

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

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations - Goals Report Out, Team Representatives
5. Discussion and vote to approve or not approve the Minutes of the September 14, 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 #20510-20621; Building Fund #20035-20038; Payroll #70148-70158).
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 budget appropriations for FY22 as listed on Appendix A
9. Discussion and vote to approve or not approve policy additions/revisions as listed: BBB - Board of Education Member Election Vacancies, CHC - Bids and Quotations, CHC-R - Bids and Quotations, Regulation (CHC & CHC-R not in effect until November 1, 2021) and FFACD - Seizure Safe Schools (new)
10. Discussion and vote to approve or not approve a Resolution to the County Election Board calling for the annual election of a Board of Education member in Zone 5
11. 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
12. Proposed Executive Session to discuss the employment of an Evening Custodian. Okla. Stat. Title 25, 307(B)(1).
13. Vote to convene in Executive Session

- A. Time:
- 14. Acknowledge return of the Board to Open Session
 - A. Time:
- 15. Board President statement of Executive Session minutes
- 16. Motion and vote to approve employment of Evening Custodian
- 17. New Business
- 18. Public Comment
- 19. Motion and vote to adjourn
 - A. Time:

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

POSTED: Pioneer Technology Center, North Entrance
Posted _____
By Allison Christy, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, September 14, 2021 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order

Meeting called to order at 6:00 pm

2. Roll call and establish a quorum

Board Member Present:

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

Board Members Absent:

Ms. Gay Norris

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

3. Flag salute and moment of silence

4. Vote to approve tour of Pioneer Technology Center's construction area

Motion to approve tour of Pioneer Technology Center's construction area passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Absent
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

5. Board President acknowledgement of return to Board meeting

Mr. J.D. Soulek, Board President, announced return to Board meeting at 6:32 pm

6. Discussion and vote to approve or not approve the Minutes of the August 10, 2021 regular Board of Education meeting

Motion to approve the Minutes of the August 10, 2021 regular Board of Education meeting 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: Absent
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #20307-20509; Building Fund #20025-20034; Payroll #70144-70147).

Motion to approve the Financial Reports, Activity Fund Reports and Encumbrance/Change Order Lists as presented passed with a motion by Mr. Laurence Beliel and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Absent
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

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

Traci Thorpe, Superintendent/CEO

Traci reported spending Monday and Tuesday in the Threat Suppression presentation. All staff attended the Monday morning session. The presentation was widely attended by district schools. The second session on Monday was for administrators. The second day was more for law enforcement and emergency services. The intercom system has been updated to two-way communication with an emergency button. Marcie Mack, State Director of CareerTech Education announced her resignation. Skye McNeil is working on the windfarm and oil co. tax protests. Interim study is next week. The detention pond work is finished. The engineering company is offering to pay \$7,200 instead of the \$11,800 we asked for. Traci and Board members discussed this situation. Board meetings will continue to be held in Seminar Center West at least until summer. The Board and Traci discussed going back to having supper before Board meetings – they decided against it.

Kahle Goff, Executive Director, Full-Time Programs

Kahle reported Dawn Brakey and Robert Howard provided technical assistant to clients resulting in savings of approximately six million dollars. Revenue generated from Safety Training is almost \$20,000. Constitution Day is this Friday. We are keeping up with close contact recordkeeping related to COVID. Currently had 23 positive cases on campus, Five cases suspected from classroom contact. 110 in quarantine in addition. Kahle reviewed the monthly Enrollment report with the Board

9. Discussion and vote to approve or not approve OATC membership dues of \$5,500 (same as last year)

Motion to approve OATC membership dues of \$5,500 (same as last year) passed with a motion by Mr. Laurence Beliel and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

10. Discussion and vote to approve or not approve 2021-2022 Marketing Plan

Motion and vote to approve 2021-2022 Marketing Plan 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: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

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

Motion to approve purchases over \$10,000 as listed on Appendix A. passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

12. Discussion and vote to approve or not approve the FY22 Estimate of Needs and FY21 Financial Statements.

Motion to approve FY22 Estimate of Needs and FY21 Financial Statements. passed with a motion by Mr. Laurence Beliel and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 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 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. Debbie Leaming and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

14. Proposed Executive Session to discuss the employment of a Children's Lab & Preschool Teacher Okla. Stat. Title 25, 307(B)(1) and approve the carrying of a weapon on school premises by an employee who has been issued a handgun license pursuant to the Oklahoma Self-Defense Act and has successfully completed and is licensed through the reserve police officer training program as provided in 70 O.S. Section 311. This authority is provided to the board of education via 21 O.S. Section 1280.1 and 70 O.S. Section 5-149.2. The identities of such personnel shall be maintained as confidential pursuant to 51 O.S. Section 24A.7. This executive session item is authorized by 25 O.S. Section 307(B)(7) and 51 O.S. Section 24A.28.

No Executive Session

15. Motion and vote to approve employment of Children's Lab & Preschool Teacher

Motion and to approve employment of 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: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

16. Motion and to approve the carrying of a weapon on school premises by an employee who has been issued a handgun license pursuant to the Oklahoma Self-Defense Act and has successfully completed and is licensed through the reserve police officer training program as provided in 70 O.S. Section 311. This authority is provided to the board of education via 21 O.S. Section 1280.1 and 70 O.S. Section 5-149.2. The identities of such personnel shall be maintained as confidential pursuant to 51 O.S. Section 24A.7. This executive session item is authorized by 25 O.S. Section 307(B)(7) and 51 O.S. Section 24A.28.

Vote to approve the carrying of a weapon on school premises by an employee who has been issued a handgun license pursuant to the Oklahoma Self-Defense Act and has successfully completed and is licensed through the reserve police officer training program as provided in 70 O.S. Section 311. This authority is provided to the board of education via 21 O.S. Section 1280.1 and 70 O.S. Section 5-149.2. The identities of such personnel shall be maintained as confidential pursuant to 51 O.S. Section 24A.7. This executive session item is authorized by 25 O.S. Section 307(B)(7) and 51 O.S. Section 24A.28. 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: Absent
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

17. New Business

18. Public Comment

Mr. J.D. Soulek, Board President, adjourned the meeting at 7:29 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: 20510 to PO: 20621

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
20510	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES	624.00	09/10/2021
20511	A+ PRINTING	FINANCE - SUPPLIES	399.00	09/10/2021
20512	STAPLES ADVANTAGE	MARKETING/SUPPLIES	105.64	09/13/2021
20513	DISCOUNT SCHOOL SUPPLY	CHILD LAB & PRESCHOOL - SUPPLIES	113.66	09/14/2021
20514	WAL-MART	HEALTH CAREERS 2 - SUPPLIES	59.12	09/14/2021
20515	A+ PRINTING	MARKETING/ADVERTISING	58.00	09/14/2021
20516	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	33.21	09/15/2021
20517	ADAMS PLUMBING	BLDG MAINT - EQUIP (COVID HEERF 3)	21,188.58	09/15/2021
20518	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	250.00	09/16/2021
20519	POCKET NURSE	MEDICAL ASSISTING SUPPLIES	209.97	09/16/2021
20520	STAPLES ADVANTAGE	HEALTH CAREERS SUPPLIES	88.83	09/16/2021
20521	WAL-MART	TEACHER PREP SUPPLIES	19.94	09/16/2021
20522	WAL-MART	TANF STUDENT ASSISTANCE OTHER	121.40	09/16/2021
20523	O'REILLY AUTOMOTIVE INC	CRIMINAL JUSTICE - SUPPLIES	218.30	09/16/2021
20524	STAPLES ADVANTAGE	FINANCE - SUPPLIES	40.49	09/16/2021
20525	WAL-MART	BUILDING MAINT/SUPPLIES	279.00	09/16/2021
20526	4 IMPRINT INC	MARKETING/ADVERTISING	945.44	09/16/2021
20527	A/C EQUIPMENT REPAIRS	VEHICLE REPAIRS	164.85	09/16/2021
20528	STAPLES ADVANTAGE	FINANCE & BLDG MAINT - SUPPLIES (COVID HEERF3)	493.39	09/20/2021
20529	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	173.15	09/20/2021
20530	CROSS OIL CO.	WELDING SUPPLIES	138.75	09/20/2021
20531	CAREER TECH PRINTING SERVICES	MARKETING/PRINTING	340.42	09/20/2021
20532	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	19.00	09/20/2021
20533	MACHINE TOOL SPECIALTIES	PRECISION MACHINING - REPAIRS	713.46	09/20/2021
20534	AIRGAS USA, LLC	BIS COORD - SUPPLIES	197.66	09/21/2021
20535	LOWE'S HOME CENTER INC	SUPPLIES - MECHATRONICS	123.37	09/21/2021
20536	FASTENAL COMPANY	SUPPLIES - MECHATRONICS	305.20	09/21/2021
20537	NORTHERN SAFETY & INDUSTRIAL	FIREFIGHTER EQUIPMENT RENTAL	536.00	09/21/2021

PIONEER TECHNOLOGY CENTER

From PO: 20510 to PO: 20621

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

PO #	Vendor Name	General Description	Amount	Date
20538	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	174.92	09/21/2021
20539	A+ PRINTING	PRINTING - CENTRAL	614.00	09/21/2021
20540	AMERICAN HEART ASSOCIATION	AT&D RESALE SUPPLIES	204.00	09/22/2021
20541	WAL-MART	AT&D RESALE SUPPLIES	8.42	09/22/2021
20542	HOBBY LOBBY	AT&D RESALE SUPPLIES	73.22	09/22/2021
20543	CIMC-CCS	BOOKS-AT&D INSTRUCTOR	52.00	09/22/2021
20544	G & H BUSINESS SOLUTIONS	SAFETY SUPPLIES	822.00	09/22/2021
20545	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	742.81	09/22/2021
20546	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES	1,272.99	09/23/2021
20547	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	59.31	09/23/2021
20548	NEWEGG BUSINESS	COSMO EQUIPMENT	1,146.99	09/23/2021
20549	FIRST BANKCARD VISA	BLDING MAINT SUPPLIES	125.00	09/23/2021
20550	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLIES	208.40	09/23/2021
20551	G & H BUSINESS SOLUTIONS	SAFETY - SUPPLIES	822.00	09/23/2021
20552	SPEAK NOW FILM CO.	MARKETING/ADVERTISING	2,200.00	09/23/2021
20553	ENDEX OF OKLAHOMA INC	COMPUTER SERVICES EQUIPMENT	4,650.00	09/23/2021
20554	AMAZON CAPITAL SERVICES	SUPPLIES - MECHATRONICS	160.64	09/24/2021
20555	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	224.66	09/24/2021
20556	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	219.03	09/24/2021
20557	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	200.98	09/24/2021
20558	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	219.88	09/24/2021
20559	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	213.63	09/24/2021
20560	STRICKLAND ROAD SEVICES	BUS REPAIRS MAINT	670.00	09/24/2021
20561	SUMMIT BUS/SUMMIT TRUCK GROUP	BUS MAINT REPAIRS	500.00	09/24/2021
20562	AMERICAN HEART ASSOCIATION	PROFESSIONAL DEVELOPMENT- SUPPLIES	165.00	09/27/2021
20563	STAPLES ADVANTAGE	HEALTH CAREERS I CLASSROOM SUPPLIES	69.60	09/27/2021

PIONEER TECHNOLOGY CENTER

From PO: 20510 to PO: 20621

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

PO #	Vendor Name	General Description	Amount	Date
20564	A+ PRINTING	MARKETING/SUPPLIES	90.00	09/27/2021
20565	WAL-MART	TANF STUDENT ASSISTANCE OTHER	200.00	09/27/2021
20566	4 IMPRINT INC	STUDENT AMBASSADOR SUPPLIES	736.07	09/27/2021
20567	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	252.40	09/27/2021
20568	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	23.30	09/27/2021
20569	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	57.74	09/27/2021
20570	A+ PRINTING	MARKETING/PRINTING	41.00	09/28/2021
20571	KELLE REPAIR AND TIRE CENTER	VEH MAINT - REPAIRS	122.79	09/28/2021
20572	OSSBA	STAFF TRAVEL - REGISTRATION	100.00	09/28/2021
20573	OKLAHOMA SKILLS USA	STAFF TRAVEL - REGISTRATION	65.00	09/28/2021
20574	PONCA CITY CHAMBER OF COMMERCE	MARKETING/ADVERTISING	300.00	09/28/2021
20575	MSC INDUSTRIAL SUPPLY CO	CONSTRUCTION - SUPPLIES	66.96	09/28/2021
20576	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	691.50	09/28/2021
20577	MSC INDUSTRIAL SUPPLY CO	MECHATRONICS SUPPLIES	79.21	09/28/2021
20578	STAPLES ADVANTAGE	TEACHER PREP SUPPLIES	46.34	10/01/2021
20579	KAPLAN SCHOOL SUPPLY	CHILD LAB & PRESCHOOL - SUPPLIES	90.00	10/01/2021
20580	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	59.32	10/01/2021
20581	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	200.00	10/01/2021
20582	KEATHLYS	GROUNDS SUPPLIES	179.94	10/01/2021
20583	WAL-MART	AT&D RESALE SUPPLIES	39.73	10/01/2021
20584	WHITTON SUPPLY CO.	MECHATRONICS - SUPPLIES	220.00	10/01/2021
20585	FIRST BANKCARD VISA	SUPERINTENDENT TRAVEL - LODGING	125.00	10/01/2021
20586	SQUARE9 SOFTWARES	FINANCE - SOFTWARE SERVICES	825.01	10/01/2021
20587	STAPLES ADVANTAGE	BIS AND CENTRAL SUPPLIES	135.36	10/01/2021
20588	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	155.00	10/01/2021
20589	NORTHERN SAFETY & INDUSTRIAL	FIREFIGHTER - SUPPLIES	477.00	10/01/2021

PIONEER TECHNOLOGY CENTER

From PO: 20510 to PO: 20621

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

PO #	Vendor Name	General Description	Amount	Date
20590	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	450.00	10/01/2021
20591	WHITTON SUPPLY CO.	MECHATRONICS - SUPPLIES	369.00	10/01/2021
20592	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	70.00	10/01/2021
20593	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	700.00	10/01/2021
20594	FIRST BANKCARD VISA	TANF DUES/FEES/CERTIFICATES	40.00	10/01/2021
20595	OKLAHOMA HOSA	STAFF TRAVEL - REGISTRATION	50.00	10/01/2021
20596	SWASFAA	FINANCIAL AID - STAFF TRAVEL - REGISTRATION	200.00	10/04/2021
20597	SNAP-ON INDUSTRIAL TOOLS	AUTOMOTIVE SUPPLIES	204.58	10/05/2021
20598	WAL-MART	CAREER DEVELOP FACILITATOR - SUPPLIES	150.00	10/05/2021
20599	AMERICAN HEART ASSOCIATION	PN SUPPLIES	13.00	10/05/2021
20600	MSC INDUSTRIAL SUPPLY CO	PRECISION MACHINING SUPPLIES	977.01	10/05/2021
20601	MURRAY WOMBLE	BLDG MT - REPAIRS	600.00	10/05/2021
20602	FARHA WHOLESALE COMPANY INC	BLDG MAINT - EQUIP (ARP HEERFIII)	4,952.16	10/05/2021
20603	LERN	BIS ADMIN - STAFF DEVELOP	299.00	10/05/2021
20604	BUMPER TO BUMPER AUTO PARTS	TANF STUDENT ASSISTANCE OTHER	150.00	10/05/2021
20605	WAL-MART	TANF STUDENT ASSISTANCE OTHER	400.00	10/06/2021
20606	AMAZON CAPITAL SERVICES	CHILD LAB & PRESCHOOL - SUPPLIES	131.29	10/06/2021
20607	NEWEGG BUSINESS	COMPUTER SERVICES SUPPLIES	42.00	10/06/2021
20608	WAL-MART	STATE TANF STUDENT ASSISTANCE OTHER	300.00	10/06/2021
20609	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES	628.00	10/06/2021
20610	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	340.00	10/06/2021
20611	LOWE'S HOME CENTER INC	WELDING SUPPLIES	138.66	10/07/2021
20612	CENTRAL RESTAURANT PRODUCTS	CULINARY SERVICES - SERVE/CATER SUPPLIES	2,959.09	10/07/2021
20613	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	113.00	10/07/2021

PIONEER TECHNOLOGY CENTER

From PO: 20510 to PO: 20621

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
20614	AIRGAS USA, LLC	MECHATRONICS - REPAIRS	167.49	10/07/2021
20615	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	575.14	10/07/2021
20616	WAL-MART	INFO TECH - SUPPLIES	472.00	10/07/2021
20617	AMERICAN HEART ASSOCIATION	HEALTH CAREERS - SUPPLIES	83.20	10/07/2021
20618	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	153.20	10/07/2021
20619	AMUNDSEN COMMERCIAL KITCHENS	CULINARY SERVICES EQUIPMENT	6,118.00	10/07/2021
20620	SPEAK NOW FILM CO.	MARKETING ADVERTISING	2,500.00	10/07/2021
20621	OSSBA	STAFF TRAVEL - REGISTRATION	150.00	10/07/2021
Current Encumbered			73,653.80	

PIONEER TECHNOLOGY CENTER

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

From: 10 Sep 2021 to: 07 Oct 2021

PO #	Vendor Name	General Description	Amount	Date
20025	FIRST BANKCARD VISA	BLANKET PO	125.00	07/01/2021
20195	SHERATON OKLAHOMA CITY DOWNTOWN	AUTO SERVICE - TRAVEL LODGING	-72.00	07/08/2021
20232	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-18.59	07/15/2021
20243	WYNDHAM GRAND HOTEL	COSMETOLOGY INSTRUCTOR TRAVEL LODGING	22.00	07/21/2021
20286	AMERICAN TELEPHONE	COMPUTER SERVICES - REPAIRS AND SUPPLIES	-104.00	08/05/2021
20322	STAPLES ADVANTAGE	CENTRAL - SUPPLIES	-0.98	08/10/2021
20347	TOTAL COM INC	BUILDING MAINT REPAIRS	-33.25	08/12/2021
20350	ACTE	STAFF TRAVEL - REGISTRATION	-545.00	08/13/2021
20361	STAPLES ADVANTAGE	ACADEMIC ASSESSMENT - SUPPLIES	-35.01	08/13/2021
20367	EVIDENT	CRIMINAL JUSTICE - SUPPLIES	40.00	08/16/2021
20368	GALLS	CRIMINAL JUSTICE - SUPPLIES	25.00	08/16/2021
20372	WYNDHAM GRAND HOTEL	STAFF AND BOARD TRAVEL - LODGING AND PARKING	-297.89	08/16/2021
20374	TEACHERSPAYTEACHERS.COM	MEDICAL ASSISTING SUPPLIES	-4.01	08/16/2021
20384	WAL-MART	PERKINS INNOVATION DURABLE MATERIALS CULINARY	-37.08	08/17/2021
20385	HOBBY LOBBY	PERKINS INNOVATION DURABLE MATERIALS CULINARY	-53.04	08/17/2021
20396	FIRST BANKCARD VISA	STAFF TRAVEL - LODGING	-210.00	08/23/2021
20406	MEEKS GROUP	PERKINS INNOVATION DURABLE MATERIALS-CULINARY	-1,040.00	08/23/2021
20414	REALLY GOOD STUFF	CHILDRENS LAB - SUPPLIES	-25.09	08/23/2021
20417	HOLIDAY INN EXPRESS - PURCELL	MARKETING/TRAVEL LODGING	-26.00	08/23/2021
20431	STAPLES ADVANTAGE	BITE INFO TECH SUPPLIES	-1.34	08/25/2021
20436	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	-37.52	08/25/2021
20437	FIRST BANKCARD VISA	FINANCE - TRAVEL LODGING	-13.00	08/26/2021
20453	STAPLES ADVANTAGE	FINANCE - SUPPLIES	-52.68	08/30/2021
20460	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLIES	-3.84	08/31/2021
20461	F A DAVIS COMPANY	PN BOOKS FOR RESALE	-18.06	08/31/2021

PIONEER TECHNOLOGY CENTER

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

From: 10 Sep 2021 to: 07 Oct 2021

PO #	Vendor Name	General Description	Amount	Date
20462	WOLTERS KLUWER	PN BOOKS FOR RESALE	-5.21	08/31/2021
20468	ELSEVIER	PN BOOKS RESALE	-161.22	08/31/2021
20469	JENKINS & PRICE	BUILDING MAINT - SUPPLIES	-3.50	08/31/2021
20472	POCKET NURSE	AT&D RESALE SUPPLIES	1.88	08/31/2021
20474	SUMMIT BUS/SUMMIT TRUCK GROUP	BUS MAINT REPAIRS	95.05	08/31/2021
20479	ASSESSMENT TECHNOLOGIES INSTITUTE LLC	PN BOOKS RESALE	-599.00	09/01/2021
20480	MLC CAD SYSTEMS LLC	IT&D INSTRUCT. - SUPPLIES	24.28	09/02/2021
20482	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - REPAIRS	-40.20	09/02/2021
20483	HOBBY LOBBY	AT&D RESALE SUPPLIES	-80.97	09/02/2021
20485	STAPLES ADVANTAGE	HEALTH CAREERS - SUPPLIES	-4.00	09/03/2021
20490	SUMMIT BUS/SUMMIT TRUCK GROUP	BUS MAINT REPAIRS	-25.09	09/03/2021
20492	LOCKE SUPPLY	BLDG MAINT - SUPPLIES (ARP HEERF III)	16.19	09/07/2021
20500	BUMPER TO BUMPER AUTO PARTS	PRECISION MACHINING - SUPPLIES	-1.44	09/08/2021
20504	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-27.75	09/08/2021
20509	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	-30.02	09/09/2021
GEN FUND-FOR OPERAT TOTAL:			-3,257.38	
REPORT TOTAL:			-3,257.38	

Building

PIONEER TECHNOLOGY CENTER
From PO: 20035 to PO: 20038

Encumbrance For Board Approval
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
20035	ULTIMATE PEST CONTROL	LAWN CARE SERVICES	2,000.00	09/20/2021
20036	PT ENTERPRISES	BLD MAINT MAJOR REPAIRS REMODEL	1,585.00	09/20/2021
20037	LOWE'S HOME CENTER INC	BLDG MAINT - REPAIRS	851.20	09/23/2021
20038	CLARK CONTRACTING COMPANY LLC	BLDG MAINT - MAJOR REPAIRS	3,275.00	10/04/2021
		Current Encumbered	7,711.20	

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval
X CHANGE ORDER REPORT
BUILDING FUND

From: 10 Sep 2021 to: 07 Oct 2021

PO #	Vendor Name	General Description	Amount	Date
20012	KNOWB4	COMPUTER SERVICES - SOFTWARE RENEWAL	-509.30	07/01/2021
BUILDING FUND TOTAL:			-509.30	
REPORT TOTAL:			-509.30	

Payroll

PIONEER TECHNOLOGY CENTER
From PO: 70148 to PO: 70158

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70148	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	940.42	09/20/2021
70149	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	940.42	09/20/2021
70150	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	940.42	09/20/2021
70151	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	1,880.85	09/20/2021
70152	POLLAK, BRENDA J	PAYROLL ENCUMBRANCE	940.42	09/20/2021
70153	RANDOL, KAYLA D	PAYROLL ENCUMBRANCE	1,880.85	09/20/2021
70154	CLARK, CAITLYN J	PAYROLL ENCUMBRANCE	940.42	09/20/2021
70155	EVANS, TYLER E	PAYROLL ENCUMBRANCE	940.42	09/20/2021
70156	FREEMAN, IAN M	PAYROLL ENCUMBRANCE	940.42	09/20/2021
70157	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	940.42	09/20/2021
70158	ASSIDIO, MICHAEL J	PAYROLL ENCUMBRANCE	30,407.70	10/01/2021
		Current Encumbered	41,692.76	

Monthly Report

October, 2021

Meetings and Activities

- **September 15** – After Board Report Meeting for Staff; Wind/Oil/Gas Protest Interim Study Presentation Meeting; CWE Conveners' Quarterly Meeting
- 16 – Greet new PN students; RCB Bank Board meeting; PTC Enrollment Management Team Committee Meeting
- 17 – Constitution Day Virtual Activities; Meeting with ODCTE Regional Coordinators; Staff 2nd Interviews
- 20 – Admin Team Meeting; Wind/Oil/Gas Protest Presentation Meeting; CWE Grant Discussion
- 21 – Crisis Communication Training at ODCTE; CTE Superintendent Meeting
- 22 – CTE Superintendent Meeting at ODCTE; Interim Study - Impact of Protests by Wind/Oil/Gas companies
- 23 – PTC Westward Expansion Meeting
- 24 – Business and Industry Breakfast
- 27 – EDA Build Back Better Grant Discussion with CWE advisory council members and area stakeholders
- 28 – Renfro Lectureship – Mike Boettcher presentation
- 29 – Program tours – Tulsa Tech and Northeast Tech
- 30 – Student Ambassador Activities; Foundation Banquet Meeting
- **Oct. 1** – SDE Fall Accreditation Meeting
- 4 – Admin Team; PTC Westward Expansion Meeting
- 6 – 1 Million Cups with Dearing House; EDA Build Back Better Grant Discussion
- 7 – PTC Westward Expansion Meeting; Oklahoma Tourism Meeting/Reception
- 11-12 – Sophomore Tours
- 12 – Ponca City Library Board Meeting; PTC Board meeting

Full-Time Programs

- Visited Tulsa Tech's Sand Springs campus to tour several programs: Electronic Control Systems and Digital Graphics/Production Printing as well as Northeast Tech's Kansas campus to tour their Visual Communications program to gather ideas for changes to pathways in resuming the open BITE program.
- Lori Evans has been accepted to participate in the Women in Careertech Leadership program this year. This will be an awesome experience for her, and I know she'll get a lot out of the opportunity.
- Sophomore tours are scheduled for the 11-12th. We are really excited to have the area 10th graders attend in person to see what PTC has to offer and are happy that this year's event can be in-person.
- Terri submitted a grant for boosting CTE and STEM programs via social media, which would offer \$1000 to target student recruitment.

Business and Industry Services

- EDA Build Back Better Regional Challenge Grant opportunity meeting with Janet Schwabe, Molly Kyler, Kahle Goff, CWE Advisory Council Members and area stakeholders (PCDA, Blackwell Industrial Authority, Tonkawa Development Authority, Newkirk City Manager) attending to discuss the grant application and requirements. The Build Back Better Regional Challenge is designed as a two-phase competition to 1) help regions develop transformational economic growth clusters, and 2) fund the implementation of strategies to help create and grow regional growth clusters. The funds can be used for infrastructure and anything that helps serve businesses. Phase 1 – identify the coalition, focus cluster, projects and how to support the projects. Phase 2 – projects invited to participate will complete a detailed application for implementation. Must be completed no later than May 2027.

- Molly Kyler, Janet Schwabe, Johnny Thornburgh, Brook Lindsey, Dawn Brakey and Shelley Emmel from the PTC BIS team visited several other technology centers (Meridian, Great Plains, Autry and Francis Tuttle) to tour their incubator facilities and see other services offered to their clients. This will help as we perform our own needs assessment and consider options that might be beneficial to offer at PTC.

Capital Planning

- We are in the 64th week of the project. At this point, with the supply, equipment and material delays, the project completion has been adjusted to mid-November. The exterior work scope has been moving along with the completion of the planters and preparation for filling with soil. The paving work scope for the west parking lot area will need some revision, as the middle section on the north end on the West lot revealed some cracking. The work to remove and re-pour will begin the week of 10/11. Preparation for the remainder of the drive and gutters will continue and pouring for that portion will follow the revision of the West lot portion. Restroom fixtures have begun installation and are about 90% complete and will resume after the millwork is installed. Toilet partitions have been installed. Installation of the millwork in the Cosmetology and conference center area is being performed. LVT and sheet vinyl flooring installation is in progress. Exterior metal wall panels for the new addition are complete, and we are still waiting on a final bit of trim to complete the spline wall. Reshaping of the soil at the west parking lot island and the new driveway is underway. Soil backfill and grading continues along the new concrete installation. Electrical wire pulling continues in the new addition, and troffer light installation continues as the ceiling grid is installed. Lighting in the foyer of the conference center has been installed. Exterior canopy light installation is complete. We are waiting on a shipping update for the replacement Axis lighting damaged in shipment. The wrong vent hood was ordered for the culinary arts instructor demo station, and we are expecting the correct hood to arrive in the next 6-8 weeks. Finally, the metal frames (Reglet) for the PSI wall covering panels in the conference center have not arrived due to aluminum delays. We are working with the vendor to determine an e.t.a. for that. That installation must occur prior to installation of the video equipment, so some work there will be on hold. Fire alarm rough-in and wire installation has been completed for the new addition. Fire suppression installation is in progress for the main building, and they are hoping to be 75-80% complete in the main building by the end of October. We are experiencing a delay in the multi-criteria devices, which will ship on 11/10. They plan to have the main building upgrade complete by Dec. 17th.

Upcoming Events

- Oct. 11-12th – Sophomore Tours
- Oct. 15th and 18th – Fall Break
- Oct. 17th – Constitution Day Activities
- Oct. 19-20 – CTE Superintendents' Meeting

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

Business & Industry Services & Safety

Thank you for applying for the Evening Custodian position at Pioneer Technology Center. Attached you will find the Performance Profile (job description) for this position.

The interview committee will review all applications received and decide which applicants will move to the next stage. We will be in contact as soon as decisions are made. Please let me know if you have any questions.

Thank you again for your interest in a position at Pioneer Technology Center,

- The BIS team conducted 135 one-on-ones/consults for a total of 148.25 counseling hours and made 30 marketing visits.
- Dawn Brakey, Ben Evans and Robert Howard provided technical assistance to clients resulting in client awards/client savings of approximately \$4,777,972.
- The BIS team also logged 1,119 contact hour for customized training; 2,750 contact hours for safety training and 1,786 contact hours for adult training & development with district clients.
- Our AT&D classes generated revenues of \$16,998.
- The revenue generated from our Safety training is \$17,875.
- AT&D offered 15 on-campus classes, 9 offer certification.

School Bus Driver	3
MAT Update	4
Private Security: Phase 1 & 2	7
Advanced Welding	8
CNA	5
Beginning Welding	6
CPR	5
MAT	6
<u>CPR-Basic Life Support</u>	<u>3</u>
Total Students	47

- Janet Schwabe coordinated Incubator Tours for the team to review different approaches facility usage and philosophies along with best practices and lessons learned. The incubators visited were:
 - Great Plains Business Development Center in Lawton
 - Strate Center for Business Development at Autry in Enid
 - The Center for Business Development at Meridian in Stillwater
 - AXIS at Francis Tuttle in OKC
- Janet worked with Mike Orr to get our incubator signage updated.
- Janet pulled together a group from all of our district communities to provide an opportunity to be a part of the EDA's Build Back Better grant application. This will be tremendous opportunity for our region if selected in Phase 1 of the program.

- Gail Boswell and Corbin Dewitt started the ODCTE Business and Industry Services Certification Program (BISCP) this past month.
- Ben Evans attending the Small Business Development Center National conference this month.
- Johnny Thornburgh is active on the PC Hazard Mitigation Committee as one of PTC's representatives.
- Johnny and Janet have capitalized on the new Markforge 3D printer for several clients. One of the most recent examples include prototyping work for Cookshack and Centerline.
- Johnny assembled the new Vectis Cobot Welding. Mr. Freeman has been bringing his students down to check it out. It's been fun to see the excitement around the new piece of equipment. Incubator clients have also enjoyed
- Molly Kyler started the Leadership Newkirk program this month. The program is chaired by Dawn Brakey.
- The entire team is super excited to have Brook onboard. Brook has been making contacts and handing out business cards. She's already had one meeting with a local marketing firm on ways we can partner to our clients' advantage.
- The team participated in the County wide Threat Suppression training and our newly named "B&I Breakfast."
- Corbin Dewitt and Brook Lindsay attended the ribbon cutting in Fairfax for the Osage Tribe's new senior housing project.
- Molly, Janet, Brook, Ben and Johnny manned the PTC booth on September 15 for a "BIS Night" at the Kay County Fair.
- Molly attended the September Tech Center Superintendents meeting with Traci on the 21st.
- Molly spoke at P66's United Way Lunch n Learn for their campaign kick-off.
- Jeff Lockett comes in for a few hours each week to help with potential FSA loan packaging and financial fitness topics for staff and clients.
- Maggi Hutchason with Dearing House presented at 1 Million Cups on October 6. We are looking for a November presenter.
- In addition to the team's typical community activities BIS Team members served as volunteers for a variety of special events: Cherokee Strip Golf Tournament (Opportunity Center), Cherokee Strip Cook Off (Hospice of North Central Oklahoma), Charlie Adams Day (Newkirk Main Street/Chamber/Historical Society), etc.

On the horizon...

- October 6 – November 5 – CDL Truck Driving – Johnny Thornburgh/Central Tech
- October 21 – Competitive Utility Program Training – Corbin Dewitt
- Date TBA – Excel Training for Hospice and Marland's Place – Corbin Dewitt
- November 19 – Leadership Training – Head Country – Corbin Dewitt
- Leadership Retreat – Ponca Tribe – Victim Services – Corbin Dewitt and Sylvia Urioste

Upcoming AT&D Classes

School Bus Driver / Painting in Black and White / CMA Continuing Ed / Cricut for Beginners NEW!
 Basic Life Support / Custom t-shirts NEW! / Get Started on Amazon / First Aid
 Advanced Digital Photography / CPR-American Heart Association / MAT Full Course

Communications & Marketing

- Angie Ogden had surgery and she is home recovering. Many from PTC are helping with a meal train for her.
- BIS and AT&D Email blasts were created and scheduled by Angie Ogden.
- Terri Busch did On-Boarding for 2 new employees last month and 1 this month. Angie Ogden put together gift packs for each.
- Terri did daily social media posts and sent press releases to newspapers
- Terri volunteered for Leadership Ponca City History Day and shared about the first teacher/school in the area.
- C&M team worked on Media Preview for Westward Expansion, including invitations & promotional items.
- C&M team managed edits to PTC website
- Wednesday Live videos were taken by Terri Busch to the PTC Employee group page of construction.
- Terri took on role of an accreditation auditor last month with Mid America Tech
- Angie added Oct/Nov BIS & AT&D events to Facebook
- C&M team met with Jennifer Wehrenberg to go over ABE/HSE promotional pieces
- Angie created several flyers and postcards for promotions and prepared for her surgery leave.
- Angie created mini rack cards to add to swag bags to cross promote BIS and AT&D
- Special media promotion was given to and short term classes that are needing enrollment. Facebook Ads as well as print ads were created by the C&M Team.
- C&M team is heading up the Holiday Market and programs have begun working on crafts to help raise money for the CTSO fund.
- Terri had interviews with the new Student Ambassadors along with their 4 advisors. Training was on Sept. 30th, we have 35 new ambassadors. T-shirts, polo shirts, and nametags are being ordered for them.

Instructional Services

Instructional Directors

- Kahle Goff is currently participating in the Kiamichi Technology Center Accreditation Visit.
- Kahle Goff participated in the SDE Accreditation visit for Pioneer Technology Center.
- Kahle Goff provided leadership training to all Student Ambassadors.
- In an effort to identify a replacement for the closed PTC BITE program, Kahle Goff, Jason Kubik, and Traci Thorpe toured Tulsa Technology Center Sand Springs campus to view the Low Voltage program. In addition, this team toured North East Technology Center Kansas Campus Visual Communications program.
- All Instructional directors participated in the Annual Constitution Day activities. Dr. Ryan Burkett was the MC for the event.
- Dr. Ryan Burkett, Kendra Keelin, and Kahle Goff participate in two day seminar over Threat Suppression giving PTC the opportunity to evaluate school safety strategies.
- Kahle Goff participated in the Opportunity Center Executive Team and Board Meetings.
- Kendra Keelin attended NERA (New Emergency Resource Agency) board meeting
- Kendra Keelin attended SRN (Survivor Resource Network) board meeting
- Dr. Ryan Burkett attended the Pioneer Woman Board meeting and Prairie to Palate event

- Dr. Ryan Burkett served as an accreditation examiner for the Western Technology Center Accreditation visit

Practical Nursing

- SSG Bryan Grant was the guest speaker during September's contract day. He provided information about the Army National Guard, including the benefits the students received as nurses if they joined.
- Two graduates took and passed NCLEX from the March 2020 class. Congratulations to them on starting their careers as LPN's!
- The New PN class started on Sept 16th with five new and two returning students.
- Orientation for the Sept '21 class was held on 16 and 17.
- Michelle introduced the HS/PN experience to HCC 1 and HCC 2 students. All the classes asked questions, and Michelle will follow up in the spring to get the shadowing experience set up.
- Robbin presented blood-borne pathogen precautions and information to teacher prep students.

Health, BITE and Special Programs

-

Medical Assisting:

- Students are working hard on curriculum. We are currently going through the Cardiovascular System, Endocrine System, and Blood for A&P. The students have been participating in a lot of hands on activities to learn these A&P chapters.
- We just finished up the Word/Excel curriculum as well.
- The students are also currently learning how to take height weight, prepare exams rooms, correct steps for eye and ear irrigation, and more.
- Students are also going over the Endocrine System, Cardiovascular, and Lymphatic in Medical Term. All students have also finished the typing curriculum also.

Academic Math:

- Algebra 2: Making great strides and working hard to analyze functions in multiple ways. Canvas has been a huge learning curve too, but as they figure it out, it is a very useful tool.
- Math of Finance: Working on budgeting. We have done many different interactive and hands-on approaches to budgeting and calculating net income.
- Precalculus: Precalculus students are having fun identifying limits from graphs. I have created extra practice via multiple resources to help them better comprehend these lessons, as they have struggled a bit.

Teacher Prep:

- Students are settling into the routine...starting lesson plans and enjoying their lab experiences.
- Each of the Lab teachers spoke to the students about their individual class, what to expect and how to work with that age group.
- Ms. Danielle Cross and I taught and demonstrated kitchen/lab safety and completed the safety test. Mrs. Terri Bush spoke to our classes on Professionalism.
- Our classes completed CPR/First Aid with Mr. Mason Parker!
- Six of our Officer Team attended the LEAD Officer Training in Enid this month with FCCLA.
- They earned their Safe Sleep Certification through the CECPD.
- Mrs. Robbin Seymour took time to teach our class about Blood Borne Pathogens!!

Children's Lab and Preschool:

Danielle Cross received her Associate of Arts Degree in Elementary Education from Northern Oklahoma College. This is Danielle's second AA degree.

Kylia Carlson received the Infant/Toddler Certificate of Recognition from the Center for Early Childhood Professional Development.

Gaby Cadek was awarded a level 2 on the CECPD Professional Development Ladder. Levels are awarded according to childcare providers' training and education. (Because of the coursework she completed here at Pioneer Tech, she was able to skip a level.)

Lora Walton provided technical assistance to an in-home child care provider Layne Howard and the Director of Building Blocks Childcare Center.

Hosted 2 PTC PN students for clinical.

Received notification that we are awarded the DHS Childcare Stabilization grant that is intended to stabilize the childcare industry. We will receive \$9000 per quarter for the next 2 years.

HCC1:

- Shonda Garrison attended the Long- Term Care workshop.
- Class starting CPR certification
- We will be learning First Aid skills tomorrow and going to start preparing for Sophomore tours. We have the Heimlich activity planned.

HCC2:

- Long Term Care Aide & Home Health Care Nursing Aide: We are working hard at finishing curriculum as well as practicing skills in the classroom and taking practice tests. We are looking forward to our clinical days at Ponca City Nursing and Rehab! We are very excited to be back out in the community this year and getting hands on with residents! CNA Certifications Exams are scheduled for October 25-29.
- Career Center: All HCCII Students are learning career soft skills during Employability Training on Monday's including; communication, job applications, motivation, and interviewing skills.
- Simulated Workplace: We have received our new uniforms and have implemented all workplace policies.
- Constitution Day: We participated in a school wide Constitution Day Zoom meeting and had a blast with the Kahoot! reviewing the Constitution. HCC promoted voter registration by having a table with all information available and forms to register.
- HOSA: Following our virtual HOSA kickoff we held officer elections and are preparing for fall leadership conference to be held in Norman.
- Guest Speakers: An ARNP from Grand Lake mental health is scheduled to come talk to our class about mental health and what careers are available locally.

ABE/HSE:

- New Students Enrolled in September ABE Classes---17 students
- 4 students made level gains in the ABE program
- 5 students have passed HiSET tests in the ABE program
- 2 students have passed HiSET tests in the TANF program
- Coordinator Attended:
 - OACEP Fall Conference (virtually)
- Several teachers attended the following trainings:

- All About HiSET Official Practice Test Training (virtually)
- Scoring Student Essays with Essential Ed (virtually)
- new User Training with Essential Ed (virtually)

- ABE/HSE Facility Meeting on September 20th

SHARE:

- Continuing to add student to the share program. This month we enrolled 5 more students

New Beginning:

- 21 students
- 1 student became employed with Ponca City Public Schools she is working as bus attendant
- 17 students are in follow up
- We are working on financial literacy with an emphasis on Budgeting
- They will be setting realistic and achievable goals to help improve their lives.
- Several students have completed and updated their resume'

Info Tech:

- The school year is off to a great start. BPA Officers have been elected and Fall Leadership is coming up quickly.
- Most students are participating in OSU IT's Career Encounters Day coming up on October 12th in Okmulgee.
- We have three teams put together this year for CyberPatriot. Training for CyberPatriot started last week and competition starts at the end of the month.

Biomed:

- First year students have been learning about blood evidence and applying it to the crime of Anna Garcia. Students have observed their first "DNA fingerprint" by doing a common lab technique called gel electrophoresis.
- Second year students have been learning the difference between a male and female skeleton. Also, they are discovering that ethnic origin can many times be determined by the skull and is very useful to forensic pathologists trying to identify remains. We then moved on to learn all about the brain and which parts of the brain control what actions and feelings. This is followed up by a brain dissection.
- Class went to OSU Center for Health Sciences in Tulsa. It was great! Students were able to go to different workshops for future careers and majors that interested them, everything from animal science to how to pay for medical school. It was a very informative day and the students gained some valuable knowledge and great experiences!
- HOSA class officers will be attending the fall leadership conference and the entire biomed class will be traveling with the criminology class to tour the OSBI department in Oklahoma City.

T&I and Service Programs

Automotive

- Engine Repair: Tearing down and rebuilding engines, diagnosing coolant leaks, etc.
- Engine Performance: Diagnosing no start conditions, replacing fuel pumps, diagnosing ignition problems, etc.
- ASE Certification prep: Reviewing ASE like questions for each Chapter
- Organized Snap On training for local industry partners
- Met with ODCTE mentor and program specialist

Construction

- Working on Christmas Market items

- Building hunting blinds
- Job shadowing at the Westward Expansion site

Cosmetology

- Setting up for Skills CTSO membership
- Working to plan Fall Fest with advisors and program representatives
- Providing Live Work for 2nd year students

Criminal Justice

- During the month of September Ponca City Police Officers William Shahan, Mason Mc Cormick, Sgt. Matt Biddinger, Dylan Barabasz and Dylan Williams have been training weekly with the students. Officers this month have worked with students on building searches, active shooter scenarios, vehicle searches, felony stops and arrest techniques.
- Lt. Cody Main and Lt. Farmer of the Kay County Detention Center in Newkirk have been training with students this month on defensive tactics, handcuffing techniques for prisoner transports, safely working in the jail setting and the day to day jail operations.
- Students trained on the Ponca City Police Department training simulator on shoot/don't shoot scenarios.

Culinary Arts

- Attended our FCCLA PI mtg.
- Took students to our N4 District Leadership Conference
- Working on quotes for our small wares for the new classroom

Firefighter/EMT

- Preparing for Sophomore Tours
- All students have earned Hazmat Awareness Certification and BLS CPR provider
- Plan to test for Firefighter 1 Certification before Thanksgiving
- Turtle Plastics donated \$2500 worth of equipment for grain bin rescue and automotive extrication to the program

Fleet & Facilities Management

- Working on Christmas Market items
- Covered cutting torch and table saw

Mechatronics

- Completed Follow-Up
- New Trainer has been ordered (grant money)
- Melinda is a GREAT assistant

Precision Machining

- Completed HAAS WIPS training yesterday with several adult and second year students. This has to do with probing and surface sensing
- Reviewing curriculum using NIMS practice test for certification purposes.
- Meeting with a gentleman today about making some aluminum sensor adaptors for Kyler Construction. (Different Project)
- Planning field trip to WITS (Wichita Industrial Trade Show) on the 27th of October
- Awarding students with Gene Haas scholarships soon
- Have been selected for another Gene Haas Post-Secondary grant this year (2021)

Welding

- We've gotten some shooting benches nearly completed for the Ponca City Pistol and Rifle Club and then started learning the robot. We have students taking state tests Wednesday 10/13.

- We also have some projects in the works for Automotive Tech. I have joined a committee to help better the SkillsUSA welding skills competitions e.g. looking over prints to ensure that they are quality projects that should be easily understood by students.
- We also helped one of the businesses in the incubator with some parts they needed for a trade show.

Student Services

Student Services

- September vanished in a flash as I continue to work on my internship for administration certification. Kahle has graciously agreed to be my mentor with Kendra and Ryan pitching in!
- Buddy orientation and lunch for Brooke Lindsey.
- All SS staff participated in Threat Suppression Training.
- Participated in NERA board meeting.
- Worked on Foundation Roast until put on hold with construction.
- Completed tuition waivers and Gene Haas scholarships.
- We are just trying to keep up with and take care of student needs during this Covid stress.

Career Center - WorkKeys

- Beginning of the year surveys were completed by students
- Students worked in WorkKeys and Reading Plus Curriculum
- WorkKeys Curriculum completers were signed up to test
- Students logged into PowerSchool and checked their attendance and grades
- Continued to use Canvas LMS
- Attended Constitution Day Committee meetings

Career Center – Employability Skills

- The month of September we focused on all forms of communication- verbal, non-verbal, and written communication.
- All of the students log into their PowerSchool account to check grades and attendance
- Attended a Red Ribbon meeting

Career Development Facilitator

- We are off to a great start with the 8th graders! All of them have completed the Oklahoma Career Guide assessments and have started the career exploration process, focusing on those careers that come up that they have never heard of before. We have paused in that process to learn some interactive note taking strategies as well as test taking strategies. Unfortunately, these students haven't had a "normal" school year since 5th grade. While all of the teachers did their best to provide an online learning experience for them, it just doesn't take the place of face-to-face interactions, teaching moments, the tips and tricks, or the relationship building that comes with in-person instruction. It won't be long before we are back to all of the career exploration activities!
- The sophomores are coming October 11-12, and we are READY to have them on campus!

Testing Specialist

- The month started with completing training on testing systems in preparation for the transition from Sheila to myself completely taking over the testing center. This month the testing center gave 101 work keys assessments resulting in 39 work keys certificate completions.
- Cosmetology students were able to complete their WorkKeys testing. In addition to the WorkKeys assessments the testing center administered 68 other assessments. Those assessments included 2 ASVAB assessments, 4 broker assessments, and 34 HCP assessments.

- I attended the threat assessment training as well as participating in the training for test administrators provided by Jennifer Palacio at Career Tech for test administrators.
- I obtained information regarding the MMPI assessment and its administration. Which will be an assessment required as part of the enrollment process for the basic peace officer course.
- Our testing center has received several compliments from clients who utilize our facility. One gentleman said he had been to various testing facilities including larger testing facilities in Oklahoma City and remarked more than once that our testing center was so much nicer and welcoming than the other testing facilities he had been in. I plan on looking for ways to improve the testing center and make it more accessible for our community and the surrounding communities.

Disabilities Specialist/Job Placement Facilitator

- Completed Majority of IEP/504 meetings with sending schools.
- Reviewed IEP/504 Student accommodations with PTC Instructors/Staff.
- WBL Data Forms developed and given to all PTC Instructors.
- Monthly Disability Focus for October sent to Instructors and Instructional Support Staff.

Plant/Facilities

- Roofing project above atrium completed, awaiting installation of new HVAC.
- Fire alarm project for the main campus is 50% complete and has a projected completion date of 12/17/2021. Equipment delay from COVID.
- Access control system is 50% complete.
- New evening custodian Michael Assidio started employment to fill vacate custodial position.
- Seminar Center dimming system is working and awaiting controls to be installed in each quadrant.
- Seminar Center painting project is complete.

**PIONEER TECHNOLOGY CENTER
FY 2021-2022 APPROPRIATIONS
October 12, 2021**

<u>General Fund Appropriations</u>		<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>Difference</u>
1000	Instruction	5,300,278.52	5,517,011.48	+216,732.96
2000	Support Services	6,027,928.54	6,303,437.14	+275,508.60
3000	Noninstructional Services	664,673.74	865,155.48	+200,481.74
4000	Facilities & Construction Services	0.00	0.00	0.00
5000	Nonrevenue & Clearing Accounts	3,500.00	3,500.00	0.00
7000	Other Uses	1,422,315.00	1,640,990.00	+218,675.00
8000	Restricted Funds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Subtotal General Fund	\$13,418,695.80	\$14,330,094.10	+ 911,398.30

Building Fund Appropriations

1000	Instruction	809,543.74	809,723.50	+ 179.76
2000	Support Services	1,152,514.90	1,144,253.23	- 8,261.67
3000	Noninstructional Services	5,000.00	5,000.00	0.00
4000	Facilities & Construction Services	2,150,000.00	1,850,000.00	- 300,000.00
5100	Debt Service	1,000,000.00	1,100,000.00	+100,000.00
7000	Other Uses	<u>3,549,605.48</u>	<u>3,904,500.32</u>	<u>+354,894.84</u>
	Subtotal Building Fund	\$8,666,664.12	\$8,813,477.05	+ 146,812.93

BOARD OF EDUCATION ELECTION AND VACANCIES

It is the policy of the Pioneer Technology Center Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, a general election, held for the purpose of electing a member or members of the board of education, shall be held on the first Tuesday in April, **unless another date is established by the state legislature**. Every candidate for a position on the board shall file a notification and declaration for that office with the Kay County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday. A primary election shall be held the second Tuesday in February if more than two candidates file for a board seat. A candidate receiving more than fifty percent of the votes cast in the primary election will be elected for the office. If no candidate receives more than fifty percent of the votes cast in the primary election, the two candidates with the highest number of votes shall appear on the ballot at the general election.

To be eligible to file a notification and declaration of candidacy, the prospective candidate must have been a registered voter in the election district, or ward, and a resident residing within said election district for at least six months immediately preceding the filing period. No person is eligible to be a candidate or to be elected to a board of education unless the person has been awarded a high school diploma or certificate of high school equivalency.

Board members shall be elected to serve a term of five years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the board each year. A vacancy on the board of education shall be filled by appointment and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

BOARD VACANCIES

The Pioneer Technology Center Board of Education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. Three or more consecutive unexcused absences from board meetings may constitute abandonment of office and the board may declare the position vacant and fill the vacancy as prescribed by law.

A vacancy will occur by law when a board member:

1. Dies;
2. Resigns;
3. Moves out of the school district;
4. Fails to timely complete required workshop hours;
5. Is convicted of any felony or any offense involving a violation of the member's official oath;

BOARD OF EDUCATION ELECTION AND VACANCIES (Cont.)

6. Pleads guilty or nolo contendere to a felony or any offense involving a violation of the member's oath;
7. Abandons the office; or,
8. Assumes the duty of a second public office when the holding of such office and being a board member violates the dual office-holding provisions of the law. This does not apply to any elected or appointed member of a local school board who is a member or an officer of a volunteer fire department; and directors or officers of a rural water district, chiefs of municipal fire departments or rural fire districts who are appointed or elected to an unsalaried office, except where the duties of the office would create a conflict of interest.
9. Ceases to be a resident of the board district or ward for which the person was elected.

If vacancies occur which result in the loss of a quorum of the board of education, the Governor shall appoint a member or members necessary to constitute a quorum to the board of education. Such appointment shall be for the remainder of the term of office for that seat.

**REFERENCE: 26 O.S. §13A-110
51 O.S. §6
70 O.S. §5-107A
70 O.S. §13A-105, §13A-110**

***See Policy Forms folder for BBB-E, Board of Education, Oath of Office**

BIDS AND QUOTATIONS

No expenditure shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$50,000 **\$100,000** for public construction contracts shall be awarded ~~except to the lowest responsible bidder upon sealed bids as required by the Public Competitive Bidding Act of 1974.~~ **for the purpose of erecting a building or making any improvements on school buildings or construction trade contracts or subcontracts exceeding \$50,000 shall be made except upon sealed proposals and to the lowest or best responsible bidder.** This does not prohibit the district from erecting a building or making improvements on a force account basis.

A "public construction contract" includes erecting a building or making any improvements, repairs or performing maintenance on school buildings, including the roof. ~~The term "force account" means the erecting of building or the making of improvements, repairs or performing maintenance on district property by use of the district's own employees, purchasing its own materials, and leasing the necessary equipment all under the supervision of the district.~~

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement.

No contract involving sums in excess of \$100,000 shall be split into partial contracts involving sums below \$100,000 for the purpose of avoiding the requirements of 61 O.S. §131.

**REFERENCE: 61 O.S. §102, §103, §104, §107, §131
62 O.S. §430.1
70 O.S. §5-123
POLICY, CHC-R – BIDS AND QUOTATIONS, REGULATION**

**BIDS AND QUOTATIONS
(REGULATIONS)**

Purchases Exempt From The Competitive Bidding Act:

The superintendent or designee shall secure quotes on all items purchased, either by oral price quotations, formal quotations, or advertised bids. In the interest of economy of time, informal quotations by telephone may be secured on purchases of less than \$5,000- **\$10,000**. In determining whether formal quotations shall be obtained, the superintendent or designee shall weigh the necessity for speed of securing supplies or equipment and the possible savings which may be realized. If savings from quotations are insignificant, prices given by reliable vendors may be used.

All contracts for, and purchases of supplies, materials, and equipment in the amount of \$5,000 **\$10,000** or more shall be based on competitive quotes. All purchases made in the open market shall be consummated after careful pricing. Contracts for instructional and professional services shall not require competitive quotes.

The Board of Education recognizes that some items to be purchased may be specific in nature resulting in the availability of competitive quotes to be limited. The Board authorizes the superintendent/CEO or his/her designee to determine when items may be available only through "sole source" vendors and exempt those purchases from the competitive quote requirement. Pioneer Technology Center is eligible to purchase through Oklahoma's "State Contract" pricing program. Items purchased through this program are exempt from the competitive quote requirement.

Competitive Bidding Act:

~~If a public construction contract for minor maintenance or minor repair work to district property is less than \$25,000, a contract may be negotiated with a qualified contractor. For expenditures which are covered under the Public Competitive Bidding Act of 1974 (public construction contracts of \$50,000 or more), contracts will be awarded to the lowest responsible bidder by competitive bidding after solicitation for sealed bids.~~

Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building. Public construction contracts for less than \$25,000 may be negotiated with a qualified contractor. Public construction contracts equal to \$50,000 but less than \$100,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. No contract involving an expenditure of more than \$100,000 for the purpose of erecting a building or making any improvements on school buildings or construction trade contracts or subcontracts exceeding \$50,000 shall be made except upon sealed proposals and to the lowest or best responsible bidder.

No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

All proposals to award public construction contracts shall be made as follows:

1. Notice shall be published in a newspaper of general circulation and published in the county where the work or the major part of the work is to be done. The notice shall be published in two consecutive weekly issues of the newspaper with the first publication at least twenty-one (21) days prior to the date set for opening bids; and

2. Notice shall be sent to one in-state trade or construction publication for their use and information whenever the estimated cost of the contract exceeds \$100,000 or the cost of the construction management trade contract or subcontract exceeds Fifty Thousand Dollars (\$50,000).

All bidders shall be given an equal opportunity to qualify for school business.

All bids must be submitted in sealed envelopes, addressed to the administrative offices of the school district and plainly marked with the name of the project and the date and time of the bid opening. Bids shall be opened and read aloud at the time and place specified. All bidders and other interested persons shall be invited to be present.

All bids shall be submitted to the Board for action. The Board of Education may award the contract to the lowest responsible bidder and must clearly state in writing the reason for not selecting the lowest dollar bid. The Board reserves the right to reject any or all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made shall be required to enter into a written contract with the school district after providing evidence of liability and workers compensation insurance and the required performance, payment and defects bonds.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed \$100,000 the lease purchase of items pursuant to paragraph 4 above must be competitively bid.

**REFERENCE: 61 O.S. §102, §103, §104, §107, §131
62 O.S. §430.1
70 O.S. §5-123
POLICY, CHC – BIDS AND QUOTATIONS**

NOTE: Emergencies – 61 O.S. §130

SEIZURE-SAFE SCHOOLS

The district will ensure that any student who is diagnosed with a seizure disorder, will be provided with a seizure action plan that is a written, individualized health plan designed to acknowledge and prepare for the student's health care needs.

When the district has a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms which is approved by the Food and Drug Administration the requirements of the Seizure-Safe Schools Act will become applicable to the district. At that time, the district will have at least one employee at each school the child attends who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;
2. Provide a written statement from the student's health care provider that will contain the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dose;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

Written authorization shall be maintained in the office of the school nurse or school administration and shall be distributed to any school personnel or volunteers responsible for the supervision or care of this student. The written authorization is effective for the school year in which it is granted and may be renewed each following school year.

A school employee may not be subject to any disciplinary proceeding resulting from an action taken in compliance with the Seizure-Safe Schools Act. Any employee acting in accordance with the provisions of this act shall be immune from civil liability unless the actions of the employee rise to a level of reckless or intentional misconduct.

A school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

REFERENCE: 70 O.S. §1210.183

ANNUAL ELECTION RESOLUTION

TO: Kay County Election Board

FROM: The Pioneer Technology Center
District No. VT13 of Kay County, Oklahoma

The Board of Education of the Pioneer Technology Center District has approved the following resolution calling for an election to be submitted to the voters of the district:

Member – Board of Education

Date of the Election:

A primary election shall be held to vote to elect a board member for member zone number 5 on the second Tuesday in February, that being February 8, 2022, with a general election to be held on the first Tuesday in April, that being April 5, 2022, if no candidate for the board member position receives more than 50% of the vote. The polling places shall be open from 7:00 am to 7:00 pm.

Board Member Position on Ballot:

The voters shall elect a board member for board zone No. 5, which has a 5-year term of office.

Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six (6) months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any state, county, municipal, judicial, or school office or any other elective office of any political subdivision of this state for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the

school district. The following are relatives within the second degree: a candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws and ethics, duties and responsibilities of district board of education member. Three (3) hours of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act, and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

The Pioneer Technology Center school district encompasses: all of Kay County and those portions of the following school district territories within Kay County--Braman, Blackwell, Newkirk, Ponca City, Tonkawa, Deer Creek-Lamont and Frontier; the McCord school district in Osage County; the Woodland School District in Osage and Pawnee Counties; and that portion of the Ponca City School District located in Osage County that was annexed to Ponca City Schools from the Burbank election of 2002. District and zone maps are on file at the Election Secretary's office in Kay, Osage, and Pawnee Counties. To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the Pioneer Technology Center District.

Ballot Titles:

The ballot to be submitted to the voter's shall call for the voters to:

1. Select one candidate for Pioneer Technology Center Board Zone No. 5:

Approved by the Pioneer Technology Center Board of Education this ____ day of _____, 20 ____.

President of the Board of Education

Clerk of the Board of Education

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
October 12, 2021 FY 2021/2022

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
LaDonna Bartlett	ABE/HSE Instructor	10/01 – 10/29 (11.5 hrs)	287.50
Carol Bottoms	ABE TANF Instructor	10/01 – 10/29 (42 hrs)	1,050.00
Lori Evans	AT&D Evening Supervisor	09/16 – 10/15 (up to 12 hrs additional)	300.00
Tyler Evans	School Bus Driver	09/09 (5:00-7:45pm)	76.17
Lane Fisher	Beginning Welding	09/14 – 09/30 (T/TH 6:00-9:00pm)	450.00
Lane Fisher	Beginning Welding	10/01 – 10/31 (T/TH 6:00-9:00pm)	450.00
Lane Fisher	Beginning Welding	11/01 – 11/30 (T/TH 6:00-9:00pm)	450.00
Lane Fisher	Beginning Welding	12/01 – 12/12 (T/TH 6:00-9:00pm)	450.00
Joella Francis	CNA Skills Check-off	09/08 – 09/08 (5.75 hrs)	143.75
Larry Godley	ABE/HSE/ESL Instructor	10/01 – 10/29 (39.5 hrs)	1,185.00
Deb Greer	Learn to Sell on eBay	09/14 – 09/23 (12 hrs)	300.00
Deb Greer	Intermediate eBay	09/28 (3 hrs)	75.00
Elaine Harman	ABE/HSE Math Instructor	10/01 – 10/29 (24.5 hrs)	612.50
Steve Ivie	Advanced Welding	09/13 – 09/30 (18 hrs)	450.00
Steve Ivie	Advanced Welding	10/01 – 10/31 (18 hrs)	450.00
Steve Ivie	Advanced Welding	11/01 – 11/30 (18 hrs)	450.00
Steve Ivie	Advanced Welding	12/01 – 12/13 (18 hrs)	450.00
Tonya Jackson	ABE/HSE/ESL Instructor	10/01 – 10/29 (35 hrs)	875.00
Bailey King	Temp PT Children's Lab Asst	10/25 – 06/30 (up to 29 hrs per week)	10.50/hr
Jeff Lockett	Ag Business Financial Consultant	09/01 – 09/02 (7 hrs)	175.00
Kevin Main	Private Security 1&2	09/07 – 09/30 (21 hrs)	525.00
Kevin Main	Private Security 1&2	10/01 – 10/20 (21 hrs)	525.00
Tracy McCloud	ABE/HSE Instructor	10/01 – 10/29 (109.5 hrs)	2,847.00
Jennifer McGrew	AT&D RN Supervisor	10/01 – 10/31	250.00
John Munger	CPR American Heart Assoc	09/22 (6:00-9:00pm)	75.00
Joni Murphy	ABE/HSE Instructor	10/01 – 10/29 (14 hrs)	350.00
Diane Pendleton	ABE/HSE Instructor	10/01 – 10/29 (35 hrs)	875.00
Pam Powers	ABE/HSE Instructor	10/01 – 10/29 (28 hrs)	700.00
Pam Powers	ABE TANF Instructor	10/01 – 10/29 (63 hrs)	1,575.00
Katelyn Ramey	Perm PT Children's Lab Asst	11/01 – 06/30 (up to 19.5 hrs per week)	11.00/hr
Chuck Rector	Get Going with Your Computer	09/13 – 09/28 (M/T 6:00-8:30pm)	375.00
Kristi Reed	CNA	09/13 – 09/30 (77 hrs)	1,694.00
Kristi Reed	CNA	10/01 – 10/05 (16.5 hrs)	363.00
Kristi Reed	CMA Cont Ed	10/07 (8 hrs)	176.00
Kristi Reed	CMA	10/11 – 10/22 (55 hrs)	1,210.00
Tammy Ross	Digital Photography	09/14 – 09/23 (T/TH 6:00-9:00pm)	240.00
Rebecca Stephens	ABE TANF Instructor	10/01 – 10/29 (8-2:30pm / 63 hrs)	1,575.00
Rebecca Stephens	ABE/HSE Instructor	10/01 – 10/29 (4:30-7:30pm / 10.5 hrs)	262.50
Gary Vap	BLS CPR Recertification	09/07 (5:30-8:30pm)	75.00
Janet Vines	Basic Drawing 101	09/09 – 09/30 (12 hrs)	300.00