a team building activity at an escape room in Oklahoma City.
- Dana Pulley has several students doing internships. Two at the courthouse working for the D.A. One student at Cookshack doing accounts receivable and one at Head Country performing office duties.
- One of Zac Ladner's completers was hired on Dec 4th by CT Technologies and will be starting his new career Dec 20th.

#### **T&I and Service Programs:**

- **Automotive** (Kyle Renfrow)
  - Three individuals donated vehicles to the program
  - Curriculum will shift into transmissions and drivetrain after Christmas break
  - ProAutoTech trainer will provide electrical systems training on December 17<sup>th</sup>
- **Construction** (James Kirkendall)
  - Participated in Holiday Market
  - Completed Festival of Angels Christmas Trailer
  - Working on Pioneer Woman Museum Chicken Coop
- **Cosmetology** (Kayla Randol)
  -
- **Criminal Justice** (Tom Burg)
  - Toured the Kay County Jail
  - Hands on training with the Ponca City Police Department in handcuffing techniques felony stops and defensive tactics
  - Trained with the Kay County Jail in ground fighting
- **Culinary Arts** (Brenda Pollak)
  - Started providing meals for the Ponca City Senior Center every Thursday
  - 4 students helped prepare and serve the advisory meal
  - Had a successful annual Thanksgiving lunch
- **Firefighter/EMT** (Gary Vap)
  - Preparing for Firefighter I exam
  - Mr. Vap elected to the Subject Matter Expert Committee for the Oklahoma State University Fire Service Training Certification Department
- **Fleet & Facilities Management** (Steve Bookout)
  - Participated in the Holiday Market
  - Working on Christmas floats
- **Industrial Tech** (Chuck Rector)
  - Student working at Carbon Black
  - Made TONS of Money at the holiday Market for CTSOs
  - Toured Garaga
  - Instructor is now certified thru Snap-On for Digital Multi-Meter (new cert that ALL students will get)
- **Machine Tool** (Jared McMartin)
  - Preparing for 8th grade tours
  - Had a student start at Galaxy Tool on Monday

- **Welding** (Ian Freeman)
  - PTC may now offer State Card Certifications for Welders
  - Mr. Freeman is working with instructors from Autry Tech and Meridian Tech to provide certification exams for all schools

**Student Services**

**Student Services:**

- The Student Service team is wrapping up the first semester with students. We are doing the SWP Q2 reviews, hosted our advisory committee meeting, assisted with all school advisory night, hosted area special education educators in a meeting to network with our instructors, attended state NTHS conference with students, cohosted an industry meeting with P66 for counselors/instructors in our district, assisted with Tri County accreditation, met with the Foundation board to review annual scholarship applications, and hosted 8<sup>th</sup> graders for recruitment to list a few events. We even managed time off for a wonderful Thanksgiving! We all soooooo appreciated the wonderful bonus you approved. Thank you!

**Career Center:**

- November flew by, we continued to have students work in their assigned curriculum and those that were ready to test were able to schedule their tests. 49 tests were taken with a 92% success rate for the program requirements. We also had two students who earned their WorkKeys Career Readiness Certificate.
- For the month of November, employability soft skills discussed the topic of Time Management. We also updated resumes for 2nd year students and adults.

**Career Development Facilitator:**

- The 8th graders were on campus December 5-6 for hands-on activities and a tour through all of our program areas.
- SLA assisted during the advisory committee banquet and were tour guides for the 8th grade event.
- The GIRLS put up can lights at Cann Memorial Gardens and worked the opening night event, earning \$1000 grant for the CTSO.

**Assessment Facilitator:**

- The Pesticide tests from the Oklahoma Department of Agriculture have taken off this month. Charles Luper, OSU Extension, and I met with Terri to write an article for area papers and social media outlining the various pesticide tests. 158 assessments have been administered this month. Lori and I attended NTHS State Conference in Tulsa. I attended advisory night and took minutes for Firefighter/EMT as well as assisted with the successful Holiday Market.

**Disabilities Specialist/Job Placement Facilitator:**

- Collected and recorded 1st quarter WBL data from instructors and gave instructors forms for 2nd quarter data.
- Began planning process with the North Central Transition Fair Team for the Transition Fair will be held in conjunction with PTC Preview night on February 10th.
- Hosted OSUIT for our College Day presentations for all students.
- Hosted the Army Recruiter for interested students.
- Hosted District Special Education Teachers Meeting.

**Plant/Facilities**

- Water valves replaced on the holiday break.
- Working on the campus security “bug out bags” and Emergency action plan flippers.

- Repaired the seminar center partition.
- Scheduling parking lot surface repairs (stripping, crack seal, and topcoat.)
- Continue to work with architects on westward expansion project.

**Paper Clips**  
**November 2019**

Thank you PTC staff for pushing me to reach my goals. My leadership skills will help me as an Oklahoma HOSA State Officer.



**KILEY SHEETS**  
*Health Careers Certification*

Pioneer Technology Center | 2101 N Ash, Ponca City | 580.762.8336 | pioneertech.edu



THE FAIREAX CHIEF  
FAIREAX, OKLAHOMA

PAGE 9

THURSDAY, NOVEMBER 14, 2019

Pioneer Tech has given me the chance to further my education, open my mind to new ideas and make some great connections with like-minded individuals.



**CARTER ROGERS**  
*Business & Info. Tech - IT*

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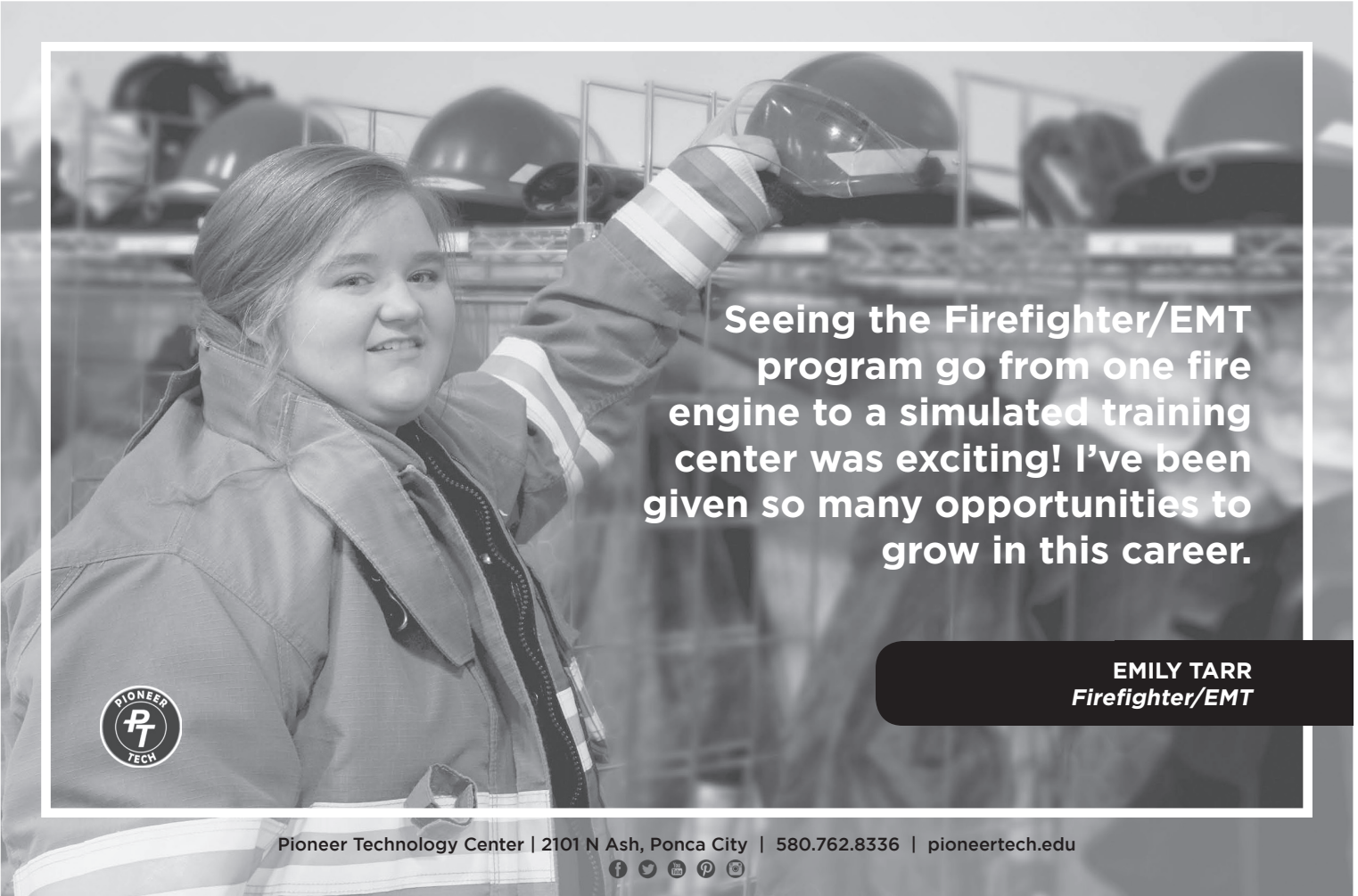
**Pioneer Tech has changed my life in so many ways. I have learned how to be a better leader and important life skills that I will carry with me forever.**

**KAITLYN ALLEN**  
*Automotive Service Tech*



11001 N. Ash, Poncha City | 580.762.8336 | pioneer@pioneer-tech.com





**Seeing the Firefighter/EMT program go from one fire engine to a simulated training center was exciting! I've been given so many opportunities to grow in this career.**

**EMILY TARR**  
*Firefighter/EMT*



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PTC is a great place to explore my career path. I can follow my dreams as I have many opportunities to participate in activities to learn the art of cooking and meet my goal of becoming a chef someday.



TASHANTI CARSON  
Culinary Arts

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(First Published in  
The Ponca City News  
November 16, 2019 - 1tw)  
**PUBLIC NOTICE**  
The Board of Education of Pioneer Technology Center School District hereby provides legal notice that the annual school board election filing period for candidates will open 8 a.m. Monday, December 2, 2019 and closes at 5 p.m. on Wednesday, December 4, 2019. Contest of candidacy petitions may be filed with the County Election Board until 5 p.m. on Friday, December 6, 2019. If contests of candidacy are filed, the hearings will be conducted by the County Election Board the following week.  
**Board Member Position on Ballot:**  
The voters shall elect a board member for Zone 3 (Ponca City) which has a 5-year term.

THE PONCA CITY NEWS, SATURDAY, NOVEMBER 16, 2019 - PAGE 7-C

# Holiday Market in Ponca City



Courtesy Photo

Titeana Lewis and Gabriela Amaya, students in the Medical Assisting program and both from Ponca City, show examples of crafts from their booth and others at Pioneer Tech's first annual Holiday Market on Thursday, November 21st. The tech center raised over \$5,600 during the event while, in conjunction, the Culinary Arts program served around 250 lunches at their annual Thanksgiving Dinner. Terri Busch, Communications and Marketing Coordinator who assisted with planning the event shared, "There was so much happening on our campus on Thursday; it was really exciting to see the community pour into our facility for lunch and the Holiday Market. We are so grateful for their support of our student organizations. We had an amazing team of people set-up and price items and then, of course, the talented students and staff who crafted such beautiful creations. It's definitely going to be an annual event!" For more information about Pioneer Technology Center's programs and initiatives, call (580) 762-8336 or visit their website [www.pioneertech.edu](http://www.pioneertech.edu).

# Sheets named HOSA state officer

Press Release

PONCA CITY — Newkirk High School senior Kylie Sheets, from the Health Career Certification program at Pioneer Technology Center, was elected as a 2019-20 HOSA (Future Health Professionals) State Officer.

She was elected at the HOSA Fall Leadership Conference and will serve in her position until November of 2020.

"I'm extremely proud of Kiley and her outstanding accomplishment in becoming an officer," HCC instructor Amber Feaster said. "I am excited to watch her leadership abilities blossom over the next year."

HOSA State Officers serve as ambassadors and are available as necessary, to promote the student organization throughout their state and fulfill the duties assigned to them. Sheets will attend several different conferences throughout the year and during the summer.

For more information about Pioneer Technology Center's programs and initiatives, call (580) 762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu).



Kylie Sheets



TASHINA LITTLECOOK is the Pioneer Technology Center (PTC) November Student of the Month. She is an adult student from Red Rock and represents the Practical Nursing Program. According to her instructors, she is always smiling, demonstrates a positive attitude and shows good leadership qualities. Little Cook has been an aide for various nursing homes in the area and has accepted a position at the Pawhuska Hospital while she works to complete her Licensed Practical Nurse (LPN) certification. For more information about Pioneer Technology Center's programs and initiatives, call 580-762-8336 or visit their website [www.pioneertech.edu](http://www.pioneertech.edu).



## Shop the Market

Nov. 21 | 9 am - 2 pm | Seminar Center

## Thanksgiving Dinner

Nov. 21 | 11 am - 11:30 pm | Cafeteria

Students and Staff have Built, Crafted and Baked some Awesome Holiday items for sale to benefit Student Organizations.

***Come Eat, Drink, Shop and be Merry with us!***



Pioneer Technology Center  
2101 North Ash, Ponca City, Oklahoma  
pioneertech.edu • (580) 762-8336



# PTC Holiday Market set for Nov. 21

## Press Release

PONCA CITY — Enjoy holiday shopping at the first annual Pioneer Technology Center (PTC) Holiday Market.

The PTC Seminar Center will transform into a festive holiday marketplace Nov. 21 with handcrafted items from the many programs and staff represented at the tech center. The PTC Holiday Market opens at 9 a.m. and closes at 2 p.m. All proceeds from the event will benefit Career Tech Student Organizations (CTSO). The public can also come during lunch time from 11 a.m. to 12:30 p.m. and enjoy PTC's annual Thanksgiving dinner.

“Our hope is that visitors will come for lunch but stay and shop for all kinds of crafts



The Pioneer Tech Holiday Market will be Nov. 21. (Courtesy photo)

made by our students and staff,” Traci Thorpe, Superintendent/CEO said.

PTC guests can enter by the cafeteria for lunch or use the west and north entrances for

shopping. The address is 2101 N. Ash in Ponca City.

For more information about PTC programs and services, call (580) 718-4222 or visit [www.pioneertech.edu](http://www.pioneertech.edu).

# Willoughby to serve as Skills USA state officer

## Press Release

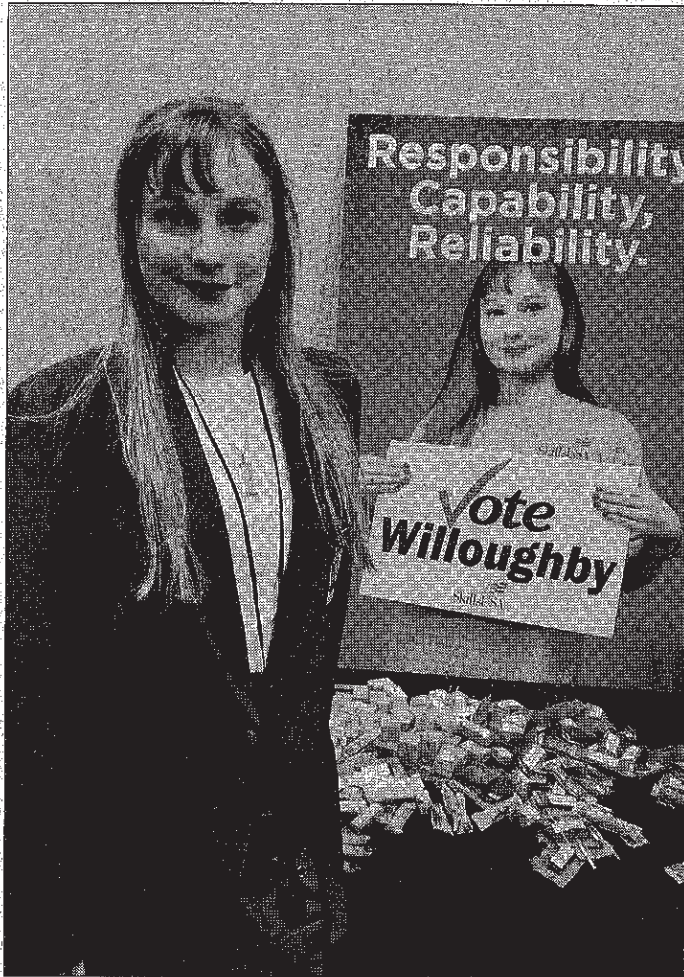
PONCA CITY — Pioneer Technology Center (PTC) has a new Post-Secondary SkillsUSA State Officer.

Dana Willoughby is a full-time adult student from Ponca City in the Cosmetology program. Willoughby is excited about the opportunities to learn speech and leadership development skills.

"Dana did an exceptional job and ran against a lot of great candidates. I know that she is going to do a great job representing SkillsUSA, PTC and Cosmetology over the next year," cosmetology instructor Kayla Randol said.

Willoughby will attend several different conferences throughout the year and during the summer. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce.

For more information about PTC's programs and initiatives, call (580) 762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu).



Newkirk graduate Dana Willoughby is serving as the Pioneer Tech SkillsUSA state officer. (Courtesy photo)

# Holiday Market to open at PTC

Enjoy holiday shopping at the first annual Pioneer Technology Center (PTC) Holiday Market. On Thursday, Nov. 21st, the PTC Seminar Center will transform into a festive holiday marketplace with handcrafted items from the many programs and staff represented at the tech center.

The PTC Holiday Market opens at 9 a.m. and closes at 2 p.m.

All proceeds from the event will benefit Career Tech Student Organizations (CTSO).

The public can also come during lunch time from 11 a.m. to 12:30 p.m. and enjoy PTC's Annual Thanksgiving Dinner.

"Our hope is that visitors will come for lunch but stay and shop for all kinds of crafts made by our students and staff," said Traci Thorpe, PTC Superintendent and CEO. PTC guests can enter by the cafeteria for lunch or use the west and north entrances for shopping; the address is 2101 North Ash Street in Ponca City.

For more information about Pioneer Tech programs and services call (580) 718-4222 or visit [pioneer.tech.edu](http://pioneer.tech.edu)



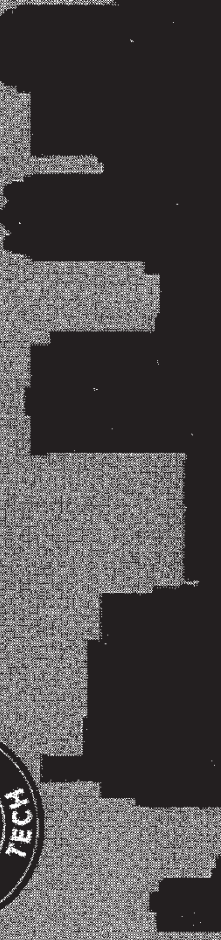
PIONEER TECHNOLOGY Center students Matthew Mayes, a Po-Hi senior and Austin Ross, an adult student from Ponca City, show some of the crafts that will be sold at the Holiday Market Nov. 21. The market place hours are from 9 a.m. to 2 p.m. All proceeds will benefit Career Tech Student Organizations (CTSO). The public can also come during lunch from 11 a.m. to 12:30 p.m. and enjoy PTC's annual Thanksgiving Dinner.



# we SALUTE our **VETERANS!**



Pioneer Technology Center  
2101 N. Ash, Ponca City, OK 74601  
580.762.8336 | [www.pioneer.tech.edu](http://www.pioneer.tech.edu)



# Nurses graduate



The Pioneer Technology Center 2019 Practical Nursing class celebrated their graduation with a ceremony and reception this month. Front row, from left, Caitlyn Moore, Carla Amaya and Tatum Johnson, Ponca City; Kelbie Hunt-Newman, Cleveland; and Tabitha Hudson, Ponca City. Middle row, Kacie Martin, Ponca City; Kaylee Baughman, Blackwell; Heather Spears, Ponca City; and Rebcca Anson and Brittini Carnes, Tonkawa. Back row, Stephanie French, Ponca City; Tashina Littlecook, Red Rock; Raini Whitfield, Ponca City; and Kyla Newton and Allie Graves, both from Ponca City. For more information about PTC's Practical Nursing program, call (580) 762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu). (Courtesy photo)

# Playground equipment disc

By MIKE SEALS  
mike@poncacitynews.com

At the regular session of the Ponca City Parks and Recreation Board held Thursday evening, the AMBUCs Charity Angels outlined their plan to provide new equipment to augment the current AMBUCs playground at Lake Ponca.

The new equipment will include a 'Unity Basket

Swing', made by a company called Playworld and an ADA-compliant, wheel chair-accessible Merry-go-round.

This donation to the city will include installation and landscaping/turf installation to ensure that both items are fully ADA compliant and wheel chair accessible. Total value of the donation is nearly \$45,000.

Acceptance of the donation will be dependant on acceptance by the City Board of Commissioners.

Director Eric Newell provided the advisory board with an umber on a number of items currently in progress, including the new Walking Trail at Lake Ponca, which he said is at about 52 days on a 90-day contract. He said the elec-

trical work and foundation is nearly complete, and that the project should be finished on time at the current work rate.

He also said a Request for Proposals (RFP) will go out mid-December for the proposed fishing dock.

He asked the board members to consider any Capital Improvement ideas and submit to him for consid-

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GIRLS4SUCCESS volunteers from Mrs. Eden's class at Pioneer Technology Center braved the cool temperatures and helped set up luminaries to add to the lighting display at Cann Gardens for the upcoming Festival of Angels lighting display.

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**PIONEER TECHNOLOGY CENTER**  
**Part-time & Temporary Employment Contracts and/or Addenda to Contracts**  
**December 10, 2019 FY 2019/2020**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Stanley Avans	Adjunct Firefighter Instructor	01/06 – 05/22 (up to 175 hrs)	3,500.00
Coleen Blevins	ABE / HSE Instructor	12/01 – 12/31 (21 hrs)	525.00
Steve Bookout	ABE / IELCE Instructor	12/01 – 12/31 (M/T 4:30-7:30pm)	525.00
Carol Bottoms	ABE / TANF Instructor	12/01 – 12/31 (38.5 hrs)	962.50
Tanner Crawford	Adjunct Firefighter Instructor	01/06 – 05/22 (up to 175 hrs)	3,500.00
Alex Eubank	IBEW Electrical Apprenticeship	12/02 – 12/31 (9 hrs)	303.30
Alex Eubank	IBEW Electrical Apprenticeship	01/02 – 01/31 (12 hrs)	404.40
Alex Eubank	IBEW Electrical Apprenticeship	02/03 – 02/28 (12 hrs)	404.40
Alex Eubank	IBEW Electrical Apprenticeship	03/02 – 03/31 (12 hrs)	404.40
Alex Eubank	IBEW Electrical Apprenticeship	04/01 – 04/30 (12 hrs)	404.40
Alex Eubank	IBEW Electrical Apprenticeship	05/01 – 05/29 (9 hrs)	303.30
Caleb Eytcheson	Adjunct Firefighter Instructor	01/06 – 05/22 (up to 175 hrs)	3,500.00
Lori Evans	ABE / HSE Instructor	12/01 – 12/31 (W 5:00-8:00pm)	175.00
Tyler Evans	Bus Driver Training	11/21 – 12/20 (up to 25 hrs)	658.50
Mandy Farmer	Simmering Soups	11/07 (5:30-8:30pm)	105.36
Mandy Farmer	Christmas Cookies	12/12 (5:30-8:30pm)	105.36
Robert Fehring	Adjunct Firefighter Instructor	01/06 – 05/22 (up to 175 hrs)	3,500.00
Joella Francis	CNA Testing	11/14 (6.5 hrs)	162.50
Beth Frantz	CNA Testing	11/18 (1.5 hrs)	37.50
Larry Godley	ABE / Corrections Instructor	12/01 – 12/31 (10 hrs)	300.00
Larry Godley	ABE / HSE Instructor	12/01 – 12/31 (M 10am-12pm / 5:00-7:00pm)	285.00
Judy Gose	MAT	11/21 – 11/22 (16 hrs)	288.00
Judy Gose	MAT Update	12/05 (8 hrs)	144.00
Anthony Hallum	ABE / HSE Instructor	12/01 – 12/31 (31.5 hrs)	787.50
Tonya Jackson	ABE / IELCE Instructor	12/01 – 12/31 (M/T 4:30-7:30pm)	525.00
Tonya Jackson	ABE / HSE Instructor	12/01 – 12/31 (W 4:30-7:30pm)	262.50
Donald James	Adjunct Firefighter Instructor	01/06 – 05/22 (up to 175 hrs)	3,500.00
Steven Long	Adjunct Firefighter Instructor	01/06 – 05/22 (up to 175 hrs)	3,500.00
Tracy McCloud	ABE / HSE Instructor	12/01 – 12/31 (94.5 hrs)	2,457.00
Ashley O'Hara	CNA Testing	10/22 – 11/20 (6 hrs)	150.00
James Page	School Bus Examiner	10/19 – 11/20 (6.5 hrs)	162.50
James Page	School Bus Examiner	11/21 – 12/20 (up to 30 hrs)	750.00
Mason Parker	CPR	11/05 (4:00-7:00pm)	75.00
Mason Parker	First Aid	12/09 (4:00-7:00pm)	75.00
Diane Pendleton	ABE / HSE Instructor	12/01 – 12/31 (31.5 hrs)	787.50
Robert Peterson	IBEW Electrical Apprenticeship	12/02 – 12/31 (12 hrs)	404.40
Robert Peterson	IBEW Electrical Apprenticeship	01/02 – 01/31 (24 hrs)	808.80
Robert Peterson	IBEW Electrical Apprenticeship	02/03 – 02/28 (18 hrs)	606.60
Robert Peterson	IBEW Electrical Apprenticeship	03/02 – 03/31 (18 hrs)	606.60
Robert Peterson	IBEW Electrical Apprenticeship	04/01 – 04/30 (21 hrs)	707.70
Robert Peterson	IBEW Electrical Apprenticeship	05/01 – 05/29 (12 hrs)	404.40
Pam Powers	ABE / HSE Instructor	12/01 – 12/31 (TH 4:30-7:30pm)	262.50
Kristina Reed	CMA	12/09 – 12/20 (M-F 8:30am-2:30pm)	1,584.00
Brenna Scott	Temp Production Kitchen Assistant	11/18 – 11/21 (up to 24 hrs)	360.00
Eddie Shultz	Adjunct Firefighter Instructor	01/06 – 05/22 (up to 175 hrs)	3,500.00
Teresa Smith	P66 Safety Training/BIS Report	10/21 – 11/18 (2 hrs)	40.00
Valerie Streeter	ABE / HSE Data Entry Clerk	12/01 – 12/31 (87 hrs)	1,218.00
Wendy Terrazas	ABE / HSE Instructor	12/01 – 12/31 (W 4:30-7:30pm)	262.50
P. Elaine Thomas	ABE / Corrections Instructor	12/01 – 12/31 (12 hrs)	300.00

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Elizabeth Watson	ABE / TANF Instructor	12/01 – 12/31 (63 hrs)	1,575.00
Robert Wood	IBEW Electrical Apprenticeship	12/02 – 12/31 (12 hrs)	404.40
Robert Wood	IBEW Electrical Apprenticeship	01/02 – 01/31 (24 hrs)	808.80
Robert Wood	IBEW Electrical Apprenticeship	02/03 – 02/28 (18 hrs)	606.60
Robert Wood	IBEW Electrical Apprenticeship	03/02 – 03/31 (18 hrs)	606.60
Robert Wood	IBEW Electrical Apprenticeship	04/01 – 04/30 (21 hrs)	707.70
Robert Wood	IBEW Electrical Apprenticeship	05/01 – 05/29 (12 hrs)	404.40