

Pioneer Technology Center Board of Education
Special Meeting
Wednesday, February 17, 2021, 6:00 PM
Virtual
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 - Recruitment Video, Terri Busch, Communications & Marketing Coordinator and Employee Satisfaction Survey Results, Molly Kyler, Executive Director, Business & Industry Services
5. Discussion and vote to approve or not approve the Minutes of the January 12, 2021 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 #10924-11049; Building Fund #10041-10046; Payroll #70158-70159).
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 purchases over \$10,000 as listed on Appendix A.
9. Presentation, discussion and vote to accept or not accept Putnam & Associates FY20 Audit report.

10. Discussion and vote to approve or not approve revisions to policies BE-R2, Board of Education Meetings, Teleconferencing or Videoconferencing Regulations and BE-E, Board of Education Meetings, Tele or Videoconferencing Regulations, Sample Notice and Agenda and policy
11. Discussion and vote to award or decline bid for 2021 Cosmetology Equipment Project (Westward Expansion).
12. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B.
13. Proposed Executive Session to discuss contract renewals for employees listed on Appendix C (Executive Directors/Admin Team Directors), employment of Marcie Close for AT&D Registrar, employment of a Fleet Maintenance/Bus Driver and evaluation of Superintendent/CEO Okla. Stat. Title 25, 307(B)(1).
14. Vote to convene in Executive Session
15. Acknowledge return of the Board to Open Session
16. Board President statement of Executive Session minutes
17. Motion to approve contract renewals for employees listed on Appendix C (Executive Directors/Admin Team Directors)
18. Vote to approve employment of Marcie Close, AT&D Registrar
19. Vote to approve or not approve employment of Fleet Maintenance/Bus Driver
20. Public Comment
21. Motion and vote to adjourn

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

POSTED: Pioneer Technology Center, North Entrance

Posted _____

By Allison Christy, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, January 12, 2021 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order
Meeting called to order at 6:02 pm

2. Roll call and establish a quorum

Board Members Attended:

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

Board Members Absent:

Mr. Laurence Beliel
Ms. Mary Rigdon

Also in attendance were Traci Thorpe, Ryan Burkett, Kendra Keelin, Kahle Goff, Stacey Rush, Molly Kyler, Mike Orr, Carl Storm and Allison Christy.

3. Flag salute and moment of silence

4. Reports and Presentations

Board Appreciation Month

Ms. Thorpe expressed our appreciation for the time the Board members put into supporting Pioneer Technology Center.

Safety Team Report, Carl Storm, BIS Safety Coordinator & Trainer

Carl Storm reported the hearing trailer was finished at about the same time as the COVID virus hit. Business for the hearing trailer has been a little low because of the pandemic. Safety training is high for industries and there are several industries who have monthly safety training. for OSHA compliance. The refinery is the biggest. We have a good team that works well together. General safety is charged by the hour and hearing tests are \$25.

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

Motion to approve the Minutes of the December 8, 2020 special Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Laurence Beliel:	Absent
Ms. Gay Norris:	Yea
Ms. Mary Rigdon:	Absent
Ms. Orva Rothgeb:	Yea
Mr. J.D. Soulek:	Yea

Yea: 3, Nay: 0, Absent: 2

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #10835-10923; Building Fund #10040; Payroll-change orders only).

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

Laurence Beliel: Absent

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 3, Nay: 0, Absent: 2

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

Traci Thorpe, Superintendent/CEO

Traci reported that school started back to in-person starting January 5. Seems to be going well so far. We have a waiver to offer COVID testing for staff; Michelle Tripp will manage the process. We will need some special equipment for the testing. We are still waiting for more information on vaccinations. As a Certified Center for Workforce Excellence we have a grant opportunity. Janet Schwabe is putting some information together for the grant. The Center for Workforce Excellence advisory council will meet on January 26th to create actions to move forward. The group relies on industry partners to take the lead in what they need. The construction project is approximately 36% complete. The crew made a lot of progress over the break. They are hoping to have the concrete lid finished this week. It should all be dried-in in the next 3 weeks. We have several retirements coming up. Steve C. will retire at the end of this month and Janice Karnish is retiring in January 2021; this position has many responsibilities. We would like to hire her replacement soon to train with Janice prior to her retirement. Starting to think about summer camp. Planning to offer some options with student safety in mind. Westward expansion bid openings for Cosmetology & Culinary Arts equipment and furniture will be February 2, 2021. Received a grant to purchase A/V equipment for Culinary Arts using Carl Perkins money.

Molly Kyler, Executive Director, Business & Industry Services

Molly shared a copy of the End of year report for Janet Schwabe's position (Manufacturing Extension Agent). Marketing is working on 360-degree tours (video). Tonight was enrollment for ABE/HSE and the full-time programs are working on workplace learning projects.

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

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

Laurence Beliel: Absent

Ms. Gay Norris: Yea
Ms. Mary Rigdon: Absent
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 3, Nay: 0, Absent: 2

9. 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 Ms. Orva Rothgeb and a second by Ms. Gay Norris.

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

Mr. J.D. Soulek: Yea
Yea: 3, Nay: 0, Absent: 2

10. Discussion and vote to award or decline bid for 2021 Conference Center A/V Project.

Motion to award or decline bid for 2021 Conference Center A/V Project. passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Laurence Beliel: Absent
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Absent
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 3, Nay: 0, Absent: 2

11. Proposed Executive Session to discuss the employment of a T&I (Industrial Tech) Teaching Assistant/Bus Driver, employment and evaluate the Superintendent/CEO Okla. Stat. Title 25, 307(B)(1).

No Executive Session.

12. Motion and vote to approve employment of T&I (Industrial Tech) Teaching Assistant/Bus Driver

Motion to approve employment of Billy Palmer, T&I (Industrial Tech) Teaching Assistant/Bus Driver passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Laurence Beliel: Absent
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Absent
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 3, Nay: 0, Absent: 2

16. Motion and vote to approve contract renewal for Traci Thorpe, Superintendent/CEO

Motion to approve contract renewal for Traci Thorpe, Superintendent/CEO passed with a motion by Ms. Orva Rothgeb and a second by Ms. Gay Norris.

Laurence Beliel: Absent

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 3, Nay: 0, Absent: 2

17. New Business

No new business

18. Public Comment

No public comment.

19. Motion and vote to adjourn

Board President J.D. Soulek adjourned the meeting at 6:52 pm

Respectfully Submitted,

Allison N. Christy

Allison N. Christy
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:

General

PIONEER TECHNOLOGY CENTER

From PO: 10924 to PO: 11049

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
10924	FIRST BANKCARD VISA	CHILDRENS LAB - SUPPLIES	241.56	01/08/2021
10925	LOWE'S HOME CENTER INC	AUTO TECH - SUPPLIES	200.00	01/08/2021
10926	FIRST BANKCARD VISA	PERKINS INNOVATION GRANT - DURABLE MATERIALS CULINARY	86.00	01/08/2021
10927	HARTMAN PUBLISHING INC	AT&D RESALE BOOKS	1,544.07	01/11/2021
10928	INNOVATIVE TEACHING SOLUTIONS	PN - CURRICULUM (COVID)	5,643.00	01/11/2021
10929	P&K EQUIPMENT	GROUNDS SUPPLIES	38.72	01/11/2021
10930	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	20.00	01/12/2021
10931	WAL-MART	TANF STUDENT ASSISTANCE OTHER	152.97	01/12/2021
10932	DR. WILLIAM STUEVER	TANF MEDICAL/ DENTAL	132.00	01/12/2021
10933	EARNHEART STATIONS	TANF STUDENT ASSISTANCE OTHER	3,000.00	01/12/2021
10934	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	501.55	01/12/2021
10935	CENTRAL TECHNOLOGY CENTER	TANF TUITION	4,800.00	01/12/2021
10936	WAL-MART	TANF STUDENT ASSISTANCE OTHER	164.77	01/12/2021
10937	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	20.00	01/12/2021
10938	FIRST BANKCARD VISA	ACADEMIC/ASSESSMENT CENTER - SUPPLIES	63.28	01/12/2021
10939	GOGUARDIAN	COMPUTER SERV - SOFTWARE/TECH (COVID)	1,620.00	01/13/2021
10940	SMART DEPLOY	COMPUTER SERV - SOFTWARE/TECH (COVID)	3,300.00	01/13/2021
10941	TANF STUDENT ASSISTANCE	TANF TUITION	900.00	01/13/2021
10942	TANF STUDENT ASSISTANCE	TANF TUITION	1,050.00	01/13/2021
10943	TANF STUDENT ASSISTANCE	TANF TUITION	600.00	01/13/2021
10944	FIRST BANKCARD VISA	AUTO TECH - SUPPLIES	129.98	01/13/2021
10945	GALAXIE BUSINESS EQUIPMENT INC	EQUIP/DISTANCE LEARNING TECH (COVID19)	19,857.96	01/13/2021
10946	POCKET NURSE	AT&D INSTRUCTOR SUPPLIES	457.17	01/13/2021
10947	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	18.30	01/13/2021
10948	MNJ TECHNOLOGIES DIRECT, INC	SOFTWARE & EQUIP/DISTANCE LEARNING TECH (COVID19)	59,520.00	01/13/2021

PIONEER TECHNOLOGY CENTER

From PO: 10924 to PO: 11049

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

PO #	Vendor Name	General Description	Amount	Date
10949	NORTH AMERICAN RESCUE	EQUIP/DISTANCE LEARNING TECH (COVID19)	13,278.00	01/13/2021
10950	YORK ELECTRONIC SYSTEMS	PERKINS GRANT - CULINARY ARTS EQUIP	35,074.00	01/13/2021
10951	SOUTHWESTERN PAYROLL SERVICE, INC.	FULLTIME PROG - PROFESSIONAL SERVICES	302.60	01/14/2021
10952	BRACE BOOKS & MORE	CHILD LAB & PRESCHOOL - BOOKS	119.76	01/14/2021
10953	WAL-MART	PERKINS GRANT - DURABLE MATERIALS CULINARY	98.00	01/14/2021
10954	FIRST BANKCARD VISA	MARKETING - SUPPLIES (COVID)	2,860.00	01/14/2021
10955	STAPLES ADVANTAGE	BIS / CENTRAL - SUPPLIES	309.74	01/15/2021
10956	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES -- SUPPLIES	1,159.00	01/15/2021
10957	EMERGENCY MEDICAL PRODUCTS INC	AT&D INSTRUCTIONAL SUPPLIES	229.44	01/15/2021
10958	STATE SURGICAL SUPPLY	INSTRUCT DIR - SUPPLIES (COVID)	1,427.82	01/15/2021
10959	NAPHE	PN REGISTRATION FEES	1,700.00	01/19/2021
10960	FIRST BANKCARD VISA	COSMETOLOGY SUPPLIES	24.97	01/19/2021
10961	CAREER TECH PRINTING SERVICES	MARKETING/PRINTING	169.00	01/19/2021
10962	LOWE'S HOME CENTER INC	BUILDING MAINT/SUPPLIES	390.00	01/19/2021
10964	STAPLES ADVANTAGE	FINANCE SUPPLIES	47.48	01/20/2021
10965	OKLAHOMA DRUG & ALCOHOL TESTING LLC	RESALE-SUPPLIES/MISC	175.00	01/20/2021
10966	WAL-MART	INSTRUCTIONAL DIRECTOR - SUPPLIES	175.44	01/20/2021
10967	WAL-MART	INSTRUCTIONAL DIRECTOR - SUPPLIES	64.56	01/20/2021
10968	WAL-MART	HCCI SUPPLIES	45.81	01/20/2021
10969	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	150.00	01/20/2021
10970	STAPLES ADVANTAGE	TEACHER PREP - SUPPLIES	18.89	01/20/2021
10971	FIRST BANKCARD VISA	TEACHER PREP - SUPPLIES	36.87	01/20/2021
10972	DISCOUNT SCHOOL SUPPLY	TEACHER PREP - SUPPLIES	98.97	01/20/2021
10973	TEACHER CREATED RESOURCES	TEACHER PREP - SUPPLIES	47.93	01/20/2021
10974	DENTURES & DENTAL SERVICES	TANF MEDICAL/DENTAL	459.00	01/20/2021
10975	TANF STUDENT ASSISTANCE	TANF TUITION	425.00	01/20/2021

PIONEER TECHNOLOGY CENTER

From PO: 10924 to PO: 11049

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

PO #	Vendor Name	General Description	Amount	Date
10976	SPEAK NOW FILM CO.	MARKETING/ADVERTISING	5,900.00	01/21/2021
10977	LOWE'S HOME CENTER INC	FFM SUPPLIES	976.07	01/21/2021
10978	FIRST BANKCARD VISA	PN SUPPLIES	56.12	01/21/2021
10979	SPEAK NOW FILM CO.	MARKETING/ADVERTISING	775.00	01/21/2021
10980	MSC INDUSTRIAL SUPPLY CO	MACHINE TOOL - SUPPLIES	1,199.00	01/21/2021
10981	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - SUPPLIES	2,179.65	01/22/2021
10982	NEWEGG BUSINESS	COMPUTER SERVICES - REPAIRS	450.00	01/22/2021
10983	AMERICAN HEART ASSOCIATION	RESALE - SUPPLIES/MISC	65.00	01/22/2021
10984	AMERICAN TELEPHONE	COMPUTER SERVICES - SUPPLIES	360.00	01/22/2021
10985	WAL-MART	BUILDING MAINT - SUPPLIES	301.45	01/22/2021
10986	LINCOLN ELECTRIC COMPANY	WELDING - SUPPLIES	662.50	01/22/2021
10987	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	431.00	01/22/2021
10988	MSC INDUSTRIAL SUPPLY CO	MACHINING - SUPPLIES	468.54	01/22/2021
10989	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	52.00	01/22/2021
10990	FIRST BANKCARD VISA	HCCI SUPPLIES	19.89	01/22/2021
10991	BLACKWELL DENTISTRY	TANF MEDICAL/DENTAL	166.00	01/22/2021
10992	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	65.00	01/22/2021
10993	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	21.56	01/22/2021
10994	ALBRIGHT INSURANCE AGENCY, INC.	TANF STUDENT ASSISTANCE OTHER	285.00	01/22/2021
10995	DR. WILLIAM STUEVER	TANF MEDICAL/DENTAL	110.00	01/22/2021
10996	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	01/22/2021
10997	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	250.00	01/25/2021
10998	TANF STUDENT ASSISTANCE	TANF TUITION	39.00	01/25/2021
10999	PONCA CITY DUGOUT CLUB	MARKETING/ADVERTISING	125.00	01/25/2021
11000	STAPLES ADVANTAGE	MARKETING/SUPPLIES	55.04	01/25/2021
11001	WAL-MART	TANF STUDENT ASSISTANCE OTHER	232.00	01/25/2021
11002	FIRST BANKCARD VISA	COSMETOLOGY - SUPPLIES	201.13	01/25/2021
11003	LOWE'S HOME CENTER INC	CONSTRUCTION - SUPPLIES	1,500.00	01/25/2021

PIONEER TECHNOLOGY CENTER

From PO: 10924 to PO: 11049

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

PO #	Vendor Name	General Description	Amount	Date
11004	TAMMY MAYDEN	TANF STUDENT ASSISTANCE OTHER	250.00	01/25/2021
11005	WAL-MART	TANF STUDENT ASSISTANCE OTHER	150.00	01/25/2021
11006	A+ PRINTING	MARKETING/ADVERTISING	840.00	01/25/2021
11007	WAL-MART	COSMETOLOGY SUPPLIES	300.00	01/26/2021
11008	DR. WILLIAM STUEVER	TANF MEDICAL/DENTAL	233.00	01/26/2021
11009	A+ PRINTING	CENTRAL PRINTING	271.00	01/26/2021
11010	ELSEVIER	AT&D RESALE BOOKS	1,352.32	01/26/2021
11011	TEACHERSPAYTEACHERS.COM	TEACHER PREP - SUPPLIES	234.07	01/27/2021
11012	S&K DIRECT STEEL	WELDING - SUPPLIES	455.75	01/27/2021
11013	NAEYC RESOURCE SALES	CHILD LAB & PRESCHOOL - BOOKS	220.00	01/27/2021
11014	MEEKS GROUP	MARKETING/PRINTING	897.25	01/27/2021
11015	FIRST BANKCARD VISA	WELDING - SUPPLIES	389.94	01/27/2021
11016	PONCA IRON & METAL, INC.	WELDING SUPPLIES	2,268.00	01/27/2021
11017	S&K DIRECT STEEL	WELDING SUPPLIES	561.38	01/27/2021
11018	JUNIOR'S LOCK & ALARM	BUILDING MAINT REPAIRS	95.00	01/27/2021
11019	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	164.88	01/28/2021
11020	OKHOSA	TANF STUDENT ASSISTANCE OTHER	60.00	01/28/2021
11021	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	19.96	01/28/2021
11022	SILLY FARM SUPPLIES	COSMETOLOGY SUPPLIES	260.65	01/28/2021
11023	A+ PRINTING	MARKETING - PRINTING	708.25	01/28/2021
11024	NATIONAL PEN COMPANY	MARKETING SUPPLIES (COVID)	778.90	01/28/2021
11025	ESKIMO JOES PROMOTIONAL PRODUCTS GROUP	MARKETING SUPPLIES (COVID)	1,121.28	01/29/2021
11026	MURRAY WOMBLE	BUILDING MAINT REPAIRS	1,311.00	01/29/2021
11027	LAMPTON WELDING SUPPLY	WELDING - AT&D RESALE SUPPLIES	137.50	01/29/2021
11028	O'REILLY AUTOMOTIVE INC	WELDING - SUPPLIES	37.74	01/29/2021
11029	BRACE BOOKS & MORE	ABE/HSE - BOOKS	375.00	02/01/2021
11030	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	30.00	02/01/2021

PIONEER TECHNOLOGY CENTER
From PO: 10924 to PO: 11049

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
11031	LAERDAL MEDICAL CORP	HCCI SUPPLIES	190.00	02/01/2021
11032	FIRST BANKCARD VISA	HCC I SUPPLIES	177.00	02/01/2021
11033	DISCOUNT SCHOOL SUPPLY	TEACHER PREP - SUPPLIES	93.97	02/01/2021
11034	OKLAHOMA BPA	BITE-NETWORKING TRAVEL/REGISTRATION	60.00	02/01/2021
11035	VINING RENTAL	RENTALS - GROUNDS	186.00	02/01/2021
11036	A+ PRINTING	CENTRAL PRINTING	193.00	02/01/2021
11037	MERRIFIELD OFFICE PLUS	BLDG MAINT - EQUIP AND SUPPLIES (COVID)	5,250.00	02/02/2021
11038	FARHA WHOLESALE COMPANY INC	BLDG MAINT - SUPPLIES (COVID)	1,638.90	02/02/2021
11039	STAPLES ADVANTAGE	FINANCE - SUPPLIES	123.76	02/02/2021
11040	STAPLES ADVANTAGE	SUPPLIES FOR MATH	113.98	02/02/2021
11041	OKLAHOMA HOSA	STAFF TRAVEL REGISTRATION	160.00	02/03/2021
11042	TANF STUDENT ASSISTANCE	TANF TUITION	169.00	02/03/2021
11043	STATE SURGICAL SUPPLY	INSTRUCT DIR - SUPPLIES (COVID)	3,090.46	02/04/2021
11044	CHILDCRAFT	CHILDREN LAB - SUPPLIES	266.75	02/04/2021
11045	FARHA WHOLESALE COMPANY INC	CHILDRENS LAB - OTHER SUPPLIES (GRANT)	1,200.00	02/04/2021
11046	TANF STUDENT ASSISTANCE	TANF TUITION	234.00	02/04/2021
11047	OATC SUPERINTENDENTS ACCT	SUPT / DIR TRAVEL - REGISTRATION	105.00	02/04/2021
11048	MURRAY WOMBLE	BUILDING MAINT REPAIRS	1,700.00	02/04/2021
11049	ADAMS PLUMBING	BLDING MAINT REPAIRS	500.00	02/04/2021
Current Encumbered			208,934.25	

PIONEER TECHNOLOGY CENTER

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

From: 08 Jan 2021 to: 04 Feb 2021

PO #	Vendor Name	General Description	Amount	Date
10005	FAIRFAX CHIEF	BLANKET PO	250.00	07/01/2020
10043	O'REILLY AUTOMOTIVE INC	BLANKET PO	500.00	07/01/2020
10046	PDG+CREATIVE	BLANKET PO	2,000.00	07/01/2020
10059	STAPLES ADVANTAGE	BLANKET PO	1,000.00	07/01/2020
10087	FIRST BANKCARD VISA	BITE FINANCE SUPPLIES	-15.00	07/01/2020
10210	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-75.00	07/15/2020
10428	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	-75.00	08/27/2020
10471	TPI STAFFING SERVICE, INC	BLDG MAINT - TEMP CUSTODIAL SERVICES	-2,500.00	09/04/2020
10517	THERMACUBE, LLC	CHILDRENS LAB - TRAVEL REGISTRATION	-20.00	09/15/2020
10563	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	-425.00	09/22/2020
10567	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-3.35	09/22/2020
10571	PONCA CUSTOM TEES	MARKETING/ADVERTISING	-43.90	09/23/2020
10583	OKLAHOMA HOSA	BIODMEDICAL - STAFF REGISTRATION	-25.00	09/24/2020
10605	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	-15.00	09/29/2020
10627	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-159.71	10/01/2020
10636	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	-4.05	10/05/2020
10656	EXPRESS SERVICES, INC.	BLDG MAINT - TEMP CUSTODIAL SERVICES	2,500.00	10/07/2020
10721	OSU FIRE SERVICE TRAINING	FIRE FIGHTER EVENT FEE	350.00	10/23/2020
10722	OSU FIRE SERVICE TRAINING	FIRE FIGHTER PROCTOR FEE	-350.00	10/23/2020
10747	LOWE'S HOME CENTER INC	CONSTRUCTION TECH - SUPPLIES	-67.08	11/06/2020
10751	JENKINS & PRICE	BLDG MAINT - SUPPLIES (COVID)	3.50	11/09/2020
10752	DENTURES & DENTAL SERVICES	TANF MEDICAL/DENTAL	-150.00	11/10/2020
10773	DR. WILLIAM STUEVER	TANF MEDICAL/DENTAL	-20.00	11/12/2020
10780	WAL-MART	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	-67.77	11/13/2020
10789	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	350.00	11/17/2020

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval



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

From: 08 Jan 2021 to: 04 Feb 2021

PO #	Vendor Name	General Description	Amount	Date
10816	TAKE TEN	TANF STUDENT ASSISTANCE OTHER	-5.05	11/24/2020
10833	STAPLES ADVANTAGE	BIS ADMIN & CENTRAL - SUPPLIES	-5.40	12/03/2020
10835	STAPLES ADVANTAGE	FINANCE SUPPLIES	-18.18	12/03/2020
10844	DANNYS BBQ HEAD QUARTER, INC	ADVISORY COMMITTEE MEETING FOOD	-34.20	12/04/2020
10866	WAL-MART	PERKINS INNOVATION-DUR MATERIALS (FFM)	-101.14	12/10/2020
10871	WAL-MART	PERKINS INNOVATION-DUR MATERIALS (CULINARY)	-25.69	12/10/2020
10872	LOWE'S HOME CENTER INC	PERKINS INNOVATION--DUR MATERIALS (FFM)	-10.00	12/10/2020
10873	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	-350.00	12/10/2020
10881	LAKESIDE GRILL	ADVISORY COMMITTEE FOOD	-70.86	12/14/2020
10884	FIRST BANKCARD VISA	MARKETING/SUPPLIES	-25.00	12/15/2020
10886	CIMC-CCS	AT&D RESALE BOOKS	27.50	12/15/2020
10890	360 OUTDOOR TURF	GROUNDS REPAIRS	-48.30	12/16/2020
10893	FIRST BANKCARD VISA	PN SUPPLIES	-166.87	12/16/2020
10895	LINDA CLARK CONSULTING LLC	BIS DEPT STAFF - TRAVEL REGISTRATIONS	-50.00	12/17/2020
10900	ACTION TRUCK PARTS	VEHICLE MAINT REPAIRS	3.92	12/22/2020
10901	FIRST BANKCARD VISA	CENTRAL - SUPPLIES	-33.15	01/04/2021
10903	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - SUPPLIES	-14.23	01/05/2021
10904	OU ECONOMIC DEVELOPMENT INSTITUTE	BIS ADMIN - TRAVEL REGISTRATION	-155.00	01/05/2021
10907	FARHA WHOLESALE COMPANY INC	CHILDRENS LAB - SUPPLIES (COVID)	-43.71	01/05/2021
10909	FIRST BANKCARD VISA	PN SUPPLIES	-22.21	01/05/2021
10912	WAL-MART	BUILDING MAINT - SUPPLIES	-0.18	01/06/2021
10921	KELLE REPAIR AND TIRE CENTER	BUS REPAIRS MAINT	0.72	01/07/2021
10922	CIMC-CCS	AT&D RESALE BOOKS	-2.50	01/07/2021
10923	FIRST BANKCARD VISA	SUPERINTENDENT SUPPLIES	-12.50	01/07/2021
GEN FUND-FOR OPERAT TOTAL:			1,775.61	
REPORT TOTAL:			1,775.61	

Building

PIONEER TECHNOLOGY CENTER
From PO: 10041 to PO: 10046

Encumbrance For Board Approval
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
10041	GRAINGER	BLDING MAINT REPAIRS	3,300.04	01/08/2021
10042	LOCKE SUPPLY	BLDG MAINT - MAJOR REPAIRS	14,809.78	01/13/2021
10043	AVL SYSTEMS DESIGN	NEW CONSTRUCTION - CONF CENTER AV PROJECT	234,600.00	01/13/2021
10044	L&W SUPPLY	BLDG MAINT - REPAIRS	3,360.00	01/14/2021
10045	MURRAY WOMBLE	BLDG MAINT - MAJOR REPAIRS	4,616.00	01/29/2021
10046	KYLER CONSTRUCTION	BLDG MAINT - NEW CONSTRUCTION SERVICES	404,420.00	02/04/2021
Current Encumbered			665,105.82	

Payroll

PIONEER TECHNOLOGY CENTER		Encumbrance For Board Approval		
From PO: 70158 to PO: 70159		GEN FUND-FOR OPERAT		
PO #	Vendor Name	General Description	Amount	Date
70158	FOXWORTHY, SHEILA S	PAYROLL ENCUMBRANCE	1,598.75	01/28/2021
70159	PALMER, BILLY J	PAYROLL ENCUMBRANCE	21,277.30	01/13/2021
Current Encumbered			22,876.05	

PIONEER TECHNOLOGY CENTER		Encumbrance For Board Approval		
From: 08 Jan 2021 to: 04 Feb 2021		CHANGE ORDER REPORT		
		GEN FUND-FOR OPERAT		
PO #	Vendor Name	General Description	Amount	Date
70054	FOXWORTHY, SHEILA S	PAYROLL ENCUMBRANCE	-0.05	07/01/2020
70128	KIRCHENBAUER, ARTHUR C	PAYROLL ENCUMBRANCE	-23,666.95	07/31/2020
70153	KARNISH, JANICE K	PAYROLL ENCUMBRANCE	1,136.37	10/07/2020
GEN FUND-FOR OPERAT TOTAL:			-22,530.63	
REPORT TOTAL:			-22,530.63	

Monthly Report

February, 2021

Meetings and Activities

- **January 13** – After Board Meeting Report to Staff; Partner School Superintendent Zoom Meeting to discuss Governor Stitt’s new COVID guidance for schools
- 14 – Area Superintendents’ Zoom Meeting; Peachtree Landing Board Meeting; Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting
- 15 - All Staff Breakfast Potluck; PTC Professional Development Day
- 18 – Martin Luther King Jr. Day – No School
- 19 – Industry Sector Grant application review meeting; PTC - Canvas Implementation Call
- 20 - Virtual Tech Center Leadership Session; January CTE Superintendent Virtual Meeting
- 21 – ODCTE State Board meeting – accreditation approval; PTC Westward Expansion Meeting
- 22 – PTC New Employee onboarding process meeting; Superintendent Advisory Council virtual meeting
- 25 – NCOCWE meeting prep; Cosmetology shampoo station meeting
- 26 – Ponca City Chamber Board Meeting; North Central Oklahoma Center of Workforce Excellence Advisory Council Meeting;
- 27 – Oklahoma Cross Agency/Cabinet Workforce Programs and Services Subcommittee Meeting with Dr. Mack and statewide leaders
- 28 – Shop announcement lighting virtual meeting; PTC Live Video launch; Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting
- 29 – Steve Correll retirement celebration
- **February 1** – CTE Month celebration kickoff with goodies for students at the door; Admin Team meeting; PN CARES funding item discussion; Westward Expansion video tour for staff
- 2 – Enrollment Management Team Meeting; Culinary/Cosmetology bid openings
- 3 – 1 Million Cups with Landmark Cancer Treatment Center; New teacher meeting
- 4 – University Center Board Meeting; Conference Call with Dr. Mack and CTE Superintendents; Ponca City Chamber Education and Workforce Committee Meeting
- 5 – Accreditation Action Plan Finalization Meeting; Ponca Politics Forum – City Commissioner forum
- 8 – Survivor Resource Network Board Member Orientation Meeting
- 9 – Ponca City Library Board Meeting; PTC Preview Night; PTC Board Meeting

Full-Time Programs

- Continuing to see some COVID quarantines and isolation among students and staff, who have quarantined or tested positive. We continue to monitor the impact on campus and will make any necessary adjustments to our delivery method as needed.
- We’re almost ready to begin offering COVID-19 Testing for staff. We’re waiting on some required PPE, and we’ll be able to start.
- We are still waiting on more information about vaccinations from the state.
- We have received additional CARES Funding - \$131,415 for students and \$184,946 for the institution to spend on defraying expenses related to COVID, carrying out student support activities that address needs related to COVID and additional financial aid grants to students.

Business and Industry Services

- Molly Kyler, Janet Schwabe, Traci and Kahle met with executive council members of the North Central Oklahoma Center of Workforce Excellence (NCOCWE) for our first meeting as an approved center. Our focus was to begin planning our path forward as a recognized center. We identified two members to serve as the Chair and Co-Chair. Garrett Bowers, of Bowers Trucking and Logistics and Bradley Fox of Evans and Associates will assist us in facilitating the center as industry leaders. We also worked on developing sub-committees to address the three goals of the center and to begin working on action plans for the goals. The NCOCWE will continue to meet quarterly.

Capital Planning

We are in the 32nd week of the project and continue to be on schedule, although there has been some weather delay of work. The concrete lid for the Safe Room was installed. The masonry contractor will be returning to complete the parapet walls on the safe room. Earthwork for the curb inlets has been delayed while waiting on materials to be fabricated. The metal stud walls have been installed in the production kitchen, and the drywall and ventilation ductwork installation is in progress. They are starting on metal stud walls in the Culinary and Cosmetology areas.

The bid opening for Cosmetology and Culinary Arts equipment was held on Feb. 2nd.

Upcoming Events

- February 9th, 11th, 12th – PTC Preview Visits
- February 11th – Area Superintendent Meeting
- February 12th – Parent/Teacher Conferences
- February 15th – President's Day – Snow Make Up Day/Virtual Day for students
- February 17th – Career Tech Superintendent Meeting

**Directors' Report to the PTC Board of Education – February 2021
(Alphabetic by Area)**

Business & Industry Services & Safety

- The BIS team conducted 195 one-on-ones/consults for a total of 171.25 counseling hours.
- Janet Schwabe conducted 11 marketing contacts.
- Ben Evans, Dawn Brakey, and Robert Howard provided technical assistance to clients resulting in client awards/client savings of approximately \$1,091,468.00.
- Dawn submitted her annual application renewal for us to continue to provide OkPTAC services.
- Ben has been extremely busy with assisting with PPP funds for our businesses.
- The BIS team also logged 1,926 and AT&D logged 2,947 contact hours with district clients.
- Our AT&D classes generated revenues of \$20,274.
- Safety had 775 attendees participate in training and generated just under \$14,000 in revenue.
- AT&D offered 7 on-campus classes, 6 offer certifications.

CNA	<u>5</u>
MAT Full Course	4
MAT Update	3
Beginning Welding	12
Advanced Welding	12
<u>Security Guard</u>	<u>13</u>
Total Students	49
- Corbin Dewitt hosted an open house to charter a Toast Masters Int'l chapter.
- The BIS team participated in the second session of their creative problem-solving professional development training.
- Johnny and Janet are currently working on the application for a robotic welder from the Lottery Grant.
- Molly Kyler and Corbin put together a self-growth challenge program to be accessible via social media.
- Sylvia Urioste spent several days translating P66 site specific training curriculum and tests prepping for the turnaround.
- Molly, Dawn and Jeff hosted Janet Smith (Blackwell City Manager), Steve Marquardt (Mayor) and a consultant to explore options for partnerships.
- Molly, Janet, Ben, Corbin, and Sylvia participated in an Interactive Virtual Training program.
- Working with Kahle and Traci, Molly and Janet assisted in the hosting and facilitation of the first official North Central Oklahoma Center for Workforce Excellence group.
- Additionally, Janet Schwabe wrote the application for an Industry Sector Partnership grant from Commerce. This was big task to be done in a short amount of time. Molly, Traci and Kahle pulled together quick focus group to determine whether it would be worthwhile path for our region. They decided it was and Janet executed. Now, we are waiting to hear our results.
- During the month of January, members of the BIS team participated in more than **25** different boards/committees in our district.

On the horizon...

- Jump Start Your 2021 – Move Forward, Get Unstuck
- February 1 – First Step Toward an IT Career
- February 3 – 1 Million Cups – Cancer Center
- February 17 – First Aid
- February 17 – CDL Prep Class
- February 22 – Excel 2016 – Level 2
- February 24 – CDL Class
- February 24, March 31, May 4 – Get Ready Series – Keep It Local – Government Contracting
- February 25 – CMA Continuing Ed
- March 3 & April 1 – Dare to Lead – Corbin Dewitt
- March 3 – 1 million cups – TBA

Communications & Marketing

- February/March events were all added to Facebook Events in January and early February.
- Website was updated regularly with changes to pages.
- Our team assisted with the Steve Correll Retirement party with decorations, set-up and pictures. Also all of this was featured on Facebook/Twitter/Instagram
- BIS Eblast/AT&D Eblast were sent out.
- Terri Busch had a New Employee On-Boarding session with Billy Palmer the new Teaching Assistant in Industrial Tech.
- Terri Busch attended the meeting for New Employee On-Boarding, our team is creating a welcome card for employees as well as a Get to Know You sheet. Processes were discussed and changes were made.
- OKSPRA & Communications & Marketing Officers held Zoom calls on Feb. 4th. Terri Busch participated and was a speaker for the afternoon edition.
- PTC Preview webpage and signupgenius.com were created. All information is available on the web page we have over 100 signed up at this time.
- Student of the month photos were taken and featured in the Newspaper and on social media.
- Appointment cards were made by Angie Ogden for the Testing Center.
- Various help wanted ads were placed in the newspaper and on social media.
- CareerTech Month flyers, posters, signage and newspaper ads were created for CTE Month by Angie Ogden.
- Terri Busch is working with Ryan Burkett to host Friday Fun Days for CareerTech Month. There will be Kahoots created and classes will play against each other for PTC prizes. Questions will be about CareerTech on the first week.
- Premiere for PTC Live went well, Angie Ogden monitored Youtube for live comments and Terri Busch monitored Facebook Live for comments. Today there are almost 5,000 views.
- Small videos were created by Speak Now for each program. Terri Busch is uploading those as time allow to YouTube and they will be featured on each program's site.
- Planning began with Molly Kyler for a video to be created for BIS much like the FTP video for PTC Live.
- Press Releases were sent out to all areas newspapers including the Ponca City Monthly.
- Angela Ogden came back today from being gone due to Covid. So glad she is back!

Instructional Services

Instructional Directors

- The Instructional Directors worked with the Communications and Marketing Department to conduct the Full-Time Programs only recruitment activity this school year, PTC Live. PTC had staff members at every partner district to share a recruitment video and answer enrollment questions. The week of February 8th, PTC will host an in-person event, PTC Preview Night, where prospective students and parents can schedule a tour of campus.
- Kahle Goff reviewed 64 applications for the Assistant Registrar position and conducted phone interviews with 10 finalists. In person interviews will be conducted with the top 5 candidates
- Kahle Goff, Traci Thorpe, and Molly Kyler handed out gifts to students on February 1st, the first day of CareerTech Month
- Kahle Goff, Michelle Tripp, and Kendra Keelin finalized plans to provide Health Careers Program Completers the opportunity to shadow for 15 hours in the PN program. The goal of the shadowing experience is to provide high school students who are completing the HCC program an opportunity to experience the PN program prior to application. The experience does not guarantee PN enrollment. Ultimately this program will boost enrollment in the PN program while maintaining a low PN attrition rate
- As the Chairperson for the Opportunity Center board, Kahle Goff participated in the Opportunity Center Executive Team meeting as well as the Opportunity Center Board meeting
- Kahle Goff, Molly Kyler, and Traci Thorpe attended the Oklahoma Board of Career and Technology Education meeting in Stillwater. PTC received final accreditation approval during the meeting
- Kahle Goff donated blood at the PN Blood Drive at PTC
- Kahle Goff, Kendra Keelin, and Dr. Burkett hosted a meeting to identify strategies to conduct Summer Camps and Summer Academies while following PTC COVID-19 guidelines. Both the Summer Camp and Summer Academies are scheduled for June and July
- Kahle Goff participated in the Industry Sector Grant Review committee with Janet Schwabe, Molly Kyler and Traci Thorpe
- Kahle Goff participated in the weekly westward expansion building project update meeting
- Kahle Goff attend the Area Superintendent meeting with Traci Thorpe
- Dr. Burkett prepared the online pre-enrollment survey
- Dr. Burkett attended the Pioneer Woman Board meeting
- Kahle Goff participate in a Centers for Workforce Excellence meeting
- Dr. Burkett is navigating Canvas tutorials and attended the kickoff meeting
- Dr. Burkett helped with Po Hi recruitment for PTC Live
- Dr. Burkett attended ODCTE Recruitment Training event
- Mr. Goff and Dr. Burkett met with the production kitchen to discuss direction and goals after the Westward Expansion is completed
- Kendra Keelin attended NERA board meeting.

Practical Nursing

- Oklahoma Board of Nursing representative Gina Stafford, joined the class on January 8th and gave a presentation virtually on the functions of the board of nursing. This presentation was counted as a clinical day for the students since they were unable to attend an OBN meeting in person.
- The NCLEX review course scheduled for Jan 25-27th was postponed until Feb 17-19.
- Practical Nursing hosted the OBI Blood drive on January 22nd. 86 units were donated along with several units of convalescent plasma.

- Five more students from the September 2019 class completed the program. They are now awaiting approval to take NCLEX from OBN.

Health, BITE and Special Programs

Medical Assisting:

- Students are currently practicing their phlebotomy skills, and have really enjoyed it. They are also learning about dosage calculations, medical math, and front office administrative curriculum. Students will be starting clinicals in March, and have been using SIMS software to prepare and practice documenting patient information, and uploading vitals they are taking on one another.

Academic Math:

- Geometry- We are studying polygons, special quadrilaterals mostly. We are analyzing the application of different theorems and classifying the shapes by their characteristics.
- Algebra 2- We are beginning a chapter on Radicals and Rational Exponents. This chapter is hard, we will be finding different activities to help reinforce their learning through this chapter.
- PreCalc- We are a tad bit behind the pace I would like to keep. We are going to streamline a couple chapters to catch back up. The students will not miss out on any instruction, but some of the homework assignments have been adjusted to allow us to move more quickly.

Teacher Prep:

- January in Teacher Prep was busy! Setting goal, opportunities for growth and finding new habits kept us busy!
- Our own Carol Lynes discussed the topic of Autism with our class and the students really enjoyed the information.
- We continue to have students testing in Work Keys, for Certifications as well as ACT! We're on the

Children's Lab and Preschool:

- There are currently 32 children enrolled in the Lab (6 in Danielle Cross's 1&2 year old, 11 in Kylia Carlson's 2&3 year old, and 15 in Heather Underwood's 3 & 4 year old Preschool class). Kindal Eller and Lora Walton have been working on completing professional development that is required to qualify for the new State Childcare Stipends that are being offered. Lora Walton attended the online zoom training Read, Read, Read. Kylia Carlson has begun classes at NOC working towards her Oklahoma Certificate of Mastery in Early Childhood. Spring semester has started for Heather Underwood, Danielle Cross, and Lora Walton are all continuing to work towards their respective degrees.

HCC1:

- Students have started and are working on:
 - a. Anatomy Blood Unit, Cardiovascular System, and Respiratory System. Students have participated in numerous activities such as building the lungs, playing Don't Blow It (similar to Taboo but related to Respiratory Terms), discovering lung capacity, listened to various lung sounds on Mr. Kelley the Sim Man, & created Respiratory Graffiti on poster boards.

b. Core Teamwork, Vital Signs, & Physical Therapy. Students have participated in numerous activities such as case studies, building stronger teams by escaping from escape rooms, vital sign skills, listening to vital signs on Mr. Kelley the Sim Man, & ambulating/positioning/lifting patients.

c. Medical Terminology Cardiovascular System & Respiratory System.

- Career Center: all first year students are studying and continuing to work on obtaining their workkeys certifications and several have obtained certifications already.
- HOSA-We have 27 students from the HCCI Class studying for HOSA State Leadership Competition Events that will be hosted over the next couple months. We are working towards obtaining a Gold Chapter Award at the State Leadership Conference which will be announced in April. HCC is selling goodies for Valentine's Day for our National HOSA Service Project for Be The Match during the month of February.
- Mrs. Feaster's classes created a medical related escape room.

HCC2:

ACNA: (Advanced Acute Care Nursing Assistant or Pre-Nursing) Pre-Nursing students are working hard on their curriculum and are currently learning about nutrition and the effects on the body. They are also participating in clinicals at Alliance Health Ponca City ER, Ponca City Immediate Care, and Alliance Health Ponca City Physical Therapy, as well as Newkirk Family Clinic and getting ready to change sites!

PhT: (Pharmacy Technician) Pharmacy students have been working in the Aseptic Technique Unit. Skills have been completed and several have completed the online curriculum. They are now focusing on their clinicals including Bintz pharmacy, Huttons Pharmacy, Newkirk Family Clinic Pharmacy, Toni's Pharmacy, Family Discount, and Alliance Health Medical Center pharmacy.

VA: (Veterinary Assistant) Veterinary students have worked on/completed Veterinary Assistant-Phase Two. Veterinary Assistant students have also learned numerous skills with each of the above listed units. Clinicals are going well while learning to perfect their skills at Blackwell Animal Hospital and Kinkaid Veterinary Clinic.

- **HOSA-** We currently have 10 students from the HCCII Class studying for HOSA State Leadership Competition Events that will be hosted virtually in April. We are working towards obtaining a Gold Chapter Award at the State Leadership Conference which will be announced in April and we are over halfway to reaching our goal. We will be selling goodies for Valentine's Day for our National HOSA Service Project for Be the Match during the month of February.
- **Mrs. Clark:** I attended Teacher Academy on January 28th with the other New Teachers at

ABE/HSE:

- Wendy Terrazas had a meeting with our ODCTE National Reporting System representative a couple weeks ago and he said our program is doing very well, especially considering the obstacles presented due to COVID restrictions.
- We have changed our approach with class availability to students encouraging them to come when and where they can
- The program offers a total of 58 hours per week of in person learning for ABE/HSE at multiple locations and 8 hours of in person learning for ESL. The curriculums are web based and online learning is encouraged in addition to in person instruction. The instructors are flexible, available, and encouraging. I also believe the program's success it is due to Pioneer Tech being open for business and for continuing to provide a location and fantastic support that allows the ABE/HSE program the opportunity to thrive.

SHARE:

- We have had 4 more students complete all their work for graduation.
- We have added 2 more students.

New Beginning:

- 3 new students for January
- 2 students became employed
- Total of 17 students
- 7 students are in after care- working
- One of our new students is wanting to attend truck driving
- Full time students are doing well in their programs

BITE:

- The BITE classes are gearing up for BPA competitions that will take place Mar. 9-10 virtually.
- There are 13 students that will be competing in a variety of events in both the program areas.

Biomed:

- This month Biomed was able to view HELA cells under the microscope and take a look at the real human chromosomes they contained. We also learned more about genetics and how our genes can play a vital role in many diseases.
- We have also had several opportunities to practice our empathy skills and how to break news to “patients” about a disease they have and how it will affect their life but also provide encouragement for their future.
- We are now looking into how different diseases are spread and how we can help minimize the spread, a subject that is very close to home these days.

T&I and Service Programs

Automotive

- David Reeder, our Snap-On tools representative will give a presentation on a tool purchasing program for students
- We are currently in the middle of steering and suspension curriculum and the alignment machine is working like a dream
- Can't wait for warmer weather!

Construction

- Started new building project
- Planning addition of windows to Criminal Justice 911 room
- Waiting for weather to pour rehab pad for training center

Cosmetology

- Cosmetology students completed online training and received certificates in:
 - Human Trafficking Awareness in the Salon
 - Shear Haven Domestic Violence
- Second year students had 56 clients for the month of January

Criminal Justice

- Working on recruitment
- Preparing for SkillsUSA virtual competition
- Students are working with Sergeant Crone on ground fighting
- Military recruiter spoke about life skills
- We also Train with Ponca City Police Department every Wednesday

Culinary Arts

- Working on planning a field trip to OSUIT

- Possible virtual job shadowing at Ricki's Market and Jalapeno Grill
- 6 out of 8 students get their ServSafe Food Handler certificates
- Preparing for 1 student for her virtual Hospitabilities certification

Firefighter/EMT

- FF/EMT students are working hard, they begin Firefighter 2 on 2/08/21.
- They have all but completed their EMT curriculum, and are currently doing clinical ride outs with area fire departments.
- They will take their EMT class final 2/25/21, and their psychomotor skills evaluation 3/02/21. They may then schedule their national registry certification exam.

Fleet & Facilities Management

- Working on bed frame for hotel room.

Industrial Tech

- Working with Duke Energy, and AT&T to secure potential funding for wind energy training equipment
- Traveling to High Plains on February 3rd to research wind energy options
- New assistant is doing well

Machine Tool

- Completed retirement plaque for Steve Correll.
- Starting Linda Jones' retirement plaque this week.
- Have students interviewing at Mertz and K&C Manufacturing

Welding

- We had two students complete live work learning both fabrication and aluminum welding while repairing a boat motor mount
- Students that will be taking part in SkillsUSA Fabrication competition did their written tests and are preparing for competition
- Accepted another live work job repairing a boat, more fabrication and aluminum welding.
- Accepted another live work job expanding the roadside signs for the Pioneer Woman Museum
- Some students take their cert tests this week and next

Student Services

Student Services

- SS Team all participated in sending schools PTC Live! Video kick off for district sophomores.
- Team worked on Carl Perkins Special Populations grant and began coordination of activities.
- Ready to host PTC Preview this week for high school students.
- Scheduled to begin enrollment for Fall 2021
- Enrollment Update – See Report
- January flew by, but February looks to be even crazier.... Thanks for all the support!

Career Center

- Students continue to progress through the WorkKeys Curriculum
- Research sites for interactive curriculum to use for our Disabilities Grant
- Curriculum completers are signed up to test
- WorkKeys Assessment completers names have been added to the WorkKeys Wall of Fame
- PTC Sophomore Premiere at Woodland High School, showed our PTC Live video, visited with students on what their plan was post high school. 100% want to come to PTC next year. We were well received there.

- Resume completion for student participating in contests.
- Employability Soft Skill during January was problem solving.

Career Development Facilitator

- 8th graders - ICAPs are done for the majority of the students. We are working on getting those who have been on distance learning or have been quarantined caught up. They've all enjoyed seeing the recruitment video and are looking forward to the camps this summer!
- Kildare has added 7th/8th graders this year. They have been added to the weekly school rotation for career activities!
- GIRLS - We had a field trip to the Dearing House and heard from Maggi Hutchason about the services offered. She also showed us the area they'd like us to work on for our Earth Day project this year.
- PTC Live at Newkirk High School

Assessment Facilitator

- ACT Testing for National Date in February at PTC.
- I've completed ordering the first round of innovation grant materials. The HiSet testing software was upgraded without a hitch! SkillsUSA district tests are complete! I visited Woodlands High School as part of the fun Sophomore PTC Live! Last but not least, 165 tests were given in the assessment center.

Disabilities Specialist/Job Placement Facilitator

- 1st semester Progress Reports sent to all sending schools for IEP students.
- 2nd Quarter WBL data recorded and 3rd Quarter forms delivered to all Instructors.
- Carl Perkins Special Populations Grant lessons and forms developed and lessons presented to Fleet and Facilities Maintenance students and designated Culinary Arts Students with Lori Evans.

Plant/Facilities

- Celebrated Steve Correll's retirement and service to PTC of 6 years on January 29th, 2021.
- Interviewing candidates for Fleet Maintenance/Bus driver. (hoping to have our selection approved by PTC board)
- Working on mid-year reviews for team goals. Meeting with admin group on 2/25/2021.
- Tamara Ake has returned to work after having surgery, chemo and radiation.
- Hosted the opening of 2 competitive bid projects on 2/2/2021. Presenting our recommendations to the board.
- Working on obtaining quotes for the replacement of the roofing on the area in the dining room.

CAREER FIELD	a.m.	p.m.	Total Slots Enrolled	High School a.m.	High School p.m.	Pt Adult a.m.	Pt Adult p.m.	Full-Time Adult	Total Students	# of Slots Capacity	% Enrolled
PN - M. Tripp	19										
Practical Nursing*	19		19	0	0	0	0	19	19	36	53%
Sep-20	8										
Sep-19	6										
Mar-20	5										
T&I - R Burkett	180										
Automotive Tech	15	20	35	10	13	0	2	5	30	40	88%
Construction	8	7	15	7	6	0	0	1	14	30	50%
Cosmetology	18	13	31	14	9	0	0	4	27	40	78%
Criminal Justice	5	6	11	5	4	0	2	0	11	24	46%
Culinary Arts	5	3	8	4	1	1	2	0	8	30	27%
Firefighter/EMT	8	7	15	4	4	1	0	3	12	20	75%
Fleet & Facilities Main	7	5	12	5	5	2	0	0	12	20	60%
Industrial Tech	13	11	24	10	6	0	2	3	21	30	80%
Machine Tool	7	7	14	3	5	3	1	1	13	30	47%
Welding	17	15	32	17	14	0	1	0	32	40	80%
Health, BITE, TP, Sp Prog - K Keelin	126										
BITE Computer Tech	11	12	23	9	10	2	2	0	23	30	77%
BITE Office Assistance	13	8	21	10	5	2	2	1	20	30	70%
Teacher Preparation	8	12	20	7	11	0	0	1	19	30	67%
BioMedicial Sciences	7	8	15	7	8	0	0	0	15	30	50%
Health Careers - Clark	11	5	16	11	5	0	0	0	16	30	53%
Health Careers - Feaster	14	13	27	14	13	0	0	0	27	30	90%
Medical Assisting	7		7	0	0	0	0	7	7	12	58%
SHARE1	16	9	25	16	9	0	0	0	3	40	63%
SHARE2**	16	13	29	16	13	0	0	0	11	40	73%
TOTAL			399						340		

HIGH SCHOOLS	a.m.	p.m.	Both (SHARE)	Total Students
Blackwell	7	21	6	34
Frontier	2	0	0	2
Ponca City	64	46	35	145
Tonkawa	10	8	1	19
Newkirk	11	15	2	28
Woodland	25	0	0	25
Shidler	3	0	0	3
Medford	5	0	0	5
EPIC	4	7	0	11
HomeSchool	1	1	0	2
Total High School	132	98	274	
ADULTS				
Adults - full-time			41	
Adults - part-time	13	12	25	
Total Adults			66	
Grand Total			340	

NOTES: In the top table, the Total Students column counts each student on campus one time by program. The bottom table counts each student once by classification.
 * Practical Nursing total of 3 start dates.
 **SHARE has 40 students that are combined SHARE/CareerTech courses both a.m. and p.m.; and 14 who are SHARE Academic Only full time.

Special Programs	Total Enrollment
ABE/HSE	128
New Beginnings	18

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
 Equipment/Furniture/Remodel or Repairs/Technology
 FY 2020-2021 February 17, 2021

GENERAL FUND

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Distance Learning Technology	Laerdal Medical Corp	(50) vSim LPN/LVN 1yr Student eComm	\$ 3,748.00
CARES Act Funding FIPSE		(4) vSim LPN/LVN Instructor	\$ 0.00
		(50) vSim Mental Health Student License	\$ 3,748.00
		(4) vSim Mental Health Instructor License	\$ 0.00
		(50) vSim Maternity & Pediatric Student License	\$ 3,748.00
		(4) vSim Maternity & Pediatric Instructor License	<u>\$ 0.00</u>
		TOTAL	\$11,244.00

(Other Quotes: None – Sole Source Vendor)

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

Until ~~February 15, 2022~~ ~~November 15, 2020~~ or until thirty (30) days after the expiration or termination of the ~~Governor declaring the state of emergency to be terminated~~ declared by the Governor to respond to the threat of COVID-19 to the people of this state and public's peace, health, and safety, whichever comes first the board of education may hold meetings by either teleconference or videoconference if each member of the school board is audible or audible and visible to each other and the public. If at any time the audio connection is disconnected, the meeting shall be stopped and reconvened once the audio connection is restored.

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

The meeting notice and agenda shall indicate if the meeting will include teleconferencing or videoconferencing. The notice and agenda shall also indicate each member of the board who will be appearing remotely and whether the member will be attending via videoconference or teleconference. The notice and agenda shall also include the identity of the member or members who will be physically present at the meeting site, if any. If a videoconference option is provided, the meeting must be broadcast via videoconference to the public regardless of whether the board members physically attend the meeting in accordance with Oklahoma law. If a code or password is required to access the videoconference meeting, the code or password shall be included on the agenda.

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

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

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

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

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

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

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

Adoption Date: 4/2/2020

Revision Date(s):

Page 1 of 1

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

Until February 15, 2022 ~~November 15, 2020~~ or until thirty (30) days after the expiration or termination of the state of emergency declared by the Governor to respond to the threat of COVID-19 to the people of this state and public's peace, health, and safety, whichever comes first, the board of education may utilize the following form to call a special meeting of the board of education:

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

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

Those present at remote locations will be:

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

Those at the meeting site will be:

Name.

Include a copy of your agenda with the meeting notice.

Pioneer Technology Center

Attendance for 2021 Bid opening

2021 Cosmetology Equipment Project

Attendance: February 2nd, 2021

1. Michael Lee

2. Naci Thoyse

3. Mike Johnson Mike Johnson

4. Ryan Burkitt

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

BID PROPOSAL
(Must be included in Bid)

DATE: Feb 28, 2021
TO: Pioneer Technology Center
2101 North Ash
Ponca City, Oklahoma

PROJECT: 2021 Cosmetology Project

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

I acknowledge receipt of the following addendum (if any) Addendum Noted: Jan 22, 2021

BASE BID -Furnish all labor, materials, and equipment to \$ 129,800.00

Contractor will be available to begin work on or after May 1, 2021 and will need 60 calendar days to complete.

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

Bidder: Salon Equipment & Design of Oklahoma

BY: Michael R Johnson
Authorized Signature

TITLE: Owner

ADDRESS: 12300 S. Villa Ave
Oklahoma City, OK 73170

GLB/dVO401.69

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
February 17, 2021 FY 2020/2021

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
LaDonna Bartlett	ABE / HSE Instructor	02/01 – 02/28 (M&T 5-7pm / 19 hrs)	475.00
Coleen Blevins	ABE / HSE Instructor	02/01 – 02/28 (T&TH 3:15-6:15 / 28 hrs)	700.00
Steve Bookout	AT&D Evening Supervisor	01/16 – 02/15 (up to 36 hrs)	900.00
Steve Bookout	AT&D Evening Supervisor	02/16 – 03/15 (up to 36 hrs)	900.00
Steve Bookout	AT&D Evening Supervisor	03/16 – 04/15 (up to 40 hrs)	1,000.00
Steve Bookout	AT&D Evening Supervisor	04/16 – 05/15 (up to 40 hrs)	1,000.00
Carol Bottoms	ABE / HSE Instructor	02/01 – 02/28 (8am – 2:30pm / 49 hrs)	1,225.00
Lori Evans	AT&D Evening Supervisor	01/16 – 02/15 (up to 40 hrs)	1,000.00
Lori Evans	AT&D Evening Supervisor	02/16 – 03/15 (up to 40 hrs)	1,000.00
Lori Evans	AT&D Evening Supervisor	03/16 – 04/15 (up to 40 hrs)	1,000.00
Lori Evans	AT&D Evening Supervisor	04/16 – 05/15 (up to 40 hrs)	1,000.00
Lane Fisher	Evening Welding Instructor	01/12 – 02/12 (up to 24 hrs)	600.00
Lane Fisher	Evening Welding Instructor	02/16 – 03/11 (up to 24 hrs)	600.00
Lane Fisher	Evening Welding Instructor	03/23 – 04/15 (up to 24 hrs)	600.00
Sheila Foxworthy	Evening Assessment Testing	02/01 – 06/30 (up to 50 hrs)	1,250.00
Larry Godley	ABE / HSE / ESL Instructor	02/01 – 02/28 (M 10am-12pm / T&TH 4:30-6:30pm)	780.00
Judy Gose	MAT Instructor	01/21 – 01/22 (16 hrs)	288.00
Judy Gose	MAT Update	01/28 (8 hrs)	144.00
Elaine Harman	ABE / HSE Math Instructor	02/01 – 02/28 (8:30-11:30am / 28hrs)	700.00
Patrick Harvey	Evening Welding Instructor	01/12 – 02/12 (up to 24 hrs)	600.00
Patrick Harvey	Evening Welding Instructor	02/16 – 03/11 (up to 24 hrs)	600.00
Patrick Harvey	Evening Welding Instructor	03/23 – 04/15 (up to 24hrs)	600.00
Curtis Horne	Evening Welding Instructor	01/12 – 02/12 (up to 24 hrs)	600.00
Curtis Horne	Evening Welding Instructor	02/16 – 03/11 (up to 24 hrs)	600.00
Curtis Horne	Evening Welding Instructor	03/23 – 04/15 (up to 24 hrs)	600.00
Steve Ivie	Evening Welding Instructor	01/25 – 02/20 (24 hrs)	600.00
Steve Ivie	Evening Welding Instructor	02/21 – 03/20 (24 hrs)	600.00
Steve Ivie	Evening Welding Instructor	03/21 – 04/19 (24 hrs)	600.00
Tonya Jackson	ABE / HSE Instructor	01/01 – 01/29 (W 4:30-7:30pm / 14 hrs)	350.00
Tonya Jackson	ABE / HSE / ESL Instructor	02/01 – 02/28 (M/W/TH 4:30-7:30pm / 38.5 hrs)	962.50
Janice Karnish	HiSET/GED Evening Examiner	02/03 – 06/16 (up to 40 hrs)	1,000.00
Kevin Main	Private Security Phase 1 & 2	01/13 – 01/28 (21 hrs)	525.00
Kevin Main	Private Security Phase 1 & 2	01/29 – 02/25 (21 hrs)	525.00
Alisa McCleary	CNA Testing	01/11 – 01/14 (4.5 hrs)	112.50
Tracy McCloud	ABE / HSE Instructor	02/01 – 02/28 (M-TH 119 hrs)	3,094.00
Joni Murphy	ABE / HSE Instructor	02/01 – 02/28 (W 6-8pm / 9.5 hrs)	237.50
Ashley O'Hara	CNA Testing	01/06 – 01/07 (3 hrs)	75.00
Diane Pendleton	ABE / HSE Instructor	02/01 – 02/28 (M/T/TH 4:30-7:30pm / 38.5 hrs)	962.50
Pam Powers	ABE / TANF Instructor	02/01 – 02/28 (8am-2:30pm / 56 hrs)	1,400.00
Pam Powers	ABE / HSE Instructor	02/01 – 02/28 (TH 4:30-7:30pm / 14 hrs)	350.00
Kristina Reed	CNA Instructor	02/01 – 02/24 (99 hrs)	2,178.00
Kristina Reed	CMA Continuing Education	02/25 (8 hrs)	176.00
Sue Roy	Quilting Instructor	01/28 – 03/11 (21 hrs)	378.00
Rebecca Stephens	ABE / HSE Instructor	02/01 – 02/28 (M-W 4:30-7:30pm / 38.5 hrs)	962.50
Valerie Streeter	ABE / HSE Clerical Data Entry	02/01 – 02/28 (M-F 112 hrs)	1,568.00
Elaine Thomas	ABE / ESL Instructor	02/01 – 02/28 (M&TH 4:30-7:30pm / 24.5 hrs)	612.50
Elizabeth Watson	ABE / TANF Instructor	02/01 – 02/28 (W/TH 8am-2:30pm / 56 hrs)	1,400.00

Appendix B

FEBRUARY BOARD MEETING CONTRACT RENEWALS

Executive Directors/Admin. Team Directors

For FY22

POSITION/TITLE	EMPLOYEE NAME
Chief Financial Officer	Stacey Rush
Executive Director, Business and Industry Services	Molly Kyler
Executive Director, Full-Time Programs	Kahle Goff
Instructional Director	Ryan Burkett
Instructional Director	Kendra Keelin