

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, June 8, 2021, 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

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

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations - Kari Widener, Blackwell Gateway Partnership Program
5. Discussion and vote to approve or not approve the Minutes of the May 11, 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 #11453-11569; Building Fund #10105-10114; Payroll #70166-70174).
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 FY22 resource allocations to support Blackwell Gateway Partnership Program
9. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A.
10. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY22, as listed on Appendix B.

11. Discussion and vote to approve or not approve surplus items as listed on Appendix C.
12. Discussion and vote to approve or not approve a contract with Putnam and Company PLLC for audit of 2020-2021 year.
13. Discussion and vote to approve or not approve FY22 agreement between the Oklahoma Small Business Development Center and Pioneer Technology Center to co-sponsor an OKSBDC Business Advisor.
14. Discussion and vote to approve or not approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold. This is an agreement for legal services, including, but not limited to, legal advice, consultation and representation for FY22
15. Discussion and vote to approve or not approve BPOC (Basic Peace Officer Certification) proposal
16. Discussion and vote to approve or not approve a Resolution requesting Temporary Appropriations for General Fund and Building Fund for FY22 and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY22.
17. Discussion and vote to approve or not approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2021. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local).
18. Discussion and vote to approve or not approve Activity Fund Subaccounts for FY22 as listed on Appendix D.
19. Discussion and vote to approve or not approve the appointment of LaNell Reed as School Treasurer; Stacey Rush as Deputy Treasurer; Erin Mercer as Encumbrance Clerk and Activity Fund Custodian; and Amanda Perez-Vargas as Activity Fund Clerk for FY22.
20. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix E.
21. Proposed Executive Session to discuss the employment of Health Careers Certification Instructor, employment of Receptionist and FY22 staffing plan Okla. Stat. Title 25, 307(B)(1).
22. Vote to convene in Executive Session
23. Acknowledge return of the Board to Open Session
24. Board President statement of Executive Session minutes

25. Motion to approve employment of Health Careers Certification Instructor
26. Motion to approve employment of Receptionist
27. Motion to approve FY22 staffing plan
28. New Business
29. Public Comment
30. 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, May 11, 2021 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

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

Board Members Present:

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

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

3. Flag salute and moment of silence
4. Vote to approve tour of Pioneer Technology Center's construction area
Motion to approve tour of Pioneer Technology Center's construction area passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.
Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0
5. Board President acknowledgement of return to board meeting
Mr. J.D. Soulek, Board President acknowledged return to the board meeting
6. Discussion and vote to approve or not approve the Minutes of the April 13, 2021 special and the Minutes of the April 13, 2021 regular Board of Education meeting
Motion to approve the Minutes of the April 13, 2021 regular Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.
Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0
7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #11276-11452; Building Fund #10093-10104; Payroll #70162-70165).

Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists as presented. passed with a motion by Mr. Laurence Beliel and a second by Ms. Gay Norris.

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

8. 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

This has been a busy month. Attended a meeting with Carl Renfro and Jared Helling of RCB Bank. Traci will be serving on the RCB Bank Community Advisory Board starting this month. We haven't had many issues with COVID recently. We are working on COVID protocol for next year. Also discussing COVID protocol with area schools in planning for next school year. Discussed Basic Peace Office Academy with area police and sheriff personnel. Talked about the need for a program. Eighteen students were recognized at our NTHS ceremony, one student was a sophomore. Kendra attended the Woodland Awards Ceremony. The Weld for Work competition was held. 3 students were offered employment by MJ&H. We have 406 students pre-enrolled for Fall. This doesn't include SHARE or Medical Assisting. We celebrated Teacher Appreciation week with lots of recognition. We celebrated all staff last Tuesday with Taco Tuesday. Center for Workforce Excellence had their 2nd quarterly meeting. The PACE Conference was held in April. Several PTC employees were nominated for awards. Molly Kyler was recognized with the Award of Excellence as the 2021 Outstanding Individual in the PACE Division. This is the 48th week of the Westward Expansion. We are behind some on paving. Will be doing some exterior metal work and are awaiting the delivery of materials. The next couple of months will be a flurry of activity. Discussed staff resignations/retirements. Upcoming events are end of year student awards, Friday is Woodland graduation, Tonkawa graduation on Saturday, Medical Assisting graduation Monday, SHARE is Tuesday, Ponca City, Blackwell and Newkirk graduations are on the 21st and Dana Pulley's retirement is next Wednesday. May 25 is ABE/HSE graduation and the 28th is Staff Wrap-up. Summer Camp is June 1-3, Oklahoma Summit Awards Banquet is Sunday evening, August 1. They will recognize Partners for Progress, Gold Star School, etc. at this banquet.

Molly Kyler, Executive Director, Business & Industry Services

Molly reported on the Skillful Talent workshop, which Janet attended in Enid. It was a free training, Contracts through BID assistance - one contract was \$22 million. Sylvia, Corbin and Molly attended ribbon cutting at the HUB. Teacher Appreciation was fun. Instead of BBQ with BIS they premiered the new video. Had lots of giveaways and gave fun gifts. Kahle, Ryan and Kendra attended the OSSBA Student Handbook workshop.

9. Discussion and vote to approve or not approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY22 (\$4,200.00 - same as last year).

Motion to approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY22 (\$4,200.00 - same as last year) passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

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

10. Discussion and vote to approve or not approve a contract with Statewide Marketing Cooperative Agreement for FY22 (\$13,750 - same as last year).

Motion to approve a contract with Statewide Marketing Cooperative Agreement for FY22 (\$13,750 - same as last year) passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

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

11. 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 Ms. Gay Norris and a second by Mr. Laurence Beliel.

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

12. Discussion and vote to accept or decline bid for 2021 Fire Alarm Project

Motion to accept bid for 2021 Fire Alarm Project passed with a motion by Mr. Laurence Beliel and a second by Ms. Orva Rothgeb.

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

13. Discussion and vote to approve or not approve 2021 Conference Center Audio-Visual Project change order

Motion to approve 2021 Conference Center Audio-Visual Project change order passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

14. Discussion and vote to approve or not approve inventory item #689221: Control Technology Learning System-Basic Hydraulics as surplus

Motion to approve inventory item #689221: Control Technology Learning System-Basic Hydraulics as surplus passed with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

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

15. Discussion and vote to approve or not approve Resolution # 5/11/2021, a one-time COVID-19 stipend for all full-time and permanent part-time staff

Motion to approve Resolution # 5/11/2021, a one-time COVID-19 stipend for all full-time and permanent part-time staff passed with a motion by Ms. Orva Rothgeb and a second by Ms. Gay Norris.

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

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

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

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

17. Proposed Executive Session to discuss employment of Heather Underwood as Teaching Assistant, BITE/Teacher Prep and contract renewals for employees listed on Appendix C (Instructors/Facilitators). Okla. Stat. Title 25, 307(B)(1).

No Executive Session

18. Motion and vote to approve Heather Underwood as Teaching Assistant, BITE/Teacher Prep and contract renewals for employees listed on Appendix C (Instructors and Facilitators)

Motion to approve Heather Underwood as Teaching Assistant, BITE/Teacher Prep and contract renewals for employees listed on Appendix C (Instructors/Facilitators) passed with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

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

19. New Business

No New Business

20. Public Comment

No Public Comment

21. Board President, J.D. Soulek adjourned the meeting at 7:58 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: 11453 to PO: 11569

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
11453	MSC INDUSTRIAL SUPPLY CO	MACHINING SUPPLIES	66.77	05/10/2021
11454	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	40.00	05/10/2021
11455	LOWE'S HOME CENTER INC	CONSTRUCTION - SUPPLIES	1,293.76	05/10/2021
11456	LINDA CLARK CONSULTING LLC	BIS ADMIN - STAFF TRAVEL REGISTRATION	1,895.00	05/10/2021
11457	NEWKIRK HIGH SCHOOL YEARBOOK	MARKETING/ADVERTISING	75.00	05/10/2021
11458	GRAINGER	BLDING MAINT SUPPLIES	549.80	05/10/2021
11459	CIMC-CCS	CRIMINAL JUSTICE BOOKS	1,703.00	05/10/2021
11460	CENGAGE LEARNING	COSMETOLOGY & RESALE BOOKS	8,527.50	05/10/2021
11461	GAVSON SALON CLASSICS	RESALE SUPPLIES	723.00	05/10/2021
11462	MARIANNA, INC.	RESALE SUPPLIES	6,285.80	05/10/2021
11463	FIRE PROTECTION PUBLICATIONS	FIREFIGHTER & RESALE BOOKS	3,838.80	05/10/2021
11464	FIRST BANKCARD VISA	FIREFIGHTER & RESALE BOOKS	1,617.01	05/10/2021
11465	CECPD	TEACHER PREP BOOKS	660.00	05/10/2021
11466	GOODHEART-WILLCOX CO., IN	TEACHER PREP BOOKS	2,279.57	05/10/2021
11467	CENGAGE LEARNING	SHARE BOOKS	480.00	05/10/2021
11468	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	CULINARY ARTS BOOKS/SUPPLIES	1,022.92	05/10/2021
11469	EDUCATIONAL TECHNOLOGIES GROUP INC	BITE NETWORKING BOOKS	252.70	05/10/2021
11470	ELSEVIER	MA RESALE BOOKS	4,793.44	05/10/2021
11471	AAPC	MA RESALE BOOKS	2,782.28	05/10/2021
11472	CAREER SAFE ONLINE	MA RESALE BOOKS	1,050.00	05/10/2021
11473	CENGAGE LEARNING	MA RESALE BOOKS	3,210.90	05/10/2021
11474	HARTMAN PUBLISHING INC	HCC BOOKS	303.48	05/10/2021
11475	AHCA/NCAL	HCC BOOKS	481.95	05/10/2021
11476	CENGAGE LEARNING	HCC BOOKS	6,078.75	05/10/2021
11477	FIRST BANKCARD VISA	COMPUTER SERVICES - SUBSCRIPTIONS	16.17	05/11/2021
11478	ELSEVIER	BIOMED/HCC BOOKS	4,621.46	05/11/2021
11479	CARDIAC LIFE PRODUCTS	BLDING MAINT SUPPLIES	333.90	05/11/2021
11480	KLINGER COLLISION CENTER	VEHICLE MAINT - REPAIRS	8,804.52	05/11/2021

PIONEER TECHNOLOGY CENTER

From PO: 11453 to PO: 11569

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

PO #	Vendor Name	General Description	Amount	Date
11481	GALAXIE BUSINESS EQUIPMENT INC	TANF DURABLE SUPPLY	3,461.03	05/11/2021
11482	WAL-MART	TANF STUDENT ASSISTANCE OTHER	126.47	05/12/2021
11483	UNIVERSITY OF TEXAS AT ARLINGTON	SAFETY - TRAVEL REGISTRATION	695.00	05/12/2021
11484	NATIONAL CURRICULUM & TRAINING INSTITUTE	IT&D RESALE BOOKS	925.49	05/12/2021
11485	STANDLEY SYSTEMS	BID ASSISTANCE SUPPLIES	1,490.00	05/12/2021
11486	STAPLES ADVANTAGE	BID ASSISTANCE SUPPLIES	331.81	05/12/2021
11487	WAL-MART	TANF STUDENT ASSISTANCE OTHER	1,027.34	05/12/2021
11488	WAL-MART	SUMMER CAMP - SUPPLIES	1,000.00	05/12/2021
11489	PONCA CUSTOM TEES	SHARE - INSTRUCTIONAL SUPPLIES	400.00	05/12/2021
11490	LOWE'S HOME CENTER INC	INDUSTRIAL TECH - SUPPLIES	99.22	05/12/2021
11491	WAL-MART	TANF STUDENT ASSISTANCE OTHER	1,232.78	05/12/2021
11492	STUTEVILLE FORD LINCOLN	AUTO TECH - EQUIP (COVID FIPSE)	25,000.00	05/13/2021
11493	SCHOOL SPECIALTY	NEW CONF CENTER - EQUIP	35,760.56	05/13/2021
11494	OSSBA	STAFF AND BOARD TRAVEL - REGISTRATION	3,000.00	05/13/2021
11495	OKLAHOMA SKILLS USA	STAFF TRAVEL REGISTRATION	440.00	05/13/2021
11496	WAL-MART	TANF STUDENT ASSISTANCE OTHER	360.32	05/13/2021
11497	TECH LABS	IT&D RESALE SUPPLIES	2,000.00	05/17/2021
11498	FARHA WHOLESALE COMPANY INC	BLDG MAINT - SUPPLIES (COVID FIPSE)	2,800.00	05/17/2021
11499	AUDIOMETRICS, INC	SAFETY REPAIR	2,760.00	05/17/2021
11500	FIRST BANKCARD VISA	INSTRUCTIONAL DIRECTOR SUPPLIES	46.98	05/18/2021
11501	STAPLES ADVANTAGE	LEADERSHIP DEV - SUPPLIES	240.99	05/18/2021
11502	JENKINS & PRICE	BLDG MT - SUPPLIES AND EQUIP (COVID FIPSE)	8,638.20	05/18/2021
11503	STAPLES ADVANTAGE	FINANCE SUPPLIES	82.32	05/18/2021
11504	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	62.76	05/20/2021
11505	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	585.00	05/20/2021

PIONEER TECHNOLOGY CENTER

From PO: 11453 to PO: 11569

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

PO #	Vendor Name	General Description	Amount	Date
11506	BILL CORRELL BODY & PAINT	TANF STUDENT ASSISTANCE OTHER	400.00	05/20/2021
11507	LAERDAL MEDICAL CORP	PN SUPPLIES	74.30	05/20/2021
11508	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	65.00	05/20/2021
11509	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	99.70	05/20/2021
11510	WAL-MART	SUMMER CAMP - SUPPLIES	500.00	05/20/2021
11511	STAPLES ADVANTAGE	STUDENT SERVICES - SUPPLIES	500.00	05/20/2021
11512	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	70.00	05/20/2021
11513	AMC URGENT CARE PLUS	TANF STUDENT ASSISTANCE OTHER	15.00	05/20/2021
11514	WAL-MART	STUDENT SERVICES COUNSELING - SUPPLIES	300.00	05/20/2021
11515	LOWE'S HOME CENTER INC	PN SUPPLIES	323.07	05/20/2021
11516	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	70.00	05/20/2021
11517	STAPLES ADVANTAGE	ABE/HSE FEDERAL - CONSUMABLE SUPPLIES	313.13	05/20/2021
11518	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	2.00	05/20/2021
11519	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	34.68	05/21/2021
11520	ULTIMATE PEST CONTROL	GROUNDS - LAWN CARE SERVICES	2,000.00	05/21/2021
11521	BLACKWELL DENTISTRY	TANF MEDICAL/DENTAL	7.00	05/21/2021
11522	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	933.93	05/21/2021
11523	FARHA WHOLESALE COMPANY INC	BUILDING MAINT - SUPPLIES	4,999.35	05/21/2021
11524	JENKINS & PRICE	BLDG MAINT - SUPPLIES (COVID FIPSE)	2,552.97	05/21/2021
11525	ULTIMATE PEST CONTROL	EXTERMINATION SERVICES	755.00	05/24/2021
11526	OSSBA	STAFF TRAVEL - REGISTRATION	450.00	05/24/2021
11527	STAPLES ADVANTAGE	FINANCE SUPPLIES	95.00	05/24/2021
11528	STAPLES ADVANTAGE	PN SUPPLIES	120.00	05/25/2021
11529	WAL-MART	BUILDING MAINT/SUPPLIES	98.39	05/25/2021

PIONEER TECHNOLOGY CENTER

From PO: 11453 to PO: 11569

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

PO #	Vendor Name	General Description	Amount	Date
11530	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	73.00	05/25/2021
11531	UNITED COMMUNITY ACTION PROGRAM, INC	TANF STUDENT ASSISTANCE OTHER	1,020.00	05/25/2021
11532	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	41.41	05/25/2021
11533	WAL-MART	TANF STUDENT ASSISTANCE OTHER	13.18	05/25/2021
11534	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	51.00	05/25/2021
11535	WAL-MART	TANF BOOKS	188.23	05/25/2021
11536	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	41.41	05/26/2021
11537	WAL-MART	TANF STUDENT ASSISTANCE OTHER	780.12	05/26/2021
11538	WAL-MART	TANF STUDENT ASSISTANCE OTHER	207.38	05/26/2021
11539	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	120.00	05/26/2021
11540	ELSEVIER	PN SUPPLIES	159.35	05/26/2021
11541	FARHA WHOLESALE COMPANY INC	CENTRAL SUPPLIES	1,312.00	05/26/2021
11542	WAL-MART	TANF STUDENT ASSISTANCE OTHER	639.78	05/26/2021
11543	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	80.00	05/26/2021
11544	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	585.00	05/26/2021
11545	STAPLES ADVANTAGE	FINANCE SUPPLIES	37.25	05/26/2021
11546	STAPLES ADVANTAGE	CENTRAL - SUPPLIES	120.77	05/28/2021
11547	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	200.00	05/28/2021
11548	POCKET NURSE	PN SUPPLIES	2,003.42	05/28/2021
11549	WAL-MART	AT&D RESALE SUPPLIES	140.00	05/28/2021
11550	LOWE'S HOME CENTER INC	AT&D RESALE SUPPLIES	64.00	05/28/2021
11551	HOBBY LOBBY	AT&D RESALE SUPPLIES	242.56	05/28/2021
11553	WAL-MART	AT&D RESALE SUPPLIES	19.20	05/28/2021
11554	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER & TUITION	585.00	05/28/2021
11555	ATWOODS	AT&D RESALE SUPPLIES	80.00	06/01/2021

PIONEER TECHNOLOGY CENTER
From PO: 11453 to PO: 11569

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
11556	A+ PRINTING	STUDENT SERVICES/COUNSELING - SUPPLIES	200.00	06/01/2021
11557	A CUTTING EDGE TREE & LANDSCAPING, INC	LAWN CARE SERVICES	700.00	06/01/2021
11558	PONCA CUSTOM TEES	SUPPLIES SUMMER CAMP	466.50	06/01/2021
11559	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES -- SUPPLIES	4,447.00	06/01/2021
11560	BRANDTS ACE HARDWARE	COMPUTER SERVICES -- REPAIRS	248.35	06/01/2021
11561	LOWE'S HOME CENTER INC	COMPUTER SERVICES -- REPAIRS	1,052.41	06/01/2021
11562	NATIONAL PEN COMPANY	MARKETING/ADVERTISING	2,000.00	06/01/2021
11563	MSC INDUSTRIAL SUPPLY CO	MACHINE TOOL - SUPPLIES	49.57	06/02/2021
11564	STAPLES ADVANTAGE	FINANCE SUPPLIES	824.28	06/02/2021
11565	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERV - EQUIP (COVID FIPSE)	1,274.00	06/03/2021
11566	FARHA WHOLESALE COMPANY INC	BLDG MAINT - SUPPLIES AND EQUIP	4,275.40	06/03/2021
11567	TOTAL COM INC	CRIMINAL JUSTICE - EQUIPMENT	1,324.30	06/03/2021
11568	DOUBLETREE-WARREN PLACE	BIS - STAFF TRAVEL LODGING	225.00	06/04/2021
11569	PACE	BIS - STAFF TRAVEL REGISTRATION	125.00	06/04/2021
		Current Encumbered	197,148.14	

PIONEER TECHNOLOGY CENTER

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

From: 08 May 2021 to: 04 Jun 2021

PO #	Vendor Name	General Description	Amount	Date
10001	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	-75.60	07/01/2020
10002	NEWKIRK HERALD JOURNAL	BLANKET PO	-85.42	07/01/2020
10003	PONCA CITY NEWS	BLANKET PO	202.02	07/01/2020
10005	FAIRFAX CHIEF	BLANKET PO	-80.20	07/01/2020
10006	ADPC	BLANKET PO	-1,000.00	07/01/2020
10007	AF PLAN SERVE	BLANKET PO	-75.00	07/01/2020
10009	AT&T	BLANKET PO	1,200.00	07/01/2020
10010	AT&T MOBILITY	BLANKET PO	-202.80	07/01/2020
10011	BEN E. KEITH FOODS-OKLAHOMA	BLANKET PO	-331.91	07/01/2020
10012	BRANDTS ACE HARDWARE	BLANKET PO	0.08	07/01/2020
10015	CARYS SEPTIC LLC	BLANKET PO	-2.50	07/01/2020
10018	COMPLIANCE RESOURCE GROUP	BLANKET PO	115.00	07/01/2020
10019	CROSS OIL CO.	BLANKET PO	-0.55	07/01/2020
10022	EDUCATION TO GO	BLANKET PO	-2,313.00	07/01/2020
10023	FARHA WHOLESALE COMPANY INC	BLANKET PO	165.94	07/01/2020
10024	FIRST BANKCARD VISA	BLANKET PO	2,000.00	07/01/2020
10026	FIRST BANKCARD VISA	BLANKET PO	-500.00	07/01/2020
10035	LOCKE SUPPLY	BLANKET PO	1,500.00	07/01/2020
10039	ODCTE	BLANKET PO	2,500.00	07/01/2020
10040	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	BLANKET PO	600.00	07/01/2020
10049	PUBLIC SURPLUS	BLANKET PO	-1,426.52	07/01/2020
10050	PUTNAM & COMPANY LLC	BLANKET PO	650.00	07/01/2020
10052	QUALITY WATER SERVICES INC	BLANKET PO	250.00	07/01/2020
10062	STUDENT CERTIFICATIONS	BLANKET PO	2,000.00	07/01/2020
10066	TRAVEL (STAFF)	BLANKET PO	650.00	07/01/2020
10086	FIRST BANKCARD VISA	MARKETING SUPPLIES	-36.00	07/01/2020
10100	MODERN SALON	COSMETOLOGY SUBSCRIPTION	-1.00	07/01/2020
10169	NEXTIVA INC	BLANKET PO	-2,630.84	07/08/2020
10199	WAL-MART	BLANKET PO	654.25	07/14/2020
10200	EVCO	BLANKET PO	-382.36	07/14/2020
10642	LAMPTON WELDING SUPPLY	FIREFIGHTER - SUPPLIES	-60.00	10/05/2020

PIONEER TECHNOLOGY CENTER

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

From: 08 May 2021 to: 04 Jun 2021

PO #	Vendor Name	General Description	Amount	Date
10717	T-MOBILE	COVID - COMMUNICATION SERVICES	-960.05	10/22/2020
10791	WAL-MART	CULINARY ARTS - SUPPLIES	146.26	11/17/2020
10891	BRACE BOOKS & MORE	IT&D - RESALE BOOKS	14.00	12/16/2020
10945	GALAXIE BUSINESS EQUIPMENT INC	EQUIP/DISTANCE LEARNING TECH (COVID19)	-1,799.96	01/13/2021
11014	MEEKS GROUP	MARKETING/PRINTING	-897.25	01/27/2021
11045	FARHA WHOLESALE COMPANY INC	CHILDRENS LAB - OTHER SUPPLIES (GRANT)	-53.98	02/04/2021
11099	LINDA CLARK CONSULTING LLC	IT&D INSTRUCT - PROF SERVICES	-500.00	03/02/2021
11134	POCKET NURSE	SUMMER CAMP - SUPPLIES	-41.29	03/08/2021
11152	STAPLES ADVANTAGE	HCC AND BIOMED - SUPPLIES	-312.38	03/11/2021
11164	LOWE'S HOME CENTER INC	FFM SUPPLIES	-2.84	03/12/2021
11171	ELSEVIER	AT&D - RESALE BOOKS	-37.93	03/12/2021
11175	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	0.46	03/22/2021
11195	SCHOOL SAVERS	EQUIPMENT ACADEMIC MATH	-621.35	03/24/2021
11225	STAPLES ADVANTAGE	TEACHER PREP - SUPPLIES	-50.67	03/29/2021
11235	AAMP	TANF STUDENT ASSISTANCE OTHER	-25.00	03/31/2021
11248	FIRST BANKCARD VISA	MARKETING/ADVERTISING	50.00	04/05/2021
11258	STAPLES ADVANTAGE	BLDG MAINT - SUPPLIES (COVID19)	-10.20	04/06/2021
11266	FIRST BANKCARD VISA	HEALTH CAREERS - SUPPLIES	-59.00	04/08/2021
11279	TECHNIWELD USA	AT&D WELDING - SUPPLIES	21.47	04/09/2021
11288	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-42.89	04/13/2021
11301	FISHER SCIENTIFIC	BIOMED EQUIPMENT	-166.55	04/13/2021
11322	OKLAHOMA HOSA	HCC/BIOMED/MA TRAVEL - REGISTRATIOIN	-60.00	04/16/2021
11326	ATWOODS	WELDING - SUPPLIES	-0.04	04/19/2021
11338	LOWE'S HOME CENTER INC	BLDING MAINT REPAIRS	9.29	04/20/2021
11357	FIRST BANKCARD VISA	MARKETING/SUPPLIES	-25.00	04/23/2021
11358	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-24.10	04/23/2021

PIONEER TECHNOLOGY CENTER

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

From: 08 May 2021 to: 04 Jun 2021

PO #	Vendor Name	General Description	Amount	Date
11366	S&K DIRECT STEEL	WELDING - SUPPLIES	-120.15	04/26/2021
11367	MSC INDUSTRIAL SUPPLY CO	FFM SUPPLIES	-4.28	04/26/2021
11368	LOWE'S HOME CENTER INC	CONSTRUCTION - SUPPLIES	-31.69	04/26/2021
11369	S&K DIRECT STEEL	AT&D RESALE SUPPLIES	-261.36	04/26/2021
11372	SPARKLIGHT ADVERTISING, JOPLIN	MARKETING - ADVERTISING	-25.00	04/27/2021
11382	STAPLES ADVANTAGE	DISABILITY/PLACEMENT - SUPPLIES	-3.76	04/27/2021
11384	ELSEVIER	AT&D RESALE BOOKS	-56.07	04/30/2021
11386	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-89.83	04/30/2021
11389	AMERICAN TELEPHONE	COMPUTER SERVICE - SUPPLIES	-96.00	04/30/2021
11390	STAPLES ADVANTAGE	ACADEMIC MATH - SUPPLIES	-6.80	04/30/2021
11392	LAKESIDE GRILL	ADVISORY COMMITTEE MEETING - FOOD	-31.93	04/30/2021
11397	B&H PHOTO-VIDEO	COMPUTER SERVICES - SUPPLIES	-6.30	04/30/2021
11401	WAL-MART	MA AND HCC - SUPPLIES	-485.60	04/30/2021
11402	TEACHERSPAYTEACHERS.COM	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	-22.69	04/30/2021
11404	WAL-MART	SHARE LOCAL - INSTRUCTIONAL SUPPLIES	-115.30	04/30/2021
11411	BUMPER TO BUMPER AUTO PARTS	SUMMER CAMP SUPPLIES	-46.89	04/30/2021
11412	EVIDENT	SUMMER CAMP SUPPLIES	-6.61	04/30/2021
11413	WAL-MART	SUMMER CAMP SUPPLIES	-102.51	04/30/2021
11415	HOBBY LOBBY	SUMMER CAMP SUPPLIES	-35.05	04/30/2021
11416	EDUCATIONAL INNOVATIONS INC	SUMMER ACADEMY SUPPLIES	-175.10	04/30/2021
11417	LOWE'S HOME CENTER INC	SUMMER ACADEMY SUPPLIES	-27.17	04/30/2021
11418	WAL-MART	BUILDING MAINT - SUPPLIES	-26.62	04/30/2021
11421	FIRST BANKCARD VISA	TEACHER PREP - SUPPLIES	-38.31	04/30/2021
11427	LOWE'S HOME CENTER INC	SUMMER CAMP SUPPLIES	-128.76	05/03/2021
11431	HOTSY CLEANBURN OF OKLAHOMA	BUILDING MAINT REPAIRS	-226.66	05/03/2021
11432	STAPLES ADVANTAGE	ACADEMIC/ASSESSMENT CENTER - SUPPLIES	-0.45	05/03/2021
11433	STAPLES ADVANTAGE	FULLTIME PROGRAMS - SUPPLIES (COVID-FIPSE)	-1,120.16	05/04/2021

PIONEER TECHNOLOGY CENTER

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

From: 08 May 2021 to: 04 Jun 2021

PO #	Vendor Name	General Description	Amount	Date
11434	WAL-MART	SUMMER CAMP - SUPPLIES	-67.70	05/04/2021
11435	BRACE BOOKS & MORE	SUMMER CAMP - SUPPLIES	-0.40	05/04/2021
11436	HOBBY LOBBY	SUMMER CAMP - SUPPLIES	-20.00	05/04/2021
11437	FIRST BANKCARD VISA	SUMMER CAMP - SUPPLIES	-10.04	05/04/2021
11438	B&H PHOTO-VIDEO	COMPUTER SERVICES EQUIPMENT	-1.00	05/04/2021
11441	GRAINGER	SAFETY / SUPPLIES	-14.39	05/04/2021
11442	WAL-MART	IT&D - RESALE SUPPLIES	-18.62	05/05/2021
11443	STAPLES ADVANTAGE	FINANCE - SUPPLIES	-4.66	05/05/2021
11452	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	20.00	05/07/2021
GEN FUND-FOR OPERAT TOTAL:			-5,573.27	
REPORT TOTAL:			-5,573.27	

Building

PIONEER TECHNOLOGY CENTER
From PO: 10105 to PO: 10114

Encumbrance For Board Approval
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
10105	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - MAJOR REPAIRS/REMODEL	1,377.68	05/10/2021
10106	KEKE JOHNSON CONCRETE	BUILDING MAINT - MAJOR REPAIRS	2,100.00	05/11/2021
10107	BLOYER & SONS INC	BLDG MAINT - MAJOR REMODEL REPAIRS	30,830.00	05/12/2021
10108	STOLHAND-WELLS PLUMBING, HEATING & AIR	BLDG MAINT - MAJOR REMODEL REPAIRS	19,475.00	05/12/2021
10109	THE ROCK CONSTRUCTION AND MASONRY	BLDG MAINT - MAJOR REMODEL REPAIRS	5,700.00	05/13/2021
10110	YORK ELECTRONIC SYSTEMS	BLDG MAINT - NEW CONSTRUCTION	149,260.50	05/13/2021
10111	CLARK CONTRACTING COMPANY LLC	BLDG MAINT - MAJOR REPAIRS	2,000.00	05/26/2021
10112	AIR SYSTEMS & PUMP SOLUTIONS	BLDG FUND - MAJOR REPAIRS	3,500.00	05/28/2021
10113	BLUEMARK ENERGY, LLC	NATURAL GAS	500.00	06/01/2021
10114	AIR SYSTEMS & PUMP SOLUTIONS	BLDG MAINT - MAJOR REPAIRS	4,780.00	06/04/2021
Current Encumbered			219,523.18	

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval
X CHANGE ORDER REPORT
 BUILDING FUND

From: 08 May 2021 to: 04 Jun 2021

PO #	Vendor Name	General Description	Amount	Date
10001	OKLAHOMA NATURAL GAS COMPANY	BLANKET PO	-1,983.95	07/01/2020
10002	SYMMETRY ENERGY SOLUTIONS	BLANKET PO	14,087.71	07/01/2020
10003	PONCA CITY UTILITY AUTHORITY	BLANKET PO	-61,656.60	07/01/2020
10007	SHL US LLC	SOFTWARE - COMPUTER SERVICES	-3,955.65	07/01/2020
10011	MNJ TECHNOLOGIES DIRECT, INC	EQUIPMENT - COMPUTER SERVICES/BITE FINANCE	-2,049.00	07/01/2020
10026	BC COATINGS LLC	BLDING MAINT REPAIRS	20.00	08/27/2020
10043	AVL SYSTEMS DESIGN	NEW CONSTRUCTION - CONF CENTER AV PROJECT	34,905.22	01/13/2021
10060	TOPCO DISTRIBUTING	BLDG MAINT - MAJOR REMODEL REPAIRS	-100.00	03/24/2021
10070	POCKET NURSE	EQUIPMENT MEDICAL ASSISTING	-1,102.00	03/26/2021
10083	EMERGENCY MEDICAL PRODUCTS INC	EQUIPMENT AT&D	-109.00	03/26/2021
10088	AMERICAN 3B SCIENTIFIC LP	EQUIPMENT MEDICAL ASSISTING	-2,931.95	03/26/2021
10091	BARNES BUILDING SUPPLY	BLDG MAINT - MAJOR REPAIR REMODEL	-169.92	04/06/2021
BUILDING FUND TOTAL:			-25,045.14	
REPORT TOTAL:			-25,045.14	

Payroll

PIONEER TECHNOLOGY CENTER
From PO: 70166 to PO: 70174

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70166	SYSTEMS SUPPORT - PT TEMP HELPERS	BLANKET PAYROLL ENCUMBRANCE	2,691.25	06/01/2021
70167	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	3,581.19	06/01/2021
70168	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	2,106.58	06/01/2021
70169	CLARK, CAITLYN J	PAYROLL ENCUMBRANCE	341.05	06/01/2021
70170	DEWITT, CORBIN S	PAYROLL ENCUMBRANCE	377.91	06/01/2021
70171	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	1,705.34	06/01/2021
70172	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	1,855.80	06/01/2021
70173	TERRAZAS, WENDY D	PAYROLL ENCUMBRANCE	3,711.61	06/01/2021
70174	SUMMER CAMPS - PT TEMP HELPERS	BLANKET PAYROLL ENCUMBRANCE	2,153.00	06/01/2021
		Current Encumbered	18,523.73	

PIONEER TECHNOLOGY CENTER

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

From: 08 May 2021 to: 04 Jun 2021

PO #	Vendor Name	General Description	Amount	Date
70001	AT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	700.00	07/01/2020
70003	SAFETY INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	1,797.67	07/01/2020
70005	ABE INSTRUCTORS (FEDERAL)	BLANKET PAYROLL ENCUMBRANCE	18,040.00	07/01/2020
70007	ABE / TANF INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	1,270.00	07/01/2020
70008	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	-5,000.00	07/01/2020
70010	SUBS - RECEPTIONIST	BLANKET PAYROLL ENCUMBRANCE	800.00	07/01/2020
70013	SUBS - (BITE) FINANCE MGMT	BLANKET PAYROLL ENCUMBRANCE	590.00	07/01/2020
70118	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	-0.05	07/31/2020
70140	BOOKOUT, STEVEN B	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70141	RANDOL, KAYLA D	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70142	POLLAK, BRENDA J	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70143	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70144	FEASTER, AMBER R	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70145	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70146	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70147	PULLEY, DANA L	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70148	CARPENTER, ALI N	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70149	FARMER, HOLLY M	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70150	FREEMAN, IAN M	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70151	RENFROW, KYLE E	PAYROLL ENCUMBRANCE	0.06	09/15/2020
70158	FOXWORTHY, SHEILA S	PAYROLL ENCUMBRANCE	-666.16	01/28/2021
70164	PTC STAFF/EMPLOYEES	BLANKET PAYROLL ENCUMBRANCE	-701.72	05/01/2021
70165	PTC STAFF/EMPLOYEES	BLANKET PAYROLL ENCUMBRANCE	1,100.71	05/01/2021
GEN FUND-FOR OPERAT TOTAL:			17,931.17	
REPORT TOTAL:			17,931.17	

Monthly Report

June, 2021

Meetings and Activities

- **May 12** – After Board Report Meeting for Staff; OkACTE Admin Division Awards Committee Meeting
- 13 – Conference Call with Dr. Mack and CTE Superintendents; Superintendent Lindel Fields' Retirement Celebration at Tri-County
- 14 – Virtual Student Awards Ceremony; Woodland Graduation
- 15 – Tonkawa Graduation
- 17 – Admin team meeting; Medical Assisting Graduation
- 18 – PTC COVID-19 Staff Training; ODCTE Accreditation Advisory Committee; SHARE Graduation
- 19 – RCB Bank Advisory Board Orientation; Dana Pulley Retirement Celebration
- 20 – RCB Bank Advisory Board Meeting; PTC Westward Expansion Meeting; PC Chamber Auction Committee Meeting
- 21 – PTC Last Day of School; ODCTE Superintendent Advisory Committee; Ponca City Graduation
- 24 – End of the Year Celebration planning meeting; Oklahoma Cross Agency/Cabinet Workforce Programs and Services Asset Map Subcommittee Meeting with Dr. Mack and statewide leaders
- 25 – Ponca City Chamber Board meeting; ABE/HSE Graduation
- 26 – City of Blackwell Ambulance Donation; Basic Peace Officer Certification Academy meeting with area law enforcement officials, Kahle Goff and Ryan Burkett
- 27 – May/June Staff Birthday Luncheon; PTC Westward Expansion Meeting
- 28 – PTC End of the Year Goals Report Out and Celebration
- **June 1** – Admin Team Meeting; Summer Camp start; Jeff Locket retirement lunch
- 2 – 1 Million Cups with Maddie Newcomb, Marland's Place; Strategic Planning Core Team Meeting
- 3 – 1 Million Cups with Cheryl Howard, Kay County Election Board; New superintendent advisory meeting at ODCTE with Dr. Mack
- 4 – OSSBA Summer Law Workshop; Conference Call with Dr. Mack and CTE Superintendents
- 7 – Admin Team Meeting; HCC Instructor 2nd Interview
- 8 – Ponca City Library Board Meeting; PTC Board Meeting

Full-Time Programs

- The firefighter/EMT class received the donation of an ambulance from the City of Blackwell. The City of Blackwell has been a huge supporter of the program, and the equipment will be an excellent addition to the resources students can access to learn about the skills and equipment utilized in their career.
- James Kirkendall and Kenny Karnish have finished the pavilion which will serve as a rehab area for the fire service training. It is adjacent to the training tower and will also serve to offer a shaded area outdoors for the children's lab, when not in use for training events.
- Summer camp for incoming 6th and 7th graders started on Tuesday, the 1st. We had 100 students registered, and the kiddos were having a blast exploring the programs at PTC. We will be hosting summer academies for students entering 8th through 10th grades. This year we're offering academies for Engineering, Horsepower (automotive), Metalworks, Cyberpatriot, Youth Police, Summer Salon, and Firefighting. These academies are a week long and focused on one career pathway; they will be offered throughout June and July.
- Area Superintendents are scheduled to meet on the 15th to discuss the coming school year and changes to COVID protocols.

Business and Industry Services

- PTC's summer programming kicked off on June 1. We have several staff teaching some hobby and interest classes, as well as some certification courses for the health care and food service fields.
- Johnny Thornburg, Molly Kyler and Berry Harrison, from Bowers Trucking toured Central Tech's Truck Driver Training facility and worked with Central Tech staff to organize a truck driver orientation program for Bowers Trucking.
- Upcoming training – Truck Driver Training – CDL – June 23-July 30th and Front-End Loader Safety – June 8-9th - Johnny Thornburgh; Intro to Government Contracting - June 30th – Dawn Brakey

Capital Planning

- We are in the 51st week of the project. New construction interior work scope is currently on schedule; however, the exterior work scope is approximately 45 days behind schedule due to inclement weather. Underground storm draining system is 95% complete. New fire hydrant and 6" water supply line are being installed. Geo-fabric installation to begin next week so that concrete paving can proceed. Concrete paving work scope to begin on 6/8 (gravel installation & form construction) at the north parking lot. Exterior stone has begun installation and is expected to be complete by 6/5. Expansion of the existing south detention pond is on hold. We are revisiting the need to expand that, as the recent rains have not indicated a problem and the current pond may be able to meet our needs. Drywall and batt insulation installation continues in the Culinary Kitchen (65% complete), Cosmetology Area (95% complete) and Safe/Conference Room (55%) complete. FRP installation has been performed in the Production Kitchen and Janitor Rooms. Installation of rigid roof insulation and PVC roof membrane has been completed over the new building addition. Received delivery of exterior metal wall panels this week and installation will begin on 6/7. Installation of rigid roof insulation and PVC roof membrane has been completed over the new building addition. Received delivery of exterior metal wall panels this week and installation will begin on 6/7. Production kitchen patch and repair of the existing concrete floor is scheduled to begin in the next week. The walk-in cooler unit has been installed in the culinary classroom.

Retirements/Resignations

- Sheila Foxworthy, Assessment Center Facilitator – September 30th

Upcoming Events

- June 14th – Centers for Workforce Excellence Convener's Meeting
- June 15th – Area Superintendent's Meeting
- June 16th – CWE Goal #3 Work Session
- June 21st – 23rd – CTE Superintendent June Planning Meeting
- June 26th – July 2nd – Vacation – South Dakota

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

Business & Industry Services & Safety

- The BIS team conducted 202 one-on-ones/consults for a total of 200 counseling hours.
- Corbin Dewitt, Dawn Brakey, and Janet Schwabe made 21 marketing visits.
- Ben Evans, Dawn Brakey, and Robert Howard provided technical assistance to clients resulting in client awards/client savings of approximately \$3,805,708.
- Dawn Brakey held the “Keep it Local” event at City Central. She had 13 different entities participate.
- Ben Evans hosted Michelle Campbell from the OkSBDC on May 4. She visited with PTC administration and then Ben took her to meet with some of his clients. Additionally, Ben coordinated a meeting between the OkSBDC data manager and Molly, Janet, and Robert so the team can have a better understanding as to what data resources are available to our clients.
- Jeff Lockett worked with two clients for borrower training, and with Wheatland to help a potential client receive funds for a start-up.
- Robert Howard continues to be the point person for the local SHRM chapter and 1 Million Cups.
- Contact hours logged for the month of May include
 - Customized – 821 hours
 - Safety – 862 hours
 - AT&D – 100 hours
- Carl Storm put together 9 written safety programs for three local contractors this month.
- The revenue generated from our Safety training was \$27,795.
- Our AT&D classes generated revenues of \$31,299 for summer offerings.
- In May, AT&D offered 1 on-campus class, 1 offer certification.

<u>School Bus Driver</u>	<u>5</u>
Total Students	5
- Johnny Thornburgh has been working with Bowers Trucking to enhance their on-boarding program.
- Johnny also coordinated Oklahoma Turnpike training and assisted with mock interviews.
- In addition to wrapping up the semester’s Manager’s Tool Belt program, Corbin Dewitt coordinated a special Real Colors™ program for Frontier Schools staff.
- Also, Corbin and Sylvia Urioste put together a customized public speaking program for the Ponca Tribe.
- Sylvia Urioste was honored by the Ponca Tribe and asked to be a guest speaker at a special event for their graduates on May 26.
- Janet Schwabe coordinated an ISO Internal Auditor Training for local manufacturers. Five different companies participated.
- Janet also put together session one of the Skillful Talent Workshop series. Ten different organizations participated.
- Molly Kyler worked with Jennifer Wehrenberg from ODCTE to put on the StrengthsFinder work session for the newest Pioneer Tech employees. Eleven employees participated.

- Molly also worked with the Core Planning team on how to approach the End of Year Goals Report Out and Celebration. She is currently working with the team on how to implement more effective strategic planning components during August in-service.
- The BIS team participated on more than 25 different committees and boards this past month.

On the horizon...

- June 8-9 – Safety – Front End Loaders – Oklahoma Turnpike Authority – Mike Boon
- June 23-July 30 – CDL Class - Central Tech – Johnny Thornburgh
- June 1-23 – CNA – AT&D
- June 2-July 28 – Beginning Welding - AT&D
- June 3-24 – Basic Drawing 101 – AT&D
- June 3 – Etched Glass – AT&D
- June 7 – Macramé Plant Hanger – AT&D
- June 7-30 – Small Engine Repair – AT&D
- June 8-July 29 – Advanced Welding – AT&D
- June 8-July 29 – Introduction of CAD – AT&D
- June 8-17 – Digital Photography – AT&D
- June 8-July 29 – Phlebotomy – AT&D
- June 9 – ServSafe Manager – AT&D
- June 10-11 – MAT Full Course – AT&D
- June 14-22 – Excel 2016 - Level 1 – AT&D
- June 15 – Custom Door Mat – AT&D
- June 17 – MAT Update – AT&D
- June 22-23 – CPR for Health Care Providers – AT&D
- June 23 – CPR – American Heart Association - AT&D
- June 24 – CMA Continuing ED – AT&D
- June 29 – Standing Sign – AT&D
- June 30 – Introduction to Government Contracting – Dawn Brakey

Communications & Marketing

- Many flyers and postcards were made by Angie Ogden for BIS and Full-Time programs.
- Graduations for SHARE & ABE/HSE were held at Connect Church. C&M Team made programs and set-up for all the ceremonies as well as tore things down. It was a very big project, but successful both in-person and online.
- Medical Assisting graduation was held in the Seminar Center, C&M team helped with set-up and practice. Angie Ogden did the live video and Terri Busch took photos and ran audio visual.
- Angie Ogden made a HUGE monopoly board for the end of year celebration and game. This was a team effort with Lori Evans, Ryan Burkett and Kevin Bell. Printing took her 3.5 hours and cutting it to size took another 4 hours. She did an amazing job and deserves a lot of praise for this project.
- The C&M Team assisted with set-up, clean-up and decorations for Dana Pulley's retirement celebration. Photos were posted on social media that evening after the party.
- Video of the SHARE program and Dana's retirement were posted to social media Terri Busch..

- Numerous student certificates and award documents were created for the end of school celebration by Angie Ogden.
- Terri Busch sent Graduation and NTHS Ceremony photos to area newspapers and placed them on social media platforms.
- Final counts for Summer Camp came in, t-shirts were designed and ordered for students and staff.
- BIS/AT&D email blasts were designed and went out to area stakeholders.
- Changes were made to the website for several pages and the Keep Striving Campaign continues to do well. This is being run with Sparklight.
- Terri Busch took vacation time June 1 – 7th.
- The welcome video for new employees was completed by Dana Pulley/Terri and will be up on YouTube as soon as possible.
- Terri Busch took analysis of our Crisis Communication Plan and will be editing and updating it during the summer months.
- C&M Team picked up candy bars and made special wrappings for the end of the year celebration. Each will be giving to employees.

Instructional Services

Instructional Directors

- Kahle Goff conducted simulated interviews for Criminal Justice students.
- Kahle Goff, Kendra Keelin, and Dr. Burkett met with a team of instructors to discussed changes to the National Technical Honor Society and Guaranteed Graduate process at PTC. It was determined that instead of offering Guaranteed Graduate recognition students would be better served by focusing on Career Signing Day and Work Based Learning activities.
- Kahle Goff represented PTC at the Blackwell High School Commencement Ceremony.
- Kahle Goff and Traci Thorpe provided a tour of PTC to Mr. Michael Brown State of Oklahoma CareerTech Board Member.
- Kahle Goff participated in the Opportunity Center Executive Team and Board Meeting.
- Kahle Goff, Traci Thorpe, and Dr. Ryan Burkett met with Chief of Police from Ponca City, Tonkawa, and the Kay County Sheriff to discuss the Basic Peace Officer Certification proposal at PTC.
- Kahle Goff, Dr. Ryan Burkett, and Kendra Keelin met with the PTC Graduation Committee to discuss the possibility of having one large graduation ceremony in May of 2022.
- Kahle Goff, Dr. Ryan Burkett, and Traci Thorpe attended an OSSBA Summer Law Institute.
- Kendra Keelin attended SRN personnel committee meeting.
- Kendra Keelin attended NERA board meeting.
- Dr. Ryan Burkett, Kahle Goff and Kendra Keelin attended SHARE, MA and ABE/HSE graduations.
- Dr. Ryan Burkett, Kahle Goff, Kendra Keelin, and committee members planned and held a retirement party for Dana Pulley.
- Kendra Keelin met with State Surgical Supply to discuss TIPS and how schools utilize vendors who are approved.
- Dr. Burkett attended weekly update meetings with Canvas success team.
- Dr. Burkett attended the Pioneer Woman Museum Board meeting.
- Dr. Burkett imported the list of Oklahoma Tribes to PowerSchool and worked with Janice, Holly, and Lori to improve enrollment form imports to PowerSchool.

- Dr. Burkett attended Newkirk Graduation.
- Traci Thorpe, Kahle Goff, and Dr. Burkett accepted the Blackwell Fire Department's Ambulance Donation.

- **Practical Nursing**

Fairfax Hospital attended contract day to speak with the students about job opportunities and the services their hospital provides to the community. Billings Fairchild Center is allowing students to return to complete their mental health rotation! Michelle helped the BioMed students become BLS certified. 2 graduates of the PN program passed NCLEX in May! Instructors and Coordinator attended clinical negotiations for the area hospitals for the Fall semester.

- **Health, BITE and Special Programs**

- Medical Assisting:
- Students have finished up the school year, and have completed all curriculum and clinicals.
- While students have been gone this week, there has been a mass clean out/organization process going on in the Medical Assisting Classroom.
- Ms. Eddinger have also been finishing up material for the Forensics Academy scheduled for June 14th-17th.
- Academic Math:
- Geometry- Finished the year strong! Everyone passed and the end of the year projects were exceptional.
- Algebra 2- Erika Johnson will also be redoing the curriculum and designing new units for Algebra 2 with new books next year.
- PreCalc- The precalc students were mostly seniors and the end of the year got a bit hit and miss with them and their graduation preparations, but they all managed to do what they needed and everyone finished with an A or B.
- Teacher Prep:
- We celebrated our new National Honor Society member.
- Seniors participated in the Mock Interviews organized by Lacey Smith. Those were very beneficial for our students.
- Our class finished up several 'make and take' activities to add to their resource files. We spent a day at the Child Development Center completing our service project of cleaning their playground.
- We celebrated our end of the year and honored our Seniors with the PTC Awards Day and a great classroom party.
- Children's Lab and Preschool:
- Teachers are finishing plans for summer care.
Kindal Eller, Heather Underwood, Danielle Cross and Kylia Carlson are all working towards completing requirements for the next stipend offered by DHS.
- Lora Walton attended the Pyramid Training held by the Department of Human Services
- HCC1:
- Students finished the school year completing the HCCI Curriculum and obtaining certification in Feeding Assistant & the NCHSE Exam.

- Community Service: Students participated in cleaning our flower gardens and various other tasks for Newkirk Main Street. Students volunteered at Northern Oklahoma Humane Society doing various tasks such as sanitizing, cleaning kennels, feeding, cuddling, walking, and playing with animals. Students made bird feeders, and various artwork to donate to Ponca Nursing Home.
- Field Trip: Students toured Marland Mansion and Lydie's Cottage in Ponca City.
- End of Year Celebration: students participated in an end of year party at Ponca Lake Volleyball and Shelter House.
- ABE/HSE:
- Graduation was awesome!! Thanks to all administration who attended
- Total Graduates for 2019-2020 & 2020-2021 = 57 Hooray!! Not too bad considering COVID forced us to online for a few months!
- Total enrolled = 151
- Tonkawa Tribe is reopening for classes in June.
- Summer School is in progress.
- Thank you so much to all of you for the last 10 years. My professional and the program's growth is hugely due to all of you allowing me to explore and expand. Thank you again, working at PTC has been an extremely fun and memorable experience!!
- SHARE:
- SHARE had 4 more students finish all their courses for graduation.
- Graduation was on May 18 with 21 graduates.
- New Beginning:
- New Beginnings had 4 students that completed Registered Medical Assisting
- 2 students completed Long Term Nurse Aide and past the Skills test and are studying for their written test.
- 1 student received employment, at a local optometrist, in her field of study
- We have 14 students that are present daily
- 11 students that are in Follow Up
- BITE:
- The BITE programs recently celebrated our students at the end of the year with classroom parties.
- Both programs had many completers and IT was excited to have Brexten Janda and Owen Case selected for NTHS.
- Biomed:
- Michelle Tripp from our Practical Nursing program came over and helped the students get their BLS certification.
- Dr. Melinda Allen came and talked to the class about being a physician and some of the other health careers she works alongside.
- We were able to dissect a fetal pig in human anatomy which I think was the highlight of this month. The students were fascinated to see all of the individual systems we have been learning about all year in one organism and how they all were tied together to function as a whole.
- We spent much of the month reviewing for the End of Course exam for Principles of Biomedical Science.
- In addition, two of our students have qualified for competition at HOSA international leadership conference in June. Belle Willis took first place at state in pathophysiology and

Triniti Brown took second place in sports medicine. We also had two honorable mentions, Kenny Endl received fifth place in veterinary science and Michelle Lang received fifth place in biomedical science.

- **T&I and Service Programs**

Automotive

- Cleaned shop, Getting ready for summer camps
- We have 2 new vehicles purchased from Ford
- New lift is installed
- Prepping for the new school year

Construction

- Completed Fire Training Facility rehab pad and cover
- 14 of 15 students earned certifications through Precision Exams as an end of year assessment
- All 15 earned Forklift Certification

Cosmetology

- All 11 2nd years have passed their State Board of Cosmetology Practical Exam
- 7 of the 2nd year students have accepted positions in salons
- All students toured Salon Platinum, Genesis, Anderson Inc., Blondie Beauty Bar on May 20th

Criminal Justice

- Students have been doing ride-alongs with the Ponca City Police Department
- Weekly training with the Ponca City Police Department is going well. Different Officers come to PTC to train with the students. This is a great opportunity for the students to interact with and learn directly from members of the Ponca City Police Department.
- Detention Officers with the Kay County Detention Facility trained with students on using flash bangs while breaching buildings for entry. The Correctional Officers also showed the students techniques in building searches and high-risk traffic stops.
- Students are interning with the Kay County Sheriff's Department and the Kay County Detention Facility in Newkirk.

Culinary Arts

- One student earned a Hospitabilities certification from the Oklahoma Restaurant Association
- Set up for summer camp and preparing for Summer Academy
- Made \$534 with Fundraisers

Firefighter/EMT

- We finished out the school year covering all of our career major course work. 4 of this year's students have taken employment with fire departments so far, with hopefully more to come.
- Last weekend we taught a Firefighter 2 class for OSU-FST. We had 19 participants from across the state. All passed their skills evaluation.
- We are taking possession of an ambulance donated to PTC from the City of Blackwell. This will add another layer of realism in the EMT program, and will enhance our simulated workplace environment.

Fleet & Facilities Management

- Community service project, picking up trash at Lake Ponca
- 4 students received forklift certification

Industrial Tech

- Traded one hydraulics trainer for 3 electronic motor trainers
- Was able to complete certification for Haley Dilbeck in Instrumentation Level 4
- Obtained recert for new NCCER online testing

Machine Tool

- Both new HAAS Mini Mills are ready for operation.
- HAAS TM-2P Mill has been upgraded with surface sensing technology
- Prepping for summer camp

Welding

- I became Google Educator Level 1 certified.
- We had nine additional students get their ODOL welder certifications, several more that added to existing certs.
- Working with several local businesses to get graduates hired as the work backlog is really picking up for local industry.
- Received all of our materials to start projects for the Friends of the Pioneer Woman and the Ponca City Rifle Club.

Student Services

Student Services

- High School enrollment complete to date, cards mailed to all new students
- Adult enrollment is open
- Held NTHS Induction Ceremony
- Lori is now HiSet testing certified to take over for Janice as she moves into retirement next year
- All the team assisted with summer camp
- Hosted end of year team meeting and year wrap up for 10 month employees
- We are switching gears to summer mode and all the necessary tasks to prepare for next year.
- Whitney, Carol, Nancy and Lacey leave us until August!

Career Center

- Curriculum completers were signed up to test
- Eighteen WorkKeys Career Readiness names were added to the WorkKeys Wall of Fame
- Placed WorkKeys CRC into CTIMS
- Sent final grades to instructors
- Covered in the Childrens Lab
- Employability Skills and Mock Interviews completed
- Helped with Summer Camp

Career Development Facilitator

- Assisted with CTMIS data for all programs
- Organized summer camp for 102 5th/6th graders the first week of June
- Finished all activities for the year the first of May with 8th graders and assisted in Student Services in May
- Finished final community service project with Girls Group

Assessment Facilitator

- 268 Tests were given during May.
- Medical Assisting students took their RMA, Construction students completed their Construction Foundations Comp test, BITE students finished their ODCTE testing and Criminal Justice students wrapped their assessments up.
- Janice and I recertified for HiSet test administration. The NTHS ceremony was conducted in early May. Biomed Students completed their end of instruction in my room.
- I attended an ESSP planning meeting and an NTHS state-wide advisors meeting.

Disabilities Specialist/Job Placement Facilitator

- IEP Meetings, DRS Conferences and Student Conferences
- Assist with Enrollment
- Progress Reports to all sending schools.
- Update all IEP/504 Student files.
- Assist with Summer Camp
- Complete 20/21 WBL data.

Plant/Facilities

- Contractor working on exterior joint sealant project.
- Fire Alarm project update- The successful bidder working on providing bonds etc. and putting together a plan/map to submit to the Fire Marshall for his approval.
- Completed painting of 2 incubator shop areas at BIS.
- Atrium project continuation- new HVAC, Roofing, and ceiling tile.
- Obtaining quotes for painting projects- Ceiling tile in the Seminar Center, Early care exterior “ramp” area.
- Bus summer maintenance and annual inspections.
- New furniture installation into program areas.
- Cancelled auto-renewing natural gas contract with Symmetry Energy. Working out the details for new contract with BlueMark Energy, and anticipate the start of new service July 1, 2021.

Paperclips

May 2021

YOU HAVE PERSEVERED!

CONGRATULATIONS CLASS OF 2021



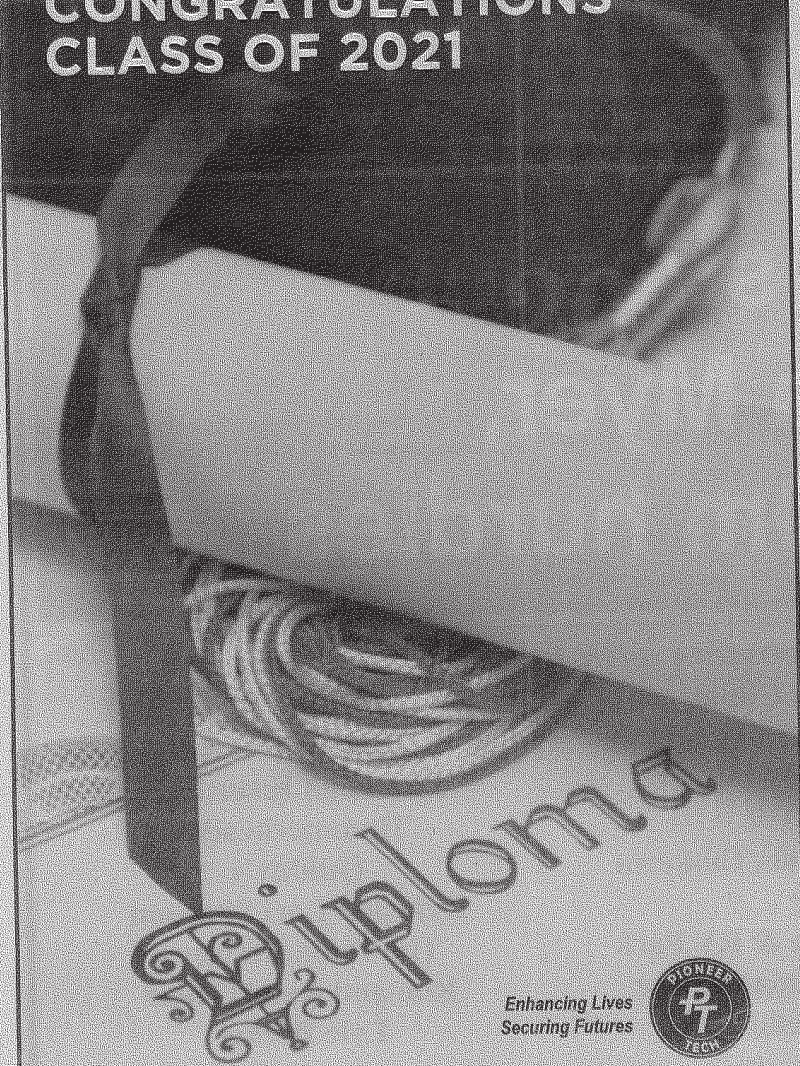
Enhancing Lives
Securing Futures



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

YOU HAVE PERSEVERED!

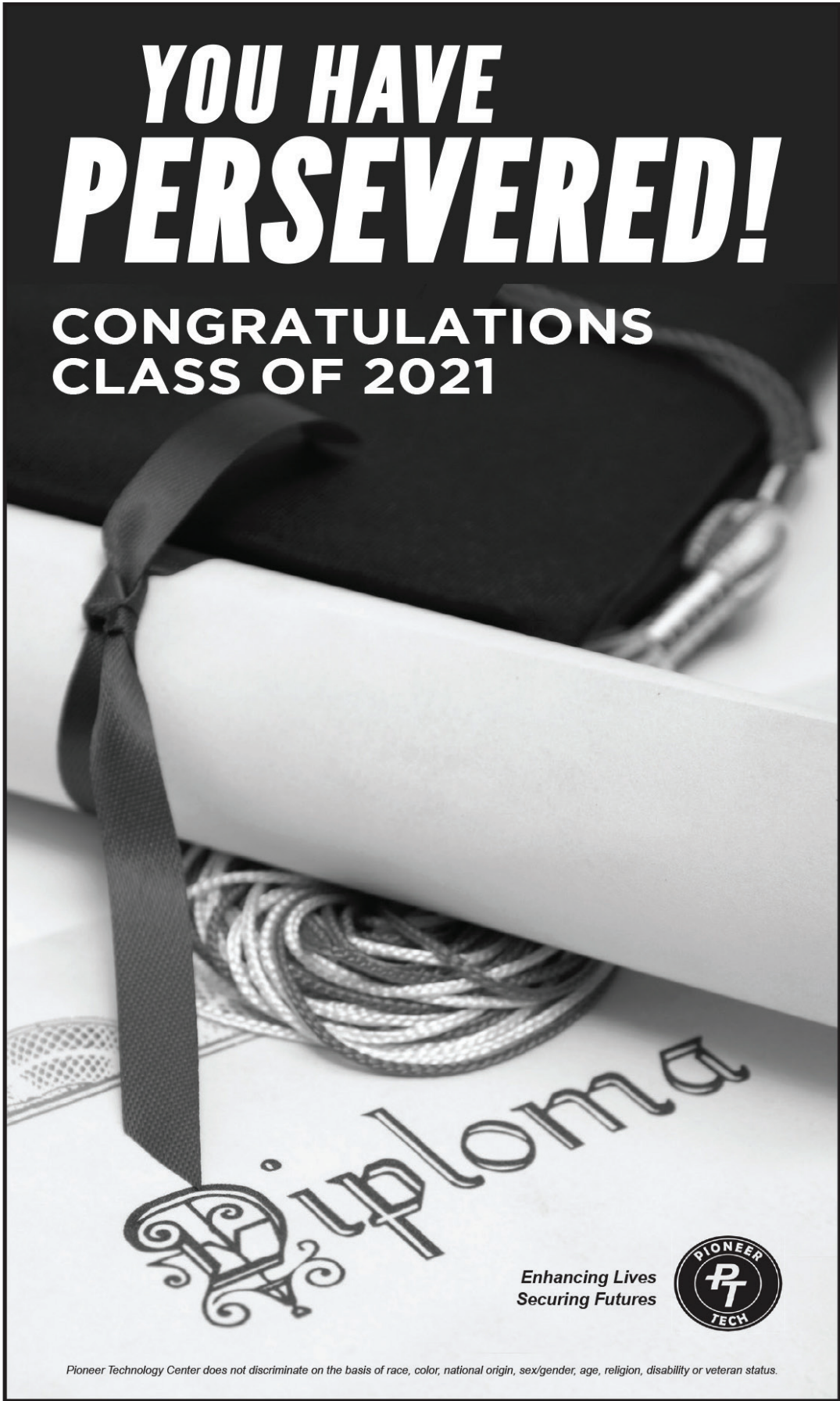
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CONGRATULATIONS CLASS OF 2021

Diploma

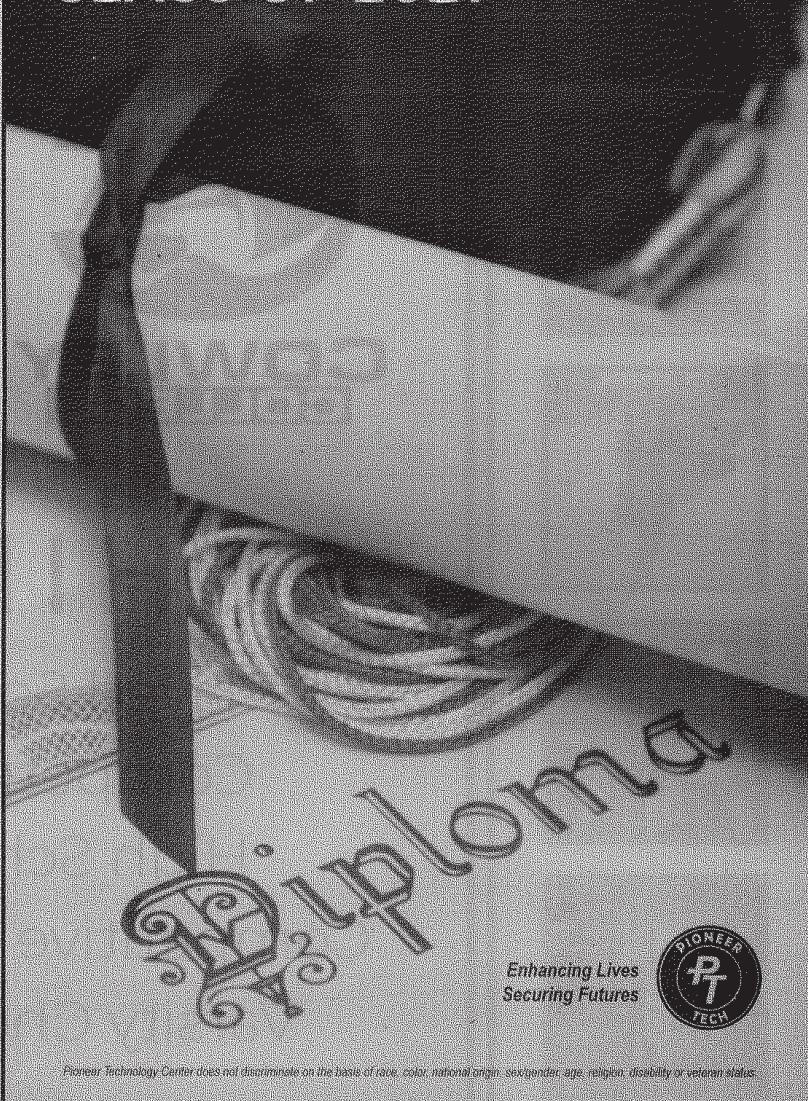
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CONGRATULATIONS
CLASS OF 2021



Enhancing Lives
Securing Futures

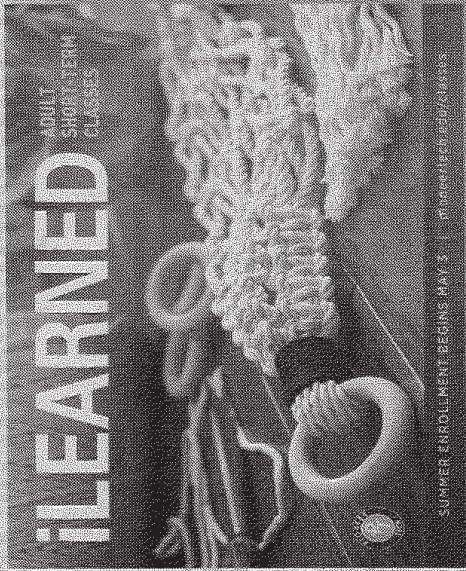


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2021 Summer Schedule is Here!

Enrollment Now Open

Don't miss out on some great classes being offered! Fill out the form below, come by our campus or go online to pioneer.tech.edu/classes



SUMMER ENROLLMENT BEGINS MAY 31 pioneer.tech.edu/classes

Automotive and Bus Driver Training

Small Engine Repair
6/7 - 6/30 M/W 6-9 pm \$89

Automotive Service for HVAC (includes semis)
7/12 - 7/21 M/W 6-9 pm \$125

This course covers heating and air conditioning systems with a HVAC certification. Cost does not include \$7.50 certification fee.

School Bus In-service
7/15 Th 5-9pm \$0

School Bus Driver Training

Computers & Technology

Digital Photography
6/8 - 6/17 T/Th 6-9 pm \$74

Introduction to CAD
6/8 - 7/29 T/Th 6-9 pm \$300

Excel 2016 Level 1
6/14 - 6/22 M/W 6-8:30 pm \$74

Advanced Digital Photography
7/6 - 7/15 T/Th 6-9 pm \$59

Get Going with your Computer
7/12 - 7/27 M/W 6-8:30 pm \$125

Health, Medical & Wellness

Phlebotomy
6/8 - 7/29 T/Th 6-9 pm \$275

MAT Full Course
6/10 - 6/11 Th/F 8 am-4:30 pm \$65
7/8 - 7/9 Th/F 8 am-4:30 pm \$65
8/12 - 8/13 Th/F 8 am-4:30 pm \$65

MAT Update
6/17 Th 8 am-4:30 pm \$39
8/19 Th 8 am-4:30 pm \$39

CNA - Long Term Care Nurse Aide

Industry Trades

Electrical Contractor CE Renewal
Online anytime.certification.com

Security Guard

Private Security: Phases 1 & 2 (Security Guard)
Call for Dates \$195
Cost does not include test fees

Private Security: Phase 3 (Private Inv.)
Call for Dates \$160

PTC students of the month



From left, Allie Linville, Shelby McQuerry and Shay Renfro are the Pioneer Technology Center May Students of the Month. Linville is a senior at PO-HI and represents the Health Career Certifications II program. According to her instructor, she excelled in all clinical rotations, earning great reviews and grades that reflect her consistent work ethic. Shelby McQuerry is an adult student from Ponca City in the culinary arts program. Her instructor praises her excellent critical thinking skills and interest in trying new foods and culinary techniques. McQuerry fixes mistakes on the fly and produces stunning dishes that display true creativity. Shay Renfro from Morrison is an adult student in the fleet and facilities maintenance program. His instructor values his positive attitude, winning smile, and his willingness to help with anything. Students of the month are given a Pioneer Tech refill cup and a certificate of achievement. Students can fill up their cups with their favorite beverages at no cost for the entire month. *(Courtesy photos)*

SHARE Grads



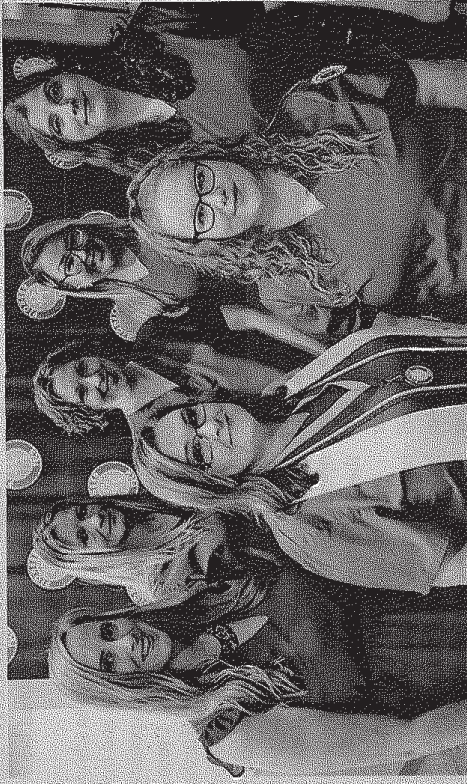
FRONT ROW, FROM LEFT: Luther Kuhlmann (Ponca City); Dakota Ward (Ponca City); Maygan Brown (Ponca City); Sydni Hall (Ponca City).
SECOND ROW: Bryce Pressnall (Ponca City); Josh Humble (Ponca City); Aurica Spring (Ponca City); Kara Medina (Ponca City); Ashley Caskey (Ponca City); Trinity Seek (Ponca City); Angel Lemmon (Ponca City) and Celeste Hardman (Teaching Assistant).
THIRD ROW: Karl Lynes (Instructor/SHARE Coordinator); Fae Rabb (Teaching Assistant) Lupe Longoria (Ponca City); Alex Valentine (Ponca City); Darren Wilcher (Ponca City); Shane Jones (Ponca City); Matt Nester (Ponca City); Wyatt Bartlett (Ponca City); Nick Ritter (Blackwell) and Johnny Munger (Instructor).
Not pictured are Noah Dexter (Ponca City); Zander Means (Ponca City); and Spencer Shelton (Ponca City). (Courtesy photo)

Graduates celebrate success in SHARE program

Press Release

Pioneer Technology Center's SHARE program combines the academic program recently recognized 21 graduates with specific career and technology training for the 2020-21 school year. SHARE stands for Sharing, Hope and Redefining Education. For more information on Pioneer Technology Center's SHARE program, call (580)

Medical Grads



The Pioneer Technology Center 2021 Medical Assisting (MA) class celebrated graduation with a ceremony and reception last week. FRONT ROW, FROM LEFT: Sherri Bosworth (Ponca City) and Kandice Nieto-Valez (Ponca City). BACK ROW: Ashley Eddinger (Instructor); Carrie Wilson (Ponca City); Stephanie Oakley (Ponca City); Summer Lieb (Ponca City) and Katherine Brown (Ponca City). Pioneer Tech's MA program provides adult students with the knowledge and skills necessary to work as a medical assistant. Students learn a variety of clerical skills including patient scheduling, billing and medical insurance coding, as well as clinical skills that include vital signs, phlebotomy and sterile techniques. (Courtesy photo)

Pioneer Tech Students of the Month of May



Allie Linville



Shelby McQuerry



Shav Renfro



Graduates pictured from third row left to right Karl Lynes (Instructor/SHARE Coordinator); Fae Rabb (Teaching Assistant) Lupe Longoria (Ponca City); Alex Valentne (Ponca City); Darren Wilcher (Ponca City); Shane Jones (Ponca City); Matt Nester (Ponca City); Wyatt Bartlett (Ponca City); Nick Ritter (Blackwell) and Johnny Munger (Instructor). Second row left to right Bryce Pressnall (Ponca City); Josh Humble (Ponca City); Aurica Springer (Ponca City); Kara Medina (Ponca City); Ashley Caskey (Ponca City); Trinity Seck (Ponca City); Angel Lemmon (Ponca City) and Celeste Hardiman (Teaching Assistant). First Row left to right Luther Kuhlmann (Ponca City); Dakota Ward (Ponca City); Maygan Brown (Ponca City); Sydni Hall (Ponca City). Not pictured are Noah Dexter (Ponca City); Zander Means (Ponca City); and Spencer Shelton (Ponca City).

The Pioneer Technology Center 2021 Medical Assisting (MA) class celebrated their graduation with a ceremony and reception last week. They are pictured left to right in the back row Ashley Eddinger (Instructor); Carrie Wilson (Ponca City); Stephanie Oakley (Ponca City); Summer Lieb (Ponca City) and Katherine Brown (Ponca City). In the front row left to right is pictured Sherri Bosworth (Ponca City) and Kandice Nieto-Valez (Ponca City). Pioneer Tech's MA program provides adult students with the knowledge and skills necessary to work as a medical assistant. Students learn a variety of clerical skills including patient scheduling, billing and medical insurance coding, as well as clinical skills that include vital signs, phlebotomy, and sterile techniques. Enrollment is open for this adult program, contact the Student Services office for more information 580-762-8336 or visit www.pioneertech.edu.





Pioneer Tech honor students

Pioneer Technology Center's (PTC) National Technical Honor Society (NTHS) inductees and their families attended a ceremony recognizing their accomplishments during the school year. Shelley Arrott, Ponca City School Superintendent, spoke to the inductees about leadership and learning from your mistakes. The inductees are pictured third row from left to right: Brenna Leonard (Ponca City); Brexten Janda (Ponca City); Jacey Burden (Ponca City). Second row left to right: Traci Thorpe (Superintendent/CEO); Alyssa Bush (Ralston); Stewart Campeau (Fairfax), and Charleigh Haskins (Blackwell). Front row left to right Kaitlyn Jordan (Tonkawa); Sherri Bosworth (Ponca City); Ali Thiry (Ponca City); Isabelle Willis (Ponca City), and Lizeth Ulate (Ponca City). Not pictured Owen Case (Newkirk); Karissa Abello (Tonkawa); Noah Abello (Tonkawa); Kenneth Endl (Ralston); Jaime Randall (Tonkawa); Heather Roethlisberger (Ponca City), and Charity Clark (Ponca City). To receive the NTHS honor each student must be recommended by their instructor and maintain an "A" in their Pioneer Tech class. They also may not have more than three absences for the year. All students enrolled at PTC have the opportunity to earn this recognition. For more information about Fall enrollment and career training programs call 580-762-8336 or visit www.pioneertech.edu.



Courtesy Photo

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Honor Society Recognized



Pioneer Technology Center's National Technical Honor Society inductees and their families attended a ceremony recognizing their accomplishments during the school year. Shelley Arroitt, Ponca City School Superintendent, spoke to the inductees about leadership and learning from your mistakes.

FRONT ROW, FROM LEFT: Kaitlyn Jordan, Tonkawa; Sherri Bosworth, Ponca City; Ali Thiry, Ponca City; Isabelle Willis, Ponca City; and Lizeth Ulafe, Ponca City.

MIDDLE ROW: Traci Thorpe, PTC Superintendent and CEO; Alyssa Bush, Ralston; Stewart Campeau, Fairfax; and Charleigh Haskins, Blackwell.

BACK ROW: Brenna Leonard, Ponca City; Brexten Janda, Ponca City; and Jacely Burden, Ponca City. Not pictured are Owen Case, Newkirk; Karissa Abello, Tonkawa; Noah Abello, Tonkawa; Kenneth Endl, Ralston; Jaime Randall, Tonkawa; Heather Roethlisberger, Ponca City; and Charity Clark, Ponca City. To receive the NTHS honor each student must be recommended by their instructor and maintain an 'A' in their PTC class. They also may not have more than three absences for the year. All students enrolled at PTC have the opportunity to earn this recognition. For more information about fall enrollment and career training programs call (580) 762-8336 or visit www.pioneerctech.edu. (Courtesy photo)

TY & STATE

MJ&H Fabrication in Ponca City and Pioneer Technology Center (PTC) teamed up once again for the Fourth Annual Weld for Work Competition last week. This competition aligns newly graduated Pioneer Tech welders with jobs available in their district. PTC students competed, in a two-day event, testing their welding ability and fabrication skills. MJ&H put together a unique welding skill challenge for the students. First place went to Koby Wilson, POHI; 2nd place was Damon Smith, POHI; 3rd place Jonathan Arteaga, Blackwell; 4th place Trey Reese, Woodland; 5th place Bryce Gilliland, POHI; and 6th place Brody Spencer, Woodland. MJ&H offered employment to the top three participants. Pictured from left to right Owen Smith with MJ&H; Jonathan Arteaga, Koby Wilson, Damon Smith, and Lane Fisher with MJ&H. For more information on Pioneer Technology Center visit pioneertech.edu.





Molly Kyler, Executive Director of Business and Industry Services, was presented the Award of Excellence at the Oklahoma PACE (Post-secondary Adult Career Education) conference on April 30th. This honor recognizes an outstanding individual in the PACE division for their professional and community involvement, outstanding achievements, and high level of professionalism; along with how the individual demonstrates leadership and customer service. "It's a true honor to be selected by my peers in CareerTech to receive this award. The tremendous support of my team has allowed me to dig in and capitalize on my strengths so we can make a greater impact on our district," remarked Kyler. For more information about Pioneer Technology Center's Business and Industry Services visit pioneertech.edu.



Photo Submitted

National Technical Honor Society students recognized at Pioneer Technology Center

Pictured above, Pioneer Technology Center's (PTC) National Technical Honor Society (NTHS) inductees and their families attended a ceremony recognizing their accomplishments during the school year. Shelley Arrott, Ponca City School Superintendent, spoke to the inductees about leadership and learning from your mistakes. The inductees are pictured third row from left to right: Brenna Leonard (Ponca City); Brexten Janda (Ponca City); Jacey Burden (Ponca City). Second row left to right: Traci Thorpe (Superintendent/CEO); Alyssa Bush (Ralston); Stewart Campeau (Fairfax), and Charleigh Haskins (Blackwell). Front row left to right Kaitlyn Jordan (Tonkawa); Sherri Bosworth (Ponca City); Ali Thiry (Ponca City); Isabelle Willis (Ponca City), and Lizeth Ulate (Ponca City). Not pictured Owen Case (Newkirk); Karissa Abello (Tonkawa); Noah Abello (Tonkawa); Kenneth Endl (Ralston); Jaime Randall (Tonkawa); Heather Roethlisberger (Ponca City), and Charity Clark (Ponca City). To receive the NTHS honor each student must be recommended by their instructor and maintain an "A" in their Pioneer Tech class. They also may not have more than three absences for the year. All students enrolled at PTC have the opportunity to earn this recognition.

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a Health Careers Certification Instructor.

Are you someone who is moved by facilitating all aspects of instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, team-focused, reliable and responsible. Registered Nurse preferred, qualify for ODCITE Teaching Certification and have a clear criminal background check. You must also have two years' experience in the nursing/health field, long term care experience preferred and an understanding of Oklahoma Board of Nursing processes and procedures. Previous teaching experience preferred but not required. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and you can prove it, you could be a great fit for our team.

PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization.

Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

Salary is commensurate with experience and qualifications. Contract length is 10 months (school year).

Open until a suitable applicant is found.

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

Oklahoma State Bureau of Investigation records check required upon employment.

A complete job description, list of qualifications, and application can be found at www.pioneerotech.edu/about/employment

PAGE 4B: THE PONCA CITY NEWS, SATURDAY, MAY 8, 2021

THE PONCA CITY NEWS, WEDNESDAY, MAY 12, 2021 - PAGE 9

RECEPTIONIST

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a Receptionist.

Are you someone who is motivated by helping students and customers, as well as developing and maintaining positive working relationships with other professionals? To be successful in this position you must be dependable, kind, cooperative, positive, and team focused. You must also possess a high school diploma, or equivalency. Experience in quality customer service and proficiency with computer technology is required. Additionally, you must have the ability to multi-task, build relationships, and be able to pass a criminal background check. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and you can prove it, you could be a great fit for our team.

PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization. Complete your application at www.pioneerotech.edu.



Pioneer Technology Center's (PTC) National Technical Honor Society (NTHS) inductees and their families attended a ceremony recognizing their accomplishments during the school year. Shelley Arrott, Ponca City School Superintendent, spoke to the inductees about leadership and learning from your mistakes. The inductees are pictured third row from left to right: Brenna Leonard (Ponca City); Brexten Janda (Ponca City); Jacey Burden (Ponca City). Second row left to right: Traci Thorpe (Superintendent/CEO); Alyssa Bush (Ralston); Stewart Campeau (Fairfax), and Charleigh Haskins (Blackwell). Front row left to right Kaitlyn Jordan (Tonkawa); Sherri Bosworth (Ponca City); Ali Thiry (Ponca City); Isabelle Willis (Ponca City), and Lizeth Ulate (Ponca City). Not pictured Owen Case (Newkirk); Karissa Abello (Tonkawa); Noah Abello (Tonkawa); Kenneth Endl (Ralston); Jaime Randall (Tonkawa); Heather Roethlisberger (Ponca City), and Charity Clark (Ponca City). To receive the NTHS honor each student must be recommended by their instructor and maintain an "A" in their Pioneer Tech class. They also may not have more than three absences for the year. All students enrolled at PTC have the opportunity to earn this recognition. For more information about Fall enrollment and career training programs call 580-762-8336 or visit www.pioneertech.edu.

Thursday

May 6, 2021

Vol. 128 - No. 153
poncacitynews.com



Pictured left to right: Dr. Robert Howard, 1 Million Cups Leader and speaker at the meeting; Election Board Secretary Cheryl Howard. Cheryl Howard was given an orange cup that is handed out to speakers at the 1 Million Cups meeting. Cheryl Howard spoke about her job and the challenges of getting people registered to vote. (Photo by Calley Lamar)

1 Million Cups hosts seasoned Election Board Secretary

By CALLEY LAMAR

calley@poncacitynews.com

1 Million Cups held its monthly meeting on Wednesday, May 5 and hosted Kay County Election Board Secretary Cheryl Howard.

Howard has been in the election system for 30 years and came out to talk about the nature of her job and the challenges of getting people registered to vote, as well

as efforts needed to support voter turnout.

Howard came in to the election system after voting devices and machines came into prominence in 1990. Oklahoma's voting system is considered one of the best in the nation and is studied by other states. Every county in Oklahoma does the exact same

(See 1 MILLION, Page 2)

1 Million Cups...

Con't from Page 1

methods with the same forms and rules.

"When you feed your vote into the machine, it doesn't just go into the machine, we have a paper ballot as a back up and those ballots are sealed after every election," said Howard.

There is currently a need in for precipient officials as COVID-19 has made it difficult to find officials. Many officials are older and were afraid of catching COVID-19. As such, a lot of emergency training has been done.

The process to become an official

is simple: one can merely contact the Kay County Election Board and then every two years, they will be required to undergo three to four hour training for which the state will pay them.

Registration is up in Kay County, which usually occurs following major elections such as the November Presidential election. This is a benefit for the county, because having more than 25,000 voters will allow the county to have two in-person absentee voting locations. When the county has 25,000 voters, it is allowed another polling location.

The Election Board also keeps the voter roll cleaned up. Every two years, they will perform a true duplicate report and also do a potential deletion report.

An example would include if a voter was registered in Kay County and Payne County, they will go with the most recent registration and delete the older one.

If you don't vote in two general elections, the Election Board will send out a confirmation notice and if the voter doesn't respond, they are deleted.

Currently, 1,332 have been removed in Kay County, dropping the total of voters below 25,000 and thus the Election Board is doing a registration drive.

"Your vote is important, it's important to democracy, it's important for how your cities run, for how your school districts run, for how your state is run and it's important on the federal level," said Howard.

Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a Health Careers Certification Instructor.

Are you someone who is moved by facilitating all aspects of instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, team-focused, reliable and responsible. Registered Nurse preferred, qualify for ODOT Teaching Certification and have a clear criminal background check. You must also have two years' experience in the nursing/health field, long term care experience preferred and an understanding of Oklahoma Board of Nursing processes and procedures. Previous teaching experience preferred, but not required. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and you can prove it, you could be a great fit for our team.

PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization.

Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

Salary is commensurate with experience and qualifications. Contract length is 10 months (school year).

Open until a suitable applicant is found.

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

Oklahoma State Bureau of Investigation records check required upon employment.

A complete job description, list of qualifications, and application can be found at www.pioneertech.edu/about/employment

THE PONCA CITY NEWS, WEDNESDAY, May 5, 2021 - PAGE 9

Help Wanted 0470

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a Children's Lab and Preschool Assistant Teacher. Experience working with children is required. Experience working with children with special needs preferred.

A complete job description, list of qualifications, and application can be found at www.pioneertech.edu/about/employment

The Teacher Assistant supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. She/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistants are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

Salary is commensurate with experience and qualifications.

Open until a suitable applicant is found.

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Oklahoma State Bureau of Investigation records check required upon employment.

1 Million Cups to host Kay County Election Board Secretary

By CALLEY LAMAR

calley@poncacitynews.com

The monthly 1 Million Cups entrepreneur meeting at Pioneer Tech for May 5, 2021 will host Kay County Election Board Secretary Cheryl Howard.

Howard will speak to the gathered group to discuss the functions of the office and how it works in the Kay

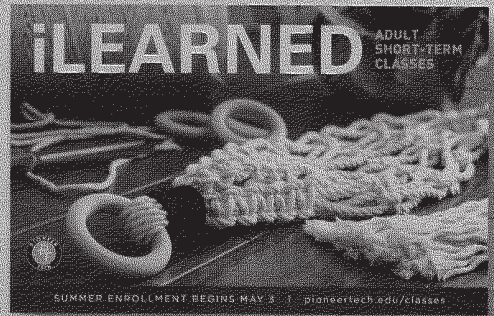


County area, as well as the challenges of getting people registered to vote and what efforts are needed to support voter turnout and increasing voter registration.

1 Million Cups is a program of the Kauffman Foundation and was designed to educate, engage and inspire entrepreneurs, they have grown to more than 160 communities.

2021 Summer Schedule is Here!

Enrollment Starts May 3
 Don't miss out on some great classes being offered!
 Fill out the form below, come by our campus or go online to pioneertech.edu/classes



Automotive and Bus Driver Training

Small Engine Repair
 6/1-6/30 M/W 6-9 pm \$89

Automotive Service for HVAC (includes semis)
 7/12-7/21 M/W 6-9 pm \$125
 This course covers heating and air conditioning systems, with a NATE certification. Cost does not include \$175 certification fee.

School Bus In-service
 7/15 Th 5-9 pm \$0

School Bus Driver Training
 7/23-8/26 M-Th 6-9 pm \$325
 8/13-9/16 M-Th 6-9 pm \$325
 NOTE: Must present photo ID and CDL permit at time of enrollment.

Driver Safety: AARP Sponsored
 NOTE: Classes will start again in October.

Business & Professional Dev.

Cyber Security Training for Working with the Dept. of Defense
 6/14 W 9 am - 4 pm Free
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 To Register call Dawn at (580) 718-4261

Intro to Government Contracting
 6/15 W 11 am - 1 pm Free
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Be Prepared to Meet your Government Customer
 6/23 W 11 am - 1 pm Free
 To Register call Dawn at (580) 718-4261

EB5 Show: Diversity in Government Contracting Conference (Norman, OK)
 7/1-8/18 T/W 7:30 am - 4 pm Free
 To Register call Dawn at (580) 718-4261

Podcast
 6/9, 8/26, 9/2 Th 11:30 am - 1 pm \$110
 To Register call Corbin at (580) 718-4350

Computers & Technology

Digital Photography
 6/8-6/17 T/Th 6-9 pm \$74

Introduction to CAD
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Excel 2016 Level 1
 6/14-6/22 M/T 6-8:30 pm \$74

Advanced Digital Photography
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Get Going with your Computer
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Lightroom/PhotoShop
 7/20-8/26 T/Th 6-9 pm \$159

Word 2016 Level 1
 8/16-8/24 M/T 6-8:30 pm \$74

Culinary Arts

ServSafe Manager - NEW!
 6/9 W 8 am-4:30 pm \$80
 7/7 W 8 am-4:30 pm \$80
 7/21 W 8 am-4:30 pm \$80

Meat Certification Programs - ONLINE!
 For more information or to enroll contact:
 James Gordon: James.gordon@careertech.ok.gov
 800.522.5810, okcareer.tech/meatcerts

AMSA Food Safety and Science Certification (\$75)
 Certification verifies individuals possess an in-depth knowledge of food safety procedures and standards necessary to thrive in the food industry.

AMSA Meat Evaluation Certification (\$75)
 Certification verifies individuals are better prepared to enter fields related to the meat animal industry, which includes production and processing.

AMSA Culinary Meat Selection and Cookery Certification (\$75)
 Certification verifies individuals possess the knowledge and skills needed to thrive within the restaurant and culinary industries.

Health, Medical & Wellness

Phlebotomy
 6/8-7/29 T/Th 6-9 pm \$275

MAT Full Course
 6/10-6/11 Th/F 8 am-4:30 pm \$65
 7/8-7/9 Th/F 8 am-4:30 pm \$65
 8/12-8/13 Th/F 8 am-4:30 pm \$65

MAT Update
 6/17 Th 8 am-4:30 pm \$39
 8/19 Th 8 am-4:30 pm \$39

CNA-Long Term Care Nurse Aide
 6/1-6/23 M-F 8:30 am-2:30 pm \$550
 7/1-7/26 M-F 8:30 am-2:30 pm \$550
 8/16-9/8 M-F 8:30 am-2:30 pm \$550
 Does not include testing fees, OSRI check or TB Test

CPR-American Heart Association For non health care providers
 6/23 W 6-9 pm \$39
 7/28 W 6-9 pm \$39

CMA Continuing Ed
 6/24 Th 8 am-4:30 pm \$34

First Aid
 7/7 W 6-9 pm \$36

Advanced EMT
 7/8-7/31 Various 5:30-9:30 pm \$1,500

CMA-Certified Medication Aide
 8/2-8/13 M-F 8:30 am-2:30 pm \$425
 Cost does not include test fee

Anatomy & Physiology
 Online Call if taking for LPN placement! \$169

Medical Terminology
 Online Call if taking for LPN placement! \$65

Industry Trades

Beginning Welding
 6/2-7/28 M/W 6-9 pm \$400

Advanced Welding
 6/8-7/29 T/Th 6-9 pm \$400

Industry Trades

Electrical Contractor CE Renewal
 Online anytime certification.com

Security Guard

Private Security: Phases 1 & 2 (Security Guard)
 Call for Dates \$195
 Cost does not include test fees

Private Security: Phase 3 (Private Inv.)
 Call for Dates \$159
 Cost does not include test fees

Special Interest

Etched Glass - NEW!
 6/3 Th 5-8 pm \$30
 Enroll by 5/27

Basic Drawing 101 - NEW!
 6/3-6/24 Th 6-9 pm \$75

Macrame Plant Hanger - NEW!
 6/7 M 6-8 pm \$20

Painting in Black and White
 6/8-6/29 T 6-9 pm \$75

Custom Door Mat - NEW!
 6/15 T 6-9 pm \$25
 Enroll by 6/8

Standing Sign - NEW!
 6/29 T 6-9 pm \$25
 Enroll by 6/22

Where Are My Manners?
 7/6-7/27 T 6-8 pm \$35

Soap Making
 7/15 Th 5-8 pm \$30
 Enroll by 7/8

Decorative Sign - NEW!
 7/22 Th 5-8 pm \$30
 Enroll by 7/15

Enrollment Form

Name _____ Last _____ First _____
 Address _____ Street _____ City _____ State _____ Zip _____
 Phone Number _____ Email Address _____

Class	Start Date	Cost

To enroll, bring this form and payment to our campus or go online and pay by credit card.
 For full class listing, please go to www.pioneertech.edu and click on Classes, then click on Short Term Class Schedule.
 New classes are always being added!

RETURN FORM TO:
 Pioneer Technology Center
 2101 North Ash, Ponca City, OK 74601
 580.718.4296 | www.pioneertech.edu



Scan Me!
 Stay updated on what's going on at Pioneer Tech. Join our email list.



or type: <https://goo.gl/g75yq5> into your mobile web browser
 To download a QR Code Reader to your smartphone go to The App Store (for Apple) or Google Play (for Android)

TO ENROLL: Enrollment is taken by the Adult Training & Development Staff on Monday - Thursday, 8:30 am - 4:30 pm and Friday 8:30 am - 3:30 pm. Full payment of fees is due at the time of enrollment. Classes are not reserved without the fee payment. Cash, Credit Card or Checks are accepted methods of payment for course fees. The minimum for a credit card transaction is \$20. Anyone 18 years of age or older may enroll in a short-term class on first-come, first-served basis. Certain age restrictions may apply. Call the Adult Training & Development office at 718-4223 for more information. OF

REFUND POLICY: The class fee is refundable in full if the class is canceled by Pioneer Technology Center. Student requested refunds for short-term classes are as follows:

- Before Class begins - Full refund less \$10 processing fee
- Prior to 2nd class meeting - Full refund less \$10 processing fee
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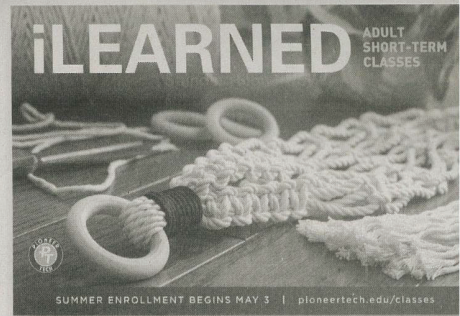
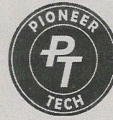
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Address _____ Street _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

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or type: <https://goo.gl/g75yq5> into your mobile web browser
To download a QR Code Reader to your smartphone go to The App Store (for Apple) or Google Play (for Android)

THE SMALL

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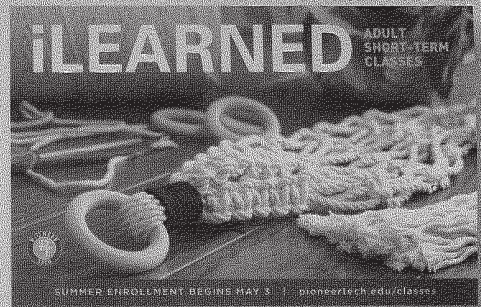
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Does not include testing fees, OSBI check or TB Test

CPR - American Heart Association For non health care providers

6/23	W	6-9 pm	\$39
7/28	W	6-9 pm	\$39

CMA Continuing Ed
6/24 Th 8 am - 4:30 pm \$34

First Aid
7/7 W 6-9 pm \$36

Advanced EMT
7/8 - 1/31 Various 5:30 - 9:30 pm \$1,500

CMA - Certified Medication Aide
8/2 - 8/13 M-F 8:30 am - 2:30 pm \$425
Cost does not include test fee

Anatomy & Physiology
Online Call if taking for LPN placement! \$169

Medical Terminology
Online Call if taking for LPN placement! \$65

Industry Trades

Beginning Welding
6/2 - 7/28 M/W 6-9 pm \$400

Advanced Welding
6/8 - 7/29 T/Th 6-9 pm \$400

Industry Trades

Electrical Contractor CE Renewal
Online anytimecertification.com

Security Guard

Private Security: Phases 1 & 2 (Security Guard)
Call for Dates \$195
Cost does not include test fees

Private Security: Phase 3 (Private Inv.)
Call for Dates \$159
Cost does not include test fees

Special Interest

Etched Glass - NEW!
6/3 Th 5-8 pm \$30
Enroll by 5/27

Basic Drawing 101 - NEW!
6/3 - 6/24 Th 6-9 pm \$75

Macrame Plant Hanger - NEW!
6/7 M 6-8 pm \$20

Painting in Black and White
6/8 - 6/29 T 6-9 pm \$75

Custom Door Mat - NEW!
6/15 T 6-9 pm \$25
Enroll by 6/8

Standing Sign - NEW!
6/29 T 6-9 pm \$25
Enroll by 6/22

Where Are My Manners?
7/6 - 7/27 T 6-8 pm \$35

Soap Making
7/15 Th 5-8 pm \$30
Enroll by 7/8

Decorative Sign - NEW!
7/22 Th 5-8 pm \$30
Enroll by 7/15

Enrollment Form

Name _____ Last _____ First _____

Address _____ Street _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Class	Start Date	Cost

To enroll, bring this form and payment to our campus or go online and pay by credit card.
For full class listing, please go to www.pioneertech.edu and click on Classes, then click on Short Term Class Schedule.
New classes are always being added!

RETURN FORM TO:

Pioneer Technology Center
2101 North Ash, Ponca City, OK 74601
580.718.4296 | www.pioneertech.edu



or type: <https://goo.gl/g7Syq5> into your mobile web browser

To download a QR Code Reader to your smartphone go to The App Store (for Apple) or Google Play (for Android)

THE SMALL PRINT

TO ENROLL: Enrollment is taken by the Adult Training & Development Staff on Monday - Thursday, 8:30 am - 8:30 pm and Friday 8:30 am - 3:30 pm. Full payment of fees is due at the time of enrollment. Classes are not reserved without the fee payment. Cash, Credit Card or Checks are accepted methods of payment for course fees. The minimum for a credit card transaction is \$20. Anyone 16 years of age or older may enroll in a short-term class on a first-come, first-served basis. Certain age restrictions may apply. Call the Adult Training & Development office at 718-4223 for more information. Office hours may vary due to holiday schedules and school breaks.

PLEASE NOTE: Prices are reflective of our fees for residents who live in the

REFUND POLICY: The class fee is refundable in full if the class is canceled by Pioneer Technology Center. Student requested refunds for short term classes are as follows:

Before Class begins - Full refund less \$10 processing fee
Prior to 2nd class meeting - Full refund less \$10 processing fee
After 2nd class meeting - NO REFUND
Textbooks/Supplies - NO REFUND

TRANSFERRING: Students may transfer to another class prior to the second class meeting of both classes. There will be a \$10 processing fee. The difference in the class fee less the processing fee will be refunded if the student

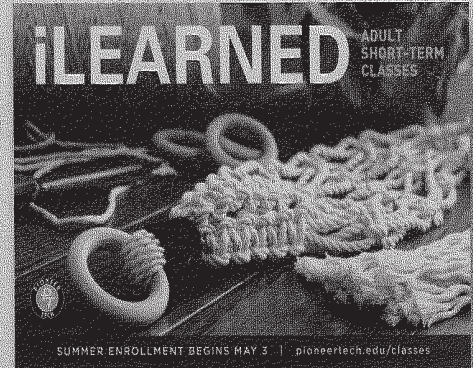
SPECIAL NOTES: Company and Agency billings are gladly accepted. Third party billing form must be completed by the student before enrollment is accepted. Pioneer Technology Center reserves the right to cancel classes to change instructors, to alter time schedules, and to make any other changes necessary to facilitate the instructional process for the community's adult students. All classes are subject to minimum enrollment requirements. Pioneer Technology Center is not responsible for loss of any personal items left on campus.

CRIME AWARENESS: In compliance with the "Crime Awareness and Campus Security Act of 1990," Pioneer Technology Center shall make available upon request an annual security report containing information in regard to crime on campus.

2021 Summer Schedule is Here!

Enrollment Now Open

Don't miss out on some great classes being offered!
 Fill out the form below, come by our campus or go online to pioneertech.edu/classes



Automotive and Bus Driver Training

Small Engine Repair
 6/7-6/30 M/W 6-9pm \$89

Automotive Service for HVAC (includes semis)
 7/12-7/21 M/W 6-9pm \$125

This course covers heating and air conditioning systems with a MAAS certification. Cost does not include \$17.50 certification fee.

School Bus In-service
 7/15 Th 5-9pm \$0

School Bus Driver Training
 8/23-8/26 M-Th 6-9pm \$325
 9/13-9/16 M-Th 6-9pm \$325

NOTE: Must present photo ID and CDL permit at time of enrollment.

Driver Safety: AARP Sponsored
NOTE: Classes will start again in October Cyber Security

Business & Professional Dev.

Training for Working with the Dept. of Defense
 6/9 W 9am-4pm Free
 7/14 W 9am-4pm Free
 8/8 W 9am-4pm Free

To Register call Dawn at (580) 718-4261

Intro to Government Contracting
 6/30 W 11am-1pm Free

To Register call Dawn at (580) 718-4261

Be Prepared to Meet Your Government Customer
 7/28 W 11am-1pm Free

To Register call Dawn at (580) 718-4261

ICBS Show: Diversity in Government Contracting Conference (Norman, OK)
 8/17-8/18 T/W 7:30am-4pm Free

To Register call Dawn at (580) 718-4261

Leaderscast
 8/19, 8/26, 9/2 Th 11:30am-1pm \$110

To Register call Corbin at (580) 718-4350

Computers & Technology

Digital Photography
 6/8-6/17 T/Th 6-9pm \$74

Introduction to CAD
 6/8-7/29 T/Th 6-9pm \$300

Excel 2016 Level 1
 6/14-6/22 M/T 6-8:30pm \$74

Advanced Digital Photography
 7/6-7/15 T/Th 6-9pm \$59

Get Going with your Computer
 7/12-7/27 M/T 6-8:30pm \$125

Lightroom/PhotoShop
 7/20-8/26 T/Th 6-9pm \$159

Word 2016 Level 1
 8/16-8/24 M/T 6-8:30pm \$74

Culinary Arts

ServSafe Manager - NEW!
 6/9 W 8am-4:30pm \$80
 7/7 W 8am-4:30pm \$80
 7/21 W 8am-4:30pm \$80

Meat Certification Programs - ONLINE!
 For more information or to enroll contact:
 James Gordon: James.gordon@careertech.ok.gov
 800.522.5810, okcareertech/meatcerts

AMSA Food Safety and Science Certification (\$75)
 Certification verifies individuals possess an in-depth knowledge of food safety procedures and standards necessary to thrive in the food industry.

AMSA Meat Evaluation Certification (\$75)
 Certification verifies individuals are better prepared to enter fields related to the meat animal industry, which includes production and processing.

AMSA Culinary Meat Selection and Cookery Certification (\$75)
 Certification verifies individuals possess the knowledge and skills needed to thrive within the restaurant and culinary industries.

Health, Medical & Wellness

Plebotomy
 6/8-7/29 T/Th 6-9pm \$275

MAT Full Course
 6/10-6/11 Th/F 8am-4:30pm \$65
 7/8-7/9 Th/F 8am-4:30pm \$65
 8/12-8/13 Th/F 8am-4:30pm \$65

MAT Update
 6/17 Th 8am-4:30pm \$39
 8/19 Th 8am-4:30pm \$39

CNA-Long Term Care Nurse Aide
 6/1-6/23 M-F 8:30am-2:30pm \$550
 7/1-7/26 M-F 8:30am-2:30pm \$550
 8/16-9/8 M-F 8:30am-2:30pm \$550

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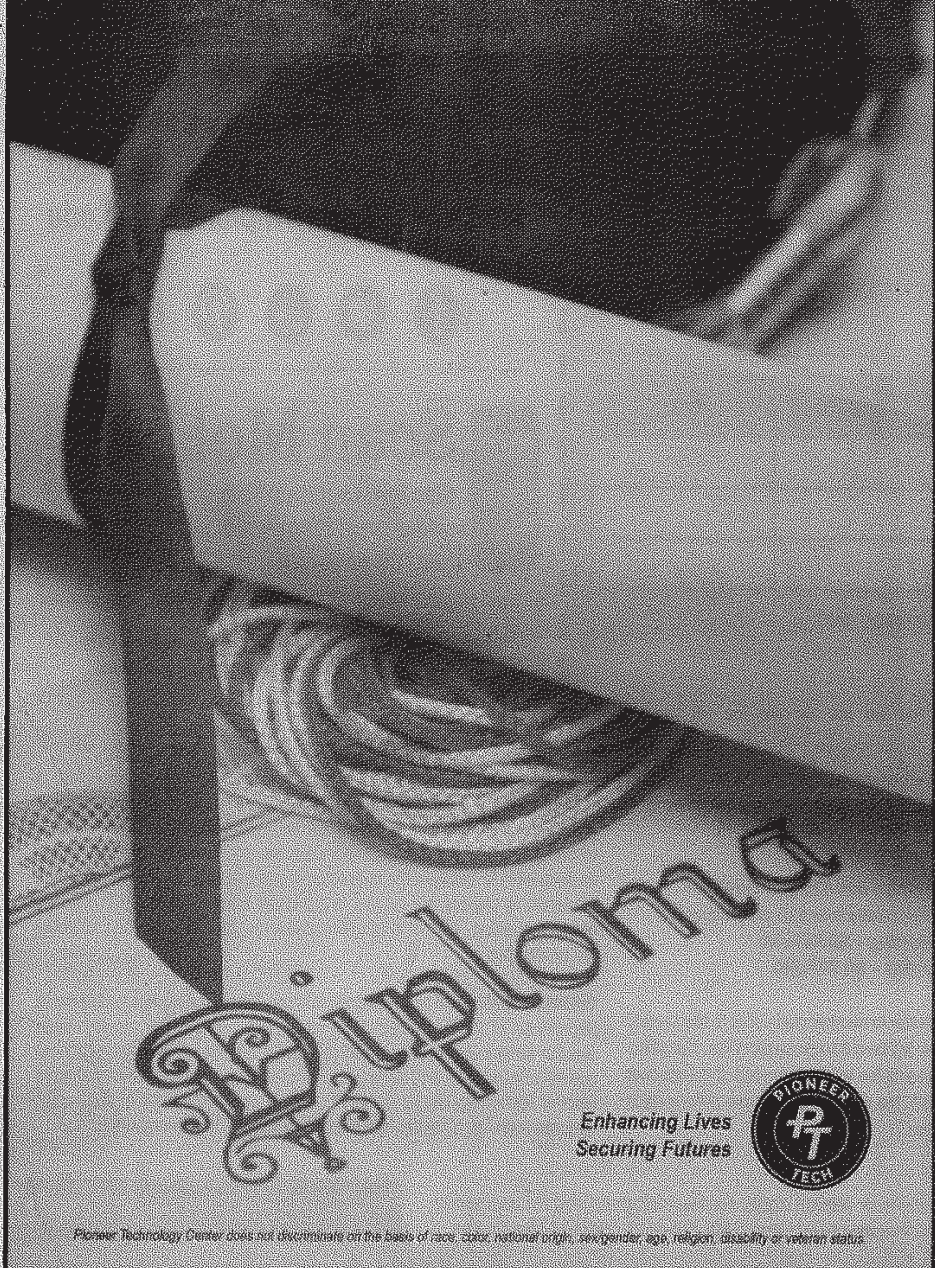
Name _____
 Last First
 Address _____
 Street City State Zip
 Phone Number _____ Email Address _____

RETURN FORM TO:
 Pioneer Technology Center
 2101 North Ash, Ponca City, OK 74601
 580.718.4296 | www.pioneertech.edu



YOU HAVE PERSEVERED!

CONGRATULATIONS CLASS OF 2021



Enhancing Lives
Securing Futures



PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
 Equipment/Furniture/Remodel or Repairs/Technology
 FY 2020-2021 June 8, 2021

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Culinary Services	Keith Kitchen Essentials	(1) Dishwasher, Door type	\$ 8,350.00
		(1) Dishwasher, Conveyor type	\$13,600.00
		(1) Sheet Pan Option	<u>\$ 299.00</u>
		TOTAL	\$22,249.00

(Other quotes: Kitchenrestock.com \$21,956.16 not comparable & no lifetime service warranty)

**Resolution of Pioneer Technology Center to Join
Oklahoma Schools Insurance Group**

Whereas, Oklahoma Schools Insurance Group ("OSIG") is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

Whereas, Pioneer Technology Center is an Oklahoma public school district ("the District"); and

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2021/2022 plan year; and

Whereas, the quotation is acceptable to the District;

Now, therefore be it resolved, that the District hereby joins OSIG as a Member;

Be it further resolved, that so long as the District remains as a Member, the District shall comply with OSIG's bylaws, the Plan Document, and OSIG claim reporting procedures; and

Be it further resolved, that by the adoption and signing of this resolution, Pioneer Technology Center understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members' losses.

Date: _____

Pioneer Technology Center

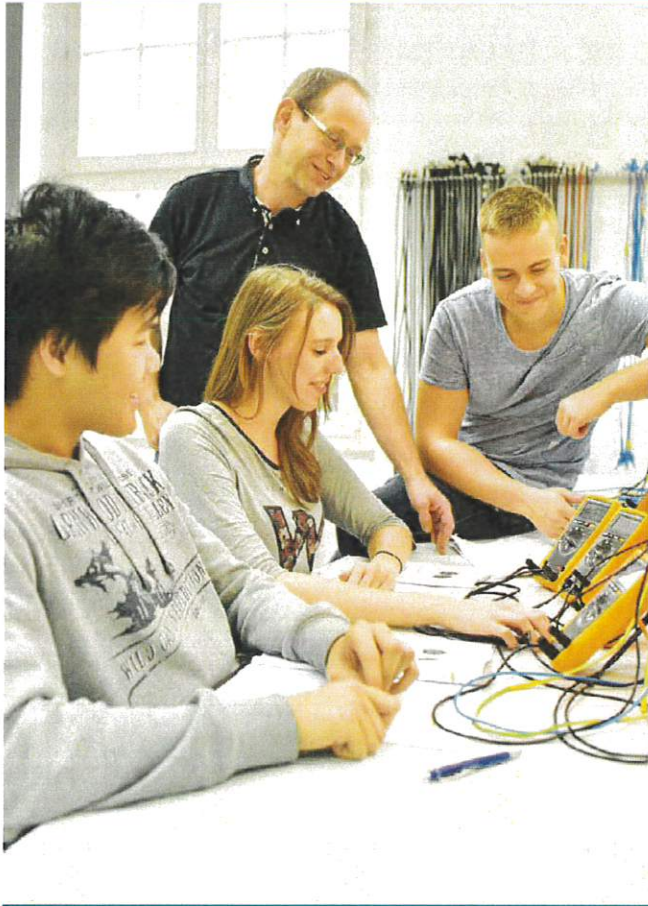
By: President, Board of Education

ATTEST:

Clerk, Board of Education

OKLA ASSOCIATION FOR CAREER AND TECH EDUCATION INSURANCE PLAN
INSURICA and OSIG
PROPOSED INSURANCE RENEWAL

<u>Type</u>	FY21 <u>Expiring</u>	FY21 <u>Renewal</u>	<u>Change</u>
Workers Comp	31,647.00	29,752.00	-1,895.00
General Liability	1,060.00	1,052.00	-8.00
Umbrella-Excess Limits	214.00	212.00	-2.00
Board Legal Liability	1,057.00	1,051.00	-6.00
Auto/Fleet Physical/Liab	1,409.00	1,402.00	-7.00
Auto Excess Physical	2,387.00	2,902.00	+515.00
Property	67,849.00	84,164.00	+16,315.00
Equipment Breakdown	479.00	448.00	-31.00
Crime	2,192.00	2,192.00	0
Fiduciary Liability	1,222.00	1,222.00	0
Cyber Liability	4,561.00	5,944.00	+1,383.00
Bailee's Liability	334.00	334.00	0
Day Care General Liability	995.00	995.00	0
OSIG TOTALS	115,406.00	131,670.00	+16,264.00 14%
OPTIONAL COVERAGE:			
Student Accident	0.00	3,855.00	+3,855.00
LIBERTY MUTUAL:			
Treasurer Bond	1,300.00	1,300.00	0



OKLAHOMA ASSOCIATION FOR CAREER AND TECHNOLOGY EDUCATION INSURANCE PLAN

INSURANCE PROPOSAL FOR
PIONEER TECHNOLOGY CENTER

Presented By:
Gary Rosenhamer
Tom Caraway

Loss Control & Risk Services Overview

INSURICA created their Loss Control and Risk Services department recognizing a need for quality, professional services to assist our clients in controlling their rising cost of insurance.

Nearly 50 American workers are injured each minute of the 40-hour work week and 13 die each day. Workers must play an active role in spotting hazards and asking employers to correct them.

What are the direct and indirect costs of associated with these incidents? How do these incidents affect insurance premiums? What effects are they going to have on your company three years from now?

Most of these uncertainties can be controlled with the proper implementation of loss control and safety policies & procedures.

How We Can Help You

INSURICA's Loss Control and Risk Services will assist you with:

- ▶ Reducing expenditures from losses associated with insurance claims, premiums and accidents.
- ▶ Improved worker morale
- ▶ Worker and Supervisor Accountability
- ▶ Reducing Liabilities
- ▶ Safer Worksites

Specific Loss Control Programs Offered

Fleet Safety Compliance

- ▶ Small and large fleets
- ▶ 49CFR compliance for CDL drivers
- ▶ Defensive Driver Instruction

OSHA Compliance:

- ▶ Training
- ▶ Record Keeping
- ▶ Lock Out/Tag Out
- ▶ Hazard Communication
- ▶ Respiratory Protection
- ▶ General Industry and Construction
- ▶ Warehouse Safety
- ▶ Oil & Gas

Additional Loss Control Programs & Services

- ▶ In-House Review and Recommendations
- ▶ Accident Investigation
- ▶ Return To Work Programs and Implementation
- ▶ Workers' Compensation and Liability Loss Reviews
- ▶ 3rd Party Vendor Compliance
- ▶ Environmental Safety Assessment
- ▶ Safety Policy/Manual

INSURICA can conduct a program and training needs assessment to identify regulatory standards that apply to your operation. After analyzing your operation, we will recommend a method of implementation of either a supplementary or a total program, whichever is the most cost effective approach for you.

At INSURICA, we specialize in you, so you can specialize in what you do best.

2021 - 2022 Premium Comparison

Coverages		20-21	21-22	% Change
Property	✓	\$67,849	\$84,164	24%
All Other Peril Deductible (\$10,000)				
Wind/Hail/Tornado Deductible (\$25,000)				
Equipment Breakdown	✓	\$479	\$448	-6%
General Liability	✓	\$1,060	\$1,052	-1%
Educators Legal Liability	✓	\$1,057	\$1,051	-1%
Auto Liability	✓	\$1,409	\$1,402	0.5%
Auto Physical Damage	✓	\$2,387	\$2,902	22%
Excess Liability	✓	\$214	\$212	-1%
OSIG PREMIUM		\$74,455	\$91,231	23%
Workers' Compensation	✓	\$31,647	\$29,752	-6%
Crime	✓	\$2,192	\$2,192	0%
Cyber Liability	✓	\$4,561	\$5,944	30%
Fiduciary	✓	\$1,222	\$1,222	0%
Bailee's Liability	✓	\$334	\$334	0%
Day Care General Liability	✓	\$995	\$995	0%
Total Premium		\$115,406	\$131,670	14%
Indication - Student Accident		\$3,855	\$3,855	0%



**Pioneer Technology Center
2101 N. Ash
Ponca City, OK 74601**

This is not an invoice.

Breakdown of Insurance Cost

Annual Premium Breakdown

Property:	\$84,164
Boiler & Machinery:	\$448
Auto Physical Dmg:	\$2,902
General Liability:	\$1,052
Auto Liability:	\$1,402
Educators Legal:	\$1,051
Excess Liability:	\$212
Total Annual:	\$91,231

A 25% minimum earned premium applies.

Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence \$700,000,000
- Building - 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values including:
 - Electronic Data Processing Equipment, and Media
 - Accounts Receivable
 - Valuable Papers
 - Fine Arts
 - Miscellaneous Property
 - Miscellaneous Unnamed / Undescribed Property
 - Builder's Risk
 - *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
 - Outdoor Property - covered all perils
 - Extra Expense
 - Business Income including Rental Income and Tuition Income
 - Ordinance or Law including Increased Cost of Construction and Demolition
 - Contractor's Equipment Coverage
 - Debris Removal Coverage
 - Covered Property In Transit
 - Personal Property of Others/Officers/Employees
 - Off Premises Services Interruption including Extra Expense
 - Vehicle Damage
- Newly Acquired Property Coverage - 120 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
 - *Note Flood Zones A and V are excluded
- Terrorism \$500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

Deductibles Optional increased deductible quotations are available upon request.

- \$10,000 Property Deductible Per Occurrence
- \$25,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$10,000 Terrorism Deductible Per Occurrence
- \$50,000 Flood, Earthquake and Pollution



General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

Automobile Physical Damage

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG
- No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.



Crime

No Coverage

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
 - \$2,000,000 Annual Aggregate Limit for Information Data and Network Liability
 - \$2,000,000 Annual Aggregate for Regulatory Defense and Penalties
 - \$2,000,000 Annual Aggregate for Payment Card Liability and Costs
 - \$2,000,000 Annual Aggregate for Media Liability
- First Party
 - \$2,000,000 Annual Aggregate for Cyber Extortion Loss
 - \$2,000,000 Annual Aggregate for Data Recovery Costs
 - \$2,000,000 Annual Aggregate for Business Interruption Resulting in Security Breach
 - \$500,000 Annual Aggregate for Business Interruption Resulting in System Failure
 - \$750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
 - \$100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- \$10,000 Deductible

School Violent Acts Protection

- \$25,000 Each Occurrence Limit
- \$250,000 Aggregate Limit (all members, all claims)
- No Deductible
- \$25,000 Property/Safety Improvements following School Violent Act

Excess Liability

- Excess Primary Limits \$1,000,000
- Follow Form Underlying - Excluding Employers Liability

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

WORKERS' COMPENSATION

Carrier	CompSource Mutual Insurance Company
Policy Number	Renewal of 03369360201
Policy Term	7-1-2021 to 7-1-2022
Annual Premium	\$ 29,752

Workers' Compensation Employer's Liability	Statutory Limits
	\$1,000,000 Each Accident
	\$1,000,000 Policy Limit
	\$1,000,000 Each Employee

Location	Per Schedule on file with carrier
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Note: 2021-2022 policy is non-auditable.

Class	Payroll
8868 School: Professional Employees & Clerical (Teachers, Assistants, Clerical, IT, HR, Finance, Admin, Business Development, Counselors, Bookstore)	\$ 5,110,000
7380 School: Drivers, Messengers, Chauffeurs	\$ 66,500
9101 School: All Other Employees (Security, Maintenance, Groundskeeper, Cafeteria, Mechanics)	\$ 363,000
8869 School: Day Care	\$ 135,000

CRIME

Carrier	Travelers Casualty and Surety Company of America
Policy Number	107113888
Policy Term	7-1-2021 to 7-1-2022
Premium	\$2,192
Claims Made Form	

Revenues * Per Expiring

Coverage	Limits	Deductible
(J) Fidelity		
4. Employee Theft	\$500,000	\$5,000
5. ERISA Fidelity	Not Included	N/A
6. Employee Theft of Client Property	Not Included	N/A
(K) Forgery or Alteration	\$500,000	\$5,000
(L) On Premises	\$50,000	\$5,000
(M) In Transit	\$50,000	\$5,000
(N) Money Orders and Counterfeit Money	\$500,000	\$5,000
(O) Computer Crime		
3. Computer Fraud	\$500,000	\$5,000
4. Computer Program and Electronic Data Restoration Expense	\$50,000	\$5,000
(P) Funds Transfer Fraud	\$500,000	\$5,000
(Q) Personal Accounts Protection	Not Included	N/A
(R) Claims Expense	\$25,000	\$0

Insureds Premises Covered: Worldwide

CYBER LIABILITY

Carrier	BCS Insurance Company
Policy Number	RPSP0832066M
Policy Term	7-1-2021 to 7-1-2022
Estimated Premium	\$ 5,944
30% Minimum Earned Premium	
Claims Made Form	

Revenues \$ 13,224,510

Coverage	Limits	Deductible
Privacy Liability (including Employee Privacy)	\$1,000,000	\$10,000
Privacy Regulatory Claims Coverage	\$1,000,000	\$10,000
Security Breach Response Coverage	\$1,000,000	\$10,000
Security Liability	\$1,000,000	\$10,000
Multimedia Liability	\$1,000,000	\$10,000
Cyber Extortion	\$1,000,000	\$10,000
Business Income and Digital Asset Restoration	\$1,000,000	\$10,000/8 hr.
PCI DSS Assessment	\$100,000	\$10,000
Cyber Deception (includes Funds Transfer Fraud)	\$250,000	\$10,000

Cyber Deception provides coverage for the intentional misleading of the Insured by means of a dishonest misrepresentation of a material fact contained or conveyed within an electronic or telephonic communication(s) and which is relied up by the Insured believing it to be genuine. This is commonly known as ‘Spear-Phishing’ or ‘Social Engineering’. Includes monies and securities.

What is Cyber Liability Insurance?

Cyber Liability is designed to cover consumers of technology services or products. Most notably, but not exclusively cyber and privacy policies cover a business’ liability for a data breach of personal information (SS, credit cards, medical records). The policies cover a variety of expenses associated with data breaches; including notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties as well as losses resulting from identity theft.

In addition the policies cover liability arising from website media content, as well as property exposures from Business Interruption, data loss/destruction, computer fraud, funds transfer loss and cyber extortion.

FIDUCIARY

Carrier	Federal Insurance Company - Chubb
Policy Number	8211-9057
Policy Term	7-1-2021 to 7-1-2022
Annual Premium	\$1,222

Coverage	Limit
A. Maximum Aggregate Limit for all Claims each policy year	\$1,000,000
B. Sublimit for all Settlement Fees and Defense Costs with respect to all Settlement program Notices each policy year under Insuring Clause 2	\$100,000

Retention Amounts

Insuring Clause 1 – Fiduciary Liability	\$1,000
Insuring Clause 2 – Voluntary Settlement Program Coverage	\$0
Prior & Pending Litigation Dates – Insuring Clauses 1 & 2	July 1, 2009

BAILEE'S LIABILITY COVERAGE

Carrier	Mid-Continent Casualty Company
Policy Number	04CIM000010669
Policy Term	7-1-2021 to 7-1-2022
Premium	\$334

Coverage

(A) RV/Motorcycle/Watercraft/Construction Equipment	
(B) Repair, Modification &/OR Service	
(C) List of Scheduled Premise and Limits:	\$50,000
On File with the Carrier	
(D) Additional Limits of Insurance	
Transit Limit	\$50,000
(E) Deductibles	\$1,000
(F) Premium	\$334

GENERAL LIABILITY- DAY CARE

Carrier	Scottsdale Insurance Company
Policy Number	CPS3370656
Policy Term	7/1/2021 to 7/1/2022
Premium	\$995
Minimum Earned Premium	25%

LIMITS OF LIABILITY:	General Aggregate Limit	\$2,000,000
	Products & Completed Operations Aggregate Limit	\$2,000,000
	Personal Injury and Advertising Injury Limit	\$1,000,000
	Bodily Injury and Property Damage Occurrence Limit	\$1,000,000
	Damage to Premises Rented to You	\$100,000
	Medical Expense - Any One Person	\$5,000

COVERAGE PLAN:	Occurrence Basis
-----------------------	------------------

DEDUCTIBLE(S):	None
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CLASS CODE

Territory	Class Code	Description	Exposure	Basis	Rate	Premium
Remainder of State	41715	(41715) Day Care Centers.	24	Per child/Each	Prem/Ops Rate = 21.0000 Prod/Ops Rate = Included	\$750.00 (MP)

ADDITIONAL COVERAGES

Additional Coverage	Details	Premium
Day Care Physical and Sexual Abuse Commercial	Aggregate: \$300,000 Per Occurrence: \$100,000	Included
Errors and Omissions	Aggregate: \$2,000,000 Per Occurrence: \$1,000,000	Included

OPTIONAL-STUDENT ACCIDENT

Carrier	United States Fire Insurance Company
Policy Number	TBD
Policy Term	7/01/2021 to 7/01/2022
Annual Premium	\$3,855

Class I.	Number Eligible
Work Based Experience Students	300
Description of Hazards	
Specific Activity – All Students enrolled in District Programs and are participating in sponsored work base experience training as part of their curriculum.	
Description of Benefits	
I. Accident Medical & Dental Primary	
II. Accidental Death, Dismemberment, Loss of Sight, Speech, Hearing, or Paralysis	
Principal Sum	
\$15,000 Maximum Benefit Limit	
\$10,000 AD&D	
Aggregate Limit of Liability	\$250,000 Per Accident

Loss & Percentage of Principal Sum

Loss of Life	100%
Loss of Both Hands	100%
Loss of Both Feet	100%
Loss of Entire Sight of Both Eyes	100%
Loss of One Hand and One Foot	100%
Loss of One Hand and Entire Sight of One Eye	100%
Loss of One Foot and Entire Sight of One Eye	100%
Loss of Speech and Hearing (both ears)	100%
Quadriplegia (total paralysis of both upper and lower limbs)	50%
Paraplegia (total paralysis of both lower limbs)	50%
Loss of One Hand	50%
Loss of One Foot	50%
Loss of Entire Sight of One Eye	50%
Loss of Speech	50%
Loss of Hearing (both ears)	50%
Hemiplegia (total paralysis of upper and lower limbs on one side of body)	50%
Loss of Thumb and Index Finger of the Same Hand	25%

DISCLOSURES

Compensation Disclosure to our Customers

INSURICA is part of the American Independent Agency system (Independent Agents), which consists of some 40,000 insurance agencies nationwide. For our efforts, primarily commissions paid by insurance companies compensate us. The amount is based on the commission schedules established individually by each insurance company and is typically calculated as a percentage of the premium.

Our agency may also be eligible to receive various forms of incentive compensation, including contingent commissions and other awards and bonuses. This incentive compensation is based upon criteria that may include the volume, growth, profitability, and retention of business we place or other performance measures established by the individual insurers with whom we do business. If our agency does not meet the criteria set by any individual insurer in a given year, we will not receive any incentive compensation from the carrier for that year.

On occasion insurance carriers will issue a policy at a net premium (no commission factored into the premium) and at that time, our agency will determine an appropriate fee which fairly reflects the various services the agency will provide for the policy being issued. With regards the Workers Compensation, the local broker receives a fee which is included in the Workers Compensation premium. With regards the Master Property Policy, fees may be charged by the placement broker and included in the property premium. INSURICA receives no part of these fees as compensation.

Our agency is delighted to have you as a customer, and we welcome any comments, questions, or suggestions you have for us. We appreciate your business.

Property Schedule

Report Printed: 05/30/2021 03:56 pm

Pioneer Technology Center

Location	Occupied As	Bldg Value	Contents Val
1500 South Waverly	Contents Only	\$0	\$45,089
2101 North Ash	Bus Building	\$2,046,820	\$85,180
2101 North Ash	Cosmo Building	\$312,491	\$70,185
2101 North Ash	EMS Training Tower (No Contents)	\$780,400	\$0
2101 North Ash	Main Building	\$19,822,792	\$3,571,721
2101 North Ash	Sign	\$133,779	\$0
		\$23,096,282	\$3,772,175

Floater Limit	<u>\$150,000</u>	Auto Values:	<u>\$1,002,846</u>
EDP Limit	<u>\$1,000,000</u>	Total Values:	<u>\$30,271,303</u>
Extra Expense Limit	<u>\$1,250,000</u>		

Auto Schedule

Report Printed: 05/30/2021 03:56 pm

Pioneer Technology Center

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2001	Ford	F-250	3	1FTNF20L551EB43461	\$6,550
2	1992	Callen	Trailer	0	1C9UU3820NC440083	\$87,000
3	2002	Ford	E-150 Van	2	1FTRE1427HB81449	\$5,587
4	2004	Bluebird	Bus	53	1BAKCKKH04F216769	\$15,000
5	2001	Chevrolet	MiniBus	8	1GBHG31R911193889	\$5,000
6	2003	Dodge	Caravan	8	1D4GP243638311874	\$3,450
7	2004	Chevrolet	Silverado	3	1GCHC23U24F178838	\$15,150
8	2006	Dodge	Gr. Caravan	8	X2D46P44LX6R616327	\$5,150
9	2003	Jackson	CarHauler	0	1J9FS182731033435	\$2,925
10	2006	Dodge	Caravan	8	2D4GP44L66R827279	\$5,950
11	2006	Bluebird	Bus	35	1BAKCKKH66F232400	\$24,000
12	2007	Freightliner	TrkTor		1FVAFCDK0747458598	\$80,000
13	2009	International	Bus	65	4DRBUSKP09B664359	\$40,000
14	2008	Dodge	Caravan	7	1D8HN44H98B177174	\$8,925
15	2009	Cargo	Trailer		406EG26239C022973	\$15,400
16	2011	Chrysler	200	5	1C3BC1FB2BN531306	\$12,125
17	2013	Dodge	Caravan		2C4RDGCG4DR549290	\$16,725
18	2015	IC	Bus		4DRNZSKH9FB645958	\$78,125
19	2015	Top Hat Bumper	Dump Trailer		4R7BD142XFT145216	\$6,627
20	2016	Chevy	Impala		2G1WA5E36G1103244	\$17,529
21	1996	Daihatsu	Mini Truck		S110P076979	\$0
22	2018	International	Bus		4DRBUC8N7JB518817	\$99,000
23	2017	Chevy	Suburban		1GNSCKEC1HR302281	\$37,835
24	2018	Chevy	Impala		2G11X5S39J9110114	\$21,239
25	2019	International	Special Needs Bus	71	4DRBUC8PXKB595135	\$97,025
26	1985	Spartan	Fire Truck		S29MT6C00FC423791	\$14,500
27	1999	Ford	Crown Victoria		2FAFP71W0XX173097	\$2,000
28	2018	Ford	Expedition		1FMJK1FT8JEA53602	\$39,000
29	2019	Dodge	Caravan		2C4RDGBG4KR568503	\$21,566
30	2020	International	Bus	71	4DRBUC8P6LB422875	\$93,685
31	2020	Sundowner	Cargo Trailer		13SCG3022L1CA3831	\$128,800
32	2020	Ford	Fusion		3FA6P0G78LR112046	\$16,978

Total Value of All Autos for Pioneer Technology Center: **\$1,002,846**



Overview

Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 18 years, OSIG's membership has grown to 457 and the program insures more than \$16 Billion in school property across Oklahoma.

Structure

OSIG is a **non-profit, member-owned**, public entity program whose management is completely controlled by a Board of your peers. Our singular mission is to provide quality insurance coverage and service to our members. OSIG's mission statement is

"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.



Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/20 was more than \$13.7 million and our assets were more than \$31 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district. If your insurer can't pay their claims, then the policy is a worthless stack of paper.

<i>Statement of Net Assets</i>	
<i>As of 6/30/20</i>	
Cash	\$ 20,821,106
Other Assets	\$ 10,743,310
Total Assets	\$ 31,564,416
Notes Payable	\$ -
Other Liabilities	\$ 17,789,447
Total Liabilities	\$ 17,789,447
Total Net Assets/Surplus	\$ 13,774,969

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at www.ok.gov/oid. Click on Interlocals under the Quick Links section of the home page. Your school's auditor can help in analyzing the statements.



Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$700,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence subject to a \$10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

LIST OF ITEMS - TO DECLARE SURPLUS
June 8, 2021

<u>Quantity</u>	<u>Description</u>	<u>Tag #</u>
1	Challenger Lift	687297
1	Lincoln Welder	684827
1	Generator, not working	No tags
6	Welding Bottle Carts	No tags
1	Concrete Saw, poor condition	No tags
2	TV's with carts	No tags

From: Jerry Putnam [mailto:jwputnamcpa@gmail.com]
Sent: Wednesday, June 02, 2021 12:12 AM
To: Stacey Rush <StaceyR@pioneertech.edu>
Subject: Re: New contract

Hi, Stacey.....(a copy is attached.)

We are asking our career technology centers to anticipate an increase in fees for the upcoming audit.

As you know, we have been preparing all of the audit adjustments and audit disclosures with regard to the OTRS and OPEB obligations in those audits since they were first required in 2015. These requirements have become increasingly difficult, challenging, and time consuming for us since we are not specialists in these areas.

We have decided to follow the path that most other career technology centers have taken (and utilize a specialist to perform those requirements.) Mary E. Johnson, CPA, is willing to provide those services for your 2021 audit. We anticipate that her fee will be approximately \$1,200. She normally bills other career technology centers directly for those services. However, we are just asking our clients to share her fee with us in connection with the 2021 audits.

Sincerely,
Jerry Putnam
jwputnamcpa@gmail.com

Dr. Marcie Mack
State Director
Oklahoma Department of Career and Technology Education
1500 W 7th Avenue, Stillwater, OK 74074

CONTRACT FOR AUDIT OF TECHNOLOGY CENTERS
2020-2021 SCHOOL YEAR

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Career and Technology Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the technology center district specified below. The audit period shall cover the 2020-2021 fiscal year beginning July 1, 2020, and ending June 30, 2021.

This audit contract was approved by the Board and entered in the minutes of its meeting on:

the _____ day of _____, 2021.

ATTEST:

CLERK

PRESIDENT

PIONEER TECHNOLOGY CENTER
DISTRICT

KAY
COUNTY

036 / AVTS 13
COUNTY/DISTRICT NO.

APPROVED THIS 31st **DAY OF** May **2021.**

Putnam & Company, PLLC
AUDITING FIRM

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

- (1) Copy for the school file
- (1) Copy for the contracting auditing firm
- (1) Copy to be submitted to the Department of Career and Technology Education

SEND DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION COPY TO:

Renee Potter, Internal Auditor
Department of Career and Technology Education
1500 W. 7th Avenue
Stillwater, OK 74074

MUST BE FILED NO LATER THAN JUNE 30, 2021
Contracts dated prior to January 20, 2021, will **not** be accepted
Contracts which do not contain **all** of the above provisions **will not** be accepted.

Putnam & Associates LLC
Jerry W. Putnam, CPA
Edmond, OK 73013

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Estimate FY22</u>
Estimate of Needs	\$3,150.	\$3,150.	\$3,150.	\$3,200.	\$3,200.	\$3,300.	\$3,300.
Annual Audit	\$6,100.	\$6,200.	\$6,400.	\$6,500.	\$6,500.	\$6,750.	\$7,350.
State Filing Fee	\$100.	\$100.	\$100.	\$100.	\$100.	\$100.	\$100.
TOTAL	\$9,350.	\$9,450.	\$9,650.	\$9,800.	\$9,800.	\$10,150.	\$10,750.

ROSENSTEIN, FIST & RINGOLD

ATTORNEYS AT LAW

JOHN G. MOYER, JR.
JOHN E. HOWLAND
JERRY L. ZIMMERMAN
FREDERICK J. HEGENBART
ERIC P. NELSON
KAREN L. LONG
JOHN E. PRIDDY
BRYAN K. DRUMMOND
KENT B. RAINEY
ERIC D. WADE
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OKLAHOMA CITY, OKLAHOMA 78112
(405) 521-0202

G.H. ROSENSTEIN (1893-1990)
HENRY L. FIST (1858-1976)
DAVID L. FIST (1931-2008)

OF COUNSEL
EMILY G. KRUKOWSKI
BRIAN J. KUESTER

June 1, 2021

Via Electronic Mail

Ms. Traci Thorpe, Superintendent
Pioneer Technology Center
2101 North Ash
Ponca City, OK 74601

RE: LEGAL SERVICES FOR 2021-2022

Dear Ms. Thorpe:

This letter is intended to establish the terms and conditions of this firm's representation of Pioneer Technology Center ("Tech Center"). This agreement must be approved by the Board pursuant to an agenda item at a duly-called meeting of the Board.

Legal services rendered by this law firm are on an "as needed" basis and encompass work requested to be performed by the Superintendent or the Board of Education. A schedule of the current billing rates of our shareholders, associates, legal assistants, law clerks and interns is attached. This schedule is subject to change from time to time when the firm implements a general change of rates for its tech center clients, or to reflect additional experience or expertise gained by the firm's professional staff. In addition, newly-hired professional staff may be added. The billing rates for new professionals will be set based upon their experience. The firm will provide an updated schedule of billing rates upon request at any time.

This firm will provide the Tech Center a monthly statement for legal services rendered which will fully set out what services were provided and how much time was spent in performing them. In addition, you will be provided with a monthly statement of cash advanced on behalf of the Tech Center. This will include funds expended on the Tech Center's behalf for copying, Westlaw computer time, travel expenses and the like.

From time to time, it may be possible for an associate of this firm to provide part of the legal services needed by the Tech Center. Since associate time is billed at an hourly rate lower than mine, such may represent a lower expense to the Tech Center. Of course, I will monitor all work performed by associates.

Ms. Traci Thorpe, Superintendent
June 1, 2021
Page 2

On or about the 15th of each month, the Tech Center will receive an invoice for services rendered the previous month along with a statement of cash advanced. If you have any questions regarding any invoice which you receive, please call it to my attention immediately.

I trust that the above will be to your satisfaction. If this is the case and following approval by the Board, I would ask that the person designated by the Board execute this copy of the letter and return it to me for our file. Another copy with my original signature should be maintained for the Tech Center's file.

This agreement may be terminated at any time without cause by either party upon written notice to the other. This agreement shall be deemed renewed on July 1 of each year unless one of the parties advises the other on or before June 30 that it wishes to withhold ratification and/or to terminate the Agreement.

If you have any questions regarding the above or wish to discuss the terms further, please do not hesitate to contact me.

With kind regards,



Karen L. Long
ROSENSTEIN, FIST & RINGOLD

KLL:jmw

Enclosure

The Board of Education having considered and approved the terms of this engagement letter directs the President and Clerk to execute this document on behalf of the Tech Center. Entered into by the Tech Center this _____ day of _____, 2021.

Clerk

President, Board of Education



ROSENSTEIN FIST & RINGOLD

**Education Law
2021 Billing Rates**

Years of Practice as Attorney:

30+ Years	\$260
25-29 Years	\$235
20-24 Years	\$225
15-19 Years	\$215
10-14 Years	\$180
6-9 Years	\$155
3-5 Years	\$145
0-2 Years	\$135
Law Clerks	\$ 85
Paralegals	\$100



ROSENSTEIN FIST & RINGOLD

Schedule of Reimbursed Expenses

Telephone - Long Distance	Free (no charge)
Facsimile - Incoming	Free (no charge)
Facsimile - Outgoing	\$1.00 per page for local calls and \$2.00 per page for long distance calls (all other long distance charges are waived)
Travel	At actual cost (mileage billed at IRS approved rates)
Delivery-Postage	At actual cost
Photocopying	.20 cents per page
Secretarial Overtime	Only upon request of client and then only at actual cost
Cash Advances	At actual cost up to \$500; expenditures over \$500 are sent directly to client for payment
Computer Assisted Research (Westlaw)	At actual cost

Pioneer Technology Center

Basic Peace Officer Certification



Introduction

Overall Description of Career Major: The Basic Peace Officer Certification (BPOC) is made possible through a collaborative effort between the Council on Law Enforcement Education and Training (CLEET), the Oklahoma legislature, and Career Tech. The BPOC is a 16-week course that traditionally has been provided at CLEET headquarters in Ada, Oklahoma. The BPOC program identified in 70 OS 3311.16, offers additional site locations to full-time and reserve officers interested in pursuing a career in Oklahoma Law Enforcement. Due to recent legislative changes, there are now approved alternative delivery locations to the BPOC academy in Ada. Pioneer Technology Center will pursue certification as a CLEET BPOC Academy site. The BPOC is the required training for all police officers in the state of Oklahoma. The proposed PTC program will work closely with CLEET in Ada Oklahoma. CLEET is the certifying entity for the program, and PTC must make application and be approved as a BPOC site to conduct BPOC training. The career major will consist of 630.5 hours of instruction in law enforcement specific courses ranging from custody and control to tactical driving. The proposed career major will be conducted in collaboration with Ponca City Police Department, Tonkawa Police Department, and the Kay County Sheriff's Department. Enrollment for the program will begin with newly employed police officers, from the region, who need to complete the BPOC certification to remain on the police force. Any remaining enrollment openings may be filled with adult students seeking employment as a police officer. Federal Financial Aid will be available for students who are not sponsored by a recognized law enforcement agency.

Recommendation to Implement: PTC has been in discussion with local law enforcement agencies for several years about the possibility of offering a Basic Police Officer Certification Academy. The BPOC will meet the training needs of our local law enforcement agencies by providing a local option for BPOC certification. Local agencies will choose to send new officers to PTC and receive BPOC certification rather than sending officers for 16 weeks of training in Ada, Oklahoma. The proposed BPOC Career Major is a collaborative effort with local law enforcement which includes the Ponca City Police Department, Tonkawa Police Department, and Kay County Sheriff's Department. These departments are willing to partner with PTC to provide CLEET qualified instructors, shooting range availability, supplemental services/facilities as needed. The BPOC will not compete with any other career major at PTC. There should be no declining enrollment in any current class related to the start of this new program. The Criminal Justice program will continue to provide instruction to high school students, and the BPOC will focus on serving adult students age 21 or older. A positive byproduct of approving the BPOC Career Major includes an increased police presence on campus.

Occupational Profile & Demand

Occupational Demand and Wage Outlook:

Attached to the proposal is the Highest Ranked Occupations data by zip code for Pioneer Technology Center's district. According to the data on page five and six of the report, police and sheriff's patrol officers are one of the fastest growing and highest performing occupations in the district. The data projects an annual increase of 7% in openings for police and sheriff's patrol officers in our district area. Additionally, the median income for individuals employed is \$20.82 per hour. To meet the demand and training needs of our local and regional police and sheriff's departments, PTC will be well positioned to provide BPOC training to new police officers.

Curriculum / Career Major

Career Cluster:

Law and Public Safety

The Basic Peace Officer Certification Academy (BPOC) is the required training for all police officers in the state of Oklahoma. This program works closely with the Council on Law Enforcement Education and Training (CLEET) in Ada, Oklahoma.

Career Major Courses:

The courses below mirror the 588 hours required by CLEET for BPOC certification. Additional hours and curriculum have been included in PTC's proposed career major to meet local law enforcement training needs.

BPOC Courses	Hours
Orientation	5
Ethics	14
Report Writing	10
Community/Human Relations*	10.5
Legal Matters*	56.5
NIMS	3
Traffic	19
Standard Field Sobriety Test (SFST)*	45
Radar	19
Firearms	70
Law Enforcement Driver Training	51
First Aid	9
Criminal Investigation	86
Custody and Control*	73
Patrol	85
Practical Exercises	20

Administrative	38.5
Integrated Response**	16
Total Curriculum Hours	630.5
* Exceeds CLEET Hour Requirements	
** Additional CLEET Course	

Note: The 630.5 hour career major allows PTC the opportunity to seek Federal Financial Aid approval for the BPOC Certification Academy

Enrollment Capacity:

Due to classroom size and training limitations, PTC has set enrollment capacity at 15 students per BPOC academy. PTC will reserve two enrollment spots for BPOC Bridge Academy students who were previously CLEET certified through another state.

Student Prerequisites:

- Must attend Pre-Academy Orientation
- Must be 21 YOA
- Must have HS Diploma or Equivalence
- Must complete CLEET Basic Academy Application (including fingerprints, background check and criminal history review, safe participation fitness test/physical assessment, pension physical, POSSE exam, and MMPI/Preemployment assessment)

Helpful Student Attributes and Abilities:

- Reading and math skills at the 10th grade level or above
- A positive attitude
- Good communication skills
- The ability to relate to people in a caring, empathetic manner
- Good eye-hand coordination
- Good physical and mental health
- Dependability
- Ability to work effectively with a wide variety of personality types

State Certifications:

Oklahoma Peace Officer Screening & Selection Exam – 9911 (Pre-requisite POSSE)or
National Law Public Safety Security & Corrections Core Assessment – 5001 (Pre-requisite)or
National Police Officer Selection Test – Stanard and Associates Examination
National Work Based Learning – Work Keys (Non-Agency Sponsored)
Basic Peace Officer Certification (CLEET - Summative Assessment)

Student Cost of Training:

In State Tuition:	\$2000
Out-of-State Tuition:	\$4000
Student Enrollment and Activity Fee:	\$50
Exam Fees:	\$40
Supplies Costs (Non- Agency Sponsored):	\$600

Supplies provided by sponsoring agencies

- Handgun Ammunition – 1000 rounds
- Head gear and mouth guard
- Targets and Target Backers

Total: In State Tuition and Fees:	\$2690.
Total: Out of State Tuition and Fees:	\$4690.

Staffing

Basic Peace Officer Coordinator Qualifications:

- Bachelor’s Degree preferred
- Council on Law Enforcement Education and Training (CLEET) Certified
- CLEET Basic Instructor Certification - Required
- CLEET Advanced Instructor Certification - Preferred

Projected Coordinator Start Date: August 2021

Projected Program Start Date: January 2022

Adjunct Instructor Qualification:

- Council on Law Enforcement Education and Training (CLEET) Certified
- CLEET Instructor Certification in required field

Facilities

Location: B 127

Classroom Space: This classroom has served as a Business and Industry meeting room, and most recently as a temporary Culinary Arts classroom. Alternations to this space include removing all specialized Culinary Arts equipment and painting the classroom.

Lab Space: No laboratory space is available in B127. However, the Criminal Justice laboratory and equipment will be utilized and shared between programs. In addition, the Ponca City Police Department and the Kay County Sheriffs Department have agreed to partner with PTC in providing additional training and laboratory sites. No alterations are needed in the Criminal Justice laboratory.

Office Space: The office space adjoins the classroom and laboratory space. No alterations are needed to the office space.

Community Feedback & Potential Advisory Committee

In the process of developing the Basic Peace Officer Certification Program, PTC Administration reached out to Police Department's throughout the district to solicit guidance to ascertain program requirements and needs. The agencies instrumental in developing the proposal are the Kay County Sheriff's Department, Ponca City Police Department, and Tonkawa Police Department.

Note: Letters of support from local law enforcement agencies are attached to this proposal.

Potential BPOC Advisory Committee Members include:

- Representatives from Ponca City Police Department
- Representatives from Kay County Sheriff's Department
- Representatives from Blackwell Police Department
- Representatives from Tonkawa Police Department
- Representatives from Tribal Police Departments
- Civilian Representatives from the local community
- Representatives from CLEET

Budget / Equipment Needs

Facilities Modifications: - The estimates below represent outside contractors completing the needed renovations.

- Painting classroom - \$2,000.
- Removing Culinary Specific Equipment - \$3,500

Total Facilities Modifications: \$5,500

Equipment & Supplies:

<u>Equipment Description</u>	<u>Cost Estimate</u>
2 - Police Package Sedan - PTC will search for used police sedans at a substantial	\$30,000

savings - PTC may partner with OSU-OKC to provide Law Enforcement Driver Training instead of purchasing vehicles. This change will increase student fees/tuition.	
Student Computer Cart	\$15,000*
Miscellaneous Equipment	\$5,000
Instructor Computer/Technology	\$3,000
Traffic Cones	\$1,000
Curriculum	CLEET Provided
Total	\$54,000

*Optional Equipment

Estimated Cost for BPOC Program Implementation

Equipment, Supplies, and Curriculum: \$54,000

Facilities Upgrades: \$5,500

Coordinator Salary and Benefits Estimate:

- 12 Month Contract - \$63,872
- Benefits - \$21,716
- **Total: \$85,753**

Adjunct Instructors Cost:

- \$35/hour @ 630 hours - \$22,050.
 - PTC may contract with the individual officer or the sending municipality.
- Some courses require two instructors due to class size and capacities.
 - \$35/Hours @ 200 hours - \$7000.
- **Total \$29,050.**

Annual Program Budget Estimate:

BPOC Coordinator	\$ 85,753	Supplies	\$ 10,000
Adjunct Instructors	\$ 29,050	Books/Curriculum	\$ 2000
Repairs	\$ 500	Subscriptions	\$ 500
Rentals	\$ 500	Student Travel/Driving LEDT	\$ 4800
Staff Travel	\$ 1,500	Total:	\$ 134,603

Initial (First Year) District Cost Estimate:

- Equipment & Supplies - \$54,000.
- Facilities Upgrades - \$5,500.
- Annual Program Budget - \$134,603
- **Total: \$194,103**

Highest Ranked Occupations

Top 10 Occupations (5-Digit) in Pioneer Technology Center by ZIP Codes

Emsi Q1 2021 Data Set

February 2021

Oklahoma Department of Career and Technology Education



Parameters

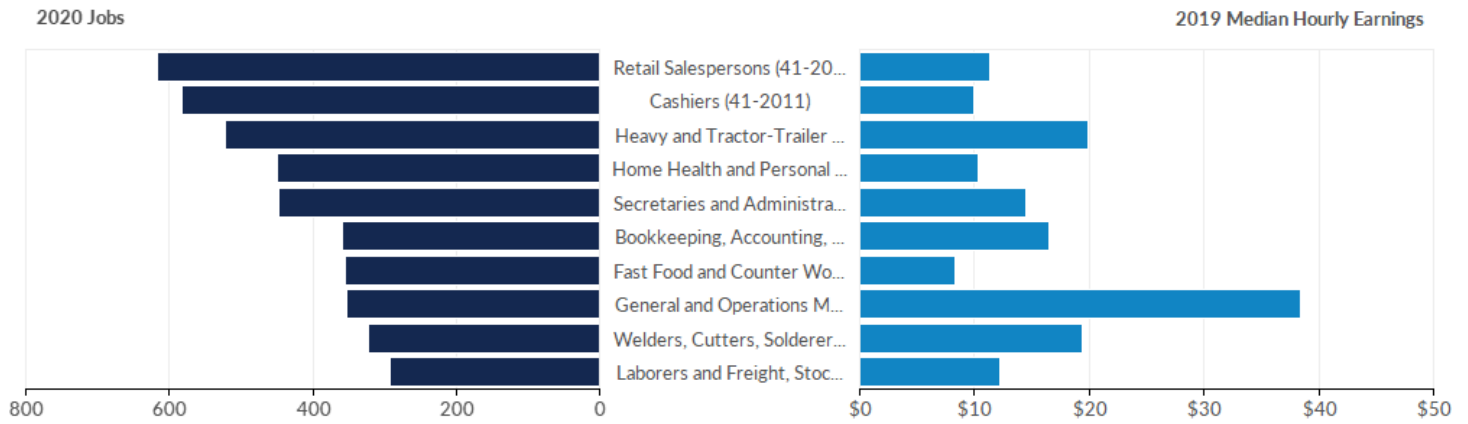
Regions:

13 items selected. See Appendix A for details.

Timeframe: 2020 - 2023

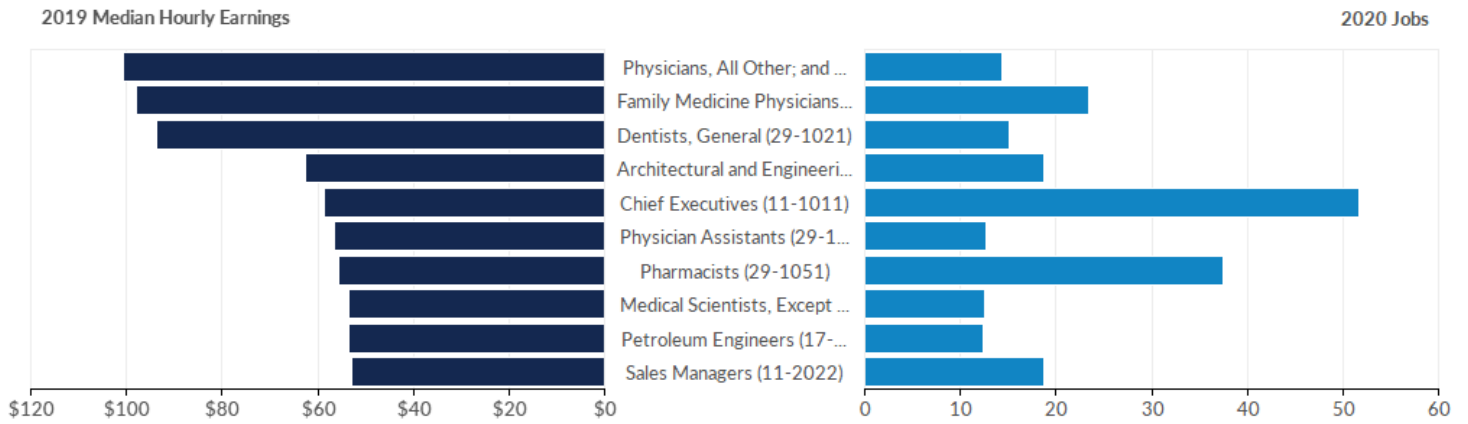
Datarun: 2021.1 – QCEW Employees, Non-QCEW Employees, and Self-Employed

Largest Occupations



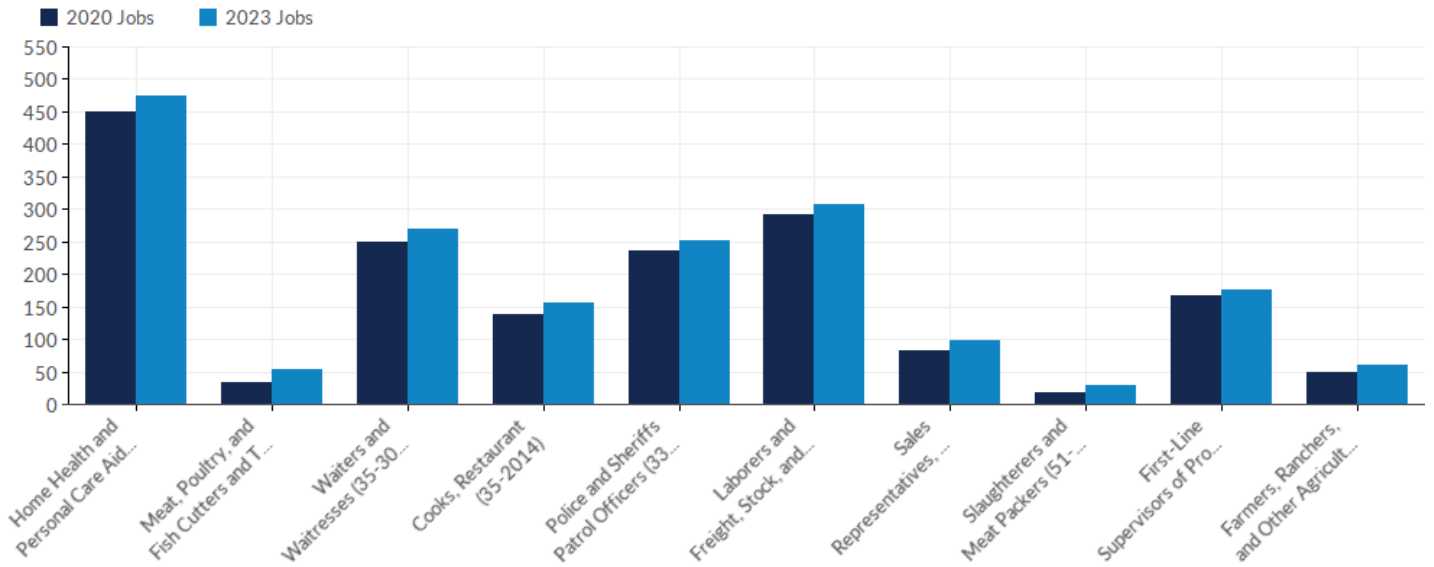
Occupation	2020 Jobs	2023 Jobs	Change in Jobs (2020-2023)	% Change	2019 Median Hourly Earnings
Retail Salespersons	616	620	4	1%	\$11.30
Cashiers	582	579	-3	-1%	\$9.90
Heavy and Tractor-Trailer Truck Drivers	521	520	-1	0%	\$19.93
Home Health and Personal Care Aides	449	474	25	6%	\$10.30
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	447	429	-18	-4%	\$14.49
Bookkeeping, Accounting, and Auditing Clerks	358	356	-2	-1%	\$16.48
Fast Food and Counter Workers	355	347	-8	-2%	\$8.36
General and Operations Managers	353	361	8	2%	\$38.39
Welders, Cutters, Solderers, and Brazers	322	332	10	3%	\$19.42
Laborers and Freight, Stock, and Material Movers, Hand	292	307	15	5%	\$12.15

Highest Paying Occupations



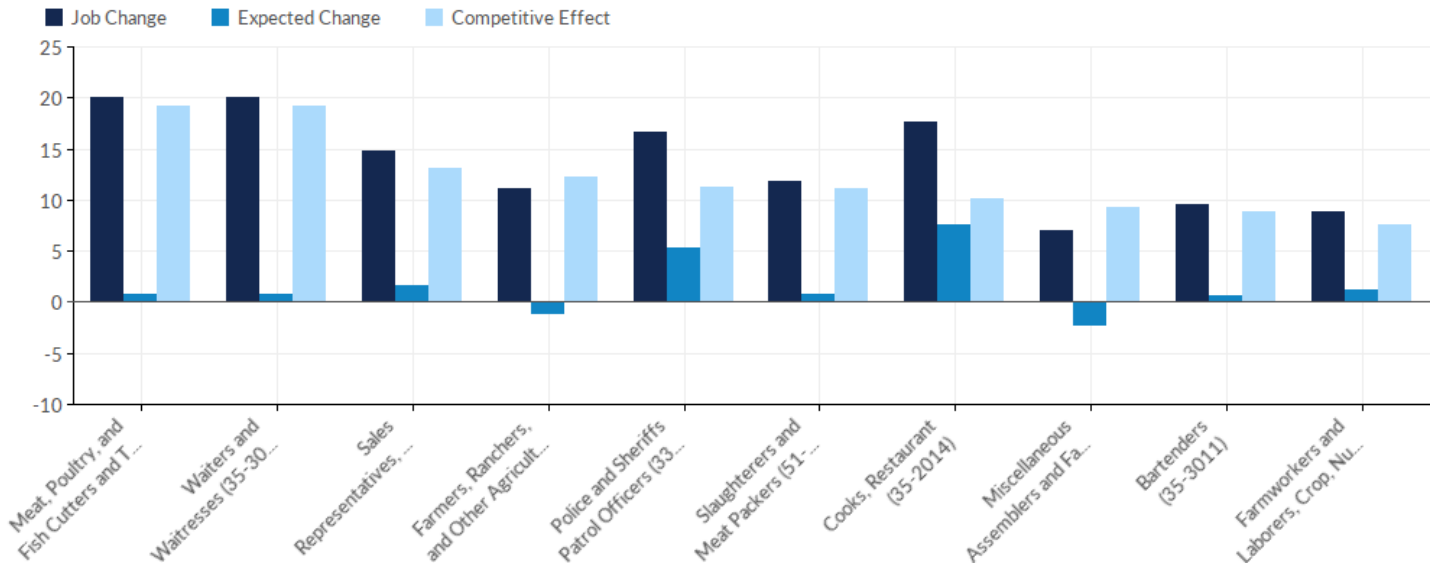
Occupation	2020 Jobs	2023 Jobs	Change in Jobs (2020-2023)	% Change	2019 Median Hourly Earnings
Physicians, All Other; and Ophthalmologists, Except Pediatric	14	15	1	7%	\$100.55
Family Medicine Physicians	23	19	-4	-17%	\$97.95
Dentists, General	15	16	1	7%	\$93.68
Architectural and Engineering Managers	19	20	1	5%	\$62.57
Chief Executives	52	52	0	0%	\$58.67
Physician Assistants	13	11	-2	-15%	\$56.40
Pharmacists	37	36	-1	-3%	\$55.70
Medical Scientists, Except Epidemiologists	13	13	0	0%	\$53.55
Petroleum Engineers	12	12	0	0%	\$53.39
Sales Managers	19	21	2	11%	\$52.78

Fastest Growing Occupations



Occupation	2020 Jobs	2023 Jobs	Change in Jobs (2020-2023)	% Change	2019 Median Hourly Earnings
Home Health and Personal Care Aides	449	474	25	6%	\$10.30
Meat, Poultry, and Fish Cutters and Trimmers	33	53	20	61%	\$12.60
Waiters and Waitresses	249	269	20	8%	\$9.12
Cooks, Restaurant	137	155	18	13%	\$10.76
Police and Sheriffs Patrol Officers	236	252	16	7%	\$20.82
Laborers and Freight, Stock, and Material Movers, Hand	292	307	15	5%	\$12.15
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	83	98	15	18%	\$21.79
Slaughterers and Meat Packers	18	30	12	67%	\$12.43
First-Line Supervisors of Production and Operating Workers	166	177	11	7%	\$28.32
Farmers, Ranchers, and Other Agricultural Managers	50	61	11	22%	\$17.27

Highest Performing Occupations



Occupation	Job Change	Occ Mix Effect	Nat Growth Effect	Expected Change	Competitive Effect	2019 Median Hourly Earnings
Meat, Poultry, and Fish Cutters and Trimmers	20	0	1	1	19	\$12.60
Waiters and Waitresses	20	-6	7	1	19	\$9.12
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	15	-1	2	1	13	\$21.79
Farmers, Ranchers, and Other Agricultural Managers	11	-3	1	-2	12	\$17.27
Police and Sheriffs Patrol Officers	16	-1	7	6	11	\$20.82
Slaughterers and Meat Packers	12	0	1	1	11	\$12.43
Cooks, Restaurant	18	4	4	8	10	\$10.76
Miscellaneous Assemblers and Fabricators	7	-7	5	-2	9	\$14.39
Bartenders	9	-3	4	1	9	\$11.48
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	9	0	1	1	8	\$12.61

Appendix A - Regions

Code	Description
74601	Ponca City, OK (in Kay county)
74604	Ponca City, OK (in Kay county)
74631	Blackwell, OK (in Kay county)
74632	Braman, OK (in Kay county)
74633	Burbank, OK (in Osage county)
74637	Fairfax, OK (in Osage county)
74641	Kaw City, OK (in Kay county)

Code	Description
74644	Marland, OK (in Noble county)
74647	Newkirk, OK (in Kay county)
74650	Ralston, OK (in Pawnee county)
74651	Red Rock, OK (in Noble county)
74652	Shidler, OK (in Osage county)
74653	Tonkawa, OK (in Kay county)

Appendix B - Data Sources and Calculations

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

State Data Sources

This report uses state data from the following agencies: Oklahoma Employment Security Commission

Highest Ranked Occupations No Degree Required

Top 10 Occupations (5-Digit) in Pioneer Technology Center by ZIP Codes

Emsi Q1 2021 Data Set

February 2021

Oklahoma Department of Career and Technology Education



Parameters

Regions:

13 items selected. See Appendix A for details.

Education Levels:

Description	Description
Less than high school	Postsecondary non-degree award
High school diploma or equivalent	Associate's degree
Some college, no degree	

Timeframe: 2020 - 2023

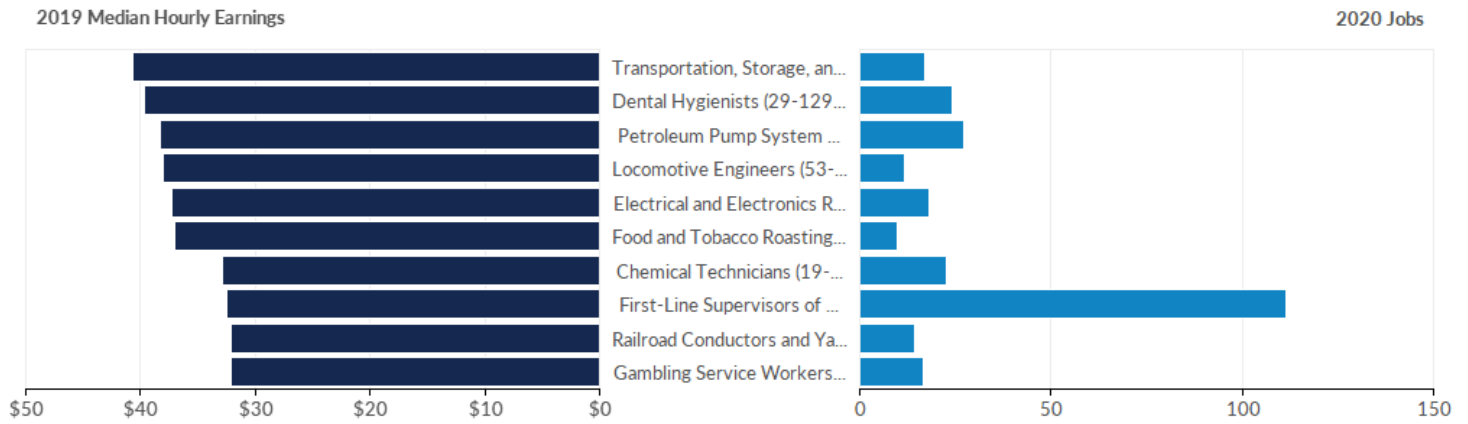
Datarun: 2021.1 - QCEW Employees, Non-QCEW Employees, and Self-Employed

Largest Occupations



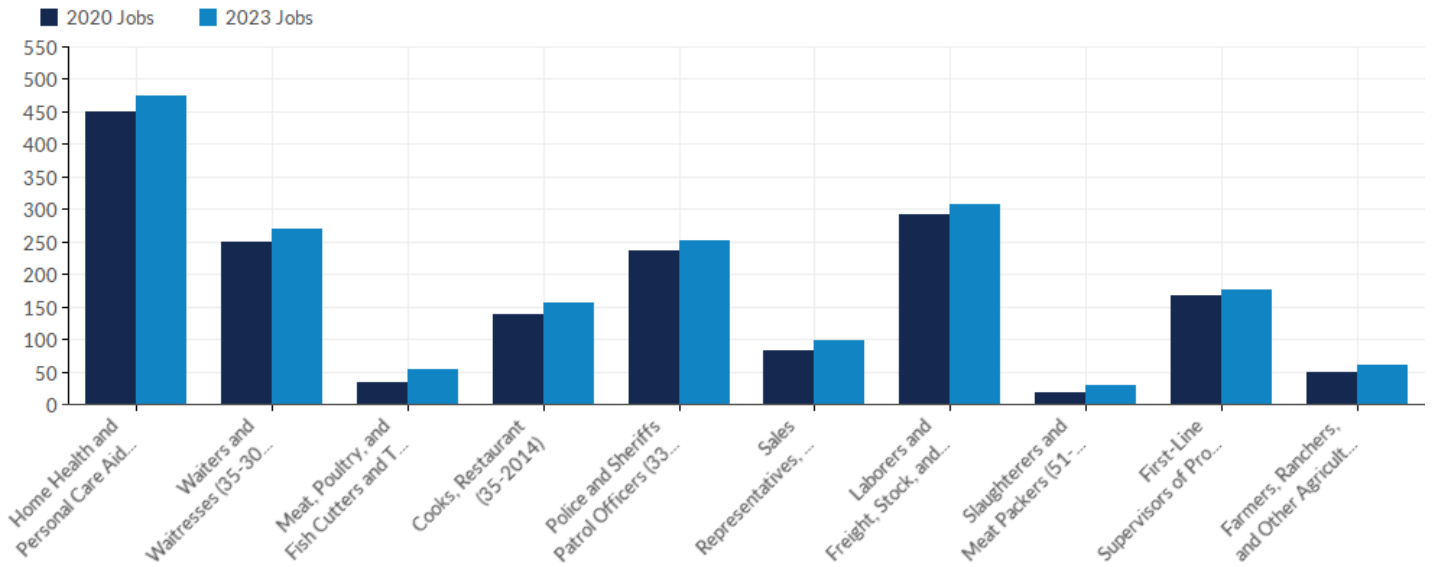
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Welders, Cutters, Solderers, and Brazers	322	332	10	3%	\$19.42
Laborers and Freight, Stock, and Material Movers, Hand	292	307	15	5%	\$12.15
Office Clerks, General	284	283	-1	0%	\$12.47

Highest Paying Occupations



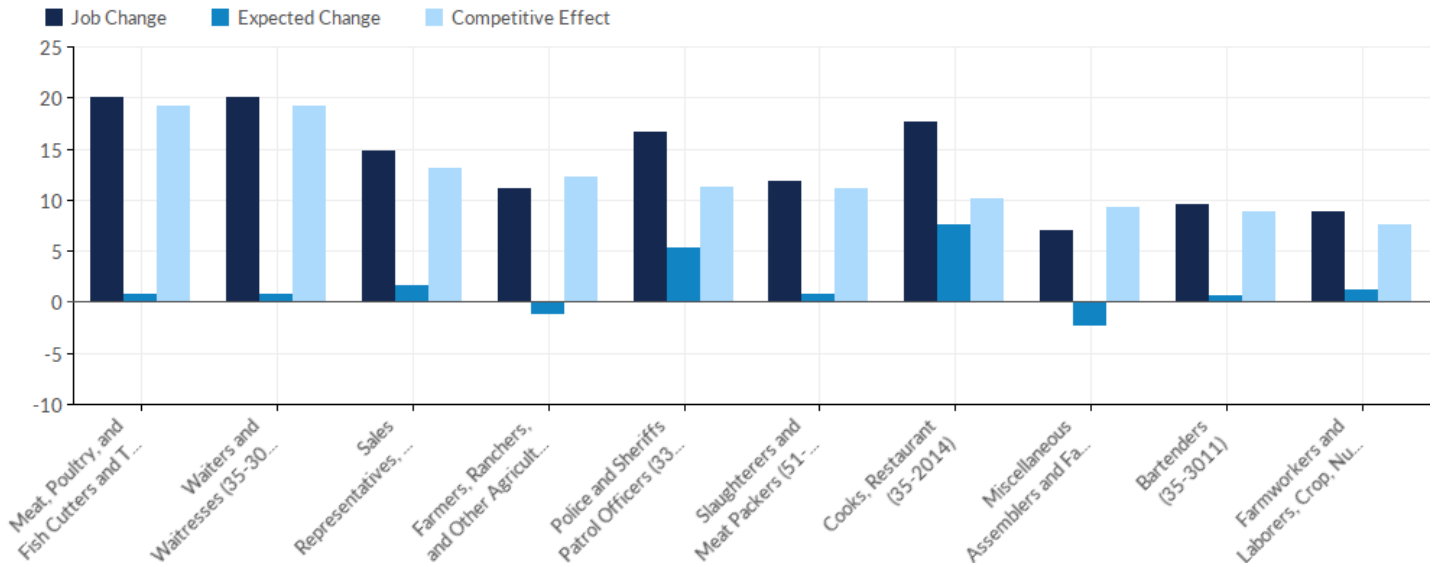
Occupation	2020 Jobs	2023 Jobs	Change in Jobs (2020-2023)	% Change	2019 Median Hourly Earnings
Transportation, Storage, and Distribution Managers	17	18	1	6%	\$40.74
Dental Hygienists	24	27	3	13%	\$39.73
Petroleum Pump System Operators, Refinery Operators, and Gaugers	27	29	2	7%	\$38.25
Locomotive Engineers	12	13	1	8%	\$38.06
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	18	18	0	0%	\$37.29
Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders	10	11	1	10%	\$37.08
Chemical Technicians	23	24	1	4%	\$32.90
First-Line Supervisors of Mechanics, Installers, and Repairers	112	114	2	2%	\$32.52
Railroad Conductors and Yardmasters	14	16	2	14%	\$32.18
Gambling Service Workers, All Other	17	16	-1	-6%	\$32.11

Fastest Growing Occupations



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State Data Sources

This report uses state data from the following agencies: Oklahoma Employment Security Commission



KAY COUNTY SHERIFF

STATE OF OKLAHOMA

1101 W. Dry Road -- Newkirk, Oklahoma 74647
Phone (580) 362-3250
Fax (580) 362-3259

Steve Kelley
Sheriff

Sean Grigsba
Undersheriff

Tuesday May 11, 2021

To Whom It May Concern:


The Kay County Sheriff's Office, along with other law enforcement agencies in Oklahoma, have experienced difficulties locating, hiring, and training new recruits into the law enforcement profession. There is a shortage of trained peace officers within Kay County that needs immediate attention. Pioneer Technology Center's addition of a Basic Peace Officer Certification (BPOC) is a valuable tool which will eliminate the training concerns related to hiring new deputies.

As the Sheriff of Kay County, my office will collaborate with the BPOC Coordinator to ensure top tier training is available, locally, to new law enforcement professionals. The Kay County Sheriff's Office will support the program by providing access to trained personnel, resources, and facilities as available. We are committed to the success of the program and will provide the needed expertise to assist Pioneer Technology Center in applying for recognition as a Council on Law Enforcement Education and Training (CLEET) certified BPOC.

As the Kay County Sheriff, I believe a BPOC program at Pioneer Technology Center will be a valuable asset to the region. The BPOC program is just the tip of the iceberg of law enforcement training that can be provided at the technology center. I anticipate PTC will include additional academies in the future, such as: Reserve Peace Officer Academy and the Reserve Officer to BPOC Bridge Academy. Both of these additional academies would be of great benefit to the Kay County Sheriff's Office.

The Kay County Sheriff's Office is committed to providing support for Pioneer Technology Center's BPOC program. Together we will make a positive impact on the training related needs of law enforcement professionals in the region.

Sincerely,


Steve Kelley
Kay County Sheriff



City of Tonkawa Police Department



Office: (580) 628-2516

Chief of Police Nicholas Payne
110 E. NOC Drive
Tonkawa, Oklahoma 74653
Email: N.Payne@CityofTonkawa.com

Fax: (580) 628-5029

Tuesday, May 18, 2021

To Whom It May Concern:

The Tonkawa Police Department has experienced difficulties absorbing the exorbitant cost of training new law enforcement personnel. All small community police departments in Oklahoma struggle to find budgetary funds to send new officers to the 16-week training in Ada, Oklahoma. As a result, when Tonkawa Police Department has an “OPEN” position, as Chief of the Tonkawa Police Department, I work with local connections/resources and actively recruit previously Basic Peace Officer Certification (BPOC) trained officers from departments in the region. I can attest that most of this decision is “budgetary-based.” The expense (both monetary-wise and time-wise) of sending a recruit all the way across the state is crippling to our schedule and my training budget. From an agency perspective, this poises agencies against each other to either retain good officers within our agencies or recruit good [certified] officers from other agencies. One agency may alleviate staffing issues at their agency by recruiting from another agency. However, the agency that lost that officer is now struggling with the same staffing issues in attempt to fill the personnel void. From a recruit perspective, this places a ceiling that is difficult to break through as agency heads and recruiting personnel appreciate the qualities of the prospected applicant [recruit] but, more often than not, cannot entertain the option to hire the recruit and send them to BPOC Academy in Ada, OK. This implements a large number of talented applicants that are stranded in a financial loophole with very bleak options. These circumstances leave agencies struggling to find new recruits, and the cycle repeats. I have spoken with area agency heads and we are in consensus that there HAS to be a better way. I am optimistic that a “better way” has finally presented itself from the Pioneer Technology Center. Pioneer Technology Center’s proposed addition of a BPOC program, assures Kay County would observe a major shift from recruiting/stealing officers from neighboring departments to training and onboarding new peace officers into the profession.

As the Chief of Tonkawa Police Department, I fully support the direction Pioneer Technology Center is moving to offer peace officer certification. The program will allow newly hired peace officers to remain local while receiving BPOC training. As a result, the Tonkawa Police Department will see substantial savings related to training. These savings will afford the Tonkawa Police Department the opportunity to seek additional trainings that might not be available otherwise due to exhausting the training budget on BPOC. The additional trainings will keep officers safe and professional while patrolling the City of Tonkawa.





City of Tonkawa Police Department



Office: (580) 628-2516

Chief of Police Nicholas Payne
110 E. NOC Drive
Tonkawa, Oklahoma 74653
Email: N.Payne@CityofTonkawa.com

Fax: (580) 628-5029

The thought of newly hired officer candidates, attending a BPOC Academy, and being able to sleep in their own beds every night, remain in their community for the duration of their academy, and be able to network with LOCAL instructors, law enforcement professionals, and classmates is priceless. The budgetary effects from a program, such as this, will have a positive effect on my agency with respect to: vehicle maintenance, vehicle mileage, on-duty compensative pay, start dates, per diem (meals/housing), etc. This program is a “win-win” all the way around and I, personally, am ecstatic to have it in our community.

Tonkawa Police Department is committed to supporting and promoting a BPOC program at Pioneer Technology Center. My agency will ensure Council on Law Enforcement Education and Training (CLEET) certified officers, trained in special tactics, are available to instruct courses as needed. I am a certified CLEET Advanced Instructor and most of my agency’s officers are CLEET Basic Certified Instructors. We commit ourselves to this program’s success. We pledge our agency or community facilities for any satellite-based training or on-site instruction that the City of Tonkawa can offer. I am gladly willing to serve on the BPOC Advisory Committee to ensure the most up-to-date trainings and tactics are being taught within the program. We will provide support with curriculum and facilities as they become available. The City of Tonkawa is prepared to send all newly employed and untrained peace officers to Pioneer Technology Center to complete the BPOC program.

The Tonkawa Police Department, in collaboration with Pioneer Technology Center and other law enforcement agencies within the region, will work together to ensure success of the BPOC. Working together and providing BPOC training, we will provide quality trained officers ready to serve and protect.

Respectfully,

Nicholas Payne, *Chief of Police*
Tonkawa (OK) Police Department



Blackwell Police Department

224 W. BLACKWELL AVE. • BLACKWELL, OKLAHOMA, 74631
PHONE: (580) 363-5490 • FAX: (580) 363-1375 • CHIEF'S FAX: (580) 363-4636

DEWAYNE WOOD – CHIEF OF POLICE

June 3, 2021

To Whom It May Concern:

As the Chief of Police for the City of Blackwell, I first want to express my gratitude to Pioneer Technology Center for potentially adding a Basic Police Officer Certification program. The ability to get newly hired, non-certified officers trained locally will significantly help with our current training budget cost associated with sending officers to Ada, Oklahoma for 16 weeks. I can assure you that I, along with City of Blackwell management, fully support a BPOC program at PTC.

In the last few years, north central rural Oklahoma has seen a decline in not only certified police applicants, but applicants all together. It is getting harder to find people that want to be police officers. The process to become a police officer is long and intensive. It can take a minimum of 7 months before a candidate will hit the streets as a patrol officer. Our new recruits will spend at least 3 months in a field training program, and then another 16 weeks driving 3 hours one way to Ada, Ok for CLEET. This is hard on families, relationships, and is also a big hit to local police budgets.

I believe that bringing a local BPOC program to the region will increase recruiting and put an ease on new hires that can get their training and certification locally. I pledge my department's support, along with the City of Blackwell, to ensure that PTC has all of our assets at their disposal to create a successful program. I am so excited about this plan! The Blackwell Police Department is committed to sending our future generation of police officers to Pioneer Technology Center for certification to serve our community.

Sincerely,



O. Dewayne Wood
Chief of Police
City of Blackwell

Tuesday, May 11, 2021

To Whom It May Concern:

As the current Chief and 27-year officer of the Ponca City Police Department (PCPD), I am more than excited to hear that Pioneer Technology Center is considering adding a Basic Police Officer Certification (BPOC) program. The BPOC is the minimum standard for the training and certification of peace officers in the state of Oklahoma. Every newly hired police officer, who has not earned certification as a peace officer prior to our department hiring him/her, must successfully complete the training within six months of employment. Meeting the training requirement is a costly endeavor for the City of Ponca City. As it stands now, newly hired officers attend the CLEET Basic Academy in Ada, Oklahoma for 16 weeks. Including wages, travel, and supplies, our department invests approximately \$20,000 in certifying any new peace officer. Offering the BPOC program at Pioneer Technology Center will significantly reduce the cost of training and keep new officers at home through the duration of the BPOC. With substantial training related savings, the PCPD is committed to sending newly employed peace officers to Pioneer Technology Center for certification.

PCPD will work closely with PTC to ensure the success of the proposed BPOC program. The City of Ponca City, through the PCPD, will collaborate with Pioneer Technology Center to ensure the BPOC program has access to a firing range, training materials/resources, local subject matter experts, and CLEET trained instructors. Once the program is established, I anticipate PTC becoming a hub of training for CLEET courses.

I stand strong in support of a BPOC program at Pioneer Technology Center. The program will be a valuable asset to our region's law enforcement agencies. Through the BPOC program, PTC and PCPD will collaborate to develop future peace officers; ensuring our community's safety and security needs are being met in a professional and ethical manner.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Bohon', written in a cursive style.

Chief Don Bohon
Ponca City Police Department

Pioneer Technology Center

Performance Profile

Title

Coordinator, Basic Peace Officer Certification

Employer Brand

Pioneer Technology Center is an engaging and supportive workplace focused on collaboration, innovation, building relationships and providing high quality programs and services. At Pioneer Technology Center, we are committed to providing our students and clients the services, training, and skills they need with a focus on positive impact for the communities we serve.

Organizational Value

At Pioneer Technology Center our Core Values are: People, Innovation, Character, Learning and Economic Development.

Behaviors

1. Leader: Decisive, Determined, Direct, Commanding, Assertive – 5
2. Solver: Accurate, Detail-oriented, Analytical, Methodical, Logical – 5
3. Facilitator: Encouraging, Observant, Intuitive, Perceptive, Insightful – 4
4. Includer: Dependable, Loyal, Team-focused, Reliable, Responsible – 4
5. Relator: Supportive, Respectful, Cooperative, Diplomatic, Accepting – 4

Skills

1. Working in a team environment – 5
2. Manage several projects simultaneously – 5
3. Ability to build relationships and relate to students, staff, customers, and agencies – 5
4. Desire to continually learn – 5
5. Knowledge of CLEET and Criminal Justice processes and certifications – 5
6. Prior knowledge of CLEET submittals and protocols – 5
7. Demonstrate sound organizational skills – 5
8. Knowledge of curriculum development – 4
9. Understanding of appropriate instructional strategies and learning styles – 4
10. Proficient with computer technology and software – 4

Experience

1. Five years of law enforcement experience – 5
2. Previous teaching experience – 4

Education & Credentials

- Maintain a valid driver's license – 5
- Clear criminal background check – 5
- Council on Law Enforcement Education and Training (CLEET) Certified – 5
- CLEET Basic Instructor Certification – 5
- CLEET Advanced Instructor Certification – 4
- Bachelor's Degree from a four-year college, or university – 4

Physical Factors

1. Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently to move objects, heavy tools and parts.
2. Stooping, kneeling, reaching, near acuity, far acuity, depth perception, color vision, field of vision or with suitable accommodations.
3. Be able to perform under stress when confronted with emergency, critical, or unusual situations.

Standards of Performance

The Basic Peace Officer Certification Coordinator will be evaluated two times per year during the first three years and annually thereafter.

FLSA Classification

Exempt

Contract Length

12-month

Reporting Relationships

Responsible to the Pioneer Technology Center Board of Education, Superintendent/CEO, and the Executive Director, Full-Time Programs

Working Relationships

Must develop and maintain a positive working relationship with other Pioneer Technology Center staff members, students, parents, business and industry representatives, cooperating agencies and interested community members necessary to provide quality educational programs.

Activity Summary

1. Instruction/Program Health
 - a. Complete and submit all necessary applications/forms to CLEET for the Basic Peace Officer Certification (BPOC), or any other CLEET certified course offered at PTC.

- b. Build and maintain a positive relationship with CLEET and partner agencies.
 - c. Recruit, coordinate and schedule adjunct instructors as needed.
 - d. Market program to all law enforcement agencies in the region.
 - e. Develop and implement strategies to recruit potential students.
 - f. Identify and implement a process of enrolling students into the program while maintaining CLEET and partner agency standards/requirements.
 - g. Participate in selection of students by providing input on the appropriate selection criteria.
 - h. Develop, revise, and update curriculum materials.
 - i. Select and requisition instructional materials, supplies, and equipment.
 - j. Instruct students in the proper use, care, and safety of equipment, materials, supplies, furniture, and facilities.
 - k. Organize the program so that instructional activities can be accomplished safely and efficiently.
 - l. Evaluate student performance based on theory, professionalism and competency in the instructional program based on objectives and established criteria.
 - m. Select special projects on the basis of competencies to be taught.
 - n. Provide modified competency-based, face-to-face, blended, and/or distance instruction to students with a wide range of learning styles.
 - o. Provide a means for students to evaluate classroom and special project experiences.
 - p. Maintain a clean and orderly classroom, shop/laboratory, and office space.
 - q. Maintain discipline and assist students in dealing with personal, social, and vocational problems.
 - r. Sponsor or co-sponsor an active CTSO chapter as assigned.
2. Support Career Readiness and Employability Outcomes
- a. Work cooperatively with counselors and learning consultants to provide educational services for students.
 - b. Instruct students in the importance of accuracy, neatness in appearance, efficiency, and good work habits in obtaining employment.
 - c. Maintain continued contact with the community through an active advisory committee to keep in touch with job entry requirements, current trends, equipment, and placement.
 - d. Assist in providing students an opportunity for work-site learning in a job related to the instructional program.
 - e. Provide student placement opportunities for BPOC completers.
3. Records Maintenance
- a. Complete all CLEET forms, communication, and reports to ensure continued BPOC viability.
 - b. Maintain student records and coordinate with registrar to ensure student transcripts meet CLEET specifications.
 - c. Maintain accurate inventory records.
 - d. Maintain individual student files to include appropriate records and information.
 - e. Maintain/submit records and reports as required by the state and the district by the required deadline.

4. Professional Responsibilities
 - a. Participate in educational, professional, personal development, and community activities to increase and promote program effectiveness and improvement.
 - b. Participate in regularly planned staff meetings.
 - c. Develop and implement strategic plan components and continuous improvement goals for areas of responsibility.
 - d. Maintain professional competence through participation in professional and civic activities including ODCTE meetings, conferences and workshops.
 - e. Maintain accreditation standards for state agency and regulatory board.
 - f. Assist in implementation of board rules, regulations, and policies.
 - g. Maintain an awareness of and adherence to accommodations for special learners as established through Individualized Education Plans or Section 504 documentation.
 - h. Maintain awareness of students with disclosed medical needs/conditions and be prepared to respond as needed and appropriate.
 - i. Support the school's mission and participate in the team management process.
 - j. Maintain professional attitude and appearance when representing Pioneer Technology Center.
 - k. Perform such other tasks, assume other duties and exercise such other authority as may be required or conferred upon me by law or the Board of Education through the Superintendent.

**APPLICATION FOR APPROVAL
OF TEMPORARY APPROPRIATIONS
FOR THE FISCAL YEAR 2021-22**

BE IT RESOLVED: that, in accordance with the provisions of 68 O.S., Section 3020, the County Excise Board is respectfully requested to approve the temporary appropriations listed below for the funds of the hereinafter named school district. It is certified that the amounts so requested do not exceed 100% of the School's Estimate of Needs for 2020-21.

	<u>REQUESTED APPROPRIATIONS</u>
General Fund	
Current Expense	\$ <u>9,700,000</u>
Building Fund	
Erecting, remodeling, or repairing school buildings and purchase of equipment	\$ <u>3,500,000</u>

Approved this 8th day of June, 2021.

BOARD OF EDUCATION
PIONEER TECHNOLOGY CENTER DISTRICT 13
KAY COUNTY, PONCA CITY, OKLAHOMA

ATTEST:

CLERK

PRESIDENT

COUNTY EXCISE BOARD

Approved by the Kay County Excise Board this _____ day of _____, 2021.

ATTEST:

CHAIRMAN

MEMBER

SECRETARY OF KAY COUNTY
EXCISE BOARD

MEMBER

**PIONEER TECHNOLOGY CENTER
2101 NORTH ASH
PONCA CITY, OKLAHOMA
FY 2021-22**

RESOLUTION

Since there is cash on hand in various funds of the School District which cannot at that particular time be used for the purpose which it is intended, we hereby authorize and direct the School District Treasurer or Deputy Treasurer to invest these monies as authorized by Section 485, Oklahoma School Laws of 1990, and to reinvest from time to time as funds are available.

Approved and dated this 8th day of June, 2021.

BOARD PRESIDENT

BOARD CLERK

**PIONEER TECHNOLOGY CENTER
ACTIVITY FUND – LIST OF SUBACCOUNTS
FY 2021 – 2022**

SUBACCOUNT	PURPOSES FOR WHICH FUNDS CAN BE EXPENDED
0001 Interest	Account maintenance such as purchasing checks, receipt books
0002 Petty Cash	Petty cash purchases such as vehicle tags, etc.
0005 Student Council	Community service projects; student organization competitive activities and conference travel expenses; student organization dues; prizes and awards for student activities; girls for success program expenses; program area related apparel; other expenditures not specifically stated may be approved by the Activity Fund Custodian and the Superintendent/CEO
0006 Vending	Refreshments for school activities; reimbursement of expenditures for dinner guests; service awards for board members, employees & students; student travel expenses; graduation ceremony expenses; student activities materials; other expenditures not specifically stated may be approved by the Activity Fund Custodian and the Superintendent/CEO
0010 Bookstore Revenue	Returned books refunds Flow through account – funds transferred to General Fund each month
0011 Equipment Sales	Flow through account – funds transferred to General Fund each month
0012 Facilities Rentals	Flow through account – funds transferred to General Fund each month
0013 ABE Testing Fees	Flow through account – funds transferred to General Fund each month
0014 Incubator Rents	Flow through account – funds transferred to General Fund each month
0015 Incubator Utilities	Flow through account – funds transferred to General Fund each month
0016 Miscellaneous	Flow through account – funds transferred to General Fund each month
0017 Resale	Flow through account – funds transferred to General Fund each month
0018 Shop Revenues	Flow through account – funds transferred to General Fund each month
0019 Day Tuition	Tuition refunds Flow through account – funds transferred to General Fund each month
0020 AT&D Tuition	Tuition refunds Flow through account – funds transferred to General Fund each month
0021 IT&D Tuition	Tuition refunds Flow through account – funds transferred to General Fund each month
0022 Safety Tuition	Tuition refunds Flow through account – funds transferred to General Fund each month
0024 SHARE Local	Flow through account – funds transferred to General Fund each month
0029 ABE Scholarships	ABE testing fees, student assistance, supplies for qualified applicants

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
June 8, 2021 FY 2020/2021

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Levi Barron	Machine Tool Summer Academy	06/14 – 06/17 (up to 12 hrs)	120.00
Coleen Blevins	ABE/HSE Instructor	06/01 – 06/24 (T/TH 2:30-6:30pm)	925.00
Cara Bodick	Human Body Systems PLTW	06/01 – 06/30 (14 days; 6 hrs per day)	2,856.00
Steve Bookout	AT&D Evening Supervisor	05/16 – 06/15 (up to 36 hrs)	900.00
Steve Bookout	AT&D Evening Supervisor	06/16 – 06/30 (up to 32 hrs)	800.00
Vicki Braden	Teacher Prep Curriculum updates	06/01 – 06/10 (40 hrs)	1,680.00
Wendy Burg	Managing Money 101	06/07 – 06/11 (5:00-8:00pm)	240.00
Ricardo Chavez	Industrial Tech Camp & Academy	06/07 – 06/10 (up to 24 hrs)	240.00
Caitlyn Clark	Health Careers LTC Training	06/09 (8hrs)	272.00
Corbin Dewitt	Develop/Pilot online BIS curriculum	06/01 – 06/25 (10 hrs)	300.00
Ashley Eddinger	Science Academy, Curriculum, etc	06/01 – 06/15 (80 hrs)	2,720.00
Lori Evans	AT&D Evening Supervisor	05/16 – 06/15 (up to 48 hrs)	1,200.00
Lori Evans	AT&D Evening Supervisor	06/16 – 06/30 (up to 20 hrs)	500.00
Tyler Evans	School Bus Driver Training	05/10 – 05/31 (up to 30 hrs)	790.20
Tyler Evans	OAPT Conference	06/07 – 06/10 (32 hrs)	842.88
Lane Fisher	AT&D Welding Instructor	04/16 – 05/15 (up to 24 hrs)	600.00
Lane Fisher	AT&D Welding Instructor	05/16 – 06/15 (up to 24 hrs)	600.00
Lane Fisher	AT&D Welding Instructor	06/16 – 06/30 (up to 24 hrs)	600.00
Joella Francis	CNA Skills Testing	04/26 – 05/06 (16.5 hrs)	412.50
Joella Francis	CNA Skills Observer	05/20 (4.5 hrs)	112.50
Ian Freeman	AT&D Welding Instructor	06/01 – 06/30 (M/W 6:00-9:00pm)	600.00
Larry Godley	ABE/ESL Instructor	06/01 – 06/30 (40 hrs)	1,200.00
Elaine Harman	ABE/HSE Math Instructor	06/01 – 06/30 (49 hrs)	1,225.00
Curtis Horne	AT&D Welding Instructor	04/16 – 05/15 (up to 24 hrs)	600.00
Curtis Horne	AT&D Welding Instructor	05/16 – 06/15 (up to 24 hrs)	600.00
Rick Hughes	Real Colors for Frontier School	05/28 (12 hrs)	600.00
Tonya Jackson	ABE/ESL Instructor	06/01 – 06/30 (80.5 hrs)	2,012.50
Zac Ladner	BITE Summer Academy	06/17 – 06/25 (40 hrs)	1,480.00
Jacob Matthews	Automotive Summer Camp Help	06/07 – 06/10 (up to 12 hrs)	120.00
Alisa McCleary	CNA Skills	05/03 – 05/04 (4.5 skills)	112.50
Tracy McCloud	ABE/HSE Instructor	06/01 – 06/30 (M-TH 8:30-11:30am & 12:30-3:30pm)	3,276.00
Olivia McGuire	Childrens Lab Student Intern	06/01 – 06/30 (up to 130 hrs)	1,020.50
Karina Munoz	Childrens Lab Student Intern	06/01 – 06/30 (up to 130 hrs)	1,020.50
Ashley O'Hara	CNA Skills Testing	05/05 (3 hrs)	75.00
Melanie Ochoa	Criminal Justice Summer Academy	06/21 – 06/24 (up to 12 hrs)	120.00
James Page	Bus Driver Examiner	05/18 – 05/31 (up to 12 hrs)	300.00
Diane Pendleton	ABE/HSE Instructor	06/01 – 06/30 (52.5 hrs)	1,312.50
Pam Powers	ABE/HSE Instructor	06/01 – 06/30 (TH 4:30-7:30pm)	350.00
Pam Powers	ABE/HSE TANF Instructor	06/01 – 06/30 (M-F 8:00-11:30am)	2,250.00
Kayla Randol	Etched Glass	06/03 (5:00-8:00pm)	75.00
Tracey Scott	ABE/HSE Instructor	06/01 – 06/30 (T 4:30-7:30pm)	437.50
Lacey Smith	Culinary Academy Assistant	06/21 – 06/24 (up to 24 hrs)	487.20
Kim Stauffer	CDL Prep Class	06/23 – 06/24 (16 hrs)	480.00
Rebecca Stephens	ABE/HSE/TANF Instructor	06/01 – 06/30 (M-F 11:30am-2:30pm)	1,925.00
Rebecca Stephens	ABE/HSE Instructor	06/01 – 06/30 (M 4:30-7:30pm)	350.00
Valerie Streeter	ABE/HSE Clerical Data Entry	06/01 – 06/30 (128 hrs)	1,792.00
Wendy Terrazas	ABE/HSE June Coord Duties	06/01 – 06/30 (80 hrs)	2,960.00

Appendix E