

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, August 10, 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 -
Marketing Plan, Terri Busch\
5. Discussion and vote to approve or not approve the Minutes of the July 13, 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 #20195-20306; Building Fund #20021-20024; Payroll #70114-70143).
7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - A. Traci Thorpe, Superintendent/CEO
 - B. Molly Kyler, Executive Director, Business & Industry Services
8. Discussion and vote to approve or not approve PTC COVID Monitoring & Prevention Plan -
9. Discussion and vote to approve or not approve Practical Nursing Student Handbook for 2021-22

10. Discussion and vote to approve or not approve revisions to policy GBA - Open Records Act
11. Discussion and vote to approve or not approve membership fees of \$2,850 and policy services fee of \$750 to OSSBA (same as last year)
12. Discussion and vote to approve or not approve Westward Expansion Change Order #1
13. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix A.
14. Proposed Executive Session to discuss the employment of Business Solutions Coordinator, employment of Basic Peace Officer Certification Coordinator, employment of Testing Specialist and employment of Kitchen/Teaching Assistant, Children's Lab & Preschool Okla. Stat. Title 25, 307(B)(1).
15. Vote to convene in Executive Session
 - A. Time:
16. Acknowledge return of the Board to Open Session
 - A. Time:
17. Board President statement of Executive Session minutes
18. Motion and vote to approve employment of Business Solutions Coordinator
19. Motion and vote to approve employment of Basic Peace Officer Certification Coordinator
20. Motion and vote to approve employment of Testing Specialist
21. Motion and vote to approve employment of Kitchen/Teaching Assistant, Children's Lab & Preschool
22. New Business
23. Public Comment
24. Motion and vote to adjourn
 - A. Time:

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

POSTED: Pioneer Technology Center, North Entrance

Posted _____

By Allison Christy, Minutes Clerk



20 **21**
22

**COMMUNICATIONS
& MARKETING PLAN**
pioneer^{tech}.edu

Pioneer Technology Center Communications & Marketing Plan

2021 - 2022

MISSION: "Enhancing Lives Securing Futures"

VISION: To be the preferred and most trusted resource for workforce and business development.

VALUES: People Innovation Character Learning Economic Development

MARKETING OBJECTIVES 2021 - 2022:

It is typical that each year PTC's communications and marketing department publishes an annual marketing plan. In addition to that plan, the department has established the following annual objectives:

- **INCREASE** engagement with audiences through Social Media platforms, Email Blast list, and News Media.
- **CREATE** five promotional pieces to the public each year, and promote through Email Blasts, Social Media and Newsprint.
- **TELL** and share engaging stories that create connection with our target audiences.

Weekly Tactics

1. Weekly huddles to review goals, accomplish the to-do list (Any.do) and make adjustments to the Marketing Plan as needed.
2. Maintain a consistent BRAND throughout all graphics and communications.
3. Promote PTC using social media and other outlets daily, targeting services & programs in need of enrollment and promotion.



AUDIENCES AND STRATEGIES

- 1) Internal
 - a) PTC employees and board members
 - b) Current students (adult and secondary) and clients
- 2) External
 - a) Potential students & parents
 - b) Business and Industry
 - c) Potential adult students
 - d) Community at large/stakeholders

Generational Marketing Tips to consider:

- **Boomers** – 90% have a Facebook account, adopting more tech to stay in touch. (Ages 57 – 75)
- **Gen X** - Still read newspapers, magazines, listens to the radio, and watches TV. They are digitally savvy and spend roughly 7 hours a week on Facebook. (Ages 41-56)
- **Millennials/Gen Y** – 95% still watch TV, this generation is extremely comfortable with mobile devices, but 32% will still use a computer for purchases. They typically have multiple social media accounts. (Ages 25 – 40)
- **Gen Z** – Grown up in a hyper-connected world and the smartphone is their preferred method of communication. On average, they spend 3 hours a day on their mobile device. (Ages 10 – 24)
- **Gen A** - Alphas are being raised in homes with smart speakers and devices everywhere; technology is built into everyday items. (Ages 0 - 9)

INTERNAL MARKET STRATEGIES:

PTC EMPLOYEES and BOARD MEMBERS

Messages:

PRIDE/UNITED IN THE HUSTLE
 INNOVATE, EDUCATE, REPEAT
 BRAND AMBASSADORS

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Find 5-10 Employees as Brand Ambassadors	\$0	C&M Dept	TIME: On-Going
New Employee On-Boarding	In-house printing	Terri	TIME: August/On-Going EVAL: C&M Service Survey
In-Service Marketing Update	\$0	C&M Team.	Time: Aug. 2019 EVAL: PTC Staff
PTC Employee FB Group Page	In-house	C&M Team & PTC Staff	TIME: August/On-Going EVAL: C&M Service Survey

CURRENT STUDENTS & CLIENTS

Messages:

PRIDE/UNITED IN THE HUSTLE
 GET SKILLED, GET PAID
 FAST TRACK YOUR FUTURE

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Survey Enrolling Students	CrowdSignal Survey Site \$200	C&M Team SS Team	TIME: First & Second Semester EVAL: Compare results to prior surveys
Creative Graphic Pieces	\$12,000	C&M Team	TIME: On-Going EVAL: Student/customer comments
Utilize lobby displays, LED sign, website, Facebook, Instagram & Twitter to promote all PTC activities	Activity lists from all PTC departments, news media, photos, etc.	C&M Team	TIME: Daily (screens) Regularly (web) EVAL: Student/Stakeholder comments, web clicks

ADVISORY MEMBERS & EDUCATORS

Messages:

TOGETHER WE SUCCEED

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Advisory Night	Promo Items \$500 Print Support Email Blast	C&M Team Exec Director FTP	TIME: Nov EVAL: Compare results to prior surveys
TechConnectEd	Promo Items \$250 Print Support	Student Services & C&M	TIME: 1 time per semester EVAL: Survey at the end
Counselors Retreat	Promo Items \$100 Print Support	Student Services & C&M	TIME: 1 time per semester Regularly (web) EVAL: Survey at the end

EXTERNAL MARKETING STRATEGIES:

POTENTIAL STUDENTS & PARENTS

Messages:

PRIDE/UNITED IN THE HUSTLE
GET SKILLED, GET PAID
FAST TRACK YOUR FUTURE

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Produce print advertising in all schools when it is needed.	\$750	Angie	TIME: Through-out the year
Support Student Services and Career Development Facilitator in recruitment activities with promo items & design recruitment materials	3 rd grade promo items: \$1,500 (+\$50 for booths) 8 th grade promo items: \$1,800 Mid-school items: \$1,000 Sophomore promo items: \$1,000 (+\$200 for booths)	C&M Team	TIME: As Scheduled by recruitment team EVAL: Student Feedback; Target Market Research
Continue sending and placing information on the website geared towards adult students and parents.	\$60 Domain Hosting, \$5,000 for web changes	C&M Team; supported by staff for content and web solution company	TIME: Through-Out the Year
Enhance brand and "messages" with social media Twitter, Facebook & Instagram	\$0	C&M Team will act as clearing house but be supported with information for content.	TIME: Weekly/Daily if needed EVAL: Engagement Stats
Support Student/Parent Back to School Event	\$250 for signs, advertising, & materials. SignUpGenius	C&M Team help with supplies, survey students/parents	TIME: AUGUST EVAL: Number of student's pre-enrolled stay enrolled.
Work with EMT group and supply T-shirts and promo items for enrolling High School Students	\$3000	EMT Team & C&M	TIME: April/May

BUSINESS & INDUSTRY

Messages:

LAUNCH YOUR BUSINESS FROM SQUARE ONE
WE CAN MAKE YOUR CHALLENGES EASIER
OUR BUSINESS EXPERTS SAVE YOU TIME AND MONEY
OUR EXPERTISE LEADS TO YOUR SUCCESS AND GROWTH

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Have daily information posted for BIS Opportunities on social media. Promote BIS events.	\$0	C&M Team	TIME: Weekly EVAL: Engagement Stats
Produce flyers, brochures, stories, ads and videos to promote BIS specific efforts.	<i>Ads Included in advertising budget under "Community at Large" section</i>	C&M Team BIS Staff	TIME: As needed/requested EVAL: BIS event evaluations and follow-up
Email Blast	\$300	C&M Team BIS Staff	TIME: Monthly EVAL: Analytics of Clicks
Provide promo items for potential clients and business gatekeepers. (This will help them meet their goal of increasing market reach.)	\$3,200	C&M Team BIS Staff	TIME: August and on-going
Small Business Week assist in hospitality event to promote BIS Incubator & Coordinators.	\$750	BIS Staff	TIME: May
BBQ w/BIS event support.	\$500	C&M Team BIS Staff	TIME: May
1Million Cups on YouTube each month	0	C&M Team	TIME: On-Going
Support All BIS activities; Ben Evans/City Central, T&I Breakfast, Employee Outreach Luncheon, Advisory Group, Lunch/Learns & more.	\$100 Flyers/Online Content	C&M Team	TIME: On-Going

POTENTIAL ADULT STUDENTS

Messages:

PRIDE/UNITED IN THE HUSTLE.
GET SKILLED, GET PAID.

TACTICS	SUPPLIES & EST. COST	PLAYERS	TIMELINE/EVAL.
Design, print and mail AT&D Schedule 2 times per year, plus Summer Postcard (coordinate newspaper ads with schedule)	\$24,000	C&M Team AT&D Staff	TIME: Design in June, October, March. EVAL: AT&D Staff, customer feedback; # of calls when launched
Support all areas in maintaining a customer friendly atmosphere	PTC pens for customers (\$300-\$500), marketing materials	Terri Angie	TIME: As requested EVAL: Informal observations and feedback
Email Marketing twice per month to promote AT&D classes.	\$300	C&M Team	Email Marketing
Work with EMT group and supply T-shirts and promo items for incoming adult students	\$1500	EMT Team & C&M Team	Time: April/May
Social Media Events	\$0	C&M Team	Time: On-Going

COMMUNITY-AT-LARGE & STAKEHOLDERS

Messages:

PRIDE/UNITED IN THE HUSTLE
GET SKILLED, GET PAID
SUCCESSFUL STUDENT, THRIVING CITIZEN
INNOVATE, TRAIN, REPEAT

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Participate in Chamber Business Resource Directories	~\$1300 PC	Angie	TIME: PC – Annually in fall, Blackwell – e/o year spring. EVAL: Informal feedback, # of inquiries from ad in resource guide
Produce and schedule ads for full-time programs, BIS, AT&D <ul style="list-style-type: none"> • Newspaper • Radio • School publications <small>(Ads include display ads, classifieds/position announcements, public and legal notices, and news briefs)</small>	\$5,000 +	Terri Angie	TIME: On-going EVAL: Informal staff/customer feedback. "How did you hear about us?" survey
Produce catalog that highlights all of PTC's programs and services.	\$2,900	C&M Team	TIME: Print March EVAL: Informal feedback
Email Marketing Blast for BIS/AT&D	\$300	Angie	Weekly EVAL: Analytics
Coordinate marketing efforts with regional and statewide initiatives	\$13,750 Statewide Mktg Cooperative	C&M Team	TIME: On-going
Coordinate marketing efforts for CareerTech month	Printing, Giveaways, Videos	C&M Team	TIME: February
Host a booth at the Kay County Free Fair	Promo Items: \$1,500	PTC Staff	TIME: September EVAL: Feedback of visitors at booth
Assist in technology for Student Job Board website, stories on Web/Lobby Display, News Media	\$0	Academic Center, C&M Team, HR, Placement Facilitator	TIME: As occur
Utilize LED sign for announcements & Marketing Opportunities	\$0	C&M Team	Time: As occur
Promote Summer Camp/buy T-shirts for staff for recruitment.	\$1,500	C&M Team, Student Services	May
Annual Parades	\$1,500	C&M Team, Student Services, Parade Committee	October
Westward Expansion promo items for Open House and Media Day.	\$1500	C&M Team	October 2021

SOCIAL MEDIA MARKETING PLAN

Goals:

1. **INCREASE** Social Media Engagement
2. **ELEVATE** Westward Expansion Awareness
3. **IMPROVE** online brand and reputation

Goal 1 Tactics	Goal 2 Tactics	Goal 3 Tactics
<ol style="list-style-type: none"> 1. Create list of 10 - 15 parents and staff that are willing to re-share content on personal pages. "Brand Ambassadors," to share content. 2. Create at least 1 new piece of content each week using Canva to promote across social media networks. 3. Choose the top-performing post each month and measure engagement, then apply to future posts. 	<ol style="list-style-type: none"> 1. Post an estimated 3 times daily about FTP, AT&D & BIS 2. Set aside time each day to respond to comments and interactions. 	<ol style="list-style-type: none"> 1. Consistently do tactics from Goals 2 & 3 2. Use Canva to create consistent look. 3. Form a social media planner with holidays and specific social media engagement days. Make a folder for holiday closure banners and greetings.

MARKETING TIMELINE:

2021

AUGUST:

- Update "Branding" Info. & New Employee On-Boarding - *Terri*
- Promote ABE/GED enrollment period - *Terri*
- Print & distribute AT&D fall schedule - *All*
- Promote Back to School night with media– *Terri*
- Prepare Survey for campus visitors during Back to School Event - *Terri*
- Get Daytime/Fulltime Catalog in house and on website – *Angie*
- Promote Student Ambassador application -- *All*
- Promote Guaranteed Graduate Initiative with directors to new students – *C&M Team & Directors*
- Check Rack Card Supplies for Programs/Order New Business Cards if needed – *Angie*
- Start Promotion of Foundation Dinner – *C&M*

SEPTEMBER:

- Start Planning for Christmas Market in December – *C&M*
- Design chamber directory ads. Use new messages. - *Angie*
- Host a booth at the Kay County Free Fair – *PTC Staff*
- Use iPads for surveys at the Fair/Giveaways for each night – *Terri*
- Order promo items for parades – *Angie*
- Plan for video for recruitment using Student Ambassadors – *Terri*
- Assist with CTSO Kick-Off Party – *C&M*
- Manufacturing Day Promotion – *C&M*
- Make plans for Construction month (October) – *C&M*
- Promotion of Foundation Dinner – *C&M*

OCTOBER:

- Construction Month – *C&M*
- Assist/Support for the Po-Hi Career Fair – *Student Services*
- Assist with Sophomore Visits - *Staff*
- Promote ABE/GED enrollment period – *Terri*
- Shoot video for recruitment using Student Ambassadors – *Terri*
- Promote Fall Fest and Activities – *Terri*
- Holiday Market Planning – *C&M*
- Take Program photos – *C&M*
- Attend Foundation Roast, Take photos & Post - *Terri*

NOVEMBER:

- Design AT&D Winter/Spring & get Cover Options to Pam- *Angie*
- Send Board Election Legal Notices to appropriate newspaper - *Angie*
- Work with Foundation about Giving Tuesday - *Angie*
- Advisory Night Set-Up and Communication - *C&M*
- Run Ads as Testimonials in area Newspapers – *C&M/BIS*
- Send AT&D schedule to printer - *Angie*
- Veterans Activities Military – *Angie*
- Holiday Market – *C&M/Holiday Market Volunteers*

DECEMBER:

- Board Recognition Month/Social Media/Newspaper/Lobby/Sign – *C&M*
- Create videos with class photos – *Terri*
- Create video for holiday greeting on Social Media – *Terri*
- Update and view marketing survey and make changes as needed – *Terri*
- Update all surveys, BIS, AT&D and Student – *Terri*
- Constant Contact Christmas Card – *Angie*
- Print Christmas Cards for Traci – *Angie*
- Start Wall of Fame Project – *Angie*
- Take Program Photos – *C&M*

2022

JANUARY:

- Start Catalog Design - *Angie*
- Send Board Appreciation Ads to Newspapers – *Angie*
- Communicate Employee Satisfaction Results (if appropriate year) – *Terri*
- Schedule CareerTech Month Activities – *C&M*
- Mid-Year Review of C&M Goals – *C&M*
- Update staff and assist Professional Development group with Customer Service Overview - *Terri*

FEBRUARY:

- Promote CareerTech Month (Radio, table displays, Supt. Corner, mid-week) – *CM Staff*
- Add daily photos to all social media to promote CareerTech Month – *Terri*
- Promote Preview Night – *Terri*
- Start working on Summer Camp/Summer Academies – *C&M Team*
- Get new t-shirt theme for new enrolling students for April – July – *SS/C&M Team*

MARCH:

- Promote ABE/GED enrollment period if needed – *C&M*
- Put Up Wall of Fame Posters - *Angie*
- Design AT&D summer postcard/schedule – *Angie*

- Design material for Foundation Dinner - *Angie*
- Schedule Spring Break Social Media – *Terri*

APRIL:

- Send AT&D summer schedule to printer and put on website – *Angie*
- Promote BBQ with BIS – C&M
- Start on Gold Star Award Application - *Terri*
- Continue Promotion for Summer Camp/TechConnectEd/Summer Academies – *Terri*
- Order t-shirts for new enrolling students – *Angie*

MAY:

- Update survey for new students when they enroll – *Terri/Lori*
- Small Business Week, promote on web & social media with BIS Staff - *Terri*
- Help promote summer camps on web & social media – C&M
- Promote Graduations with video, news releases and picture opps – C&M
- Facebook Live all graduations and events – *Terri*
- Work on Full-Time Program Catalog/Upload to Website– C&M
- Update website with new information from Catalog – *Angie*
- Update By the Numbers Flyer/Powerpoint/Web – *Angie*

JUNE:

- Capture Summer Camp/Academy moments and group photos– C&M
- Revise marketing plan – C&M (*talk with Exec Team*)
- Assist in Student/Nursing Handbook Cover & place on website – C&M
- Meet with staff to update website – C&M
- Review Crisis Management Plan – *Terri*
- Update school calendar & Main PTC Calendar on website - C&M

JULY:

- Capture Summer Academy moments and group photos– C&M
- Submit new marketing plan – *Terri*
- Design AT&D fall schedule – *Angie*
- Add Catalog graphics to website – C&M
- Prepare for In-Service Marketing Update – *Terri*
- Support Safety at Okie Contractor Fair (promo items) – *Angie*

ON-GOING/AS NEEDED ACTIVITIES:

- Facebook/Twitter/Instagram Daily Updates
- Live Facebook videos for special events
- Press Releases for PTC activities to papers, web media & website
- Staff surveys - C&M
- “Cross-promote” PTC options (AT&D, BIS, Full-Time, etc.)
- Website updates - C&M
- Student surveys - C&M
- Lobby Display & Outside Sign updates (weekly)
- Positive media coverage for ALL of PTC (ads, press releases, website, etc.)
- Ads in HS yearbooks and activity programs
- Special and new AT&D course promotion
- Assist any program & Superintendent/CEO with PTC presentations to community
- Involvement in local and state CTE
- Monthly assist BIS/AT&D with Email Blast promotion
- Monthly filming of 1Million Cups and place on YouTube
- Make flyers for all programs/services and hang them up
- Regularly tour hallways for sign/flyer cleanup
- Consistent Brand across all campus and media

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, July 13, 2021 6:00 PM
Room B120
2101 N. Ash St.
Ponca City, Oklahoma 74601

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

Board Members Attended:

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

Also in attendance were Traci Thorpe, Kahle Goff, Stacey Rush, Molly Kyler, Terri Busch, Johnny Thornburgh and Allison Christy.

3. Flag salute and moment of silence

4. Discussion and vote to approve or not approve the Minutes of the June 8, 2021 regular Board of Education meeting

Motion to approve the Minutes of the June 8, 2021 regular Board of Education meeting 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. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (FY21 - General Fund #11570-11572; Building Fund #none; Payroll #none) (FY22 - General Fund #20001-20194; Building Fund #20001-20020; Payroll #70001-70113).

Motion to approve the Financial Reports, Activity Fund Report and Encumbrance/Change Order Lists as presented 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

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

Traci Thorpe, Superintendent/CEO

July has been a very busy month. We have had several staff openings with only 4 remaining after tonight. It's been fun hosting summer camps and academies; we've had about 111 students attend. CME is donating a plasma table. The Area Supt. meeting is next Wednesday. We have several new superintendents. July 27 is a Centers for Workforce Excellence meeting. Employee training - what do they need to work for some employers. Next meeting is at end of the month. Several employees attended the airport runway dedication. LaNell Reed is retiring June 2022. We will receive information from Dr. Mack about district rezoning in August. Rezoning plans will go to the State Board on October 24, 2021. The Governor is looking to appoint a state board candidate from District 3. Traci spoke with Lee Evans about being a potential candidate and he said he would be happy to put his name in the hat. We received the third installment of Cares Act \$ (ARP money), Most will be used for offering short-term training tuition waivers. The construction crew is starting to get exterior of the Westward Expansion installed.

Molly Kyler, Executive Director, Business & Industry Services

Molly reported some of the Business & Industry Services numbers so far for FY21. They include 506 Classes (Customized, AT&D, Safety, etc.), 49,775 Contact Hours, 1,825 Consults, 26 Jobs Created, 316 Jobs Retained and \$444,000 Revenue Generated. The BIS team has had a good year. There are two tenants in the incubator and a new business, Splash Co., that hasn't moved in yet. They teach water survival skills for children.

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

Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A. 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. Discussion and vote to approve or not approve the full-time programs student handbook for 2021-22

Motion to approve student handbook for 2021-22 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

9. Discussion and vote to approve or not approve a contract with the Pioneer Technology Center Foundation for FY22.

Motion to approve a contract with the Pioneer Technology Center Foundation for FY22 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 the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Community (Single-Occurrence) Event(s), Solicitation of donations - if a list of prospective donors is submitted with the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator.

Motion to approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Community (Single-Occurrence) Event(s), Solicitation of donations, if a list of prospective donors is submitted with the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator 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

11. Discussion and vote to approve or not approve revisions to Instructional evaluation instrument
Motion to approve revisions to instructional evaluation instrument 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

12. Discussion and vote to approve or not approve the following list of new or revised policies::BBH - Development Opportunities, Board Members; BFA - Board Policies; BJ - Board of Education Officer, Superintendent; BKBB - School Social Media Accounts (NEW); BKBC - School District Approved Social Media Accounts (NEW); CI - Disposal of Surplus School Property; DBH - Accommodations for Lactating Employees (NEW); DC - Employment Practices; DCB - Employment Vacancies; DCCA - Testing Employees (Other Than Bus Drivers); DEB - All Leave; DHAC - Staff Members and Social Networking Sites (NEW); DOAC - Support Personnel Suspension, Demotion, Termination, or Nonreemployment; DOCB - Reduction in Force, Support Personnel; EJB - Suicide Awareness and

Training (NEW); FDBAA - Electronic Signatures (NEW); FDBA - Tuition Fees; FNCA-R - Student Conduct, Dress Code (Regulation); FNF-R - Search of Students, Regulations; GBA - Open Records Act; GBA-R - Open Records Act, Regulations and GKA - Alcohol on Special Events (NEW)

Motion to approve the following list of new or revised policies::BBH - Development Opportunities, Board Members; BFA - Board Policies; BJ - Board of Education Officer, Superintendent; BKBB - School Social Media Accounts (NEW); BKBC - School District Approved Social Media Accounts (NEW); CI - Disposal of Surplus School Property; DBH - Accommodations for Lactating Employees (NEW); DC - Employment Practices; DCB - Employment Vacancies; DCCA - Testing Employees (Other Than Bus Drivers); DEB - All Leave; DHAC - Staff Members and Social Networking Sites (NEW); DOAC - Support Personnel Suspension, Demotion, Termination, or Nonreemployment; DOCB - Reduction in Force, Support Personnel; EJB - Suicide Awareness and Training (NEW); FDBAA - Electronic Signatures (NEW); FDBA - Tuition Fees; FNCA-R - Student Conduct, Dress Code (Regulation); FNF-R - Search of Students, Regulations; GBA - Open Records Act and GKA - Alcohol on Special Events (NEW) passed with GKA – Alcohol on Special Events (NEW) removed, 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

13. Separate vote to approve or not approve the addition of policy GKA – Alcohol for Special Events. Motion to approve the addition of policy GKA – Alcohol for Special Event passed with a motion by Mr. Laurence Beliel and seconded by Ms. Gay Norris.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Nay

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 1

14. 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 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

15. Proposed Executive Session to discuss the employment of Automotive Service Tech Instructor, employment of ABE/HSE Coordinator/Instructor, employment of Health Programs Teaching

Assistant/Bus Driver, employment of T&I Programs Teacher Assistant/Bus Driver and Children's Lab & Preschool Teacher Okla. Stat. Title 25, 307(B)(1).

No Executive Session

16. Motion and vote to approve employment of Automotive Service Tech Instructor, ABE/HSE Coordinator/Instructor, Health Programs Teaching Assistant/Bus Driver, T&I Teaching Assistant/Bus Driver and Children's Lab & Preschool Teacher.

Motion to approve employment of Brett Haas as Automotive Service Tech Instructor, Jennifer Wehrenberg as ABE/HSE Coordinator/Instructor, Kindal Eller as Health Programs Teaching Assistant/Bus Driver, Melinda Phillips and T&I Teaching Assistant/Bus Driver and Sharon Calfy as Children's Lab & Preschool Teacher passed with a motion by Ms. Debbie Leaming 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. New Business

No New Business

18. Public Comment

No Public Comment

Board President J.D. Soulek adjourned the meeting at 7.39 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: 20195 to PO: 20306

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
20195	SHERATON OKLAHOMA CITY DOWNTOWN	AUTO SERVICE - TRAVEL LODGING	350.00	07/08/2021
20196	HAMPTON INN & SUITES - OWASSO	AUTO SERV - TRAVEL LODGING	198.00	07/08/2021
20197	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	86.24	07/12/2021
20198	WAL-MART	TANF STUDENT ASSISTANCE OTHER	72.48	07/12/2021
20199	OSSBA	STAFF TRAVEL - REGISTRATION	175.00	07/12/2021
20200	MERRIFIELD OFFICE PLUS	BUILDING MAINT - SUPPLIES	687.00	07/12/2021
20201	MERRIFIELD OFFICE PLUS	SUPERINTENDENT SUPPLIES	21.99	07/12/2021
20202	MEEKS GROUP	MARKETING - PRINTING	7,709.42	07/12/2021
20203	PONCA CUSTOM TEES	MARKETING - ADVERTISING	3,549.53	07/12/2021
20204	PONCA CITY CHAMBER OF COMMERCE	INNOVATION MGR - TRAVEL REGISTRATION	450.00	07/12/2021
20205	4 IMPRINT INC	MARKETING - ADVERTISING	568.50	07/13/2021
20206	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	07/13/2021
20207	AMAZON CAPITAL SERVICES	AT&D - RESALE BOOKS	190.20	07/13/2021
20208	FIRST BANKCARD VISA	MARKETING - ADVERTISING	53.90	07/13/2021
20209	A+ PRINTING	MARKETING - PRINTING	485.00	07/13/2021
20210	PONCA CITY QUARTERBACK CLUB	MARKETING - ADVERTISING	200.00	07/13/2021
20211	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	51.05	07/13/2021
20212	STAPLES ADVANTAGE	BIS ADMIN AND CENTRAL SUPPLIES	182.69	07/13/2021
20213	HOBBY LOBBY	BUILDING MAINT/SUPPLIES	110.37	07/14/2021
20214	WAL-MART	COMPUTER SERVICES -- SUPPLIES	134.64	07/14/2021
20215	NEWKIRK FAMILY HEALTH CENTER	BUS MAINT - DRIVERS PHYSICALS	260.00	07/14/2021
20216	BUMPER TO BUMPER AUTO PARTS	GROUPS SUPPLIES	40.00	07/14/2021
20217	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	35.00	07/15/2021
20218	MLC CAD SYSTEMS LLC	ARP HEERF III - EQUIPMENT	78,864.00	07/15/2021
20219	VECTIS AUTOMATION LLC	ARP HEERF III - EQUIPMENT	93,650.00	07/15/2021
20220	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	196.77	07/15/2021
20221	HOBBY LOBBY	AT&D RESALE SUPPLIES	180.80	07/15/2021

PIONEER TECHNOLOGY CENTER

From PO: 20195 to PO: 20306

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

PO #	Vendor Name	General Description	Amount	Date
20222	INDUSTRIAL SOLUTIONS INC.	IT&D INSTRUCT.- PROFESSIONAL SERVICES	7,300.00	07/15/2021
20223	MERRIFIELD OFFICE PLUS	BUILDING MAINT/SUPPLIES	536.00	07/15/2021
20224	CAREER TECH FINANCE DIVISION	STUDENT SERVICES - TRAVEL REGISTRATION	35.00	07/15/2021
20225	BADGEPASS	CENTRAL SUPPLIES	374.00	07/15/2021
20226	AMERICAN TELEPHONE	COMPUTER SERVICES SUBSCRIPTION	3,175.00	07/15/2021
20227	FROG STREET PRESS	CHILD LAB & PRESCHOOL - TRAVEL REGISTRATION	597.00	07/15/2021
20228	DISCOUNT SCHOOL SUPPLY	CHILD LAB & PRESCHOOL - SUPPLIES	725.00	07/15/2021
20229	HUBERT COMPANY	CHILD LAB & PRESCHOOL - SUPPLIES	100.00	07/15/2021
20230	AMC URGENT CARE PLUS	TANF MEDICAL DENTAL	15.00	07/15/2021
20231	FIRST BANKCARD VISA	TANF DUES/FEEES/CERTIFICATES	5.00	07/15/2021
20232	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	60.00	07/15/2021
20233	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	07/15/2021
20234	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	85.80	07/15/2021
20235	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	20.00	07/15/2021
20236	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	20.00	07/15/2021
20237	ELSEVIER	AT&D RESALE BOOKS	1,050.00	07/20/2021
20238	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	46.80	07/21/2021
20239	RIB CRIB	BID ASSISTANCE - SUPPLIES	58.99	07/21/2021
20240	CAPITAL ONE AUTO FINANCE	TANF STUDENT ASSISTANCE OTHER	460.00	07/21/2021
20241	FIRST BANKCARD VISA	TANF DUES/FEEES/CERTIFICATES	200.00	07/21/2021
20242	MEEKS GROUP	MARKETING NON-INSTRUCT - EQUIPMENT	8,372.07	07/21/2021
20243	WYNDHAM GRAND HOTEL	COSMETOLOGY INSTRUCTOR TRAVEL LODGING	340.00	07/21/2021
20245	ULTIMATE PEST CONTROL	LAWN CARE SERVICES	2,000.00	07/21/2021
20246	WYNDHAM GRAND HOTEL	CONSTRUCTION INSTRUCTOR TRAVEL LODGING	340.00	07/21/2021

PIONEER TECHNOLOGY CENTER

From PO: 20195 to PO: 20306

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

PO #	Vendor Name	General Description	Amount	Date
20248	WAL-MART	HCC1 - INSTRUCTION SUPPLIES	40.00	07/22/2021
20249	AMAZON CAPITAL SERVICES	HCC1 - INSTRUCTION SUPPLIES	51.96	07/22/2021
20250	AMAZON CAPITAL SERVICES	CENTRAL - SUPPLIES	494.65	07/22/2021
20251	SHERATON OKLAHOMA CITY DOWNTOWN	CULINARY ARTS--STAFF TRAVEL LODGING	350.00	07/26/2021
20252	EVERYMANS OPTION L.L.C.	BLDING MAINT SUPPLIES	59.00	07/26/2021
20253	A+ PRINTING	MARKETING/PRINTING (ARP) HEERF III	60.00	07/26/2021
20254	360 OUTDOOR TURF	GROUNDS REPAIRS	724.02	07/26/2021
20255	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	590.23	07/26/2021
20256	JOSH SHORT PLUMBING INC.	BLDING MAINT. REPAIRS	500.00	07/26/2021
20257	BEST WESTERN SADDLEBACK	SAFETY - TRAVEL LODGING	99.99	07/27/2021
20258	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	59.10	07/27/2021
20259	BRACE BOOKS & MORE	STAFF DEVELOP - SUPPLIES	106.35	07/27/2021
20260	PONCA CUSTOM TEES	AT&D - RESALE SUPPLIES	260.00	07/28/2021
20261	AMERICAN HEART ASSOCIATION	SAFETY - SUPPLIES	1,022.50	07/28/2021
20262	WAL-MART	TANF STUDENT ASSISTANCE OTHER	818.48	07/28/2021
20263	HOBBY LOBBY	CHILD LAB & PRESCHOOL - SUPPLIES	350.00	07/28/2021
20264	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	250.00	07/28/2021
20265	TEACHER CREATED RESOURCES	CHILD LAB & PRESCHOOL - SUPPLIES	240.59	07/28/2021
20266	WHITTON SUPPLY CO.	FFM SUPPLIES	100.00	07/28/2021
20267	MSC INDUSTRIAL SUPPLY CO	INDUSTRIAL TECH - SUPPLIES	674.86	07/28/2021
20268	TECH LABS	INDUSTRIAL TECH - SUPPLIES	185.00	07/28/2021
20269	ESKIMO JOES PROMOTIONAL PRODUCTS GROUP	MARKETING/ADVERTISING	579.31	07/28/2021
20270	A+ PRINTING	MARKETING/ADVERTISING	58.00	07/28/2021
20271	STAPLES ADVANTAGE	CHILD LAB & PRESCHOOL - SUPPLIES	200.00	07/28/2021
20272	FIRST BANKCARD VISA	MARKETING/ADVERTISING	107.89	07/28/2021
20273	AMERICAN HEART ASSOCIATION	AT&D RESALE SUPPLIES	340.00	07/29/2021

PIONEER TECHNOLOGY CENTER

From PO: 20195 to PO: 20306

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

PO #	Vendor Name	General Description	Amount	Date
20274	ACTION TRUCK PARTS	BUS MAINT REPAIRS	259.32	07/29/2021
20275	MSC INDUSTRIAL SUPPLY CO	MACHINE TOOL SUPPLIES	2,280.00	07/29/2021
20276	PIONEER FIRE & SAFETY	BLDG MAINT - REPAIRS	1,350.00	07/29/2021
20277	LA QUINTA INN & SUITES - MOORE	FINANCE - STAFF TRAVEL - LODGING	275.00	07/29/2021
20278	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	26.98	07/29/2021
20279	SALT CREEK TEES	CRIMINAL JUSTICE - SUPPLIES	1,200.00	08/04/2021
20280	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	08/05/2021
20281	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	08/05/2021
20282	AAMP	TANF STUDENT ASSISTANCE OTHER	100.00	08/05/2021
20283	LOWE'S HOME CENTER INC	BUILDING MAINT SUPPLIES	146.50	08/05/2021
20284	MURRAY WOMBLE	BUILDING REPAIRS MAINT	1,634.00	08/05/2021
20285	WAL-MART	TANF STUDENT ASSISTANCE OTHER	154.00	08/05/2021
20286	AMERICAN TELEPHONE	COMPUTER SERVICES - REPAIRS AND SUPPLIES	4,955.00	08/05/2021
20287	KELLE REPAIR AND TIRE CENTER	BUS MAINT REPAIRS	1,394.00	08/05/2021
20288	WAL-MART	TANF STUDENT ASSISTANCE OTHER	800.00	08/05/2021
20289	AAMP	TANF STUDENT ASSISTANCE OTHER	85.00	08/05/2021
20290	WAL-MART	TANF STUDENT ASSISTANCE OTHER	375.00	08/05/2021
20291	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	140.00	08/05/2021
20292	PONCA CUSTOM TEES	MARKETING/ADVERTISING	225.86	08/05/2021
20293	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	18.50	08/05/2021
20294	LOWE'S HOME CENTER INC	WELDING - SUPPLIES	348.90	08/06/2021
20295	FASTENAL COMPANY	WELDING - SUPPLIES	389.70	08/06/2021
20296	S/P 2	AUTO TECH - SUBSCRIPTION	299.00	08/06/2021
20297	MEEKS GROUP	MARKETING - NONINSTRUCT EQUIP UNDER \$2500	1,633.56	08/06/2021
20298	GALAXIE BUSINESS EQUIPMENT INC	COMPUTER SERVICES - REPAIRS	240.00	08/06/2021
20299	NEWEGG BUSINESS	COMPUTER SERVICES EQUIPMENT UNDER 2500	1,750.00	08/06/2021
20300	WARD'S NATURAL SCIENCE EST LLC	BIOMED- SUPPLIES	157.45	08/06/2021

PIONEER TECHNOLOGY CENTER
From PO: 20195 to PO: 20306

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
20301	EDVOTEK INC	BIOMED- SUPPLIES	55.00	08/06/2021
20302	PASCO SCIENTIFIC	BIOMED- SUPPLIES	199.00	08/06/2021
20303	WAL-MART	BIOMED- SUPPLIES	10.78	08/06/2021
20304	PROJECT LEAD THE WAY (PLTW)	BIO MED CLASSROOM SUPPLIES	2,540.00	08/06/2021
20305	PROJECT LEAD THE WAY (PLTW)	BIO MED CLASSROOM SUPPLIES	2,610.50	08/06/2021
20306	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	49.05	08/06/2021
Current Encumbered			248,502.27	

PIONEER TECHNOLOGY CENTER

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

From: 09 Jul 2021 to: 06 Aug 2021

PO #	Vendor Name	General Description	Amount	Date
20012	BEN E. KEITH FOODS-OKLAHOMA	BLANKET PO	20,000.00	07/01/2021
20026	FIRST BANKCARD VISA	BLANKET PO	1,500.00	07/01/2021
20035	NEXTIVA INC	BLANKET PO	2,100.00	07/01/2021
20061	SYSCO FOOD SERVICE OF OKLAHOMA	BLANKET PO	-35,000.00	07/01/2021
20063	TANF STUDENT ASSISTANCE	BLANKET PO	6,000.00	07/01/2021
20064	TANKERSLEY	BLANKET PO	15,000.00	07/01/2021
20065	TRAVEL (STAFF)	BLANKET PO	5,800.00	07/01/2021
20086	FIRST BANKCARD VISA	CHILDREN'S LAB SUPPLIES	-200.00	07/01/2021
20089	FIRST BANKCARD VISA	MARKETING SUBSCRIPTION	-47.08	07/01/2021
20102	LARRY MURPHY INSUR	INSURANCE	314.00	07/01/2021
20124	POSTER COMPLIANCE CENTER	SUBSCRIPTIONS	-32.05	07/01/2021
20125	POWERSCHOOL GROUP LLC	SOFTWARE SERVICES	-88.14	07/01/2021
20152	POLICE ONE ACADEMY	CRIMINAL JUSTICE - BOOKS	-25.00	07/01/2021
20157	FIRST BANKCARD VISA	CHILD LAB & PRESCHOOL TRAVEL -	-317.65	07/01/2021
20159	HOBBY LOBBY	AT&D RESALE SUPPLIES	62.39	07/01/2021
20160	WAL-MART	AT&D RESALE SUPPLIES	-9.00	07/01/2021
20161	EMBASSY SUITES - NORMAN	PN LODGING	-42.00	07/01/2021
20162	FIRST BANKCARD VISA	AT&D RESALE BOOKS	-126.87	07/01/2021
20168	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	1,592.76	07/01/2021
20174	FIRST BANKCARD VISA	AT&D RESALE BOOKS	-30.00	07/06/2021
20180	X-CEL BADGE & ENGRAVING C	MARKETING - ADVERTISING	-4.50	07/06/2021
20188	SUMMIT TRUCK GROUP	BUS MAINT REPAIRS	11.50	07/07/2021
20189	PROVISIONS COFFEEHOUSE & EATERY	ADVISORY COMMITTEE MEETING FOOD	-42.43	07/07/2021
20190	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-26.06	07/08/2021
20191	SUMMIT BUS	BUS MAINT REPAIRS	812.85	07/08/2021
20192	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	-21.25	07/08/2021
GEN FUND-FOR OPERAT TOTAL:			17,181.47	
REPORT TOTAL:			17,181.47	

Building

PIONEER TECHNOLOGY CENTER
From PO: 20021 to PO: 20024

Encumbrance For Board Approval
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
20021	MURRAY WOMBLE	BUILDING MAINT REPAIRS	4,589.00	07/14/2021
20022	HERITAGE PAINTING & SERVICES	MAJOR/REMODEL REPAIRS	1,000.00	07/19/2021
20023	CD ELECTRIC LLC	BLDG MAINT - MAJOR REPAIRS REMODEL	1,370.00	07/27/2021
20024	MURRAY WOMBLE	MAJOR REPAIRS/REMODEL	3,292.00	08/06/2021
		Current Encumbered	10,251.00	

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval
X CHANGE ORDER REPORT
BUILDING FUND

From: 09 Jul 2021 to: 06 Aug 2021

PO #	Vendor Name	General Description	Amount	Date
20005	WINTERROWD TALLEY ASSOCIATES	ARCHITECT FEES	-5,000.00	07/01/2021
20009	LAB RESOURCES	COMPUTER SERVICES - SOFTWARE RENEWAL	-275.00	07/01/2021
20019	LOWE'S HOME CENTER INC	BLDG MAINT - REPAIRS	-17.40	07/06/2021
BUILDING FUND TOTAL:			-5,292.40	
REPORT TOTAL:			-5,292.40	

Payroll

PIONEER TECHNOLOGY CENTER
From PO: 70114 to PO: 70143

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70114	MCNICHOLAS, AMIEE E	PAYROLL ENCUMBRANCE	9,042.60	07/01/2021
70115	BOSWELL, BELINDA G	PAYROLL ENCUMBRANCE	8,915.37	07/15/2021
70116	CALFY, SHARON L	PAYROLL ENCUMBRANCE	35,798.76	07/15/2021
70117	HODGSON, JONATHAN T	PAYROLL ENCUMBRANCE	82,390.43	07/15/2021
70118	TYSON, DENISE	PAYROLL ENCUMBRANCE	44,976.38	07/15/2021
70119	WEHREBERG, JENNIFER	PAYROLL ENCUMBRANCE	90,858.06	07/15/2021
70120	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	78,083.08	07/15/2021
70121	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	95,029.70	07/15/2021
70122	BROWN, LORI L	PAYROLL ENCUMBRANCE	78,224.16	07/15/2021
70123	CLARK, CAITLYN J	PAYROLL ENCUMBRANCE	77,156.42	07/15/2021
70124	DENKE, MELODY J	PAYROLL ENCUMBRANCE	49,972.43	07/15/2021
70125	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	77,713.87	07/15/2021
70126	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	42,635.33	07/15/2021
70127	EVANS, TYLER E	PAYROLL ENCUMBRANCE	45,189.91	07/15/2021
70128	FARMER, AMANDA R	PAYROLL ENCUMBRANCE	45,141.67	07/15/2021
70129	GARRISON, SHONDA R	PAYROLL ENCUMBRANCE	77,195.78	07/15/2021
70130	HARDIMAN, CELESTINE	PAYROLL ENCUMBRANCE	52,032.72	07/15/2021
70131	IVIE, CINDY L	PAYROLL ENCUMBRANCE	44,122.64	07/15/2021
70132	JOHNSON, ERIKA D	PAYROLL ENCUMBRANCE	83,627.54	07/15/2021
70133	JONES, NANCY A	PAYROLL ENCUMBRANCE	48,285.85	07/15/2021
70134	KIRKENDALL, JAMES D	PAYROLL ENCUMBRANCE	86,120.96	07/15/2021
70135	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	84,474.71	07/15/2021
70136	LYNES, CAROL M	PAYROLL ENCUMBRANCE	85,073.63	07/15/2021
70137	MUNGER, JOHN R	PAYROLL ENCUMBRANCE	86,277.00	07/15/2021
70138	OFFICER, KARI D	PAYROLL ENCUMBRANCE	39,953.90	07/15/2021
70139	PHILLIPS, MELINDA S	PAYROLL ENCUMBRANCE	41,780.82	07/15/2021
70140	RABB, ADRIA F	PAYROLL ENCUMBRANCE	44,657.76	07/15/2021
70141	SCHNEEBERGER, WHITNEY L	PAYROLL ENCUMBRANCE	93,454.14	07/15/2021
70142	SMITH, LACEY D	PAYROLL ENCUMBRANCE	52,054.82	07/15/2021
70143	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	37,566.25	07/15/2021
Current Encumbered			1,817,806.69	

Monthly Report

August, 2021

Meetings and Activities

- **July 14** – After Board Report Meeting for Staff
- 15 – PTC Westward Expansion Meeting
- 16 – New employee second interview; CTE Superintendent Advisory Committee
- 15 – Area Superintendent Meeting;
- 19 – New employee second interview; FTP tour with Sharon Calfy
- 20 – BIS Tour with Sharon Calfy; Truck Driver Training meeting with Central Tech
- 21 – Area Superintendent Meeting with presentation from OSDH; OMES/Asset Map Database review meeting
- 22 – Oklahoma Summit CWE Panel Presentation Planning Meeting; PTC Westward Expansion Meeting
- 23 – OMES/Asset Map Database review meeting
- 26 - New employee second interview; OkACTE Administration Division Summit Planning Meeting
- 27 - Oklahoma Summit CWE Panel Presentation Planning Meeting; NCOCWE Planning Meeting; Ponca City Chamber Board Meeting; Dr. Clark Harris, NOC, meeting; NCOCWE Quarterly Advisory Council Meeting; Business After Hours – RCB Bank
- 28 – Admin Team Meeting; OMES/Asset Map Committee Database Review
- 29 – Ribbon Cutting at Marland’s Place; PC Chamber Auction Committee Meeting
- 30 - Oklahoma Summit CWE Panel Presentation Planning Meeting;
- **August 1-3rd** – Oklahoma Summit; Business After Hours/61st Anniversary - Evans & Associates
- 4 – PTC Staff welcome back/inservice
- 5 – PTC Inservice; COVID Protocols Meeting; PTC Westward Expansion Meeting; PC Chamber Education and Workforce Committee Meeting
- 6 – New Employee Onboarding Meeting; National Rootbeer Float Day Celebration; Instructional Staff Meeting
- 9 – Goal Setting/ Strategic Planning
- 10 – Ponca City Library Board Meeting; PTC Board Meeting; Back to School Night

Full-Time Programs

- Area Superintendents met in July to discuss the coming school year, changes to COVID protocols and listened to a presentation from Jennifer Nunn, with Oklahoma State Department of Health.
- Several of our new staff members started in July or just prior to Oklahoma Summit. All but two of the openings have been filled, and those individuals hired were able to join us for our welcome back inservice activities.
- Back to School Night on August 10th – COVID required us to adjust our process last year to appointment only, and we discovered it work very well. We will be offering the event in the same format this year. We have almost 180 registered for that event, as of 8/5.

Business and Industry Services

- North Central Oklahoma Center of Workforce Excellence Advisory Committee held the second quarterly meeting. Advisory council members from our largest and high growth industries participated – Transportation, Construction, Health Care and Protective Service as well as NOC’s new president, Dr. Clark Harris. Information was shared about registered apprenticeships from Sharon Harrison, Harrison Consulting Group and Jennifer Cowns, Oklahoma Works. Sheriff Steve Kelley and Lt. Woodward also discussed workforce challenges within the protective services sector, one of the largest growth industries in our region.

- Ponca City Fire and Life Safety Council, our 2020 Partner in Progress, was recognized at the awards ceremony on August 1st at Oklahoma Summit. Also attending with PTC were Senator Bill Coleman and Representative Ken Luttrell.
- PTC's Small Business Development Coordinator, Ben Evans, was recognized as a nominee for OkACTE New Professional of the year at the Oklahoma Summit Awards ceremony.

Capital Planning

- We are in the 58th week of the project. The exterior work scope remains approximately 45 days behind schedule due to inclement weather. Elevation correction of two storm drain junction boxes has been completed, and two revised concrete caps have been fabricated for junction boxes at sidewalk locations. Geo-fabric and gravel have begun for the west parking lot area. Two-thirds of the north parking lot has been poured, with some remaining curb and guttering and the final 1/3 of the lot expected in the near future. The footing for the outdoor planters has begun installation along the Cosmetology and Culinary Arts areas. Restroom fixtures have begun installation and are about 65% complete. Toilet partitions will begin the week of 8/9. Overhead electrical conduit is approximately 99% complete in the Culinary and Cosmetology areas. Preparation of the exposed ceiling in the Cosmetology area is being performed. Rough in of the audio-visual work scope is 90-95% complete in the Conference Center area, with sheetrock beginning early the week of 8/9. Folding partitions for the conference center have been installed and covered to prevent damage or getting dirty. Kitchen hoods and stainless-steel wall panels for the production kitchen and culinary classroom have been installed with some final finish work on the stainless steel scheduled. The final CME unit replacing the existing unit over the production kitchen is schedule to be installed. Exterior stone has been completed and the contractor will on 8/9 to begin interior installation and setting blocks for outdoor planters. Exterior tile installation is complete with the exception of some grout touch up. Floor tile has begun in the Cosmetology area with approximately 75-80% grouted. Interior wall tile has been completed except for some loose end locations. LVT flooring installation to begin. Cosmetology workstations have arrived and will be scheduled for installation with the vendor, once the tile is complete. Exterior metal wall panels for the new addition are nearing completion, but have been paused at this point until more material arrives on site. Finish metal has been installed for the canopies along the west wall of the new addition. Fire suppression installation has begun in the main building to bring the entire campus to the upgraded level of the new addition. Production kitchen patch and repair of the existing concrete floor is scheduled to begin 8/10. Expansion of the existing south detention pond will begin, pending change order approval.

Upcoming Events

- Aug. 7th – Ponca City Fire and Life Safety Council “All Fired Up” Benefit
- Aug. 10th – Back to School Night
- Aug. 12th – First Day of School
- Aug. 19th – PTC Foundation Board Meeting
- Aug. 20th – CTE Superintendent Advisory Committee Meeting
- Aug. 25th – NCOCWE Goal #3 Committee Meeting
- Aug. 27-29th – OSSBA Summer Conference

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

Business & Industry Services & Safety

- The BIS team conducted 126 one-on-ones/consults for a total of 123.75 counseling hours.
- Ben Evans, Dawn Brakey, and Robert Howard provided technical assistance to clients resulting in client awards/client savings of approximately \$2,856,565.
- The contact hours logged by the team include
 - Customized/Industry 206 hours
 - Safety logged 1,345 hours
 - AT&D 4,337 hours
- Our AT&D classes generated revenues of \$17,239 for the month of July.
- The revenue generated from our Safety training was \$20,475.
- AT&D offered 14 on-campus classes, 8 offering certification.

MAT	4
CNA	5
CPR	5
<u>Advanced EMT</u>	<u>13</u>
Total Students	27
- Dawn Brakey was this month's BIS champion for our social media efforts partnering with marketing.
- Sylvia Urioste and Corbin Dewitt partnered on a Public Speaking program for the Ponca Tribe. For the month of July, Sylvia facilitated over 200 contact hours specifically for differently departments in the Ponca Tribe.
- Ben Evans attended the Small Business Development Center's three-day annual staff meeting in Stillwater along with the Cattleman's Association Conference.
- Janet Schwabe hosted the new Ok Dept of Commerce Incubator program director, Cathy Curtis, at our facility.
- We received the Coordinate Measurement Machine (CMM) purchased by the PCDA and are housing it in the Contractors' Plan room. Johnny Thornburgh worked with Laurence to coordinate training for local industry partners on the new equipment.
- We held an incubator meeting on July 8 for Triune Industries.
- The team attended OkACTE Summit at the beginning of this month.
- Molly conducted four phone interviews for the new BIS coordinator position. The interview team conducted 3 prove it interviews. Kat Long with the PCDA assisted with the process.
- Molly and Carl Storm met with HASC Health and Safety Council (formerly Houston Area Safety Council) and P66 reps to discuss training logistics and platforms.
- Molly and Johnny met with the Central Tech Truck Driving staff and other PTC reps to discuss different options to optimize funding opportunities for prospective students.
- Molly facilitated a "relationship trust" session for a retreat project of Corbin's.
- Ben Evans was recognized at Summit for being OkPACE's New Professional of the Year.
- Molly facilitated the Working at the Speed of Trust session for 11 new employees.

- Activities and Meetings the team participated in this past month include: PCDA Board of Trustees, Business on the Balcony, North Central Oklahoma CWE board and goal committees, Contractor Safety Alliance, SBDC, Blackwell Chamber Board, OkPACE, Ponca City Tourism, OkPTAC, Newkirk Leadership Planning, Newkirk Chamber, Golden Villa Board, United Way Board, PC Airport Runway dedication, Newkirk Mainstreet Board, Charlie Adams Day Planning, PC Fire Life & Safety Council, PC Community Development, Cherokee Strip Credit Union board, Equity Bank regional board, AllianceHealth advisory board, Business After Hours (RCB), Opportunity Center Foundation Board, Marland's Place Board, etc.

On the horizon...

- August 11 – Prep class CDL Truck Driving – Johnny Thornburgh/Central Tech
- August 18 – September – CDL Truck Driving – Johnny Thornburgh/Central Tech
- August 16 – September 8 - CNA – AT&D
- August 25 & September 1 – Skillful Talent 3.0 & 4.0 – Janet Schwabe
- August 23-26 – School Bus Driver Training – AT&D
- August 26 & 27 – MAT Full Course – AT&D
- August 26 – October 14 – Sampler Quilt – AT&D
- September 1 – 1 Million Cups*
- September 14, 21, 28 and October 5 - Leadercast Shift — Corbin Dewitt

*Note: We are looking for 1 Million Cups presenters. If you have a business in your community you'd like to recommend please let us know.

Communications & Marketing

- BIS Email blasts were created and scheduled by Angie Ogden.
- Terri Busch did On-Boarding for 2 new employees this month. Angie Ogden put together gift packs for each.
- Academy pictures were sent to media by Terri Busch (great helicopter photo was featured on the PC News front page) Angie Ogden took this photo.
- Terri Busch is the "buddy," for new employee Melinda Phillips. She gave her a tour of the Westward Expansion.
- Angie Ogden helped assist Student Services with Student Enrollment Packets
- Monday Live videos were taken by Terri Busch to the PTC Employee group page.
- Terri Busch took photos at the Awards Banquet during OK Summit: Gold Star School Award, Ben Evans as a New Professional Award, and Partners for Progress Awards were all given.
- The C&M Team attended OK Summit, they attended General Session, The Power of Relationships, the NRS Division Meeting, Creating a Positive Working Environment, and the Communications and Marketing Meeting at the Zoo.
- The C&M team along with Traci Thorpe met with Tony from Meeks and began designs for 3 large wall wraps for the Westward Expansion and one by Student Services. We plan to have a decade wall by the Conference Center and replace all lettering throughout the building. A "backlit," acrylic logo is being designed by Meeks for the Hallway leading to the Conf Center space.

- The C&M Team went to Guthrie for a Marketing Retreat to tour the new facilities for Meridian Tech.
- Terri Busch was brought on as a new board member for the E.W. Marland Estate Commission.
- Terri Busch arranged for new videos shot by Speak Now. This was for the new instructors Shonda Garrison and Brett Haas.
- Angie Ogden arranged all new employee swag as well as ordered name tags with welcome letters.
- Special media promotion was given to programs that are needing enrollment. Facebook Ads as well as print ads were created by the C&M Team.
- The Back2School sign-up was created by Terri Busch and is being promoted on social media.

Instructional Services

Instructional Directors

- Dr. Burkett completed Accreditation Examiner training
- Dr. Burkett is working on completing a grant with Mr. Vap for a FLAIM VR trainer
- Dr. Burkett is working with Canvas for implementation and training
- Dr. Burkett worked with the Registrars and Student services on digital enrollment
- Kendra Keelin finalized professional development for staff

Practical Nursing

-

Health, BITE and Special Programs

-

Medical Assisting:

- Worked with clinical sites to determine COVID-19 requirements
- Worked on curriculum
- Hosted summer academy
- Attended Oklahoma summit

Academic Math:

- Attended Oklahoma summit

Teacher Prep:

- Attended Oklahoma Summit

Children's Lab and Preschool:

- Children went on field trips
- Interviewed for open positions
- Attended Oklahoma Summit

HCC1:

- Attended Oklahoma Summit
- Prepared and planned for upcoming school year
- Attended new Health Instructor training at ODCTE
- Visited with clinical site

HCC2:

- Worked on curriculum and assisted new HCC1 instructor in transition

- Attended Oklahoma Summit

ABE/HSE:

- Attended Director's Meeting at ODCTE
- Worked with previous coordinator to transition
- Scheduled enrollment
- Attended Oklahoma Summit
- Provided Fill Your Bucket training for PTC staff

SHARE:

- Finished summer school
- Worked on enrollment for upcoming school year
- Attended Oklahoma Summit

New Beginning:

- In July received 4 new students
- 3 students received employment in their fields
- Total of 16 students at this time
- 4 students will be attending Medical Assisting
- 1 student in Teacher Prep
- 1 student in IT
- Several students are taking short term classes

BITE:

- Attended Oklahoma Summit

Biomed:

- Attended Oklahoma Summit

T&I and Service Programs

Automotive

- Attended Oklahoma Summit
- On track for teacher certification

Construction

- Attended Oklahoma Summit
- Working in classroom and attending professional development

Cosmetology

- Attended Oklahoma Summit
- Working in classroom and attending professional development

Criminal Justice

- Attended Oklahoma Summit
- Working in classroom and attending professional development

Culinary Arts

- Attended Oklahoma Summit
- Working in classroom and attending professional development

Firefighter/EMT

- Attended Oklahoma Summit

- Working in classroom and attending professional development
- Working on grain silo safety collaboration

Fleet & Facilities Management

- Attended Oklahoma Summit
- Working in classroom and attending professional development

Industrial Tech

- Attended Oklahoma Summit
- Working in classroom and attending professional development

Machine Tool

- Attended Oklahoma Summit
- Working in classroom and attending professional development

Welding

- Attended Oklahoma Summit
- Working in classroom and attending professional development

Student Services

Student Services

- July was crazy busy with enrollment and all the challenges that go with construction. Class numbers are looking good and we are in a whirlwind for August to start school on Thursday.
- We are VERY excited to be back to a full team after the summer break.
- Denise Tyson will be an awesome addition to the team and has hit the ground running.
- Foundation banquet is still on the calendar for October 7th, but I am weighting the options if need be for construction.
 - Whitney, Lacey and Lori all completed college courses this summer.

Career Center

- Welcome back Lacey and Nancy!

Career Development Facilitator

- Welcome back Whitney!

Assessment Facilitator

- Excited that Denise Tyson has joined our team to begin cross training for Sheila's retirement at the end of September.
- We gave 155 tests in the month of July

Disabilities Specialist/Job Placement Facilitator

- Welcome back Carol!

Plant/Facilities

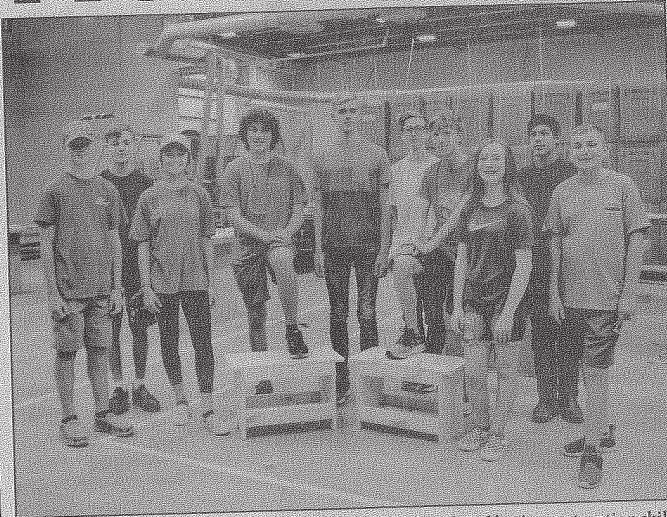
- Maintenance is changing out the key system campus wide with new key machine.
- Annual bus inspection and service work complete.
- Annual 4-hour in-service for all bus drivers completed on July 15th, 20201.
- Access control project underway.
- Fire alarm campus wide is underway.
- Painting areas of the campus.
- Lighting system in Seminar center is complete except the lighting controls.
- Phase 4 of the lighting project is underway and will continue throughout the year.
- Fire extinguisher campus wide recertified and new monthly tags installed.

- New westward project furniture has been delivered, awaiting the completion of the project so it can be installed.
- AVL A/V system to start installation in the new Conference Center in the WW expansion.

Paperclips

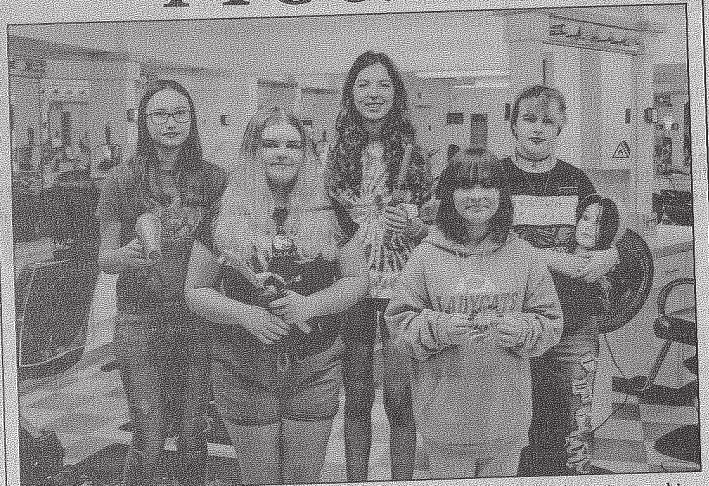
July 2021

PTC Construction

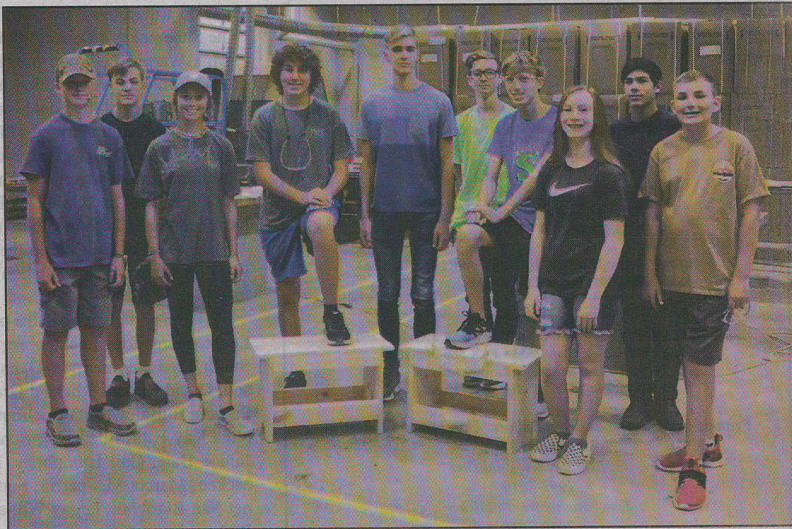


Students from Pioneer Tech's Construction Academy explored basic construction skills and hands-on carpentry last week with instructor Steve Bookout. Each of the students built and took home a personalized wooden stool. From left, Andrew Hoover, Dalton Kirchner, Laine Tucker, Jackson Sheets, Ezra Shelton, Pierce Wagner, Harrison Poet, Rachel Lawson, Benton Holloway and Jason Devinney. (Courtesy photo)

PTC Salon



Pioneer Technology Center summer salon academy students spent their time making personalized soaps and learning more about the cosmetology trade with Kayla Randol, PTC instructor. From left, Michaela Lee, Allison Palmer, Emma Dye, Berlin Hockenberry and Ruby Lemming. (Courtesy photo)



Pioneer Tech's Construction Academy

Students from Pioneer Tech's Construction Academy explored basic construction skills and hands-on carpentry last week with instructor Steve Bookout. Each of the students built and took home a personalized wooden stool. Pictured left to right Andrew Hoover, Dalton Kirchner, Laine Tucker, Jackson Sheets, Ezra Shelton, Pierce Wagner, Harrison Poet, Rachel Lawson, Benton Holloway and Jason Devinney. For more information about Pioneer Technology Center visit pioneertech.edu.



Pioneer Tech's Culinary Arts Academy

Students from Pioneer Tech's Culinary Arts Academy created some delicious treats last week including pizza, cinnamon rolls and fettucine alfredo. Instructor Brenda Pollak had both a morning and afternoon session for these future chefs. Pictured left to right in the back row for the morning class was Harrison Poet, Kate Shepherd, Ava MacKinnon, Jackson Sheets, and Rylee Kincaid. Front row left to right Elsy Geary, Berlin Hockenbury, Kaydence Snapp, Tyler Stuever, Lucy Foreman, and Adysan Connelly.



Pictured for the afternoon class left to right in the back row Kylee Flowers, Trinity Burden, Ruby Lemming, Emma Dye, Declan Hull, and Daniel Bergfield. Front row left to right Allison Palmer, Vanessa Chavez, Brock Homier.

Thursday

July 29, 2021

Vol. 128 - No. 213
poncacitynews.com

Janet Schwabe assumes new role at Pioneer Tech

PRESS RELEASE

Pioneer Technology Center (PTC) employee Janet Schwabe has a new position with the Business and Industry Services (BIS) team. After nearly three years in a collaborative role with the Oklahoma Manufacturing Alliance, Schwabe is becoming Pioneer Tech's Innovation and Incubator Manager.

As a full-time Pioneer Tech employee, she will focus on managing all aspects of the business incubator while engaging in innovative initiatives to benefit companies in the PTC district. This could include apprenticeships, Center of Workforce Excellence, special projects, etc.

Schwabe has been in Kay County for 30 years and worked with economic development, health care and government contracting before joining PTC in 2018. Having coordinated the certification and opening of the business incubator in Tonkawa and serving on their board, she brings previous experience and working knowledge of a business incubator. For more than three years, she also participated on the PTC Business Incubator Advisory Board.

Schwabe's other talents include grant writing. She penned grants awarded for multiple community development projects and recently collaborated with area indus-



Janet Schwabe

try, government and education partners to successfully apply for and become a Center of Workforce Excellence.

"We are excited to capitalize on ALL of Janet's skills on a full-time basis. Her breadth and depth of knowledge and experience is a tremendous asset not only to Pioneer Tech but also to our incubator tenants and other BIS clients," said Molly Kyler, Executive Director of Business and Industry Services.

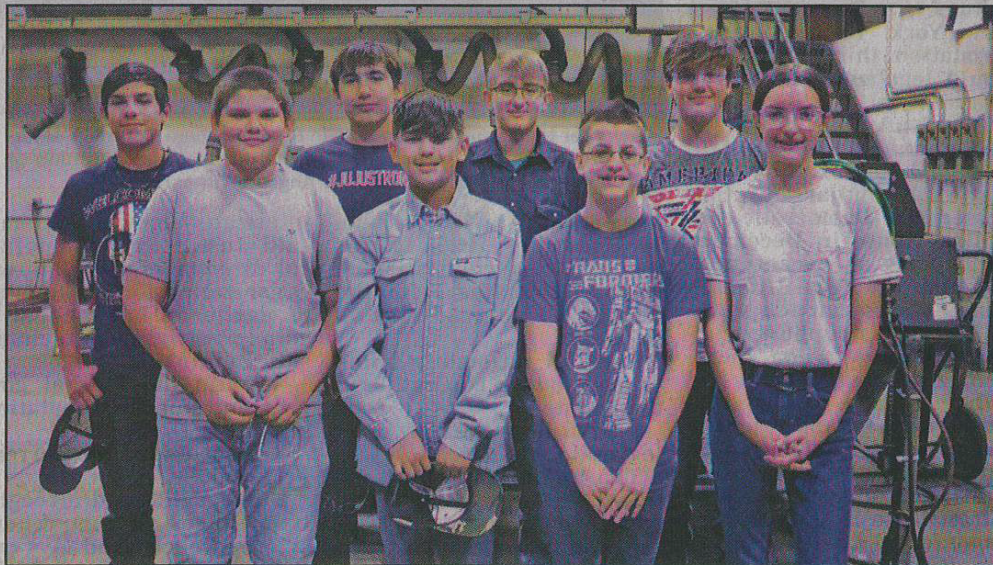
Schwabe has served on various community boards and currently serves on the Northwest Oklahoma Alliance (NwOA) board of directors. This council facilitates the efforts of regional leaders to promote economic and community development.

Ponca City News

SATURDAY, July 31, 2021 • PAGE 10A



Students from Pioneer Tech's Welding Academy explored the basics of an oxy fuel cutting torch, plasma torch and the GMAW/MIG process. Instructor Ian Freeman had both a morning and afternoon session for these future welders. Pictured from the morning class in the back row left to right Tyler Muret and Ethan Garcia. Front row left to right Blevin Summers, Declan Hull, Preston Jones, Sutton Reynolds, Cash Day. For more information about Pioneer Technology Center visit pioneertech.edu.



Pictured from the afternoon Welding Academy class in the back row left to right Benton Holloway, Adrian Perez, Landon Blakey, and Micah Henry. Front left to right Kooper Roland, Kalon Covey, Brock Homier, and Zara Suprobo.

Saturday

July 31, 2021

Vol. 128 - No. 215
poncacitynews.com



Students from Pioneer Tech's Firefighting Academy explored basic firefighting skills such as fire dynamics as well as search and rescue. Instructor Gary Vap took these future firefighters on simulations through the Emergency Services Training Center while it was filled with simulated smoke, and arranged an Air Evac helicopter landing and tour. Pictured left to right in the back-row Daniel Hesson, flight paramedic; Anderson Bivins; Jason Devinney; Daniel Bergfield; Dalton Kirchner; Pierce Wagner; and Drew Lancaster, flight nurse, RN. Front row left to right Yo Silano, pilot; Andi Massey; Payton Jones; and Gabriel Dixon.

PAGE 18 PCN HEALTH & WELLNESS | Saturday, July 31, 2021

NOW ENROLLING

MEDICAL ASSISTING and PRACTICAL NURSING

Contact Student Services at 580.718.4234

COMMUNITY & STATE SHOW & 2.U



Students from Pioneer Tech's Construction Academy explored basic construction skills and hands-on carpentry last week with instructor Steve Bookout. Each of the students built and took home a personalized wooden stool. Pictured left to right Andrew Hoover, Dalton Kirchner, Laine Tucker, Jackson Sheets, Ezra Shelton, Pierce Wagner, Harrison Post, Rachel Lawson, Benton Holloway and Jason Devinney. For more information about Pioneer Technology Center visit pioneerotech.edu.



Summer Salon Academy students spent their time making personalized soaps and learning more about the Cosmetology trade with Kayla Randol, PTC instructor. Pictured left to right Michaela Lee, Allison Palmer, Emma Dye, Berlin Hockenberry and Ruby Lemming. For more information about Pioneer Technology Center visit pioneerotech.edu.

Friday

July 16, 2021

Vol. 128 - No. 204
poncacitynews.com



Self-Defense Awareness training held at White Eagle Cultural Center

By CALLEY LAMAR
calley@poncacitynews.com

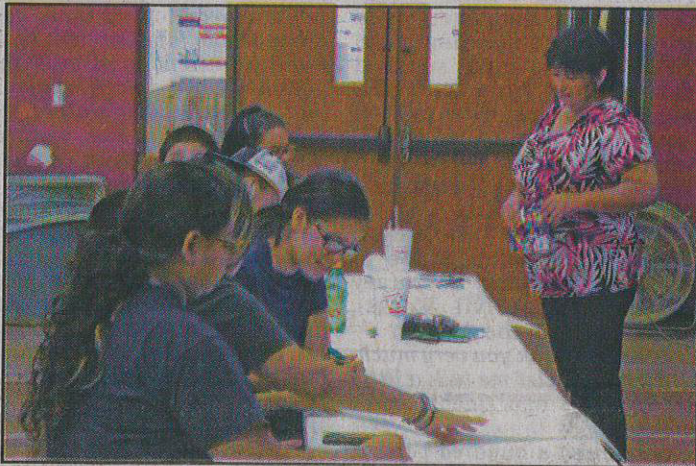
A self-defense awareness training session was held at the White Eagle Cultural Center on July 14. Sylvia Urioste, Business Coordinator at Pioneer Tech, led the class that is a collaboration between the Ponca Tribe Pathways Program and Ponca City Pioneer Tech.

The class was entitled "Using Your Voice, Self-Defense Awareness" and was focused on showing teens how to identify potential dangers and be aware of

their surroundings.

Teens were encouraged to "use their own voice" to get out of threatening situations. The tools Urioste gave them for dangerous situations will also assist them in defending themselves should such a circumstance arise.

"I was excited to share this training with the Ponca youth and I feel it will be something they can use in the future to protect themselves and others," said Urioste. "We appreciate our partnership with the Ponca Tribe."



Sylvia Urioste (pictured right) led a group of teens in a class entitled "Using Your Voice, Self-Defense Awareness" at the White Eagle Cultural Center. (Photo by Calley Lamar)

The Newkirk Herald Journal
THURSDAY, July 22, 2021 • PAGE 7

New PTC staff



Pioneer Tech added new staff members in July. From left, Carol Cales; front desk receptionist and Shonda Garrison, health careers certification instructor. These staff members are key in delivering Pioneer Tech's mission of "enhancing lives and securing futures" for the communities of Kay, parts of Osage and Pawnee Counties. (Courtesy photo)



Pioneer Tech is excited to add new staff members this month. Left to right Carol Cales; Front Desk Receptionist and Shonda Garrison, Health Careers Certification Instructor. These staff members are key in delivering Pioneer Tech's mission of "enhancing lives and securing futures" for the communities of Kay, parts of Osage and Pawnee Counties. For more information about Pioneer Tech and its programs go to www.pioneertech.edu or call (580) 762-8336.

KITCHEN/TEACHING ASSISTANT, CHILDREN'S L A B & PRESCHOOL/TEACHER PREP

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a Kitchen/Teaching Assistant, Children's Lab and Preschool/Teacher Preparation.

A complete job description, list of qualifications, and application can be found at pioneertech.ninagig.com

Are you someone who is enthusiastic about developing and maintaining a cost-effective food budget and purchasing food products as well as providing support and direction to children of all ages? To be successful in this job, you must be a caregiver, includer, facilitator and a peacemaker.

You must also have a High School Diploma or High School Equivalency (HSE) and have or be willing to obtain ELCOCT certification. Additionally, you must have 2+ years of related experience and/or training and the ability to build relationships and relate to children. An Associate's Degree is 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

(PUBLISHED IN THE PONCA CITY NEWS JULY 17, 2021)

Pioneer Technology Center

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords adult students and guardians of minor students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of Pioneer Technology Center receiving a request for access.

A student should submit to the registrar, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Pioneer Technology Center official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Pioneer Technology Center official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Pioneer Technology Center to amend a record should write the Pioneer Technology Center official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Pioneer Technology Center decides not to amend the record as requested, Pioneer Technology Center will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before Pioneer Technology Center discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Pioneer Technology Center discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Pioneer Technology Center in an administrative, supervi-

Legals 0001

sory, academic or research role or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Pioneer Technology Center has contracted as its agent to provide a service instead of using Pioneer Technology Center employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or other educational institutions in which the student is currently enrolled.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to Pioneer Technology Center.

Upon request, Pioneer Technology Center also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pioneer Technology Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory information may be released without student notification. Directory information at Pioneer Technology Center includes:

- The student's name;
- The names of the student's parents;
- The student's date of birth;
- The student's class designation (i.e., first grade, tenth grade, etc.);
- The student's extracurricular participation;

Legals 0001

The student's achievement awards or honors;

The student's photograph; and

The school or school district the student attended before the student enrolled in this school district.

(PUBLISHED IN THE Ponca City News July 17, 2021)

Pioneer Technology Center offers career and technical education training opportunities without regard to race, color, national origin, sex/gender, age, religion, disability or veteran status. Training is available in the areas of Architecture & Construction; Business, Management & Administration; Health Sciences; Hospitality & Tourism; Human Services; Information Technology; Manufacturing; Science, Technology, Engineering & Mathematics; Transportation, Distribution & Logistics; Education; Law, Public Safety & Corrections.

All individuals wishing to enroll in a full-time training program must provide evidence satisfying the program minimum academic requirements or undergo a free assessment to evaluate his/her skill level in the areas of reading, mathematics, and writing. The assessment process also includes an interest inventory. Inquiries concerning the application of this policy contact either Karl Lyne

Karl.L@pioneertech.edu (580) 718-4281 or Pam Dickerson, Pam.D@pioneertech.edu (580) 718-4295, Compliance Officers/Title IX Coordinators, or Lori Evans, Lori.E@pioneertech.edu (580) 718-4313, 504/ADA Coordinator, or at 2101 N. Ash, Ponca City, Oklahoma.

PUBLIC NOTICE

(Published in The Tonkawa News, Tonkawa, Oklahoma, Thursday, July 15, 2021)

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ten consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Pioneer Technology Center in an administrative, supervisory, academic or research role or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Pioneer Technology Center has contracted as its agent to provide a service instead of using Pioneer Technology Center employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or other educational institutions in which the student is currently enrolled.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to Pioneer Technology Center.

Upon request, Pioneer Technology Center also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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LEGAL

(Published in the Newkirk Herald Journal Thursday July 15, 2021.)

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Pioneer Technology Center Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords adult students and guardians of minor students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of Pioneer Technology Center receiving a request for access.

A student should submit to the registrar, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Pioneer Technology Center official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Pioneer Technology Center official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Pioneer Technology Center to amend a record should write the Pioneer Technology Center official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Pioneer Technology Center decides not to amend the record as requested, Pioneer Technology Center will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before Pioneer Technology Center discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Pioneer Technology Center discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Pioneer Technology Center in an administrative, supervisory, academic or research role or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Pioneer Technology Center has contracted as its agent to provide a service instead of using Pioneer Technology Center employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or other educational institutions in which the student is currently enrolled.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to Pioneer Technology Center. Upon request, Pioneer Technology Center also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pioneer Technology Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory information may be released without student notification. Directory information at Pioneer Technology Center includes

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

LEGAL

(Published in the Newkirk Herald Journal Thursday July 15, 2021.)

(1t)

Pioneer Technology Center offers career and technical education training opportunities without regard to race, color, national origin, sex/gender, age, religion, disability or veteran status. Training is available in the areas of Architecture & Construction; Business, Management & Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Manufacturing; Science, Technology, Engineering & Mathematics; Transportation, Distribution & Logistics; Education; Law, Public Safety & Corrections. All individuals wishing to enroll in a full-time training program must provide evidence satisfying the program minimum academic requirements or undergo a free assessment to evaluate his/her skill level in the areas of reading, mathematics, and writing. The assessment process also includes an interest inventory. Inquiries concerning the application of this policy contact either Karl Lyles, Karl.L@pioneercenter.edu (580) 718-4281 or Pam Dickerson, Pam.D@pioneercenter.edu (580) 718-4295, Compliance Officers/Title IX Coordinators, or Lori Evans, Lori.E@pioneercenter.edu (580) 718-4313, 504/ADA Coordinator, or at 2101 N. Ash, Ponca City, Oklahoma.

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FIRST PUBLICATION Pioneer Technology Center Notification of Rights under FERPA

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LEGAL

FIRST PUBLICATION

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Published in the Blackwell Journal-Tribune July 14, 2021(1t)

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Public Notice

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Saturday

July 10, 2021

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Molly Kyler to chair 2021/2022 United Way Campaign

PRESS RELEASE

Molly Kyler, Executive Director of Business and Industry Services for Pioneer Technology Center will serve as United Way campaign chair for the upcoming 2021/2022 campaign.

Molly Kyler has been employed by Pioneer Technology Center for over 22 years. She has served the organization in the areas of instruction, adult training, marketing, administration and leadership development. In 2017, she was named as the tech center's Executive Director of Business and Industry Services. Kyler also maintains credentials as a business and life coach with the International Coach Federation (ICF), an Oklahoma State Department of Education Principal and Superintendent, and a CareerTech Administrator.

Kyler earned her bachelor's and master's degrees from the University of Central Oklahoma, where she was inducted into the Marketing Education Hall of Fame. Kyler is a recent graduate of Leadership Oklahoma Class 32. She is also a graduate of the Oklahoma Community Institute's Citizen's Academy (Class IV) and a graduate of Leadership Ponca City. In 2010, Kyler was a part of the inaugural Women in Leadership program for Oklahoma CareerTech. Following that program, she was elected to serve as Oklahoma CareerTech's State Association President. In 2020, Molly was honored with the Larry Hughes Leadership Award and this past spring she received the Award of Excellence for her work in CareerTech's business and industry services.



Molly Kyler

Kyler is deeply committed to our community and to United Way's mission of improving lives. Molly has a long history of volunteerism in Ponca City. In addition to serving on the United Way of Ponca City board, Molly is on the Equity Bank Advisory Board and the Phillips 66 Community Advisory Council. She is a past president of the Kay County Panhellenic board, a past chair of the Ponca City Chamber of Commerce, the vice president of the Opportunity Center Foundation Board, and a current member of the Northern Oklahoma College (NOC) Business Advisory Board. Kyler is one of the first graduates of the Synodically Authorized Ministry Team training program sponsored by the Arkansas-Oklahoma Synod of the Evangelical Lutheran Churches of America (ELCA).

Molly is married to Paul Kyler, part owner of Kyler Construction Group and Kyler Family Ranch. They have two talented children, Mallory and Bo.

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Legals 0001

(PUBLISHED IN the Ponca City News July 14, 2021 and September 1, 2021)

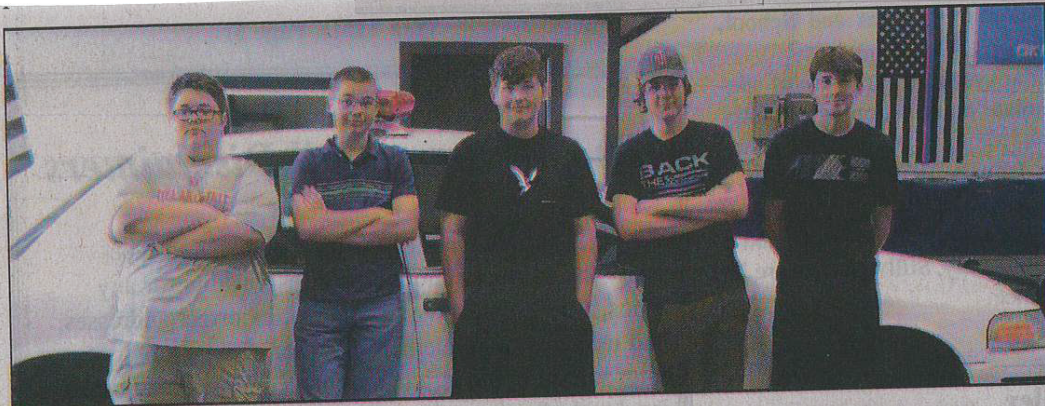
PUBLIC NOTICE

All having a claim against the Pioneer Technology Center Public School District #13 are notified that all invoices and required documentation pertaining to an approved purchase order for services rendered or goods or materials delivered pursuant to that purchase order must be recorded with the encumbrance clerk of the district on or before the 30th day of September, 2021, covering all debts now unpaid and incurred during the period of the prior fiscal year beginning on July 1, 2020, and ending on June 30, 2021, or the claim upon which the invoices or purchase order is based shall be void and forever barred.

Summer Police Academy



Potential future police officers attended the Summer Police Academy at Pioneer Tech last week. The eighth-, ninth- and 10th-graders were educated in how to solve issues and in law enforcement operations. Instructor Tom Burg had the group visit with local officers and tour facilities. From left, Noah Montgomery, Payton Jowers, Cooper Godberson, Paxton Trant and Jesse Hughes. (Courtesy photo)



Future police officers

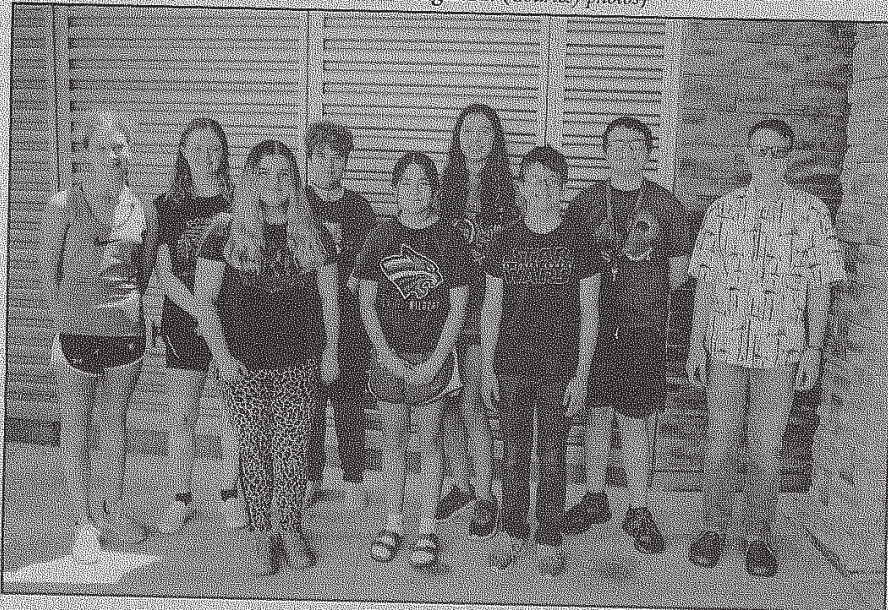
Future Police Officers attended the Summer Police Academy at Pioneer Tech last week. These 8th, 9th and 10th graders not only were educated in how to solve issues but also in law enforcement operations. Instructor Tom Burg had the group visit with local officers as well as tour facilities. Pictured left to right Noah Montgomery, Payton Jowers, Cooper Godberson, Paxton Trant, and Jesse Hughes. The Criminal Justice program at Pioneer Tech is taking enrollment contact Student Services for more information or go to pioneertech.edu.

Culinary Creators



ABOVE: Students from Pioneer Tech's Culinary Arts Academy created some delicious treats last week including pizza, cinnamon rolls and fettucine alfredo. Instructor Brenda Pollak had both a morning and afternoon session for these future chefs. FRONT ROW, FROM LEFT: for the morning class Elsy Geary, Berlin Hockenbury, Kaydence Snapp, Tyler Stuever, Lucy Foreman and Adysan Connelly. BACK ROW: Harrison Poet, Kate Shepherd, Ava MacKinnon, Jackson Sheets and Rylee Kincaid.

BELOW: FRONT ROW, FROM LEFT: for the afternoon class Allison Palmer, Vanessa Chavez and Brock Homier. BACK ROW: Kyle Flowers, Trinity Burden, Ruby Lemming, Emma Dye, Declan Hull and Daniel Bergfield. (Courtesy photos)



COMMUNITY & SPORTS

Students from Pioneer Tech's Culinary Arts Academy created some delicious treats last week including pizza, cinnamon rolls and fettuccine Alfredo. Instructor Brenda Pollak had both a morning and afternoon session for these future chefs.



Pictured left to right in the back row for the morning class was Harrison Poet, Kate Shepherd, Ava MacKinnon, Jackson Sheets, and Rylee Kincaid. Front row left to right Eisy Geary, Berlin Hockenbury, Kaydence Snapp, Tyler Stuever, Lucy Foreman, and Adysan Commelly.



Pictured for the afternoon class left to right in the back row Kylee Flowers, Trinity Burden, Ruby Lemming, Emma Dye, Declan Hull, and Daniel Bergfield. Front row left to right Allison Palmer, Vanessa Chavez, Brock Homier.

PTC Metalworks



The Metalworks Academy at Pioneer Technology Center allowed eighth-, ninth-, and 10th-grade students to enter the world of machining under the instruction of Jared McMartin. Each student designed creations that were carved out of metal using CNC machines. From left, Brock Homier, Cali Wells, Robert Leonard and Dillin Miller. (Courtesy photo)

ADULT STUDENTS •

NOW ENROLLING

FOR THE 2021-2022 SCHOOL YEAR

Start the process at pioneertech.edu/enroll
or call Karen at 580.718.4234



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



PIONEER TECH

COVID-19 MONITORING AND
PREVENTION PLAN 2021-2022



2021-2022 Pioneer Technology Center COVID-19 Monitoring and Prevention Plan

Overview and Purpose

- In response to the current situation in our state related to COVID-19, PTC has developed this guide to help students and parents understand the school's approach to providing a safe learning environment for the 2021-2022 school year.
- The purpose of this guide is to provide answers and expectations if alternate schedules or distance learning are warranted due to local spread of COVID-19.
- Our continued goal this school year is to limit exposure to COVID-19 while providing quality educational opportunities and maintaining our high standard of academic rigor.

Vaccination

Vaccination is the leading prevention strategy to protect individuals from COVID-19 disease and end the COVID-19 pandemic. Current COVID-19 vaccines authorized for use in the United States are safe, proven effective and widely accessible in the U.S. at no cost. A person is considered fully vaccinated two weeks after their second dose of Pfizer and Moderna or single dose of Johnson and Johnson. People who are fully vaccinated are at low risk of symptomatic or severe infection, and a growing body of evidence suggests that people who are fully vaccinated are less likely to have asymptomatic infection or transmit the virus that causes COVID-19 to others. Therefore, a fully vaccinated, person with no COVID-like symptoms is not expected to quarantine if exposed to a positive case.

PTC encourages individuals who are not fully vaccinated to wear face coverings to protect others as well as themselves. Consistent and correct face coverings used by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained. Although fully vaccinated persons do not generally need to wear face coverings, CDC recommends continued masking and physical distancing for people with weakened immune systems. Recent legislation, Senate Bill 658 prohibits PTC from mandating face coverings, however face coverings are recommended.

Regulatory Guidance

Senate Bill 658 States:

(With the exception of a State of Emergency and communication with the Local Health Department)

- A. *A board of education of a public school district or a technology school district, the board of regents of an institution within The Oklahoma State System of Higher Education, the governing board of a private postsecondary educational institution, the Oklahoma State Regents for Higher Education, the State Board of Education or the State Board of Career and Technology Education shall not:*
 1. *Require a vaccination against Coronavirus disease 2019 (COVID-19) as a condition of admittance to or attendance of the school or institution;*
 2. *Require a vaccine passport as a condition of admittance to or attendance of the school or institution; or*
 3. *Implement a mask mandate for students who have not been vaccinated against COVID-19.*

Oklahoma State Department of Health

State Law empowers the State Health Department with the exclusive authority to issue an isolation or quarantine order. (State Health Officials have not issued explicit rules or guidelines for schools on quarantines and are not expected to routinely issue quarantine orders that will affect school operations)

- Without a health department order, the district can encourage but not require students identified as close contacts to self-quarantine.
- Schools can recommend/encourage quarantine based on close contact within the facility. (Outside the facility, the Health Department will recommend the quarantine)
- A school, superintendent, teacher, or other official in charge can exclude a student from school and school activities who shows COVID-19 symptoms even if they haven't tested positive or been identified as a close contact through the state's administrative rules, which allow the school to exclude any student suffering from or exhibiting the following symptoms:
 - (1) fever alone, 100 degrees Fahrenheit;
 - (2) sore throat or tonsillitis;

- (3) any eruption of the skin, or rash;
- (4) any nasal discharge accompanied by fever;
- (5) a severe cough, producing phlegm; or
- (6) any inflammation of the eyes or lids.

Disruption of Instruction

In the event of a school disruption to instruction, PTC may adopt an adjusted schedule and/or calendar according to Oklahoma State Department of Education and/or the Oklahoma State Department of Career and Technology Education guidelines in an effort to adhere to public health guidance. Students will be accountable to meet online/remote curriculum, attendance, participation, and academic requirements for their program. **(See the quick reference chart on pg. 8)**

A/B Schedule, Blended, and Distance Schedule

Pioneer Technology Center will begin the school year with traditional, in person classes starting August 12th. PTC may implement an alternate A/B schedule (blended learning) or distance learning schedule depending upon a resurgence of COVID-19 or any other unforeseen emergency. During a severe disruption of instruction, Pioneer Technology Center may elect to incorporate additional learning strategies which deviates from the traditional CareerTech delivery model.

- A/B Schedule – Half of the student population reports to school each day, while the remaining half participates in distance learning at home. In this approach, the student population alternates days of in person attendance. With blended learning, students must attend during their in-person instruction days and will participate in online/remote learning on the remaining days. In Person days will be dedicated to skills focus. Online/Remote learning activities will focus primarily on knowledge of the industry and theory associated with the skills being taught.
- Alternate schedule may be implemented on a program by program basis.

Group	Monday	Tuesday	Wednesday	Thursday	Friday
A	class	online	class	online	makeup
B	online	class	online	class	or online

- Distance Learning (done remotely but as a continuation of learning that normally would take place on-site) This delivery method plan may be deployed in an emergency, such as a resurgence of COVID-19 or another circumstance in which students cannot attend in person. With distance learning students may schedule access to campus for lab/skill development on a rotational basis.
- Distance learning may be implemented on a program by program basis.
- Virtual instruction is limited to students who are under an order of quarantine or isolation.

Instruction

- Traditional instruction will focus on the knowledge, skills and abilities associated with trade/instructional areas.
- Teachers will be responsible for the education of all students regardless of instructional delivery method.
- In an alternate schedule instructional (A/B Schedule) environment, teachers will continue with a normal routine while recording important concepts during the day to upload to the Learning Management System (LMS). Skills attainment is the focus during on-campus instructional time.
- In a distance learning environment, teachers will provide instruction through online curriculum and resources. Students will have the opportunity to schedule access to campus for skill development on a rotational basis.
- Teachers will post at least one assignment/activity to their LMS daily regardless of instructional delivery method.
- Seating charts will be utilized for students during on campus classroom activities.
- Social distancing will be observed where applicable and protective equipment encouraged when in proximity to others.

Student Expectations

- Students must maintain attendance and meet all regulations of Pioneer Technology Center.
- During an A/B schedule, students must attend in-person on scheduled days, and complete assignments on virtual/remote days of instruction. (See student handbook for the attendance policy.)
- Students will be required to complete all assignments provided in their learning platform(s).
- Students are expected to log into the appropriate learning platform(s), check for assigned coursework, and complete assignments daily.
- Virtual assignments should be submitted digitally by the due dates indicated by the program instructor.
- Students should communicate with their instructor as the primary point of contact.

Grades for Student Work

- Expectations for academic integrity remain the same. Student work will be graded during any disruption to instruction, alternate schedule, or distance learning that occurs during the 2021-2022 school year.

Health Screening COVID-19

- Parents, please assist in ensuring your child does not attend PTC if they have been exposed to COVID-19, exhibit a fever, or are experiencing symptoms consistent with COVID-19.
- Students, guests, and clients who are exhibiting symptoms of COVID-19 should not enter the facility (See Assessing Symptomatic Persons for COVID-19 below).
- Assurance Statement: By accessing a PTC facility, you assure that you are symptom free.

Assessing Symptomatic Persons for COVID-19:

People with COVID-19 have a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposed to the virus. People with these symptoms may have COVID-19:

Class A - (Person has one or more symptom, recommended testing and possible recommendation for exclusion from school)

- *Fever greater than 100.4 F
- *Sore throat
- *Cough
- *Shortness of breath or difficulty breathing
- *New loss of taste or smell
- *Diarrhea or vomiting

Class B - (Person has three or more symptoms, recommended testing and possible recommendation for exclusion from school)

- *Stuffy OR runny nose
- *Muscle/Body Aches
- *Fatigue
- *Chills
- *Nausea
- *Loss of Appetite
- *Elevated temperature (Less than 100.4F)
- *New onset of severe headache

Students/Clients/Staff are encouraged to take temperatures and evaluate their health every day prior to attending programs at PTC. Students/Clients/Staff may be asked to stay at home and not enter the buildings if they have any symptom defined in Class A or three or more symptoms of Class B.

Bus Transportation

- Face coverings are recommended and available for the bus driver and anyone riding the bus.
- Students will be encouraged observe social distancing requirements while on the bus, if possible.
 - Family members will be encouraged to sit together to maximize space for other students.
- Windows open, weather permitting.
- After each bus route is complete, the bus will be sanitized.
- Hand sanitizer is available for students touching common surfaces.

Classroom Protocols

- Face coverings are recommended and available where social distancing cannot be maintained.
- If a student has a temperature of 100.4 degrees or greater, PTC will notify the high school, parents/guardians, and send the student home.
- All work stations and high touch areas will be disinfected after each class.
- Seating charts will be utilized for students during on campus classroom activities.
- In the event of a disruption of instruction, Pioneer Technology Center may utilize additional learning strategies which deviate from the traditional CareerTech delivery model.
- Program specific protocols will be addressed by the classroom instructor.
- Additional protocols may be added as necessary.

Full Time Protocols

- Assurance Statement: By accessing a PTC classroom, you assure that you are symptom free and do not have a temperature of 100.4 degrees or greater.
- If a staff member or student begins exhibiting symptoms of COVID-19 during the school day, they will be isolated, sent home immediately and encouraged to be tested.
- Students displaying symptoms of illness will be isolated until arrangements for pick-up can be made.
- Quarantine may be recommended for students who have been exposed to COVID-19.
- If a student or employee has a temperature of 100.4 degrees Fahrenheit or higher, the student or employee should remain at home until the individual has been free of fever for twenty-four (24) hours without fever reducing medication.

Close Contact Tracing/Quarantine/Isolation

Quarantine Guidelines (Contacts to a positive COVID case)

PTC recommends any student/staff to quarantine if identified as a close contact with someone who has COVID-19, unless fully vaccinated. People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms.

- Who Needs to Quarantine?
 - PTC recommends quarantine for any unvaccinated individual who has been in close contact with someone who has COVID-19.
 - Individuals who have recovered and are within three months of a positive test for COVID-19 may not need to quarantine.
 - Fully vaccinated individuals (14 days after completing a COVID-19 vaccine series) do not need to quarantine.
- What counts as close contact?
 - Within 6 feet of someone who has COVID-19 for at least 15 minutes cumulatively.
 - Provided care at home to someone who is sick with COVID-19.
 - Had direct physical contact with the person (touched, hugged, or kissed them.)
 - Shared eating or drinking utensils.
 - Exposure to respiratory droplets from sneezing or coughing.
- Student Exposure
 - Unvaccinated students who have been in close contact with any individual who tested positive for COVID-19 are recommended to quarantine.
 - Students are expected to notify PTC if they have been exposed to COVID-19. The student is discouraged from attending class at PTC until the following conditions have been met:
 - Quarantine for 10 days from the date of last exposure and no symptoms present, Or
 - Quarantine for 7 days from the date of last exposure, if no symptoms were present during daily monitoring, and receive a negative COVID-19 test (test must be conducted on day 7 or after).
 - Students choosing to quarantine:
 - Will be placed on distance learning for the duration of their quarantine.
 - Should not attend work or school.
 - Should avoid public places.
 - Should monitor health for fever, cough, and shortness of breath.
 - Should seek COVID-19 testing if experiencing symptoms.
 - Should communicate immediately with PTC after testing positive for COVID-19 during quarantine.
- Student Isolation (Positive for COVID-19)
 - Students diagnosed with COVID-19 may not visit a school facility until the following criteria are met:
 - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
 - The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared; or
 - If 10 days have passed since the first positive test and no symptoms have developed, the student can discontinue isolation and return to school; or
 - Students displaying symptoms may return to school after two negative test results, at least 24 hours apart.
 - Should an individual test positive for COVID-19 and believe the test to be inaccurate, according to the Kay County Health Department, two negative COVID-19 tests

administered at least 24 hours apart must be received before the individual will be released from isolation.

- Students will be placed on distance learning for the duration of their quarantine/isolation.
- Documentation must be provided for absences due to isolation. The documentation will be evaluated by an Instructional Director concerning PTC's attendance policy.
- All online instructional requirements must still be completed during any quarantine/isolation.
- Official communication that a positive COVID-19 case has been identified on campus will be sent to impacted individuals.
- Contact tracing procedures developed by the Oklahoma State Department of Health will be utilized.

Existing law provides that anyone with a communicable disease is prohibited from attending a private or public school, and Oklahoma State Department of Health rules acknowledge that an important part of a school health program is the prevention and control of communicable diseases. It is the duty of the parent or guardian, and the school, to exclude such person until the period of isolation or quarantine ordered for the case expires, or until permission has been given by local health officers. See 63 O.S. § 1-507.

Culture of Safety and Hygiene

- School officials may require the use of face coverings in an effort to provide a safe learning environment, in accordance with any applicable emergency order, state law, and/or local regulation.
- PTC promotes a culture of good hygiene practices. Students will be reminded of coughing/sneezing etiquette, keeping hands away from the face, and effectively washing their hands.
- Signage is placed around the campus to promote proper hygiene and highlight strategies to reduce exposure to COVID-19.

School Cleaning Practices

- The PTC faculty, staff, and administration ensure high-touch surfaces are disinfected often to control the spread of viruses.
- Student computers and workstations will be disinfected after each class session.
- Hand sanitizer will be available to all students.

How to Communicate with Teachers

- Teachers will be available from 8:00 a.m. to 4:00 p.m. M-F to assist students with issues or concerns.
- PTC staff contact information can be found on the PTC website <https://pioneertech.edu/our-team>.

Worksite Learning/Clinicals

- Work-based learning and clinical rotations are available to students with the appropriate protective equipment as required by the assigned worksite.
- Due to the nature of some programs and clinical/work-based learning, appropriate vaccinations/health assessment may be required by the assigned worksite in order for students to participate.

Computer Access

- During a disruption to instruction, if a computer is needed to complete PTC coursework, please communicate with the instructor of the program enrolled. PTC is working to make computer technology available for students needing a device.

Student Services

- Guidance and Counseling requests can be made through PTC Counselor, Lori Evans, Lorie@pioneertech.edu, 580-718-4313
- Students with special needs can request accommodations or modifications to curriculum by contacting Carol Lynes, Caroll@pioneertech.edu or 580-718-4298

Questions

If you have any questions or concerns please contact the PTC Full-Time Programs Administrative Team.

- Kahle Goff – Executive Director, Full Time Programs Kahleg@pioneertech.edu or 580-718-4297
- Kendra Keelin – Instructional Director Kendrak@pioneertech.edu or 580-718-4359
- Dr. Ryan Burkett – Instructional Director Ryanb@pioneertech.edu or 580-718-4227

These guidelines are subject to change as new information is available.

Pioneer Technology Center offers career and technical education training opportunities without regard to race, color, national origin, sex/gender, age, religion, disability or veteran status. Training is available in the areas of Architecture & Construction; Business, Management & Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Manufacturing; Science, Technology, Engineering & Mathematics; and Transportation, Distribution & Logistics. All individuals wishing to enroll in a full-time training program must provide evidence satisfying the program minimum academic requirements or undergo a free assessment to evaluate his/her skill level in the areas of reading, mathematics, and writing. The assessment process also includes an interest inventory. Inquiries concerning application of this policy should be made to Karl Lynes or Pam Dickerson, Co – Compliance Officers/Title IX Coordinators at (866) 612-4782 or at 2101 N. Ash, Ponca City, Oklahoma.

COVID-19 HEALTH DECISION GUIDELINES

“A” SYMPTOMS

If you have **1** of these, testing is recommended

- Fever of ≥ 100.4 F
- Sore Throat
- Cough
- Diarrhea or Vomiting
- New Loss of Taste or Smell
- Difficulty Breathing

STAY HOME

You may return to school when you have been fever free for 24 hours without the use of fever reducing medication or you have been symptom free for 48 hours.

“B” SYMPTOMS

If you have **3** of these, testing is recommended

- Stuffy Nose
- Runny Nose
- Muscle/Body Aches
- Fatigue
- Chills
- Nausea
- Loss of Appetite
- Elevated Temperature < 100.4 F
- New Onset of Severe Headache

STAY HOME

See your primary care provider to rule out COVID-19. You may return to school when:

1. You have a **NEGATIVE** COVID-19 test (you should quarantine while waiting for results), **Or**
2. You are fever-free for 24 hours without the use of fever reducing medications, and 48 hours free from other symptoms, **Or**
3. You have a note from your physician with an alternative diagnosis.

EXPOSURE

If you have been

Directly exposed to a confirmed COVID-19 case (within 6 feet for 15 minutes or more).

STAY HOME

1. Quarantine for 10 days from the date of last exposure and no symptoms present, **Or**
2. Quarantine for 7 days from the date of last exposure, if no symptoms were present during daily monitoring, and receive a negative COVID-19 test (test must be conducted on Day 7 or after).
3. If you test positive, please communicate immediately with PTC.

COVID-19 POSITIVE

If you have a **POSITIVE** COVID-19 Test

STAY HOME

You may return to school when:

1. The student adheres to any Oklahoma Dept. of Health requirement, **And**
2. At least 3 days have passed since recovery, **And**
3. 24-hour fever-free and 48 hours free of other symptoms, **And**
4. At least 10 days have passed since the onset of symptoms, **Or**
5. 10 days have passed since the first positive test and no symptoms have developed, **Or**
6. Two consecutive negative test results at least 24 hours apart.

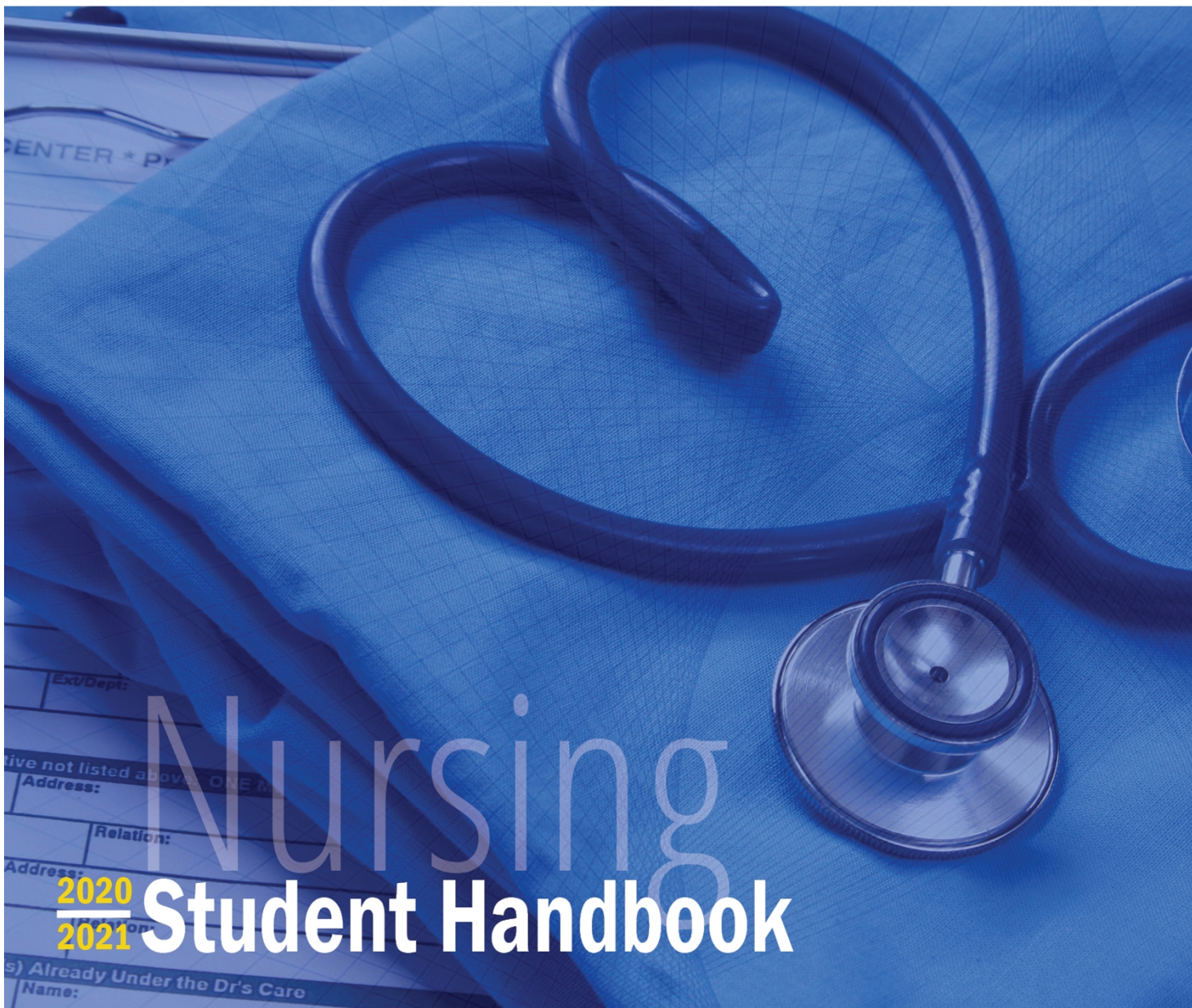
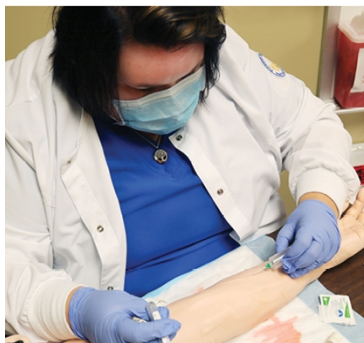
COVID-19 NEGATIVE

If you have a **Negative COVID-19 Test with Symptoms**

STAY HOME

1. Monitor your symptoms from home, **And**
2. Consider seeing a healthcare provider to check for causes other than COVID

In all instances notify your instructor and the attendance office at (580) 718-4280



Nursing

2020 2021 Student Handbook

WELCOME

Congratulations from the Coordinator and Faculty of the Pioneer Technology Center Practical Nursing Program! We are excited to begin this educational adventure. We value each student as an individual and look forward to facilitating students' successes in achieving the goal of becoming a Licensed Practical Nurse (LPN).

This handbook has been designed for the Practical Nursing Program to answer many of the questions which will arise during the months ahead. Please keep it as a handy reference. You are responsible for familiarizing yourself with the policies and procedures for the program and the school.

We personally want to extend a warm welcome to each and every student. This program is designed to assist students to be safe, skillful, and responsible practical nurses. Although there may be challenging routes on this journey, we will be with you every step of the way. We wish you great success.

Michelle Tripp, BSN, RN
Coordinator

Kathryn Sullins, MS, RN
Instructor

Robbin Seymour, BSN, RN
Instructor

Alisa McCleary, RN
Instructor

LaRhonda Rudd
Teaching Assistant

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PIONEER TECHNOLOGY CENTER INFORMATION

NON-DISCRIMINATION/504/ADA COMPLIANCE NOTICE

Pioneer Technology Center does not discriminate on the basis of race, color, national origin, religion, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to Pam Dickerson (580) 718-4295 or Karl Lynes (580) 718-4281, Co-Compliance Officers or at (866) 612-4782 or at 2101 N. Ash, Ponca City, OK.

This handbook is effective for Practical Nursing Students beginning September, 2020~~0~~1.

Due to the regulatory nature of nursing, these policies are subject to change.

PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly pledge:

To adhere to the Code of Ethics of the Nursing Profession.

To cooperate loyally with the other members of the Nursing team and to carry out faithfully and to the best of my ability the instructions of the physician or the nurse who may be assigned to supervise my work.

I will not reveal any confidential information that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the standards and the prestige of Practical Nursing.

May my life be devoted to service, and to the high ideals of the Nursing Profession.

PRACTICAL NURSING PROGRAM INFORMATION

PRACTICAL NURSING POLICY AND PROCEDURES STATEMENT

All Practical Nursing students are expected to comply with the policies and regulations of Pioneer Technology Center. When the Practical Nursing Student Handbook differs from the school full-time program handbook, the Practical Nursing Student Handbook shall take precedence.

PROGRAM ACCREDITATION/APPROVAL

This program is accredited by the Oklahoma State Board of Career and Technology Education (OSBCTE) and approved by the Oklahoma Board of Nursing, (OBN), 2915 Classen, Suite 524, Oklahoma City, OK 73106. The Practical Nursing program is administered by Pioneer Technology Center.

The Pioneer Technology Center (PTC) Practical Nursing program is designed to produce a safe practitioner, one who can become licensed as a practical nurse and who can function in accordance with the *Oklahoma Nurse Practice Act*. Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The Health Occupations Education Division of the State Department of Career and Technology Education serves as an advisory agency.

PHILOSOPHY

The faculty at Pioneer Technology Center believes that nursing as a profession is a vital component of the health care team. It is a goal-directed service, which utilizes the nursing process to deliver care. Nursing care is directed toward assisting the individual, family, and community to promote, maintain, and restore health and, when inevitable, to experience death with dignity.

Education

Education, a lifelong process, includes all those experiences through which a person acquires knowledge and develops skills and values that enable one to have a deeper understanding of life. Through the educational process, the individual is prepared to be a contributing member of society.

Recognizing that the teaching/learning process in the Practical Nursing program is directed toward adults who have completed high school or its equivalent, students have the right to an educational climate which will enhance their ability to learn. Students should actively participate in learning and take responsibility for learning by assisting faculty to identify learning needs and by using learned information as a basis for which to expand individual knowledge, skills and educational background.

Problem Solving

A part of the uniqueness of nursing is the inherent ability to listen, plan, decide, and institute necessary actions to promote a healthy outcome and/or allowing the patient to die with dignity. In order to accomplish these abilities, the nurse must know how to apply problem solving techniques. At certain times the practical nurse may apply problem solving techniques independently, but does so under the guidance of the medical physician, a registered nurse or a dentist.

Human Relations

Society consists of a variety of groups such as families and communities. It is recognized that the ethnic, cultural, and racial diversity of each group may vary, but that within all these groups certain relationships exist among the individuals who comprise that group. Because of these relationships, the health/illness status of an individual will directly or indirectly affect other members of the group. For this reason, these relationships and diversities should be considered in the planning and delivery of health care.

Communication

The faculty strongly believes that communication involves not only verbal but also nonverbal and written interaction. Nurses spend a significant amount of their time communicating with patients, patients' families and friends, other members of the health care team and ancillary personnel. Therefore, nurses have to be strong communicators. Nurses need to know when and how to listen also what to say or not to say, in order to communicate effectively.

Individual

The faculty of PTC's Practical Nursing program believes in the inherent dignity of a person. We view a person as an individual who is holistic and when capable of decision-making should be encouraged to actively participate in the delivery of health care.

Skills

Nursing education at Pioneer Technology Center requires the full and active participation of the student in an organized program of study. This education prepares the graduate to function as a practical nurse by providing theory, skills, science, technical, and clinical experiences. These experiences are being designed to provide nursing education while encouraging self-improvement, development of ethical and professional attitude, and participation in professional/community activities. Nursing faculty shall play the role of facilitator by providing a variety of learning experiences and opportunities, which will enhance personal and professional achievement.

Science

The faculty believes that nursing has two basic components – skills and science. In order to safely care for an individual, the nurse must be able to draw on his/her science background and be able to perform nursing critical thinking utilizing all aspects of his/her nursing education. Science plays an integral part of the educational process.

Ethics/Professionalism

Ethics and professionalism are major concepts in the PN basic nursing education. PTC practical nursing students are introduced to the concepts of ethics and professionalism at the beginning of the program and are expected to conduct themselves according to the Code of Ethics for the LPN. The Code of Ethics for the Licensed Practical Nurse developed by the National Association for Practical Nursing Education and Service is included in this handbook as a guide for ethical behavior.

The faculty believes that professionalism in nursing is not merely taught but is developed from inside the person. During the student's education as a practical nurse, s/he will have opportunities to observe professional and non-professional attitudes. Nursing is a profession. When an individual enters a profession, s/he accepts responsibility for doing the best job possible; others depend on it. A nurse must be a professional committed to caring for others.

Nursing Process

The nursing process consists of four components of care: data collection, planning, implementation, and evaluation. The LPN functions within a directed scope of practice as indicated by the Oklahoma Board of Nursing. The LPN participates in data collection, planning, implementation, and evaluation of the plan of care. Collection of data is sometimes called "focused assessment" and/or "review of body systems."

Practical Nurse/Team Member

The Licensed Practical Nurse (LPN) has an integral role in nursing and on the health care team. The Licensed Practical Nurse functions in this role by providing nursing care under the supervision or direction of the Registered Nurse (RN), licensed physician, or dentist. Duties of the LPN may include providing safe, effective nursing care, delegating tasks in conformity with the Nurse Practice Act, and teaching basic skills acquired through education beyond basic nursing preparation.

CONCEPTUAL FRAMEWORK

The concepts and ideas, which are incorporated in the philosophy of the PTC Practical Nursing program, directly reflect the approach of instruction that we feel will most effectively facilitate the process of learning. This framework of instruction is graphically depicted in the form of a triangle, encompassed by a circle, which represents **EDUCATION** as a lifelong process.

The base of the triangle represents the **INDIVIDUAL**. The focus of the PTC Practical Nursing program is on the student. As we educate the student, our purpose is to focus on the needs of each student as an individual so that s/he is educated to deliver care to patients who reflect compassion as well as wholeness.

The outer layer of the triangle represents the foundation of basic individual skills required for the teaching/learning process. As the PTC Practical Nursing program curriculum proceeds from simple to complex, components of effective **COMMUNICATION**, **HUMAN RELATIONS**, and basic **PROBLEM SOLVING** is approached. Pieces of these components are maintained throughout the program.

The second layer of the triangle proceeds to basic nursing education. Technical **SKILLS**, **SCIENCE**, and **ETHICS/PROFESSIONALISM** are the major concepts. In order to provide safe, effective, quality care, the role of the practical nurse requires competency in these areas.

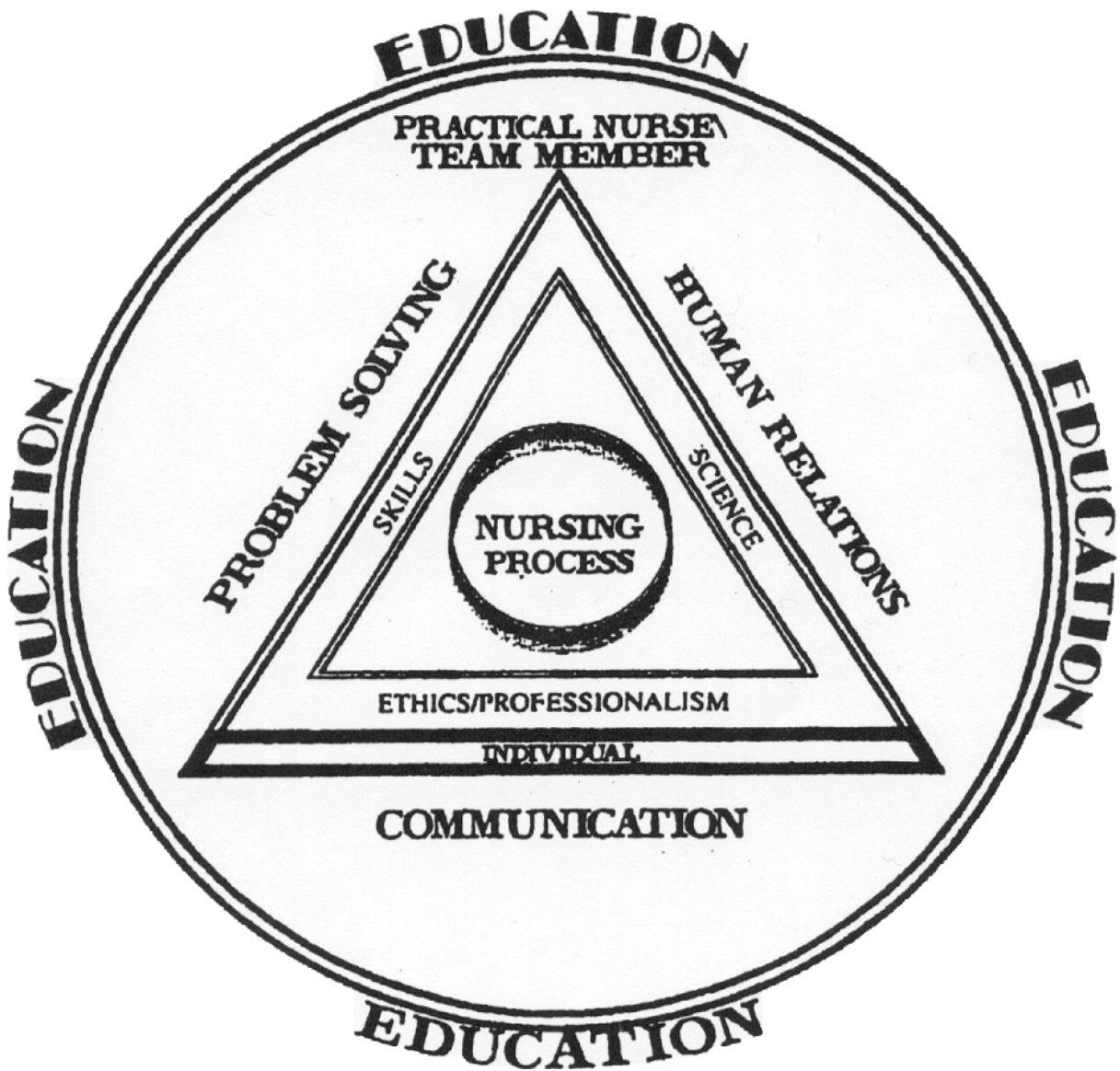
We believe that, along with nursing skills, knowledge is also vital. Theory in anatomy and physiology, nutrition, and growth and development is presented to reinforce holistic care. Ethics and professionalism are integrated throughout the curriculum. As the program continues to proceed to more complex ideas, theory in medical-surgical nursing, pharmacology, maternal-newborn, pediatrics, mental health, and leadership are incorporated. In order to enhance learning and attainment of competencies, classroom, laboratory, and clinical experiences are provided.

The **NURSING PROCESS** is at the center of the triangle, just as it is the center of nursing care of a patient. Used as a problem-solving tool for data collection, planning, implementing, and evaluating care, the nursing process requires the use of all the information and skills that surround it.

The **PRACTICAL NURSE** is at the top of the triangle. With each student, our goal is to produce a practical nurse who is capable of functioning effectively within the scope of practice, including delegation and supervision of appropriate individuals.

Because we feel that the practical nurse plays an essential role on the health care team, we emphasize leadership and the role of **TEAM MEMBER** throughout the program. As a health care team member, the practical nurse will make a positive impact on a diverse society and the relationships which make up that society.

CONCEPTUAL FRAMEWORK



PROGRAM OUTCOMES

NCLEX-PN pass rate will meet or exceed the state and national levels.

70% of the students will complete the program within 28 months.

90% of the graduates will be employed 6 months after graduation or pursuing higher education.

Overall 80% employer satisfaction rate with graduates.

Overall 80% student satisfaction rate with quality of the program.

STUDENT OUTCOMES

Participate in the formulation, modification, and implementation of the plan of care by utilizing the nursing process and problem solving to promote, maintain, and restore health for diverse patients and their families.

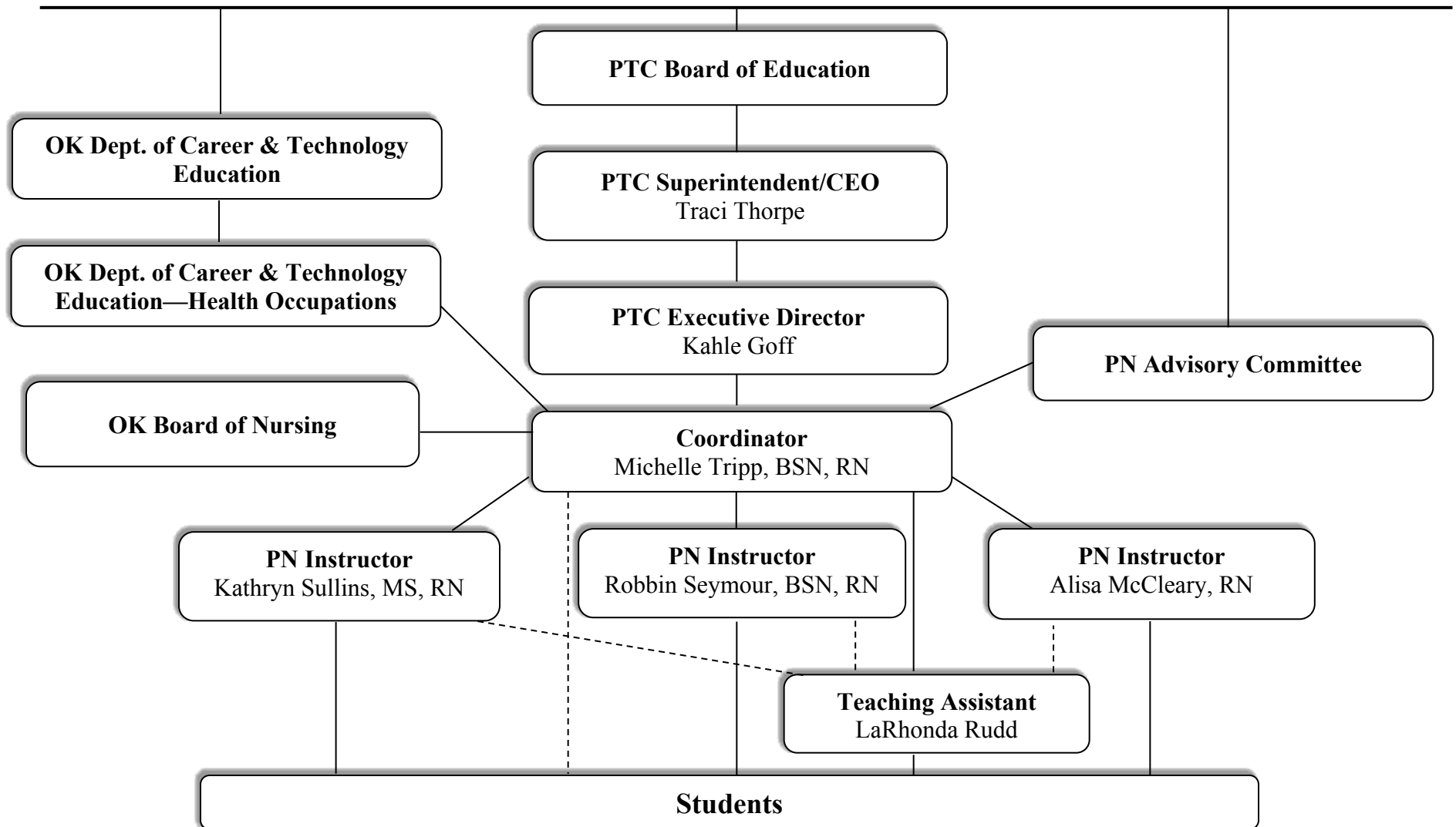
Utilize acquired knowledge, science, skill, and professional ethics to deliver nursing care according to:

- a.) accepted standards of practice;
- b.) scope of practice as defined by the Oklahoma Nurse Practice Act;
- c.) individual and family rights to compassionate, human relational care; and
- d.) safe patient-environment standards.

Communicate effectively, and professionally, both verbally and in documentation with the health care team and patients/families to meet healthcare needs.

Collaborate effectively with other members of the health care team to provide quality holistic care.

Practical Nursing Program Organizational Chart



ACADEMIC INFORMATION

READMISSION POLICY FOR PN STUDENTS

Students may qualify for readmission only one time. A student who withdraws/drops from the Pioneer Technology Center PN program must submit a written request to reenter the program: return requests will be considered by ~~the PN Coordinator and PN faculty~~ a selected committee and approved by the PN Coordinator. There is no guarantee of re-admittance. The student will be notified of the decision.

Student who may qualify for readmission:

- 1) has only one withdrawal/drop;
- 2) requests a review of mitigating circumstances by the PN Coordinator which may allow return in less than 90 days if it is determined that circumstances so warrant;
- 3) will be placed at the top of the list of qualified applicants if s/he leaves in good standing (i.e. making Satisfactory Academic Progress, is financially current, attendance, attitude/behavior, formally withdraws, etc.);
- 4) may receive Advanced Placement in the PN program if s/he is readmitted and returns to the program within ~~two (2) years~~ one (1) year. (Advanced Placement is not available for students who have been out of the program for more than ~~two (2) years~~ one (1) year. S/he must repeat the application process and qualify for admission);
- 5) will be charged a \$25.00 enrollment fee upon re-entry;

In addition to the items above, a student who drops/withdraws from the PN program due to failing grades

- 6) must complete academic training as specified by the PN Coordinator.

CLASS HOURS

The majority of the program content is available during regularly scheduled class hours. However, clinical practice, workshops, seminars, etc., may occur outside the regularly scheduled class hours. The faculty reserves the right to make adjustments in class hours whenever an opportunity for enhanced learning occurs or a need arises which necessitates adjustments in order for program objectives to be met. During segments of the program, the student may be placed in preceptorship and/or mentoring experiences, which require day, evening, night and/or weekend hours. Our facility will be available for student use Monday through Thursday 8:00 am to 4:00 pm and Friday 8:00 am to 2:00 pm when school is in session. Students must attend class 6 hours per day to meet the minimum of 30 hours required per week. Classroom hours are subject to change. Changes will be posted in the classroom. Lunchtime is usually 11:00 am – 12:00 noon. No faculty will be available during (lunch time). Professional faculty meetings may be required throughout the year. Faculty lunch hour may be extended for these meetings.

Students must attend class as required to meet monthly contract as designated by faculty advisor. Attendance will be arranged according to students' monthly contracts. Failure to meet these terms may affect progression. Failure to maintain Satisfactory Academic Progress (SAP) may also affect **financial aid**. The faculty must approve any special arrangements regarding classroom hours.

The Fire/Emergency Sign-In Sheet must be completed at the time of clocking in and clocking out. This document serves as an attendance roster for the day and will be used accordingly in case of an emergency.

STUDENT ORIENTATION

Orientation with the faculty will be scheduled after students have been accepted into the nursing program but before the student begins the first Learning Activity Packet (LAP). The orientation will include the following:

- Faculty/PTC Staff Introductions
- PN Student Handbook/Quiz
- PTC Handbook/Quiz
- Rules and Regulations of PTC Practical Nursing Program

ATTENDANCE POLICY

Students must be on time for all conferences, appointments, class/learning activities, and/or orientations. If absent from clinical, refer to Clinical Handbook procedures. Failure to do so may result in a warning, documented conference, and/or removal from the program. If unable to report to school, the student **must** notify the faculty or the nursing teaching assistant of planned absences prior to the absence and unplanned absences **before 9 am** or will be considered no call, no show. Students leaving campus for appointments during class time must provide written and signed documentation prior to returning. Attendance and punctuality will be monitored. Any student demonstrating a negative pattern of attendance/punctuality may be counseled and/or dismissed from the program. If the student does not attend class for more than 5 days and has not notified the faculty or nursing office, a letter will be sent recommending **dismissal** from the program.

A computer time-clock is utilized and is located in the practical nursing office for clocking in and out. The student must clock in before starting class to document arrival time. The student must clock out for lunch, or any time the student is out of the classroom and not working on LAPs or skills, and clock back in upon his/her return. If time is not documented on green sheet **and** time clock, hours will **not** be counted and will result in loss of class hours. A time sheet is available for student's personal use for recording their own time. When leaving the **nursing-department health wing**, the student is responsible to clock out. Hours of attendance will be calculated at the end of each month. The time sheet may be printed off once a week and placed in the student's file for his/her review. It is the student's responsibility to review his/her computer time sheet to determine accuracy for each week. **Errors must be reported or the hours will be lost.** Students may not clock in or out for other students. Should this occur, students involved in the incident will be counseled and may be dismissed from the program due to unprofessional conduct. When students start clinical rotations, the teaching assistant will clock-in clinical hours after their completion. Clinical hours will be recorded according to the assigned area.

Any adjustment to the time needs to be made as soon as possible using the Time-Adjustment Form. All time adjustment forms must be signed by a faculty member before being given to the nursing Teaching Assistant (TA).

ABSENCES

Absences must be kept to a minimum. Students must maintain a 90% attendance. Absences will be evaluated on a case by case basis by consensus of faculty and the Coordinator. If the absence is not reported, consequences may occur. Students on Pell assistance could owe a repayment of financial aid funds if not maintaining Satisfactory Academic Progress (SAP) .

Theory

The student must notify the PN faculty or teaching assistant of a classroom/theory absence. Clinical progression will be denied if appropriate LAP progress is not maintained.

Clinical

For a clinical absence the student must call the clinical instructor and facility as indicated by the instructor. If absent during the clinical rotation – the make-up week will be rescheduled, the next clinical week if possible. This may result in an increase in theory hours and changes in clinical rotations.

Clinical absences are discouraged. Clinical rotations are divided into several clinical rotation time frames. On the second clinical absence a student must meet with advisor. If there is a third, the student must meet with the coordinator, which may result in dismissal from the program.

Leave of Absence – reserved for Medical Emergencies per Coordinator’s discretion not available for practical nursing students.

WITHDRAWAL/DROP

In order to withdraw/drop in good standing from PTC and the Practical Nursing program, a withdrawal/drop form should be completed. To obtain official withdrawal clearance, students needing to terminate their programs of training must do the following: 1) Meet with the Practical Nursing Coordinator, concerning withdrawal. 2) Review requirements for readmission if desires to return to the program. 3) The last day of attendance will be considered the withdrawal date. 4) Students must meet with finance to pay any outstanding debt at the time of withdrawal. Students who are dismissed or withdraw from this program for any reason shall not be readmitted into the program unless approved by the Practical Nursing Coordinator. Applicants for readmission shall be considered upon merits of each individual case. A student may only have one withdrawal/drop to be considered for re-entry.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at Pioneer Technology Center must be making satisfactory progress toward completion of their identified training goals. Refer to Pioneer Technology Center Student Handbook and/or Financial Aid & Consumer Information Guide.

STUDENT-TEACHER CONFERENCES

A minimum of one student-teacher conference is required monthly. Additional conferences or tutoring sessions are scheduled as needed. In-service days are held on a monthly basis. **All students must attend Contract Day. If the student is unable to attend Contract Day, the faculty or Practical Nursing teaching assistant must be notified before the meeting time. Additional requirements will be added to contract. Course and clinical grades are reviewed at this time with each student.**

Contract Breaches

Students are allowed three breaches of contract. Student will be dropped on 4th breach.

DISMISSAL

The Practical Nursing Coordinator may dismiss any student whose health, work, or conduct demonstrates unfitness to continue the program. Dismissal is the removal of a student from the program for reasons including, violation of policies and/or unprofessional conduct or behavior.

APPEAL PROCESS

Adult students do not have due process rights pursuant to PTC policy. (Please refer to policy FO in the PTC Student Handbook).

GRADING POLICIES AND PROCEDURES**Evaluation**

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

Grading Scale:

Letter Grade	Percentage	GPA
A – Superior	94-100%	4.0
B – Above Average	87-93%	3.0
C – Average	80-86%	2.0
D/F – Failing	0-79%	.0

Below 80% constitutes a failing grade for theory and clinical courses. In order to be promoted to the next course of study, the student **MUST** have completed the previous course with a score of 80% or higher in each theory course, and 80% or higher in the clinical component of each trimester. In the event, the student does not obtain an average of 80% in each course or the clinical component, s/he will NOT be admitted into the next course of study. The determination of the student's academic grade is the responsibility of the student's instructor/advisor. If a grade of less than 80% is received, a student may repeat the course. Only one course may be repeated during the program. Any course being repeated must be completed with new materials.

PROGRAM COMPLETION/NCLEX ELIGIBILITY

The entire Practical Nursing curriculum must be successfully completed with a minimum score of 80% in all courses and each student must meet specified OBN approved requirements in order to graduate. All tuition and fees must be paid in full to Pioneer Technology Center in order for final transcripts to be forwarded to the Oklahoma Board of Nursing. The NCLEX-PN licensing examination cannot be taken until the Oklahoma Board of Nursing receives these transcripts. Any student owing money to PTC will not be eligible for a transcript or certificate of completion. Students may pick up their NCLEX packet upon completion of Trimester III beginning of Leadership.

GRADUATION

One graduation ceremony is scheduled each year. Students **are may be** eligible to participate in the graduation ceremony if they are in or have already completed their preceptorship in Trimester III. They should complete the program within 2 months after the graduation ceremony or they may be dropped from the program.

HONORS GRANTED TO PRACTICAL NURSING STUDENTS

PTC's Practical Nursing program wishes to recognize those students and graduates who demonstrate exceptional academic achievement during their enrollment in the program.

National Technical Honor Society (NTHS) and Guaranteed Graduate

Please refer to the Pioneer Technology Center Student Handbook.

Honor Graduate with Distinction

Practical nursing students graduating with an overall average of 94% or greater will be identified as an Honor Graduate with Distinction. Students who have been placed on probation or received other behavioral disciplinary action are not be eligible for this honor.

Honor Graduate

Practical nursing students who graduate with an overall average of 90% will be identified as an Honor Graduate. Students who have been placed on probation or received other disciplinary action are not eligible for this honor.

Pioneer Spirit Award

Students select one of their peers that exemplify the following character traits: professionalism, compassion, integrity and willingness to help fellow students.

Florence Nightingale Award

Faculty select one or two of the graduating students who displays qualities in nursing based on Florence Nightingale's values of "selfless service".

TUITION POLICIES

Please refer to the Pioneer Technology Center Student Handbook.

EXPENSES AND FEES

Please refer to the Estimate of Expense List for students. Refer to website.

FINANCIAL ASSISTANCE

Please refer to the Pioneer Technology Center Student Handbook and/or Financial Aid Officer.

APPROPRIATE SCHOOL ATTIRE

Please refer to the Pioneer Technology Center Student Handbook.

CHILDREN IN THE CLASSROOM

Due to infection control and safety liability issues, children are not allowed in class, lab, or clinical settings.

SOCIAL MEDIA AND ELECTRONIC DEVICES

Opportunities for students to interact with and receive support from their peers are provided through the use of social media. These social devices can enhance nursing education when used appropriately. The following are guidelines that the nursing program will follow:

Nursing students are preparing to enter the workforce that requires standards of behavior. Thus, patient/family or healthcare facility information of a confidential nature should not be posted on any social networks, online forums or webpages. Patient confidentiality and HIPAA guidelines **must** be followed at all times. Students must be ethical, respectful, responsible and accountable.

No personal: computers, I-Pads, laptops or electronic devices are allowed on campus.

Responsible, accountable behaviors and appropriate technology protocol should be followed at all times when using various types of electronic devices such as cell phones, i-pods, mobile devices, laptops, etc and when posting on social networks. Disciplinary actions will follow including possible dismissal from the program if the student engages in any of the following behaviors:

- Personal phone conversations or texting while in a patient's room.
- Patient/family photos taken by students in the clinical agency.
- Breach of confidentiality when using any form of social media or electronic device.

CELL PHONES / SMART WATCHES

All cell phones/smart watches and any watch that connects to your phone are to be relinquished into designated receptacle upon clocking in. Failure to do so may result in the student being sent home and a loss of total seat hours for that day. They may be used outside the classrooms in a private area or in the breakroom during designated breaks.

Cell phones/smart watches or any watch that connects to your phone are not allowed to be carried or worn in clinical/classroom/testing/lab area. Use of any such device during a test will result in a zero for grade and possible dismissal.

FIELD TRIPS

Field trips, both in and out of the Pioneer Technology Center district, are an integral part of the learning process in all areas of career and technological education. Such trips must be approved by the Coordinator. Students are required to have necessary forms completed prior to taking out-of-town trips and are required to wear appropriate attire and nametag or the PTC practical nursing uniform with nametag. Field trips are usually considered clinical hours and student must call if unable to attend. If notification is not received, it is considered a no call-no show incident and a zero recorded.

SMOKING & BREAKS

Refer to Policy CKDA in the Pioneer Technology Center Student Handbook.

Practical Nursing students are prohibited from using any form of tobacco, tobacco products, e-cigarettes/vapes, etc. when on campus, in uniform and/or on school field trips/functions.

HEALTH

Appropriate physical and emotional health, as required to meet the demands expected of nurses (including that which is required to assure the safety of patients/self/others), must be maintained by the student. The following criteria includes: lift/carry 50-150 lbs, push/pull 150-300 lbs, stand/walk 8-12 hours a day, bend/stoop/kneel, possess fine motor movements for skills, adequate vision/hearing, and ability to feel hot/cold. Medical clearance will be required after some illnesses. All significant changes in a student's health must be promptly reported to faculty. The program Coordinator reserves the right to request reports of medical evaluations of student's health problems. Whenever the student is experiencing health problems and is assigned to clinical practice, the policy of the clinical facility shall prevail. The faculty will, if necessary, send a student home when the health of patient, staff, and/or others are placed at risk. This may result in forced absenteeism. The student must incur the costs of medical appraisals/treatments, etc. A medical release may be required in order for the student to return to the classroom and/or clinical setting.

Contagious and Infectious Diseases

Students having any communicable disease, fever, nausea, diarrhea, vomiting, persistent cough, shortness of breath, or exposure to a communicable disease are not permitted to attend or remain in class or clinicals. Faculty reserves the right to send students home based upon symptoms. A medical release may be required in order for the student to return to the classroom and/or clinical setting. In all

cases, school officials are governed by the order of the local health offices or by the State Board of Health. CDC Guidelines will be followed regarding Covid-19.

INCLEMENT WEATHER

Local TV/Radio stations, Swift K-12 will broadcast official announcements of school closings. If Pioneer Technology Center is closed due to inclement weather, students will not be expected in class and/or clinical. **Any student not attending a scheduled clinical rotation must notify the clinical site and the instructor. Students are requested to keep tracking information current for school notifications. The Coordinator and/or faculty cannot make the final travel decision for the student.**

RESEARCH

The school reserves the right to test or develop innovative techniques, scheduling, etc., in accordance with the rules and regulations of the OBN. Students will be informed of any research if it is being done during the time in which they are enrolled.

STUDENT COMPLAINTS

Students are encouraged to discuss concerns and complaints with the instructor involved. However, if the student determines that the issues are still unresolved, the student must follow the appropriate channels. The channels are as follows:

- Student
- Course/Clinical Instructor
- Coordinator
- PTC Executive Director
- PTC Superintendent

ETHICS/PROFESSIONALISM

STUDENT CONDUCT POLICY

The Pioneer Technology Center Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. Please refer to the Pioneer Technology Center Student Handbook for policies concerning student conduct.

Practical Nursing Conduct/Professional Behavior

In addition to Pioneer Technology Center regulations governing conduct, practical nursing students must conform to customary standards of conduct, professional behavior, and ethics of nursing in both the Practical Nursing program and those of the clinical facility in which the student is assigned. Violation of any Pioneer Technology Center policy or any of the following Practical Nursing policies may warrant warning, probation, and suspension or dismissal from school in addition to any civil or criminal prosecution. The list includes, but may not be limited to:

1. Failing to comply with policies and procedures of Pioneer Technology Center, the Practical Nursing Program and/or clinical agencies
2. Being insubordinate
3. Violating safety standards
4. Falsifying records
5. Sleeping in class or clinical
6. Lying/falsifying information

7. Failing to immediately report critical classroom incidents involving self, peers or others to faculty
8. Failing to conduct self in a professional manner at all times
9. Failing to inform instructors/TA of absences or tardies
10. Resorting to fraud, misrepresentation, or deceit in taking any examination (i.e. texting, talking, or cheating on a test, will result in a grade of zero and student may be dismissed from the program)
11. Aiding and abetting other students with fraud, misrepresentation or deceit in taking examinations or completing homework assignments

Professional behavior in nursing encompasses the following, but is not limited to:

1. Knowing the scope of practice identified for the Licensed Practical Nurse and the student practical nurse including professional and legal requirements
2. Maintaining confidentiality of information pertaining to patients
3. Conducting self in a non-discriminatory manner
4. Abstaining from endorsing/promoting commercial products
5. Maintaining high standards regarding personal appearance, language, dress and demeanor
6. Knowing and applying ethical principles underlying the profession
7. Remaining informed about current health issues
8. Accepting responsibility for safe nursing
9. Keeping fit mentally, physically and educationally
10. Following policies and procedures of clinical facilities
11. Applying knowledge and skills to clinical practice
12. Cooperating and collaborating with all members of the health care team to meet the needs of patients
13. Demonstrating accountability for own actions
14. Maintaining professional appearance, appropriate for the profession/area of training
15. Anticipating, identifying, reporting and/or meeting patients' needs in an appropriate manner
16. Maintaining confidential information/supporting patients' rights to privacy
17. Refusing gifts, tips or exchanging of property involving patients or clinical facilities
18. Immediately reporting critical clinical incidents involving patients, self, or others to Faculty or supervisor
19. Never leaving a nursing assignment without properly advising appropriate personnel
20. Adhering to the Code of Ethics for Licensed Practical Nurse (see next page)

Foul Language

Foul language is not permissible for a professional and *will not* be tolerated. Student may be removed from the classroom/clinical site and receive a zero for the day. If behavior continues student may be dismissed from program.

CODE OF ETHICS FOR LICENSED PRACTICAL NURSES

The Licensed Practical and Licensed Vocational Nurse shall:

1. Know the scope of maximum utilization of the LP/VN as specified by the Nursing Practice Act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept the responsibility for membership in NALPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

Resource: National Association of Licensed Practical Nurses website

STUDENT RESOURCES

COUNSELING AND GUIDANCE

If a student needs to share a problem or situation with someone or needs to seek assistance in any matter, the following procedures are recommended.

1. Do not wait until it is too late to seek assistance; if you see a problem developing, seek assistance immediately.
2. Instructors are available during class hours and may be able to assist with problems. Do not hesitate to share any problem or issue with them.
3. If your instructors are unable to assist you or if it is a problem or issue in which you do not feel comfortable sharing with them, a Pioneer Technology Center Counselor will be available to work with you in trying to find a solution to the situation. The Counselor is available in Student Services from 8:00 a.m. until 4:00 p.m. Monday through Friday by appointment or at other times, if the situation deems it necessary.

CAREER CENTER and ASSESSMENT CENTER

Certain services are available to enhance instruction through the Career Center and Assessment Center.

PRACTICAL NURSING COMPUTER/TESTING ROOM

The Computer Room is equipped with computers, audio-visual equipment, and a library area. Internet access is available for students and personal headphones are encouraged to maximize concentration. Students may use the internet / computers for educational purposes only. Students may obtain prescribed computer software / videos from the video room, computer room proctor, or TA's office. The Computer Room is designated as a quiet area. Students are not allowed to take personal electronic devices, food, or drinks into this area.

LIBRARY / VIDEO FACILITIES

The library / video facility is located in the Computer Room. **BOOKS AND VIDEOS ARE NOT TO BE REMOVED FROM THESE ROOMS.**

EMPLOYMENT

It is suggested that if students must work, they should limit work to 16 hours per week if possible. Work times must be scheduled so the student is rested and alert for the clinical experience. If instructor deems the student unsafe, student may be sent home. A student working in a health care agency must not wear the PTC student uniform or any other student identification. In the workplace setting, practical nursing students may not perform any skills which are within the Practical Nursing program if it does not meet with the policies of the work place/or scope of practice for their job description.

STUDENT PLACEMENT

The student is taught the job application process, resume writing, and job retention skills in the leadership course taken at the end of the Practical Nursing program. Job availabilities are posted in the classroom student information board and PTC website.

STUDENT ORGANIZATIONS

Two official organizations are available for student membership. They are:

OSALPN – NALPN: Oklahoma State Association of Licensed Practical Nurses and National Association of Licensed Practical Nurses

This association is the official membership organization for Licensed Practical and Vocational Nurses. Membership is limited to LPNs and LVNs. The Oklahoma Association of Licensed Practical Nurses (OSLPN) is the state organization. (Optional)

HOSA (FHP): Future Health Professionals (FHP) is the designated CareerTech student organization for the Practical Nursing program of Pioneer Technology Center. Each practical nursing student may become a member of the local HOSA/FHP organization and a member of Oklahoma State HOSA/FHP and National HOSA/FHP. Membership dues are included in PTC activity fee.

These organizations are designed to provide an opportunity for students to learn professional responsibilities. They also help students build leadership skills through planning and executing education, community, and recreational activities.

CLINICAL INFORMATION

CLINICAL ROTATIONS

Clinical rotations are an essential component of the Practical Nursing program. Opportunities for individual clinical rotations are space dependent and curriculum dependent and may not be a viable option during every clinical week. Required curriculum for clinical rotations is listed on the Clinical Unit of Instruction tool.

Students are requested to provide documentation of compliance of the immunization standards upon admission to the Practical Nursing program. Cost incurred for compliance with these standards will be the responsibility of the student and/or sponsoring agency. Immunizations are the responsibility of the student to keep current. Students may not go to the clinical site unless all immunizations are up to date. Flu/~~Covid~~ vaccine, when available, and TB test **and drug testing must be done on an annual basis. CPR card must be kept up to date also in order to practice in the clinical sites. If out of compliance the student will not be allowed to attend any clinical rotation.**

Appropriate vaccination/health assessment may be required by the assigned clinical site in order for students to participate.

SAFETY AND HEALTH GUIDELINES

A. PURPOSE

All precautions should be taken by each student to work safely, eliminating all possible hazards (example: always use gloves when exposed to body secretions). The safety of oneself, as well as others, should always be considered. Safety is ample reason for requiring certain dress requirements in various departments or settings.

B. ACCIDENTS AND ERRORS

The following guidelines should be utilized in reporting accidents or errors in the clinical setting:

1. All accidents or errors should be reported immediately to the instructor and/or nurse in charge. This is each student's ethical and legal responsibility.
2. The student is to fill out the proper form according to the clinical facility's policy and the Pioneer Technology Center Incident Form.
3. Accidents involving the student should be reported immediately to the instructor. Instructor will inform the Practical Nursing Coordinator.
4. Complete required forms.

C. HEALTH INFORMATION

The following rules apply to students enrolled in the Practical Nursing Program at Pioneer Technology Center.

1. Students are responsible for satisfactory completion of the school's physical examination form prior to enrolling
2. The school will assume no liability relating to the condition of health resulting from injury during school activities.
3. Should a student become ill or be injured while on clinical duty, the student should report to the instructor as soon as possible.
4. Students are responsible for their own medical expenses, illnesses, or accidents. It is suggested that each student have hospitalization insurance. The school does not have a physician assigned to the care of the students.
5. A student who is chronically or habitually ill will have a re-evaluation requested of their student's health status.
6. Students are not to present themselves to a doctor in the hospital while functioning in a student role concerning medical problems about themselves or their families.
7. The pregnant practical nursing student is encouraged to notify the Practical Nursing Coordinator and faculty of her status as soon as possible. This is a voluntary disclosure. It is advised that a pregnant student who enters the program, or becomes pregnant while in the program, not place herself or the fetus at risk during any activity.

DRUG TESTING

All Pioneer Technology Center Practical Nursing students will be required to undergo drug testing to meet the requirements of our host clinical facilities.

The Practical Nursing program applicant will be asked to read and sign a *Consent for Drug/Alcohol Screen* statement during orientation. Pioneer Technology Center reserves the right to deny a student continuance in the Practical Nursing program if s/he refuses to sign this consent form. Any offer of admission to and/or continued enrollment in the Practical Nursing program will be contingent upon submission to and the subsequent results of the required drug/alcohol screen(s). The presence of chemical substances in a student's body fluids may result in dismissal from the Practical Nursing program. If you have questions regarding this program requisite, please contact the Practical Nursing Coordinator.

DRUG TESTING POLICY

Pursuant to Student Affiliation Agreements, stated requirements will be followed.

The purpose of this policy is to:

- *Inform students that drug testing may be required by some host facilities as a condition of participation in the clinical experience;
- *Establish the procedures applicable to drug testing;
- *Ensure that student understand that testing for drugs is typical of the health care environment;
- *Provide assurance that when a clinical site requires drug testing, all students assigned to the site are subject to the same drug testing requirements.

Clinical sites require drug testing for students and for their employees to:

- *Establish and maintain a safe, healthy working and learning environment for employees, students, patients and visitors;
- *Reduce the incidence of accidental injury to persons or damage to property;
- *Reduce absenteeism, tardiness and/or poor job performance;
- *Serve as a deterrent to the abuse of drugs and alcohol.

Substances Which May be Tested

The substances tested shall be for drugs and alcohol as defined in the Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by rule by the State Commissioner of Health.

Alcohol and Drug Use Tests—When Required

Pioneer Technology Center staff will select the professional laboratory/site where the student will undergo the required drug screen. Annual drug screen fees will be included in the cost of the Practical Nursing program. It is the student's responsibility to pay any additional charges beyond the charge of testing whether a medical review officer (MRO) or other charge connected with a positive test. It is also the student's responsibility to have the results of the drug screen provided to the Pioneer Technology Center Practical Nursing Program Coordinator. A student must have a negative drug screen in order to participate in the clinical experience, where required by the clinical site, and in order to complete the practical nursing program.

In addition to taking a drug test and obtaining a negative drug screen, a student may be required, in accordance with the drug testing requirements of the clinical site, to undergo additional random or reasonable suspicion drug testing. Random testing is testing performed on a random selection basis that results in an equal probability for selection. Reasonable suspicion testing means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. A student will also be tested when the clinical site has a reasonable suspicion that the student or other person has sustained an injury on the premises or has caused injury to another or has caused property damage believed to be the result of the student's use of alcohol or drugs.

In any instance in which the clinical site requires the student to undergo reasonable suspicion testing, the clinical site will be responsible for designating the professional laboratory where testing will be conducted and will also assume the financial responsibility for testing.

The clinical nursing instructor can also request immediate drug/alcohol testing if indicated by suspicious behavior, speech, appearance or odor of student. The cost of this test will be incurred by the student. Information provided by a reliable source, if based on personal knowledge, shall also constitute reasonable suspicion.

Procedures for Alcohol or Illegal Chemical Substance Testing

Any test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma state Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health.

If the initial drug test is positive for the presence of a mind altering substance or its metabolites, the initial test result will be subject to confirmation by a second and different test of the same sample.

If an initial alcohol test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

All test results will be confidential and kept in separate files from the student's cumulative record file and the information will only be available to Pioneer Technology Center and the clinical site, as necessary to fulfill clinical experience requirements. The laboratory performing alcohol or drug tests for the program will not report on or disclose any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or mind altering substances or the metabolites thereof.

ADDITIONAL CLINICAL REQUIREMENTS

A background and criminal check, Blood Borne Pathogens training, TB training, HIPAA, MRSA, General Safety, Fire Safety/Fire Evacuation training, CPR for the healthcare provider, and First Aid as well as other items required by contract with the clinical sites must be completed before students can start clinicals. The background and criminal check must be current with admission and a PTC questionnaire completed at the end of each trimester. Students who do not pass the criminal background check will be unable to attend clinical, making them unable to complete the nursing program. A PTC orientation for each trimester must be completed. Clinical facility orientations are also required.

LPN LICENSURE

APPLICATION FOR THE LICENSURE EXAMINATION

Upon completion of the Practical Nursing Program, students may be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The OBN and NCLEX-PN application instructions for Certification by Examination may be obtained from the faculty/Coordinator. Applications are completed online and required documentation is uploaded onto the portal on the OBN website, nursing.ok.gov. The application fee to Oklahoma Board of Nursing is \$85.00 for Single State Licensure or \$150.00 for Multistate Licensure. The NCLEX-PN examination fee is \$200.00. A National Background and Criminal History Records Search must also be included. The National Criminal History Records Search must be dated within 90 days of the student's graduation date. The National Criminal History Records Search must include a sex offender and violent crime check.

OPEN RECORDS ACT

The Board of Education of the Pioneer Technology Center adopts this Policy Statement in connection with the Oklahoma Open records Act (the "Act").

Pioneer Technology Center's Philosophy

The Technology Center, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. It strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this Technology Center desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the Technology Center, except those records designated as confidential in this Policy Statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying, and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the Technology Center shall be accorded prompt and reasonable access to those records. **The district may make requested records available on the Internet to comply with the obligation of providing prompt, reasonable access to records.**

Confidential Records Not Available for Inspection

As permitted by the Act, the Technology Center hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the Technology Center as directory information and (ii) parents have been notified of and have not exercised their non-release rights.
7. Instructor lesson plans, tests and other teaching materials.

OPEN RECORDS ACT (Cont.)

8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the Technology Center.
11. The home telephone number of any person employed or formerly employed by the Technology Center, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Confidential information concerning or related to threats or acts of terrorism including, but not limited to: plans for deterrence or prevention of terrorism; records or technology which identify district designs or functional schematics involving facility layout, organization, system configurations, and security devices and monitoring capabilities; and other information as may be related to prevention of or response to terrorism.

Records Custodian

The Board of Education hereby designates its ~~Director of Finance~~ **Chief Financial Officer**, or if such person is not available during regular business hours, then it's Human Resources Manager as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

When a request for public records would clearly cause excessive disruption of the Technology Center's essential functions or is solely for commercial purpose the Technology Center will charge a reasonable fee ~~in the amount of \$25.00 per hour~~ to recover the direct cost of document search.

Fees for Records and for Search for Records

The following fees shall be charged for records reproduction and any compensable search for records:

Copies:

8 ½" x 14" (or smaller)	\$.25 per copy
11" x 17" (ledger)	\$.50 per copy
Certified copy	\$1.00 per copy

Research:

\$25.00 per hour

The Technology Center does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the Technology Center shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

OPEN RECORDS ACT (Cont.)

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request, the Technology Center may request a deposit, to be set by the records custodian, to be made at the time of the request.

Request for Records

Requests for public records shall be made to the attention of the Superintendent of Schools or the Technology Center's Records Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the Records Custodian may request that the requestor provide a more precise explanation or description of the records requested. The Technology Center shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of Technology Center business. The district may make requested records available on the Internet to comply with the obligation of providing prompt, reasonable access to records.

An individual requesting public records, pursuant to the Act, is requested to use the Technology Center's Request Form to expedite the processing of the request.

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Superintendent of Schools.

REFERENCE: 51 O.S. §24 A.1, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.



Change Order No. 1
August 5, 2020

PROJECT: PTC Westward Expansion
2101 N. Ash
Ponca City, OK 74601

Architect's Project No. 1802

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

CONTRACTOR: Kyler Construction Group
601 S. 3rd Street
Ponca City, OK 74601



CONTRACT DATED: March 2018

Notice : The Contract is changed as follows:

Add CO for Revisions to the Detention Pond

PR 33

41,411.00

Contract Summary

The original Guaranteed Maximum Price was	\$7,784,420.00
Net change by previously authorized Change Orders	\$0.00
The Guaranteed Maximum Price prior to this Change Order was	\$7,784,420.00
The Guaranteed Maximum Price will be increased by this Change Order	\$41,411.00
The new Guaranteed Maximum Price including this Change Order will be	\$7,825,831.00

The Contract Time will **remain unchanged**.

The date of Substantial Completion as of the date of this Change Order therefore is **August 15, 2020**

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Contract Price which have been authorized by Construction Change Directive.

Winterrowd Talley Architects, Inc.
112 North Third Street
Ponca City, OK 74601

Kyler Construction Group
601 South Third Street
Ponca City, OK 74601

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

By _____ By _____ By _____

Date _____ Date _____ Date _____

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
August 10, 2021 FY 2021/2022

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Coleen Blevins	ABE/HSE Instructor	08/31 (3:15 – 6:15pm)	87.50
Steve Bookout	AT&D Evening Supervisor	07/16 – 08/15 (up to 40 hrs)	1,000.00
Steve Bookout	AT&D Evening Supervisor	08/16 – 09/15 (up to 44 hrs)	1,100.00
Steve Bookout	AT&D Evening Supervisor	09/16 – 10/15 (up to 40 hrs)	1,000.00
Steve Bookout	AT&D Evening Supervisor	10/16 – 11/15 (up to 40 hrs)	1,000.00
Steve Bookout	AT&D Evening Supervisor	11/16 – 12/15 (up to 40 hrs)	1,000.00
Mike Boon	Curriculum Update	08/04 (9 hrs)	315.00
Mike Boon	Backhoe Safety	08/17 – 08/18 (25 hrs)	750.00
Mike Boon	Backhoe Safety	09/14 – 09/15 (25 hrs)	750.00
Gail Boswell	PT Temporary Custodian	08/02 – 12/31 (up to 19 hrs per week)	23.70/hr
Carol Bottoms	ABE/HSE Instructor	08/23 – 08/31 (M/T 8:00am-2:30pm)	700.00
Ashley Eddinger	CNA Skills	07/08 (4 hrs)	100.00
Lori Evans	AT&D Evening Supervisor	07/16 – 08/15 (up to 36 hrs)	900.00
Lori Evans	AT&D Evening Supervisor	08/16 – 09/15 (up to 40 hrs)	1,000.00
Lori Evans	AT&D Evening Supervisor	09/16 – 10/15 (up to 44 hrs)	1,100.00
Lori Evans	AT&D Evening Supervisor	10/16 – 11/15 (up to 40 hrs)	1,000.00
Lori Evans	AT&D Evening Supervisor	11/16 – 12/15 (up to 36 hrs)	900.00
Tyler Evans	School Bus In-service	07/10 - 07/15 (up to 10 hrs)	277.00
Tyler Evans	School Bus Driver Training	08/23 – 08/26 (M-TH 6-9pm / up to 30 hrs)	831.00
Tyler Evans	School Bus Driver Training	09/13 – 09/16 (M-TH 6-9pm / up to 30 hrs)	831.00
Tyler Evans	School Bus Driver Training	10/04 – 10/07 (M-TH 6-9pm / up to 30 hrs)	831.00
Joella Francis	CNA Check-off Skills	07/29 – 07/30 (7.5 hrs)	187.50
Larry Godley	ABE/HSE/ESL Instructor	08/01 – 08/31 (26 hrs)	780.00
Judy Gose	MAT Full Course	07/08 – 07/09 (16 hrs)	288.00
Tonya Jackson	ABE/HSE/ESL Instructor	08/01 – 08/31 (42 hrs)	1,050.00
Elaine Harman	ABE/HSE Math Instructor	08/23 – 08/31 (8:30am-11:30am)	525.00
Brook Lindsay	PTC In-Service days	08/04 – 08/10 (up to 15 hrs)	375.00
Steven Long	Advanced EMT	07/08 – 07/31 (42 hrs)	1,054.16
Steven Long	Advanced EMT	08/01 – 08/31 (42 hrs)	1,054.16
Steven Long	Advanced EMT	09/01 – 09/30 (42 hrs)	1,054.16
Steven Long	Advanced EMT	10/01 – 10/31 (42 hrs)	1,054.16
Steven Long	Advanced EMT	11/01 – 11/30 (42 hrs)	1,054.16
Steven Long	Advanced EMT	12/01 – 12/31 (42 hrs)	1,054.16
Steven Long	Advanced EMT	01/01 – 01/30/22 (42 hrs)	1,054.21
Ashley McCleary	CNA Skills Check Off	07/13 & 07/15 (4:15-5:45pm)	75.00
Tracey McCloud	ABE/HSE Instructor	08/09 – 08/31 (101 hrs)	2,626.00
Jennifer McGrew	RN Supervisor	07/01 – 07/31	250.00
Amiee McNicholas	PT Temporary Childrens Lab Asst	07/01 – 06/30 (up to 19.5 hrs per week)	10.50/hr
Diane Pendleton	ABE/HSE Instructor	08/01 – 08/31 (31.5 hrs)	787.50
Pam Powers	ABE/HSE Instructor	08/24 – 08/31 (T 4:30-7:30pm)	175.00
Pam Powers	ABE/HSE/TANF Instructor	08/01 – 08/31 (M-W 8:00am-2:30pm)	2,450.00
Kayla Randol	Soap Making	07/15 (5:00-8:00pm)	75.00
Kayla Randol	Decorative Sign	07/22 (5:00-8:00pm)	75.00
Tammy Ross	Lightroom/Photoshop	07/20 – 08/26 (36 hrs)	720.00
Tracy Scott	ABE/HSE Instructor	08/01 – 08/31 (10.5 hrs)	262.50
Rebecca Stephens	ABE/HSE Instructor	08/01 – 08/31 (M 4:30-7:30pm)	262.50
Rebecca Stephens	ABE/HSE/TANF Instructor	08/01 – 08/31 (TH-F 8:00am-2:30pm)	1,400.00
Valerie Streeter	ABE/HSE Clerical Data Entry	08/01 – 08/31 (130 hrs)	1,950.00

TITLE CHANGES – ADDENDA TO CONTRACTS

<u>Name</u>	<u>Current Title</u>	<u>New Title</u>
Ladner, Zac	BITE Instructor, Networking	Information Technology Instructor
McMartin, Jared	Machine Tech Instructor	Precision Machining Instructor
Rector, Chuck	Industrial Tech/Pre-Engineering Instructor	Mechatronics Instructor
Underwood, Heather	Teaching Assistant, BITE/Teacher Prep	Teaching Assistant, Information Technology/Teacher Prep

Appendix A