

Pioneer Technology Center Board of
Education Special Meeting
Tuesday, July 14, 2020 6:00 PM

Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

Agenda

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Oath of Office for Re-elected Board Member
5. Motion and vote to accept Mr. Larry Buck's resignation from the Board of Education and to proceed with the appointment process of a new board member for Zone 5.
6. Discussion and possible board action with regard to the reorganization of board officers: President, Vice President and Clerk, retroactive to July 1, 2020
7. Reports and Presentations - Return on Investment, Molly Kyler, Exec. Director, Business and Industry Services
8. Discussion and vote to approve or not approve the Minutes of the June 9, 2020 special Board of Education meeting
9. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (FY20 General Fund #41762-41791; Building Fund #40115-40117) (FY21 General Fund #10001-10171; Building Fund #10001-10013; Payroll #70001-70110).
10. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - A. Traci Thorpe, Superintendent/CEO
 - B. Kahle Goff, Executive Director, Full-Time Programs
11. Discussion and vote to approve or not approve resolution to join the Oklahoma Schools Insurance Group (OSIG).
12. Discussion and vote to approve or not approve re-bids and alternate items for Westward Expansion project.
13. Discussion and vote to approve or not approve revisions/additions for the following policies: BBH - Development Opportunities for Board Members, BBHA - School Board Member Continuing Education - New Board Member Workshop, BEC - Executive Sessions, DABB - Records Investigation, DABD - Professional Conduct by Staff, ECA - Health Screening Protocol, EHDF - Online Instruction, FDC - Student Attendance, GJ-A - Sexual Harassment of Students, GJ-B - Sexual Harassment of Employees, GJ-R - Grievance Procedures, Sex Discrimination/Harassment, Regulation, GJ-P - Grievance Procedures for Processing, Filing and Resolving Discipline Complaints, GK - Use of School Facilities,
14. Discussion and vote to approve or not approve student handbook for 2020-21
15. Discussion and vote to approve or not approve Practical Nursing student handbook for 2020-21.
16. Discussion and vote to approve or not approve a contract with the Pioneer Technology Center Foundation for FY21.

17. 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.
18. 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.
19. Proposed Executive Session to discuss the employment of a Medical Assisting Instructor and discussion of a revised organizational chart Okla. Stat. Title 25, 307(B)(1).
20. Vote to convene in Executive Session
A. Time:
21. Acknowledge return of the Board to Open Session
A. Time:
22. Board President statement of Executive Session minutes
23. Motion and vote to approve hiring a Medical Assisting Instructor
24. Motion and vote to approve revised organizational chart
25. Public Comment
26. Motion and vote to adjourn
A. Time:

Pioneer Technology Center Board of Education Special Meeting
Tuesday, June 9, 2020 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. Discussion and vote to approve or not approve the Minutes of the May 28, 2020 Special Board of Education meeting

Motion to approve the Minutes of the May 28, 2020 special Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

5. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #41592-41761; Building Fund #40105-40114; Payroll #70173-70179).

Motion to approve the Financial Reports, Activity Fund Report and Encumbrances as presented. passed with a motion by Mr. J.D. Soulek and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

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

Ms. Thorpe reported the re-opening of the school on June 1, to staff and adult students needing certifications. We also resumed Fire Training Services. The groundbreaking ceremony for the Westward Expansion project is scheduled for June 16. Ms. Thorpe told the Board we are expecting a 4% reduction in state allocations and an 11% reduction for customized training and safety. Oklahoma Wesleyan is interested in an articulation agreement and we received a thank you card

from Alliance for the PPE equipment we gave them. The wind farm court case in Kingfisher and Canadian Co. is scheduled for Sept./Oct. It may go to the Supreme Court for final decision. The wind farms in this area are monitoring that case closely. Ms. Thorpe discussed the rules change with CLEET which would allow flexibility for Tech Centers to provide Reserve Officer and Bridge training for law enforcement.

Molly Kyler, Executive Director, Business & Industry Services

Ms. Kyler told the Board about the PTC end-of-year student celebration and how great it was. Also, Janet Schwabe currently has 41 projects open, half being in-district. The Manager's Tool Belt class started live and ended virtual. Corbin Dewitt is also facilitating a class called Dare to Lead. Dawn Brakey is attending a 10-session course through SBA called Small Business Innovation Research (SBIR).

7. Discussion and vote to approve or not approve FY21 resource allocations to support Blackwell Gateway Partnership Program

Motion to approve FY21 resource allocations to support Blackwell Gateway Partnership Program passed with a motion by Ms. Mary Rigdon and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

8. Discussion and vote to approve or not approve quotes for Westward Expansion project Motion to approve quotes for Westward Expansion project passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

9. Discussion and vote to approve or not approve the proposed insurance policies renewal for FY21 as listed on Appendix A.

Motion to approve the proposed insurance policies renewal for FY21 as listed on Appendix A (at same rate as last year) passed with a motion by Mr. J.D. Soulek and a second by Ms. Mary Rigdon.

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

Yea: 4, Nay: 0, Absent: 1

10. Discussion and vote to approve or not approve surplus items as listed on Appendix B. Motion to approve surplus items as listed on Appendix B. passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

11. Discussion and vote to approve or not approve a contract with Putnam and Company PLLC for audit of 2019-2020 year.

Motion to approve a contract with Putnam and Company PLLC for audit of 2019-2020 year at same rate as last year passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

12. Discussion and vote to approve or not approve an agreement between the Oklahoma Small Business Development Center and Pioneer Technology Center to co-sponsor an OKSBDC Business Advisor.

Motion to approve an agreement between the Oklahoma Small Business Development Center and Pioneer Technology Center to co-sponsor an OKSBDC Business Advisor passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

13. Discussion and vote to approve or not approve an agreement between The Alliance for Manufacturing Excellence, Inc., Pioneer Technology Center, Northwest Technology Center, High Plains Technology Center and Autry Technology Center, to co-sponsor a Manufacturing Extension Agent (MEA) with Pioneer Technology Center serving as the Fiscal Agent.

Motion to approve an agreement between The Alliance for Manufacturing Excellence, Inc., Pioneer Technology Center, Northwest Technology Center, High Plains Technology Center

and Autry Technology Center to co-sponsor a Manufacturing Extension Agent (MEA) with Pioneer Technology Center serving as the Fiscal Agent passed with a motion by Mr. J.D. Soulek and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

14. Discussion and vote to approve or not approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold. This is an agreement for legal services, including, but not limited to, legal advice, consultation and representation for FY21

Motion to approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold for FY21 passed with a motion by Ms. Mary Rigdon and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

15. Discussion and vote to approve or not approve a Resolution requesting Temporary Appropriations for General Fund and Building Fund for FY21 and a Resolution authorizing the school treasurer/deputy treasurer to invest excess fund during FY21.

Motion to approve a Resolution requesting Temporary Appropriations for General Fund and Building Fund for FY21 and a Resolution authorizing the school treasurer/deputy treasurer to invest excess fund during FY21 passed with a motion by Ms. Mary Rigdon and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

16. Discussion and vote to approve or not approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2020. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local).

Motion to approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2020. (Petty cash, bookstore revenue,

equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local) passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

17. Discussion and vote to approve or not approve Activity Fund Subaccounts for FY21 as listed on Appendix C

Motion to approve Activity Fund Subaccounts for FY21 as listed on Appendix C passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

18. Discussion and vote to approve or not approve the appointment of LaNell Reed as School Treasurer; Stacey Rush as Deputy Treasurer; Erin Mercer as Encumbrance Clerk and Activity Fund Custodian; and Amanda Perez-Vargas as Activity Fund Clerk for FY21.

Motion to approve the appointment of LaNell Reed as School Treasurer; Stacey Rush as Deputy Treasurer; Erin Mercer as Encumbrance Clerk and Activity Fund Custodian; and Amanda Perez-Vargas as Activity Fund Clerk for FY21. passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

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

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

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent

Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

20. Proposed Executive Session to discuss the hiring of a Medical Assisting Instructor and a Biomedical Sciences Instructor, contract renewal of Art Kirchenbauer, T& I Teaching Assistant and to discuss the terms and conditions of employment, including salary of the following personnel categories: professional certified, non-certified professional and support personnel Okla. Stat. Title 25, 307(B)(1).

21. Vote to convene in Executive Session

Motion to convene in Executive Session passed with a motion by Ms. Mary Rigdon and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

22. Acknowledge return of the Board to Open Session

23. Board President statement of Executive Session minutes

Board President Larry Buck announced the Board entered into Executive Session at 6:46 pm to discuss the hiring of a Medical Assisting Instructor and a Biomedical Sciences Instructor, contract renewal of Art Kirchenbauer, T& I Teaching Assistant and to discuss the terms and conditions of employment, including salary of the following personnel categories: professional certified, non-certified professional and support personnel Okla. Stat. Title 25, 307(B)(1).

Those present in executive session were Larry Buck, Board Member, Gay Norris, Board Member, Mary Rigdon, Board Member, J.D. Soulek, Board Member and Traci Thorpe, Superintendent. No action was taken by the Board of Education.

The Board returned to Open Session at 7:57 pm

24. Vote to approve or not approve hiring a Medical Assisting Instructor

Motion to approve hiring a Medical Assisting Instructor passed with a motion by Ms. Mary Rigdon and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

25. Vote to approve or not approve hiring a Biomedical Sciences Instructor
Motion to approve hiring a Biomedical Sciences Instructor passed with a motion by Mr. J.D. Soulek and a second by Ms. Mary Rigdon.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

26. Vote to approve contract renewal for Art Kirchenbauer, T&I Teaching Assistant
Motion to approve contract renewal for Art Kirchenbauer, T&I Teaching Assistant passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

27. Motion and vote to approve or not approve terms and conditions of employment, including salary of the following personnel categories: professional certified, non-certified professional and support personnel.

Motion to approve terms and conditions of employment, including salary of the following personnel categories: professional certified, non-certified professional and support personnel, according to revised plan passed with a motion by Mr. J.D. Soulek and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

28. Public Comment

No public comment

29. Motion and vote to adjourn

Motion to adjourn passed with a motion by Ms. Mary Rigdon and a second by Mr. J.D. Soulek.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

Meeting adjourned at 8:04 pm

Respectfully submitted,

Allison N. Christy

Allison N. Christy
Board Minutes Clerk

President, Board of Education

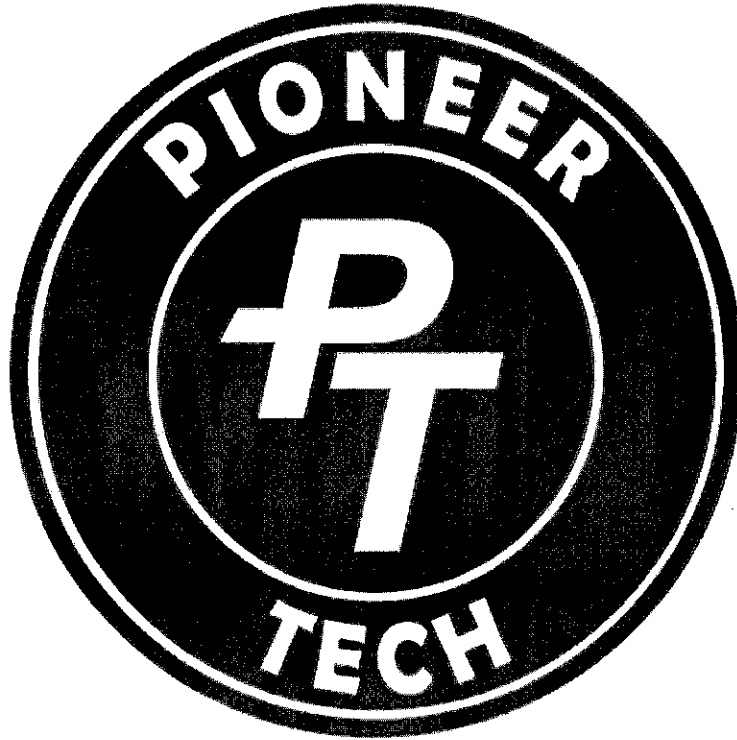
Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:



FINANCIAL SUMMARY

June 2020

<i>Income</i>	MTD	YTD	% of Collections
General Fund	\$ 687,692.42	\$12,753,829.20	98.26%
Building Fund	\$ 18,563.28	\$ 6,911,285.57	95.43%
<i>Expenses</i>			
General Fund	\$ 874,958.86	\$ 9,938,029.19	
Building Fund	\$ 534,161.01	\$ 1,466,794.89	
<i>Lapsed Appropriations</i>			
General Fund	\$ 0.00	\$ 115,362.61	
Building Fund	\$ 0.00	\$ 127,734.08	
	<u>General Fund</u>	<u>Building Fund</u>	
<i>Cash Balance</i>	\$ 118,470.85	\$ 34,595.85	
<i>+Investment Balance</i>	\$2,812,691.77	\$5,537,628.91	
<i>+Outstanding Checks</i>	\$ 399,953.28	\$ 25,296.70	
<i>=Total Monies</i>	\$3,331,115.90	\$5,597,521.46	
<i>BALANCE FORWARD</i>	\$2,783,938.92	\$5,458,783.09	

PIONEER TECHNOLOGY CENTER

TREASURER'S MONTHLY REVENUE SUMMARY

06/30/2020

Budget Year 20

REVENUE SOURCE	ESTIMATED REVENUES	CURRENT COLLECTED	PREVIOUS YTD COLLECTED	TOTAL COLLECTED	VARIANCE	% OF EST COLL.
GENERAL FUND						
LOCAL SOURCES						
1110 AD VAL TX LV (CUR YR)	\$5,119,726.71	\$43,982.46	\$4,520,522.78	\$4,564,505.24	\$555,221.47	88.16
1121 AD VAL TX LV (PRIOR)	\$1,200,000.00	\$13,242.62	\$1,189,854.19	\$1,203,098.81	-\$3,096.81	100.2
1130 REV IN LIEU OF TAX	\$0.00	\$0.00	\$2,040.52	\$2,040.52	-\$2,040.52	0.00
1211 TUITION-DAY TIME	\$205,380.35	\$16,361.53	\$215,302.29	\$231,863.82	-\$26,283.47	112.8
1212 TUITION - AT&D	\$81,885.47	\$11,670.12	\$54,632.85	\$66,302.97	\$15,582.50	80.97
1213 TUITION - IT&D	\$30,178.80	\$1,979.00	\$27,531.68	\$29,510.68	\$668.12	97.79
1214 GED TESTING FEES	\$2,425.50	\$277.50	\$3,436.25	\$3,713.75	-\$1,288.25	153.1
1290 TUITION - SAFETY	\$202,175.33	\$26,623.62	\$209,758.57	\$236,382.19	-\$34,206.86	116.9
1310 INTEREST EARNINGS	\$6,416.36	\$388.58	\$5,810.74	\$6,199.32	\$217.04	95.62
1350 INTEREST ON TAXES	\$0.00	\$75.31	\$2,884.63	\$2,959.94	-\$2,959.94	0.00
1410 INCUBATOR RENTS	\$6,733.96	\$729.89	\$7,142.38	\$7,872.27	-\$1,138.31	116.9
1440 SALE OF SCHOOL PROPERTY	\$32,312.11	\$3,134.75	\$20,614.60	\$23,749.35	\$8,562.76	73.50
1450 BOOKSTORE REVENUE	\$120,409.85	\$21,939.60	\$110,323.14	\$132,262.74	-\$11,852.89	109.8
1470 SHOP REVENUE	\$98,800.83	\$17,469.70	\$111,226.75	\$128,696.45	-\$29,895.62	130.2
1492 RESALE	\$67,763.28	\$188.00	\$81,248.26	\$61,436.26	\$6,327.02	90.66
1570 INCUBATOR UTILITIES	\$1,470.97	\$225.63	\$1,801.97	\$2,027.60	-\$556.63	137.8
1590 MISC REIMBURSEMENTS	\$14,171.75	\$26,227.56	\$11,491.99	\$37,719.55	-\$23,547.80	266.1
1650 DROPOUT/SHARE CONTRACTS	\$98,903.11	\$7,239.06	\$112,650.49	\$119,889.55	-\$20,986.44	121.2
SOURCE TOTAL	\$7,288,754.38	\$191,754.93	\$6,688,274.08	\$6,860,029.01	\$428,725.37	
ESTIMATED:				\$6,855,028.55	\$433,725.83	94.05
UNESTIMATED:				\$5,000.46		
TOTAL UNCOLLECTED SURPLUS:	\$586,578.91					
TOTAL OVERCOLLECTED:	\$152,853.08					
STATE SOURCES						
3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$0.00	\$459.85	\$459.85	-\$459.85	0.00
3430 ADULT ED / STATE GED	\$19,397.04	\$0.00	\$19,397.04	\$19,397.04	\$0.00	100.0
3620 STATE LAND REIMBURSEMENT	\$0.00	\$0.00	\$348.34	\$348.34	-\$348.34	0.00
3690 EDUC RISING & TEACH OKLA	\$0.00	\$0.00	\$700.00	\$700.00	-\$700.00	0.00
3819 FORMULA OPERATIONS	\$2,063,338.00	\$171,916.00	\$1,891,120.00	\$2,063,036.00	\$302.00	99.99
3833 CUSTOM / SAFETY	\$113,851.00	\$9,483.00	\$105,618.00	\$115,101.00	-\$1,250.00	101.1
3836 BID ASSISTANCE - STATE	\$23,838.00	\$3,977.00	\$15,500.00	\$19,477.00	\$4,361.00	81.71
3837 BROKER AGENT / MEA	\$74,600.00	\$2,338.94	\$82,081.32	\$84,420.26	-\$9,820.26	113.1
3844 FIREFIGHTING TRAINING	\$1,316.00	\$0.00	\$2,180.00	\$2,180.00	-\$864.00	165.6
3852 TANF - STATE	\$29,100.00	\$2,425.00	\$26,675.00	\$29,100.00	\$0.00	100.0
3856 DROPOUT RECOVERY	\$78,659.00	\$29,013.13	\$46,645.87	\$75,659.00	\$3,000.00	96.19
3856 DROPOUT (PRIOR)	\$0.00	\$0.00	\$11,862.54	\$11,862.54	-\$11,862.54	0.00
3864 MENTOR TEACHER	\$2,250.00	\$2,000.00	\$0.00	\$2,000.00	\$250.00	88.89
3892 LOTTERY GRANT	\$148,231.44	\$0.00	\$148,231.44	\$148,231.44	\$0.00	100.0
SOURCE TOTAL	\$2,554,580.48	\$221,153.07	\$2,350,819.40	\$2,571,972.47	-\$17,391.99	
ESTIMATED:				\$2,558,801.74	-\$4,021.26	100.1
UNESTIMATED:				\$13,370.73		

\$7,913.00

PIONEER TECHNOLOGY CENTER

TREASURER'S MONTHLY REVENUE SUMMARY

06/30/2020

Budget Year 20

REVENUE SOURCE	ESTIMATED REVENUES	CURRENT COLLECTED	PREVIOUS YTD COLLECTED	TOTAL COLLECTED	VARIANCE	% OF EST COLL.
TOTAL UNCOLLECTED SURPLUS:						
TOTAL OVERCOLLECTED:	\$11,934.26					
FEDERAL SOURCES						
4611 ABE TITLE 13, 95-561	\$131,974.67	\$0.00	\$101,784.80	\$101,784.80	\$30,209.87	77.11
4611 IELCE	\$11,647.94	\$0.00	\$5,593.27	\$5,593.27	\$6,054.67	48.02
4611 CORRECTIONS	\$20,778.51	\$0.00	\$13,480.42	\$13,480.42	\$7,298.09	64.88
4611 ABE/LITERACY/CORR (PRIOR)	\$0.00	\$0.00	\$50,159.95	\$50,159.95	-\$50,159.95	0.00
4613 ABE / TANF	\$66,630.00	\$5,250.00	\$52,500.00	\$57,750.00	\$8,880.00	86.67
4613 ABE / TANF (PRIOR)	\$0.00	\$0.00	\$4,250.00	\$4,250.00	-\$4,250.00	0.00
4750 CHILD & ADULT FOOD	\$10,318.53	\$637.96	\$12,331.36	\$12,969.32	-\$2,650.79	125.6
4815 CARES ACT - HEERF	\$0.00	\$113,100.00	\$0.00	\$113,100.00	-\$113,100.00	0.00
4821 PERKINS - SECONDARY	\$81,682.00	\$12,261.81	\$29,547.83	\$41,809.64	\$39,872.36	51.19
4821 TCTW	\$12,000.00	\$5,009.78	\$2,381.55	\$7,391.33	\$4,608.67	61.59
4821 PERKINS / TCTW (PRIOR)	\$0.00	\$0.00	\$26,263.08	\$26,263.08	-\$26,263.08	0.00
4836 BID ASSISTANCE - FEDERAL	\$22,672.00	\$903.00	\$26,547.00	\$27,450.00	-\$4,778.00	121.0
4852 TANF - FEDERAL	\$193,000.00	\$0.00	\$101,892.61	\$101,892.61	\$91,107.39	52.79
4852 TANF (PRIOR)	\$0.00	\$0.00	\$102,064.96	\$102,064.96	-\$102,064.96	0.00
4874 PELL GRANTS	\$208,428.30	\$21,432.00	\$236,991.00	\$258,423.00	-\$49,994.70	123.9
4874 PELL GRANT (PRIOR)	\$0.00	\$0.00	\$18,050.00	\$18,050.00	-\$18,050.00	0.00
4877 FSEOG	\$4,877.10	\$0.00	\$4,352.00	\$4,352.00	\$525.10	89.23
4877 FSEOG (PRIOR)	\$0.00	\$0.00	\$1,180.00	\$1,180.00	-\$1,180.00	0.00
SOURCE TOTAL	\$764,009.05	\$158,594.55	\$789,349.83	\$947,944.38	-\$183,935.33	
ESTIMATED:				\$632,876.39	\$131,132.66	82.84
UNESTIMATED:				\$315,067.99		
TOTAL UNCOLLECTED SURPLUS:	\$188,556.15					
TOTAL OVERCOLLECTED:	\$57,423.49					
REVENUE SOURCE TOTAL	\$10,607,343.91	\$571,502.55	\$9,808,443.31	\$10,379,945.86	\$227,398.05	
NON-REVENUE RECEIPTS						
5190 MISC REV TRANSFERRED	\$0.00	\$95.50	\$175.00	\$270.50	-\$270.50	0.00
5600 CORRECTING ENTRY	\$0.00	\$300.00	\$0.00	\$300.00	-\$300.00	0.00
SOURCE TOTAL	\$0.00	\$395.50	\$175.00	\$570.50	-\$570.50	
ESTIMATED:				\$0.00	\$0.00	
UNESTIMATED:				\$570.50		
TOTAL UNCOLLECTED SURPLUS:	\$0.00					
TOTAL OVERCOLLECTED:	\$0.00					
BALANCE SHEET ACCOUNTS						
6110 CASH FORWARD	\$2,372,881.08	\$0.00	\$2,372,881.08	\$2,372,881.08	\$0.00	100.0
6140 ESTOP CHECKS	\$0.00	\$431.76	\$0.00	\$431.76	-\$431.76	0.00
	\$2,372,881.08	\$431.76	\$2,372,881.08	\$2,373,312.84	-\$431.76	

PIONEER TECHNOLOGY CENTER

TREASURER'S MONTHLY REVENUE SUMMARY

06/30/2020

Budget Year 20

REVENUE SOURCE	ESTIMATED REVENUES	CURRENT COLLECTED	PREVIOUS YTD COLLECTED	TOTAL COLLECTED	VARIANCE	% OF EST COLL.
SOURCE TOTAL						
ESTIMATED:				\$2,372,881.08	\$0.00	100.0
UNESTIMATED:				\$431.76		
TOTAL UNCOLLECTED SURPLUS:	\$0.00					
TOTAL OVERCOLLECTED:	\$0.00					
<hr/>						
NON-REVENUE SOURCE TOTAL	\$2,372,881.08	\$827.26	\$2,373,056.08	\$2,373,883.34	-\$1,002.26	
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FUND	\$12,980,224.99	\$572,329.81	\$12,181,499.39	\$12,753,829.20	\$226,395.79	
<hr/>						
ESTIMATED:				\$12,419,387.76		95.68
UNESTIMATED:				\$334,441.44		
TOTAL UNCOLLECTED SURPLUS:	\$783,048.06					
TOTAL OVERCOLLECTED:	\$222,210.83					
<hr/>						
BUILDING FUND						
LOCAL SOURCES						
1110 AD VAL TX LV (CUR YR)	\$2,493,880.05	\$21,533.63	\$2,213,070.83	\$2,234,604.46	\$259,275.59	89.60
1121 AD VAL TX LV (PRIOR)	\$600,000.00	\$6,582.07	\$583,141.14	\$589,723.21	\$10,276.79	98.29
1130 REV IN LIEU OF TAX	\$0.00	\$0.00	\$1,003.40	\$1,003.40	-\$1,003.40	0.00
1310 INTEREST EARNINGS	\$12,550.31	\$714.79	\$12,273.04	\$12,987.83	-\$437.52	103.4
1590 MISC REIMBURSEMENT	\$68,668.45	\$0.00	\$5,850.00	\$5,850.00	\$63,018.45	8.49
<hr/>						
SOURCE TOTAL	\$3,175,298.81	\$28,830.49	\$2,815,338.41	\$2,844,168.90	\$331,129.91	
<hr/>						
ESTIMATED:				\$2,843,165.50	\$332,133.31	89.54
UNESTIMATED:				\$1,003.40		
TOTAL UNCOLLECTED SURPLUS:	\$332,570.83					
TOTAL OVERCOLLECTED:	\$437.52					
<hr/>						
STATE SOURCES						
3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$0.00	\$224.75	\$224.75	-\$224.75	0.00
3620 STATE LAND REIMBURSEMENT	\$0.00	\$0.00	\$170.30	\$170.30	-\$170.30	0.00
<hr/>						
SOURCE TOTAL	\$0.00	\$0.00	\$395.05	\$395.05	-\$395.05	
<hr/>						
ESTIMATED:				\$0.00	\$0.00	
UNESTIMATED:				\$395.05		
TOTAL UNCOLLECTED SURPLUS:	\$0.00					
TOTAL OVERCOLLECTED:	\$0.00					
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REVENUE SOURCE TOTAL	\$3,175,298.81	\$28,830.49	\$2,815,733.46	\$2,844,563.95	\$330,734.86	
<hr/>						
BALANCE SHEET ACCOUNTS						
6110 CASH FORWARD	\$4,066,721.62	\$0.00	\$4,066,721.62	\$4,066,721.62	\$0.00	100.0

PIONEER TECHNOLOGY CENTER

TREASURER'S MONTHLY REVENUE SUMMARY

06/30/2020

Budget Year 20

REVENUE SOURCE	ESTIMATED REVENUES	CURRENT COLLECTED	PREVIOUS YTD COLLECTED	TOTAL COLLECTED	VARIANCE	% OF EST COLL.
SOURCE TOTAL	\$4,066,721.62	\$0.00	\$4,066,721.62	\$4,066,721.62	\$0.00	
ESTIMATED:				\$4,066,721.62	\$0.00	100.0
UNESTIMATED:				\$0.00		
TOTAL UNCOLLECTED SURPLUS:	\$0.00					
TOTAL OVERCOLLECTED:	\$0.00					
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NON-REVENUE SOURCE TOTAL	\$4,066,721.62	\$0.00	\$4,066,721.62	\$4,066,721.62	\$0.00	
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FUND	\$7,242,020.43	\$28,830.49	\$6,882,455.08	\$6,911,285.57	\$330,734.86	
ESTIMATED:				\$6,909,887.12		95.41
UNESTIMATED:				\$1,398.45		
TOTAL UNCOLLECTED SURPLUS:	\$332,570.83					
TOTAL OVERCOLLECTED:	\$437.52					

**SUMMARY OF
FINANCIAL ACTIVITIES**

PIONEER TECHNOLOGY CENTER
SUMMARY OF FINANCIAL ACTIVITIES
06/30/2020

Fiscal Year 0	GENERAL FUND	BUILDING FUND	TOTAL ALL FUNDS
CASH ON HAND:			
BEGINNING MONTHLY BALANCE	141,462.90	320,641.16	462,104.06
ADD: MONTHLY RECEIPTS	572,329.81	28,830.49	601,160.30
MATURING INVESTMENTS	280,000.00	300,000.00	580,000.00
TOTAL CASH:	993,792.71	649,471.65	1,643,264.36
LESS: CHECKS ISSUED	874,958.86	534,161.01	1,409,119.87
PURCHASE OF INVESTMENTS	115,725.61	208,448.87	324,174.48
INTEREST ON NON-PAYABLE BOND INDEBTEDNESS	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00
ADJUSTMENTS	115,362.61	127,734.08	243,096.69
ENDING MONTHLY BALANCE	118,470.85	34,595.85	153,066.70
INVESTMENTS:			
BEGINNING MONTHLY BALANCE	2,976,966.16	5,629,180.04	8,606,146.20
ADD: INVESTMENTS	115,725.61	208,448.87	324,174.48
TOTAL INVESTMENTS:	3,092,691.77	5,837,628.91	8,930,320.68
LESS: MATURING INVESTMENTS	280,000.00	300,000.00	580,000.00
ENDING MONTHLY BALANCE:	2,812,691.77	5,537,628.91	8,350,320.68
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TOTALS:			
END OF MONTH CASH BALANCE:	118,470.85	34,595.85	153,066.70
END OF MONTH INV. BALANCE:	2,812,691.77	5,537,628.91	8,350,320.68
TOTAL CASH:	2,931,162.62	5,572,224.76	8,503,387.38
ADD: OUTSTANDING CHECKS	399,953.28	25,296.70	425,249.98
TOTAL MONIES:	3,331,115.90	5,597,521.46	8,928,637.36

OPEN INVESTMENT LEDGER

PIONEER TECHNOLOGY CENTER

Open Investment Ledger

Invest #	CHECK #	DATE	BANK NAME	AMOUNT	RATE	MATURITY DATE
560224 GEN	0	7/1/2019	EQUITY BANK	2,812,691.77	0.150	06/30/2020
TOTAL OPEN INVESTMENTS FOR 0 - 11 GENERAL FUND				2,812,691.77		
560224 BLD	0	7/1/2019	EQUITY BANK	5,537,628.91	0.150	06/30/2020
TOTAL OPEN INVESTMENTS FOR 0 - 21 BUILDING FUND				5,537,628.91		
TOTAL OF ALL INVESTMENTS				8,350,320.68		

BANK PLEDGING- FY 2020

June 30, 2020

Bank Name	Pledge Agreement	Tri-Party Pledge & Custody Agreement	Certification of Adoption	Instrument Pledged	Receipt Dated	Amount Pledged	Maturity Date	Date Released
Bank of Oklahoma	YES	YES	YES					
Central National Bank - Blackwell	YES	NO	YES					
EQUITY BANK - Newkirk/Ponca		YES		FNMA Pool #MA3181 Id#627684	10/01/17	4,700,000	11/01/37	
EQUITY BANK - Newkirk/Ponca		YES		FNMA Pool #MA1290 Id#628795	01/31/18	4,600,000	12/01/32	
EQUITY BANK - Newkirk/Ponca		YES		FNMA Pool #MA3181 Id#629085	02/27/18	400,000	11/01/37	
EQUITY BANK - Newkirk/Ponca		YES		FNMA Pool #AL7654 Id #633383	01/25/19	4,000,000	09/01/35	
EQUITY BANK - Newkirk/Ponca		YES		FNMA Pool #AS7643 Id #635558	06/27/19	60,000	09/01/35	
EQUITY BANK - Newkirk/Ponca		YES		FNMA Pool #AT2062 Id #67554	01/30/20	3,500,000	04/01/28	
EQUITY BANK - Newkirk/Ponca		YES		FNMA Pool #MA3181 Id #68063	02/26/20	700,000	11/01/37	
First National of Oklahoma - Ponca City	YES	YES	YES					
RCB Bank - Ponca City	YES	YES	YES					
Service Bank/Farmers - Tonkawa	YES	YES	YES					

Notes: All banks have additional collateral of \$250,000 FDIC
Equity Bank - Sweep account is covered by additional securities as listed below.

Securities Pledged

Issuer	Collateral Percentage	CUSIP Number	Maturity Date	Coupon Rate	Current Par Value	Market Value	Fair Market Value Fractional Interest %	Balance Covered
FNMA POOL #MA1107	100.00%	31418AGR3	07/01/2032	3.5000%	\$682,108.58	\$734,145.87	48.37953823024719% \$355,176.37	\$355,176.37
FHLMC GOLD POOL#C91891	100.00%	3128P8C41	09/01/2036	3.0000%	\$624,043.94	\$664,694.69	32.20927039208189% \$214,093.31	\$213,140.31
								\$568,316.68

YEARLY COMPARISON

PIONEER TECHNOLOGY CENTER
 General Fund Yearly Comparison
 Fiscal Year 2019-2020

	<u>FY 2018-2019</u>	<u>FY 2019-2020</u>	<u>DIFFERENCE</u>
FUND BALANCE (CARRYOVER)	2,054,160.60	2,372,881.08	\$318,720.48
INCOME FOR JULY	329,704.45	273,005.32	(\$56,699.13)
INCOME FOR AUGUST	548,567.91	436,017.23	(\$112,550.68)
INCOME FOR SEPTEMBER	503,135.91	586,236.50	\$83,100.59
INCOME FOR OCTOBER	522,554.13	556,418.77	\$33,864.64
INCOME FOR NOVEMBER	542,057.38	652,285.09	\$110,227.71
INCOME FOR DECEMBER	654,831.90	598,146.19	(\$56,685.71)
INCOME FOR JANUARY	3,389,222.93	3,413,032.80	\$23,809.87
INCOME FOR FEBRUARY	945,988.09	1,173,483.16	\$227,495.07
INCOME FOR MARCH	552,753.91	557,717.63	\$4,963.72
INCOME FOR APRIL	1,036,508.92	907,704.38	(\$128,804.54)
INCOME FOR MAY	668,377.91	654,571.24	(\$13,806.67)
<u>INCOME FOR JUNE</u>	<u>339,684.49</u>	<u>572,329.81</u>	<u>\$232,645.32</u>
INCOME AS OF 06/30/2020	\$12,087,548.53	\$12,753,829.20	\$666,280.67
CHECKS ISSUED FOR JUL	601,740.76	688,665.46	\$86,924.70
CHECKS ISSUED FOR AUG	780,657.45	727,861.70	(\$52,795.75)
CHECKS ISSUED FOR SEP	834,495.16	924,945.82	\$90,450.66
CHECKS ISSUED FOR OCT	812,909.88	808,161.47	(\$4,748.41)
CHECKS ISSUED FOR NOV	830,307.83	880,360.32	\$50,052.49
CHECKS ISSUED FOR DEC	706,443.51	715,397.25	\$8,953.74
CHECKS ISSUED FOR JAN	720,513.90	815,494.36	\$94,980.46
CHECKS ISSUED FOR FEB	755,402.70	846,200.09	\$90,797.39
CHECKS ISSUED FOR MAR	819,477.51	742,589.54	(\$76,887.97)
CHECKS ISSUED FOR APR	788,410.02	716,256.38	(\$72,153.64)
CHECKS ISSUED FOR MAY	1,180,353.18	1,196,642.94	\$16,289.76
CHECKS ISSUED FOR JUN	659,443.67	874,958.86	\$215,515.19
<u>CHECKS ISSUED AFTER JUN</u>	<u>168,031.48</u>	<u>0.00</u>	<u>\$0.00</u>
CHECKS ISSUED 06/30/2020	\$9,658,187.05	\$9,937,534.19	\$447,378.62
			\$218,902.05 TOTAL DIFFERENCE

PIONEER TECHNOLOGY CENTER
 Building Fund Yearly Comparison
 Fiscal Year 2019-2020

	<u>FY 2018-2019</u>	<u>FY 2019-2020</u>	<u>DIFFERENCE</u>
FUND BALANCE (CARRYOVER)	3,542,194.81	4,066,721.62	\$524,526.81
INCOME FOR JULY	45,386.50	14,938.48	(\$30,448.02)
INCOME FOR AUGUST	98,691.37	35,943.04	(\$62,748.33)
INCOME FOR SEPTEMBER	85,484.75	76,927.42	(\$8,557.33)
INCOME FOR OCTOBER	68,307.59	58,671.45	(\$9,636.14)
INCOME FOR NOVEMBER	108,887.97	116,241.51	\$7,353.54
INCOME FOR DECEMBER	189,040.26	160,787.35	(\$28,252.91)
INCOME FOR JANUARY	1,539,111.66	1,546,960.36	\$7,848.70
INCOME FOR FEBRUARY	394,059.28	349,642.96	(\$44,416.32)
INCOME FOR MARCH	53,822.85	103,291.67	\$49,468.82
INCOME FOR APRIL	273,117.95	248,868.95	(\$24,249.00)
INCOME FOR MAY	128,796.35	103,460.27	(\$25,336.08)
<u>INCOME FOR JUNE</u>	<u>18,563.28</u>	<u>28,830.49</u>	<u>\$10,267.21</u>
INCOME AS OF 06/30/2020	\$6,545,464.62	\$6,911,285.57	\$365,820.95
CHECKS ISSUED FOR JUL	28,325.05	27,333.18	(\$991.87)
CHECKS ISSUED FOR AUG	18,692.38	63,723.06	\$45,030.68
CHECKS ISSUED FOR SEP	32,099.49	67,217.64	\$35,118.15
CHECKS ISSUED FOR OCT	41,522.82	49,753.16	\$8,230.34
CHECKS ISSUED FOR NOV	54,777.63	54,940.88	\$163.25
CHECKS ISSUED FOR DEC	32,033.04	6,480.59	(\$25,552.45)
CHECKS ISSUED FOR JAN	710,410.27	94,199.43	(\$616,210.84)
CHECKS ISSUED FOR FEB	32,878.59	148,118.57	\$115,239.98
CHECKS ISSUED FOR MAR	64,347.78	89,834.35	\$25,486.57
CHECKS ISSUED FOR APR	158,278.29	86,039.86	(\$72,238.43)
CHECKS ISSUED FOR MAY	245,222.21	244,993.16	(\$229.05)
CHECKS ISSUED FOR JUN	453,740.20	534,161.01	\$80,420.81
<u>CHECKS ISSUED AFTER JUN</u>	<u>502,965.86</u>	<u>0.00</u>	<u>\$0.00</u>
CHECKS ISSUED 06/30/2020	\$2,375,293.61	\$1,466,794.89	(\$405,532.86)
			\$771,353.81 TOTAL DIFFERENCE

FUNCTION SUMMARY
(Encumbrance Totals)

General

**PIONEER TECHNOLOGY
CENTER**

Function Summary Report 2020

Func	Description	Approp	Encumbered	Spent	Balance
0000	**Appropriated Only	0.00	0.00	0.00	0.00
	0000 FUNCTION TOTAL	0.00	0.00	0.00	0.00
1000	INSTRUCTION	1,505,511.98	10,683.98	761,356.55	733,471.45
1500	CLIENT BSD PG - TIPS	930,340.23	2,620.62	904,338.24	23,381.37
1700	Instructional Programs	2,741,417.77	50,696.74	2,556,001.24	134,719.79
	1000 FUNCTION TOTAL	5,177,269.98	64,001.34	4,221,696.03	891,572.61
2100	Supp Svcs-Students	654,989.43	3,084.52	617,494.39	34,410.52
2200	Supp Svcs-Inst Staff	292,987.46	6,427.00	256,230.74	30,329.72
2300	Supp Svcs-Gen Admin	1,082,805.49	9,659.06	605,170.05	467,976.38
2400	Supp Svcs-Sch Admin	1,402,463.56	3,097.06	1,361,454.09	37,912.41
2500	Supp Svcs-Business	1,181,555.02	25,904.39	1,095,593.00	60,057.63
2600	Oper&Maint Plant Svc	848,896.01	7,507.27	788,498.49	52,890.25
2700	Stud Transptn Svcs	265,158.73	535.06	134,859.04	129,764.63
	2000 FUNCTION TOTAL	5,728,855.70	56,214.36	4,859,299.80	813,341.54
3100	Child Nut Prg Oper	1,100.00	0.00	575.94	524.06
3200	OTH ENTPRS SVC OP	648,499.31	10,708.00	467,161.53	170,629.78
	3000 FUNCTION TOTAL	649,599.31	10,708.00	467,737.47	171,153.84
4200	SITE ACQUISITION SVC	0.00	0.00	0.00	0.00
4300	SITE IMPROVEMENT SVC	0.00	0.00	0.00	0.00
4400	ARCH & ENGR SVC	0.00	0.00	0.00	0.00
4700	BLDG IMPR SVC	0.00	0.00	0.00	0.00
	4000 FUNCTION TOTAL	0.00	0.00	0.00	0.00
5200	FND TRANSFER/REIMB	1,000.00	0.00	375.00	625.00
5300	CLEARING ACCOUNT	0.00	0.00	0.00	0.00
5600	CORRECTING ENTRY	2,500.00	300.00	0.00	2,200.00
	5000 FUNCTION TOTAL	3,500.00	300.00	375.00	2,825.00
7200	STUDENT AID	509,000.00	16,000.00	378,295.00	114,705.00
7700	Flex Benefits	0.00	0.00	0.00	0.00
7900	OTHER USES	912,000.00	0.00	10,130.89	901,869.11
	7000 FUNCTION TOTAL	1,421,000.00	16,000.00	388,425.89	1,016,574.11
8100	RESTR FUND (ST/FED)	0.00	0.00	0.00	0.00
	8000 FUNCTION TOTAL	0.00	0.00	0.00	0.00
FUND 11 TOTAL		12,980,224.99	147,223.70	9,937,534.19	2,895,467.10

Building

**PIONEER TECHNOLOGY
CENTER**

Function Summary Report 2020

Func	Description	Approp	Encumbered	Spent	Balance
0000	**Appropriated Only	0.00	0.00	0.00	0.00
	0000 FUNCTION TOTAL	0.00	0.00	0.00	0.00
1000	INSTRUCTION	389,632.54	0.00	26,867.40	362,765.14
1500	CLIENT BSD PG - TIPS	0.00	0.00	0.00	0.00
1700	Instructional Programs	222,392.46	14,055.90	208,336.56	0.00
	1000 FUNCTION TOTAL	612,025.00	14,055.90	235,203.96	362,765.14
2100	Supp Svcs-Students	0.00	0.00	0.00	0.00
2200	Supp Svcs-Inst Staff	0.00	0.00	0.00	0.00
2300	Supp Svcs-Gen Admin	511,599.08	0.00	0.00	511,599.08
2400	Supp Svcs-Sch Admin	0.00	0.00	0.00	0.00
2500	Supp Svcs-Business	109,054.51	54,499.99	54,554.52	0.00
2600	Oper&Maint Plant Svc	341,165.83	11,307.56	281,022.76	48,835.51
	2000 FUNCTION TOTAL	961,819.42	65,807.55	335,577.28	560,434.59
3200	OTH ENTPRS SVC OP	5,000.00	0.00	4,184.77	815.23
	3000 FUNCTION TOTAL	5,000.00	0.00	4,184.77	815.23
4300	SITE IMPROVEMENT SVC	52,000.00	0.00	51,624.85	375.15
4400	ARCH & ENGR SVC	530,000.00	16,689.82	428,752.82	84,557.36
4600	BLDG ACQ & CONST SVC	593,000.00	0.00	0.00	593,000.00
4700	BLDG IMPR SVC	500,000.00	16,888.40	411,451.21	71,660.39
	4000 FUNCTION TOTAL	1,675,000.00	33,578.22	891,828.88	749,592.90
5100	DEBT SVC	1,000,000.00	0.00	0.00	1,000,000.00
5300	CLEARING ACCOUNT	0.00	0.00	0.00	0.00
	5000 FUNCTION TOTAL	1,000,000.00	0.00	0.00	1,000,000.00
7700	Flex Benefits	0.00	0.00	0.00	0.00
7900	OTHER USES	2,988,176.01	0.00	0.00	2,988,176.01
	7000 FUNCTION TOTAL	2,988,176.01	0.00	0.00	2,988,176.01
	FUND 21 TOTAL	7,242,020.43	113,441.67	1,466,794.89	5,661,783.87

ACTIVITY ACCOUNT

Pioneer Technology Center
Pioneer Technology Center
Ponca City, OK 74601

June, FY-2020
MTD Summary

Summary Of Accounts

July 01, 2020

For Bank Account:
**** 2794
**This Report Is True And Correct
To The Best Of My Knowledge.**
Date: 7/1/2020 Erin M. Merle

Beginning balance: 91950.17
Receipts: 75929.77
Checks: 139207.54
Adjustments: 61.86
Ending balance: \$28,734.26

Acct. Name	Beg. Balance	Receipts	Checks	Adjust.	Ending
0001 INTEREST	314.92	0.00	0.00	0.66	315.58
0002 PETTY CASH	95.50	0.00	95.50	0.00	0.00
0005 STUDENT COUNCIL	20084.39	250.00	0.00	162.96	20497.35
0006 VENDING MACHINES	9287.52	78.81	1447.50	0.00	7918.83
0010 BOOKSTORE REVENUES	6479.15	15577.45	22056.60	0.00	0.00
0011 EQUIPMENT SALES (SURPLUS)	3134.75	0.00	3134.75	0.00	0.00
0012 FACILITIES RENTAL	0.00	0.00	0.00	0.00	0.00
0013 ABE TESTING FEES	187.50	90.00	277.50	0.00	0.00
0014 INCUBATOR RENTS	264.60	465.29	729.89	0.00	0.00
0015 INCUBATOR UTILITIES	101.55	124.08	225.63	0.00	0.00
0016 MISC REIMBURSEMENTS	26047.56	180.00	26227.56	0.00	0.00
0017 RESALE (CAFETERIA, COSMO)	123.00	65.00	188.00	0.00	0.00
0018 SHOP REVENUES (CHILD CARE)	4773.40	12696.30	17469.70	0.00	0.00
0019 TUITION-DAY	9619.45	10000.16	19555.11	-64.50	0.00
0020 TUITION-AT&D	5921.38	6074.00	11958.12	-37.26	0.00
0021 TUITION-IT&D	998.00	981.00	1979.00	0.00	0.00
0022 TUITION-SAFETY	4515.00	22108.62	26623.62	0.00	0.00
0024 SHARE LOCAL	0.00	7239.06	7239.06	0.00	0.00
0029 ABE SCHOLARSHIP	2.50	0.00	0.00	0.00	2.50
TOTALS:	91950.17	75929.77	139207.54	61.86	\$28,734.26

FV20

PIONEER TECHNOLOGY CENTER
From PO: 41762 to PO: 41791

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
41762	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	259.77	06/04/2020
41763	ALBRIGHT INSURANCE AGENCY, INC.	TANF STUDENT ASSISTANCE OTHER	174.00	06/04/2020
41764	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	56.80	06/04/2020
41765	PONCA CUSTOM TEES	MARKETING - ADVERTISING	2,500.00	06/04/2020
41766	CIMC-CCS	CRIMINAL JUSTICE BOOKS	1,218.50	06/08/2020
41767	FIRST BANKCARD VISA	COMPUTER SERVICES - SUPPLIES	309.09	06/08/2020
41768	FARHA WHOLESALE COMPANY INC	CENTRAL - SUPPLIES	1,232.00	06/08/2020
41769	BUILDING BLOCKS LEARNING CENTER	TANF STUDENT ASSISTANCE OTHER	280.06	06/08/2020
41770	POCKET NURSE	AT&D RESALE SUPPLIES	124.75	06/08/2020
41771	AMERICAN TELEPHONE	COMPUTER SERVICES --- SUPPLIES	735.00	06/08/2020
41772	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	20.89	06/08/2020
41773	MERRIFIELD OFFICE PLUS	BUS MAINT - SUPPLIES (COVID19)	820.00	06/09/2020
41774	WAL-MART	STUDENT SERVICES/COUNSELOR - SUPPLIES	198.65	06/09/2020
41775	UNIVERSITY OF TEXAS AT ARLINGTON	SAFETY TRAVEL REGISTRATION	1,790.00	06/09/2020
41776	CARYS SEPTIC LLC	RENTALS IT&D INSTRUC.	86.50	06/09/2020
41778	WAL-MART	CHILDREN'S LAB - FOOD	349.72	06/10/2020
41779	WAL-MART	CHILDRENS LAB - SUPPLIES	91.80	06/11/2020
41780	ESSENTIAL EDUCATION	ABE / TANF SOFTWARE	1,360.00	06/16/2020
41781	ESSENTIAL EDUCATION	ABE / TANF BOOKS	1,313.74	06/16/2020
41782	ANDERSON FLOORING	BLDING MAINT SUPPLIES	120.00	06/17/2020
41783	BRACE BOOKS & MORE	ABE/TANF - BOOKS	944.85	06/17/2020
41784	MCGRAW-HILL EDUCATION INC	ABE STATE - BOOKS	1,014.70	06/17/2020
41785	FARHA WHOLESALE COMPANY INC	CHILDRENS LAB - SUPPLIES (COVID19)	173.19	06/17/2020
41786	STAPLES ADVANTAGE	FINANCE SUPPLIES	169.08	06/22/2020
41787	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	ABE FEDERAL SHARED SPACE WITH OESC--WORKFORCE	22.70	06/23/2020
41788	WAL-MART	CHILDRENS LAB - FOOD	81.40	06/24/2020

PIONEER TECHNOLOGY CENTER
From PO: 41762 to PO: 41791

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
41789	OSSBA	STAFF TRAVEL - REGISTRATION	200.00	06/29/2020
41790	ADAMS PLUMBING	BLDING MAINT REPAIRS	500.00	06/29/2020
41791	EVANS, LORI L	PAYROLL - CORRECTING ENTRY	300.00	06/29/2020
		Current Encumbered	16,447.19	

PIONEER TECHNOLOGY CENTER
From PO: 40115 to PO: 40117

Encumbrance For Board Approval
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
40115	JOSH SHORT PLUMBING INC.	BLDG MAINT - MAJOR REPAIRS REMODEL	1,785.00	06/08/2020
40116	JOSH SHORT PLUMBING INC.	BLGD MAINT - MAJOR REPAIRS REMODEL	2,130.00	06/08/2020
40117	CARDIAC LIFE PRODUCTS	BLDG MAINT - EQUIPMENT	3,572.80	06/16/2020
		Current Encumbered	7,487.80	

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PIONEER TECHNOLOGY CENTER
From PO: 10001 to PO: 10171

Encumbrance For Board Approval
GEN FUND-FOR OPERAT ✓

PO #	Vendor Name	General Description	Amount	Date
10001	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	5,100.00	07/01/2020
10002	NEWKIRK HERALD JOURNAL	BLANKET PO	3,100.00	07/01/2020
10003	PONCA CITY NEWS	BLANKET PO	6,100.00	07/01/2020
10004	TONKAWA NEWS	BLANKET PO	3,100.00	07/01/2020
10005	FAIRFAX CHIEF	BLANKET PO	3,100.00	07/01/2020
10006	ADPC	BLANKET PO	11,300.00	07/01/2020
10007	AF PLAN SERVE	BLANKET PO	500.00	07/01/2020
10008	ARMSTRONG MCCALL	BLANKET PO	4,000.00	07/01/2020
10009	AT&T	BLANKET PO	4,000.00	07/01/2020
10010	AT&T MOBILITY	BLANKET PO	2,500.00	07/01/2020
10011	BEN E. KEITH FOODS-OKLAHOMA	BLANKET PO	26,000.00	07/01/2020
10012	BRANDT'S	BLANKET PO	4,900.00	07/01/2020
10013	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	2,000.00	07/01/2020
10014	BURMAX COMPANY, INC.	BLANKET PO	4,000.00	07/01/2020
10015	CARYS SEPTIC LLC	BLANKET PO	1,000.00	07/01/2020
10016	CASTLE BRANCH INC	BLANKET PO	4,000.00	07/01/2020
10017	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	7,000.00	07/01/2020
10018	COMPLIANCE RESOURCE GROUP	BLANKET PO	1,200.00	07/01/2020
10019	CROSS OIL CO.	BLANKET PO	35,000.00	07/01/2020
10020	CRYSTAL CLEAN	BLANKET PO	3,000.00	07/01/2020
10021	DEMPEWOLF STORAGE	BLANKET PO	3,120.00	07/01/2020
10022	EDUCATION TO GO	BLANKET PO	3,000.00	07/01/2020
10023	FARHA WHOLESALE COMPANY INC	BLANKET PO	7,750.00	07/01/2020
10024	FIRST BANKCARD VISA	BLANKET PO	7,000.00	07/01/2020
10025	FIRST BANKCARD VISA	BLANKET PO	1,950.00	07/01/2020
10026	FIRST BANKCARD VISA	BLANKET PO	1,000.00	07/01/2020
10027	FIRST BANKCARD VISA	BLANKET PO	1,000.00	07/01/2020
10028	GALAXIE BUSINESS EQUIPMENT INC	BLANKET PO	16,000.00	07/01/2020
10029	GREAT AMERICAN FINANCIAL SERVICES	BLANKET PO	18,000.00	07/01/2020
10030	HAT'S AUTO SUPPLY	BLANKET PO	5,200.00	07/01/2020
10031	JOHNSTONE SUPPLY INC.	BLANKET PO	1,000.00	07/01/2020
10032	KELLOGG & SOVEREIGN	BLANKET PO	5,448.00	07/01/2020

PIONEER TECHNOLOGY CENTER
From PO: 10001 to PO: 10171

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
10033	LARRY MURPHY INSUR	BLANKET PO	116,626.00	07/01/2020
10034	LAMPTON WELDING SUPPLY	BLANKET PO	11,222.85	07/01/2020
10035	LOCKE SUPPLY	BLANKET PO	8,000.00	07/01/2020
10036	MARIANNA, INC.	BLANKET PO	4,000.00	07/01/2020
10037	NEOFUNDS BY NEOPOST	BLANKET PO	6,000.00	07/01/2020
10038	NORTHERN SAFETY & INDUSTRIAL	BLANKET PO	3,000.00	07/01/2020
10039	ODCTE	BLANKET PO	14,900.00	07/01/2020
10040	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	BLANKET PO	22,000.00	07/01/2020
10041	OKLA TURNPIKE AUTHORITY	BLANKET PO	500.00	07/01/2020
10042	ONENET	BLANKET PO	5,448.00	07/01/2020
10043	O'REILLY AUTOMOTIVE INC	BLANKET PO	2,000.00	07/01/2020
10044	OSBI	BLANKET PO	1,300.00	07/01/2020
10045	PARKER PEST CONTROL INC	BLANKET PO	1,800.00	07/01/2020
10046	PDG+CREATIVE	BLANKET PO	5,000.00	07/01/2020
10047	FEDERAL PELL GRANTS	BLANKET PO	200,000.00	07/01/2020
10048	PEOPLEFACTS	BLANKET PO	500.00	07/01/2020
10049	PUBLIC SURPLUS	BLANKET PO	3,000.00	07/01/2020
10050	PUTNAM & COMPANY LLC	BLANKET PO	9,500.00	07/01/2020
10051	QUADIENT LEASING USA, INC	BLANKET PO	6,000.00	07/01/2020
10052	QUALITY WATER SERVICES INC	BLANKET PO	2,894.00	07/01/2020
10053	REGISTERBLAST	BLANKET PO	1,000.00	07/01/2020
10054	ROSENSTEIN, FIST & RINGOL	BLANKET PO	4,000.00	07/01/2020
10055	SAFETY COUNCIL OF TEXAS CITY INC	BLANKET PO	77,800.00	07/01/2020
10056	SAFETYSKILLS	BLANKET PO	1,000.00	07/01/2020
10058	SEOG - STUDENT AID	BLANKET PO	9,000.00	07/01/2020
10059	STAPLES ADVANTAGE	BLANKET PO	4,000.00	07/01/2020
10060	STATE BEAUTY SUPPLY-PONCA CITY	BLANKET PO	2,000.00	07/01/2020
10061	STRATA LEADERSHIP LLC	BLANKET PO	1,000.00	07/01/2020
10062	STUDENT CERTIFICATIONS	BLANKET PO	3,000.00	07/01/2020
10063	SYSCO FOOD SERVICE OF OKLAHOMA	BLANKET PO	35,000.00	07/01/2020
10064	TANF STUDENT ASSISTANCE	BLANKET PO	1,500.00	07/01/2020

PIONEER TECHNOLOGY CENTER

From PO: 10001 to PO: 10171

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

PO #	Vendor Name	General Description	Amount	Date
10065	TANKERSLEY	BLANKET PO	6,500.00	07/01/2020
10066	TRAVEL (STAFF)	BLANKET PO	51,200.00	07/01/2020
10067	UNIVERSAL PREMIUM FLEET CARD	BLANKET PO	20,050.00	07/01/2020
10068	UPS	BLANKET PO	500.00	07/01/2020
10069	7 MINDSETS	ACADEMIC CENTER LICENSE	1,750.00	07/01/2020
10070	AGC OF OKLAHOMA	CONSTRUCTION/INDUSTRIAL TECH/WELDING ACCREDITATION	1,500.00	07/01/2020
10071	ALL DATA	AST SUBSCRIPTION	975.00	07/01/2020
10072	ASBO INTERNATIONAL	FINANCE ANNUAL MEMBERSHIP	460.00	07/01/2020
10073	AT&T	COMMUNICATION SERVICES RENEWAL	2,670.00	07/01/2020
10074	AUGUSOFT INC	AT&D SOFTWARE	21,698.62	07/01/2020
10075	AUTOMATION INTEGRATION	SUPERINTENDENT SOFTWARE SUPPORT	2,000.00	07/01/2020
10076	BADGEPASS	STUDENT SERVICE SOFTWARE	1,750.00	07/01/2020
10077	BLACKWELL CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	750.00	07/01/2020
10078	BLACKWELL PUBLIC SCHOOLS	PROF. SERVICES/GATEWAY PROG.	30,700.00	07/01/2020
10079	FIRST BANKCARD VISA	CHILREN'S LAB CURRICULUM	1,200.00	07/01/2020
10080	CAFETERIA CASH BOX	START UP FUNDS - CAFETERIA	175.00	07/01/2020
10081	CARES ACT - STUDENT AID	STUDENT ASSISTANCE - CARES ACT	18,315.00	07/01/2020
10082	EDUCAUSE	ANNUAL AGREEMENT	77.00	07/01/2020
10083	EDUCONNECT, INC	SHARE SUBSCRIPTION	280.00	07/01/2020
10084	FAIRFAX CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	75.00	07/01/2020
10085	FIRST BANKCARD VISA	SUPERINTENDENT SOFTWARE	400.00	07/01/2020
10086	FIRST BANKCARD VISA	MARKETING SUPPLIES	300.00	07/01/2020
10087	FIRST BANKCARD VISA	BITE FINANCE SUPPLIES	150.00	07/01/2020
10088	FIRST BANKCARD VISA	AT&D SUBSCRIPTION	250.00	07/01/2020
10089	FRANCIS TUTTLE TECH CENTER	ADVERTISING	13,750.00	07/01/2020
10090	GROWTHWHEEL INTERNATIONAL INC	ENTREP. SERVICES SUBSCRIPTION	2,000.00	07/01/2020
10091	INBIA	SCHOOL MEMBERSHIP	525.00	07/01/2020
10092	JUNIOR'S LOCK & ALARM	BUILDING MAINT. SUPPLIES	1,000.00	07/01/2020

PIONEER TECHNOLOGY CENTER
From PO: 10001 to PO: 10171

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
10093	KAY COUNTY ASSESSOR	RE-EVALUATION FEES	39,000.00	07/01/2020
10094	KAY COUNTY ELECTION BOARD	BOARD ELECTION FEES	10,000.00	07/01/2020
10095	KAY COUNTY PUBLIC BLDGS AUTHORITY	TRUST AUTHORITY FEES	125.00	07/01/2020
10096	LERN	MEMBERSHIP FEE	754.00	07/01/2020
10097	MARCIA BRENNER ASSOCIATES, LLC	MAINTENANCE CONTRACT	245.00	07/01/2020
10098	MERIDIAN TECHNOLOGY CENTER	STATEWIDE MARKETING PLAN	4,200.00	07/01/2020
10099	MIDWEST COMPUTERS & MORE	MAINTENANCE AGREEMENT	300.00	07/01/2020
10100	MODERN SALON	COSMETOLOGY SUBSCRIPTION	34.00	07/01/2020
10101	NAILPRO	COSMETOLOGY SUBSCRIPTION	40.00	07/01/2020
10102	NEWKIRK CHAMBER OF COMMERCE	MEMBERSHIP FEE	125.00	07/01/2020
10103	OAMCTE	MEMBERSHIP FEE	100.00	07/01/2020
10104	OATC SUPERINTENDENTS ACCT	MEMBERSHIP FEE	6,500.00	07/01/2020
10105	ODCTE	PROFESSIONAL DEVELOPMENT - STAFF	7,500.00	07/01/2020
10106	OKLA ASBO	MEMBERSHIP FEE FINANCE	675.00	07/01/2020
10107	OKLA STATE BOARD OF COSMETOLOGY	COSMETOLOGY ANNUAL LICENSE	125.00	07/01/2020
10108	OKLA STATE DEPT OF HEALTH	CULINARY ANNUAL LICENSE	150.00	07/01/2020
10109	OKLA BUSINESS INCUBATOR ASSOCIATION	BID ASSISTANCE MEMBERSHIP FEE	150.00	07/01/2020
10110	OKSPRA	MARKETING MEMBERSHIP FEE	200.00	07/01/2020
10111	OSAGE COUNTY ASSESSOR	RE-EVEALUATION COST	11,000.00	07/01/2020
10112	OSSBA	MEMBERSHIP FEE	5,100.00	07/01/2020
10113	PALO ALTO SOFTWARE, INC.	ENTREP. SERVICES SUBSCRIPTION	1,200.00	07/01/2020
10114	PAWNEE COUNTY ASSESSOR	RE-EVALUATION COST	1,500.00	07/01/2020
10115	PEARSON ONLINE & BLENDED LEARNING	ACADEMIC EQUIPMENT	23,898.00	07/01/2020
10116	PETTY CASH FUND	START UP FUNDS	200.00	07/01/2020
10117	PONCA CITY CHAMBER OF COMMERCE	MEMBERSHIP FEE	850.00	07/01/2020
10118	POSTER COMPLIANCE CENTER	HR SUBSCRIPTION	100.00	07/01/2020
10119	POWERSCHOOL GROUP LLC	SOFTWARE	11,750.00	07/01/2020
10120	PROCARE SOFTWARE	SUBSCRIPTION/SOFTWARE CHILDREN'S LAB	604.50	07/01/2020
10121	PROJECT LEAD THE WAY (PLTW)	MEMBERSHIP FEE	2,200.00	07/01/2020

PIONEER TECHNOLOGY CENTER
From PO: 10001 to PO: 10171

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
10122	SHL US LLC	MAINTENANCE BITE NETWORKING	10,000.00	07/01/2020
10123	SREB	MEMBERSHIP FEE/STAFF DEVELOPMENT	2,000.00	07/01/2020
10124	SWIFTREACH NETWORKS INC	SUBSCRIPTION-SOFTWARE	1,125.00	07/01/2020
10125	THE OKLAHOMA ACADEMY	MEMBERSHIP	500.00	07/01/2020
10126	THE STATE CHAMBER	MEMBERSHIP FEE	772.00	07/01/2020
10127	TONKAWA CHAMBER OF COMMERCE	MEMBERSHIP FEE	225.00	07/01/2020
10128	US INTEGRATION	SOFTWARE SERVICES	720.00	07/01/2020
10129	WHEATLAND RC&D	MEMBERSHIP FEE	100.00	07/01/2020
10130	WIZZ SYSTEMS, LLC	COMPUTER SERVICES REPAIRS	384.00	07/01/2020
10131	YORK ELECTRONIC SYSTEMS	MAINTENANCE CONTRACT BUILDING MAINTNANCE	720.00	07/01/2020
10132	GLOBAL EQUIPMENT CO	BLDING MAINT SUPPLIES	83.90	07/01/2020
10133	MSC INDUSTRIAL SUPPLY CO	DIRECTOR - SUPPLIES	186.00	07/01/2020
10134	ADAMS PLUMBING	BLDING MAINT REPAIRS	300.00	07/01/2020
10135	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	500.00	07/01/2020
10136	WAL-MART	CHILDRENS LAB - FOOD	400.00	07/06/2020
10137	WAL-MART	CHILDRENS LAB - SUPPLIES	200.00	07/06/2020
10138	EVCO	CHILDRENS LAB - FOOD	1,000.00	07/06/2020
10139	PEARSON EDUCATION	AT&D RESALE BOOKS	750.00	07/06/2020
10140	LOWE'S HOME CENTER INC	BLDING MAINT REPAIRS	179.00	07/06/2020
10141	LOWE'S HOME CENTER INC	BUILDING MAINT SUPPLIES	23.96	07/06/2020
10142	ULTIMATE PEST CONTROL	EXTERMINATION SERVICES	800.00	07/06/2020
10143	OASF AA	FINANCIAL AID - MEMBERSHIPS	200.00	07/06/2020
10144	SWASF AA	FINANCIAL AID - MEMBERSHIP	175.00	07/06/2020
10145	ELSEVIER	AT&D RESALE BOOKS	805.00	07/06/2020
10146	HARTMAN PUBLISHING INC	AT&D RESALE BOOKS	1,665.00	07/06/2020
10147	MEEKS GROUP	MARKEING/PRINTING	6,880.25	07/06/2020
10148	CAREER TECH PRINTING SERVICES	MARKETING/ADVERTISING	25.00	07/06/2020
10149	AAMP	TANF DUES/FEES/CERTIFICATES	85.00	07/06/2020
10150	TANF STUDENT ASSISTANCE	TANF TUITION	425.00	07/06/2020

PIONEER TECHNOLOGY CENTER
From PO: 10001 to PO: 10171

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
10151	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	425.00	07/06/2020
10152	4 IMPRINT INC	MARKETING/ADVERTISING	423.79	07/07/2020
10153	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	50.00	07/07/2020
10154	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTS	50.00	07/07/2020
10155	4 IMPRINT INC	MARKETING/ADVERTISING	881.18	07/07/2020
10156	JONES & BARTLETT LEARNING LLC	AST CURRICULUM	2,995.00	07/07/2020
10157	LOWE'S HOME CENTER INC	CHILDREN'S LAB EQUIPMENT	1,900.00	07/07/2020
10158	TANF STUDENT ASSISTANCE	TANF TUITION	132.00	07/07/2020
10159	TANF STUDENT ASSISTANCE	TANF TUITION	132.00	07/07/2020
10160	AMERICAN TELEPHONE	COMPUTER SERVICES -- REPAIRS	1,671.86	07/07/2020
10161	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	95.87	07/07/2020
10162	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	819.38	07/07/2020
10163	STAPLES ADVANTAGE	FINANCE - SUPPLIES	275.00	07/07/2020
10164	FIRST BANKCARD VISA	COMPUTER SERVICES -- SUPPLIES	12.00	07/08/2020
10165	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	33.50	07/08/2020
10166	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES -- SUPPLIES (COVID19)	3,920.00	07/08/2020
10167	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	899.00	07/08/2020
10168	LAMPO GROUP LLC	TEACH OKLAHOMA SUPPLIES	399.90	07/08/2020
10169	NEXTIVA INC	BLANKET PO	9,750.00	07/08/2020
10170	POCKET NURSE	AT&D RESALE SUPPLIES	207.92	07/08/2020
10171	AUDIOMETRICS, INC	SAFETY - REPAIRS	2,645.00	07/08/2020
Current Encumbered			1,132,932.48	

PIONEER TECHNOLOGY CENTER
From PO: 10001 to PO: 10013

Encumbrance For Board Approval
BUILDING FUND ✓

PO #	Vendor Name	General Description	Amount	Date
10001	OKLAHOMA NATURAL GAS COMPANY	BLANKET PO	6,500.00	07/01/2020
10002	SYMMETRY ENERGY SOLUTIONS	BLANKET PO	22,000.00	07/01/2020
10003	PONCA CITY UTILITY AUTHORITY	BLANKET PO	241,300.00	07/01/2020
10004	WINTERROWD TALLEY ASSOCIATES	BLANKET PO	75,000.00	07/01/2020
10005	TECHNICAL LABORATORY SYSTEMS INC	SUBSCRIPTIONS - INDUSTRIAL TECH	2,500.00	07/01/2020
10006	FARONICS TECHNOLOGIES USA INC	SOFTWARE - COMPUTER SERVICES	1,263.90	07/01/2020
10007	SHL US LLC	SOFTWARE - COMPUTER SERVICES	6,478.65	07/01/2020
10008	MNJ TECHNOLOGIES DIRECT, INC	SOFTWARE - COMPUTER SERVICES	5,000.00	07/01/2020
10009	LAB RESOURCES	SOFTWARE - COMPUTER SERVICES	823.00	07/01/2020
10010	RESPONDUS	HEALTH CARE EQUIPMENT	2,095.00	07/01/2020
10011	MNJ TECHNOLOGIES DIRECT, INC	EQUIPMENT - COMPUTER SERVICES/BITE FINANCE	13,074.00	07/01/2020
10012	KNOWB4	EQUIPMENT - COMPUTER SERVICES	1,949.85	07/01/2020
10013	ULTIMATE PEST CONTROL	LAWN CARE SERVICES	2,000.00	07/01/2020
		Current Encumbered	379,984.40	

Payroll

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70110

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70001	AT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	99,885.00	07/01/2020
70002	IT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	27,512.50	07/01/2020
70003	SAFETY INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	6,759.00	07/01/2020
70004	CULINARY ARTS HELPERS	BLANKET PAYROLL ENCUMBRANCE	538.25	07/01/2020
70005	ABE INSTRUCTORS (FEDERAL)	BLANKET PAYROLL ENCUMBRANCE	39,295.00	07/01/2020
70006	ABE INSTRUCTORS (STATE)	BLANKET PAYROLL ENCUMBRANCE	1,076.50	07/01/2020
70007	ABE / TANF INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	16,040.59	07/01/2020
70008	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	6,269.60	07/01/2020
70009	ABE / IELCE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	5,346.86	07/01/2020
70010	SUBS - RECEPTIONIST	BLANKET PAYROLL ENCUMBRANCE	3,229.50	07/01/2020
70011	SUBS - SHARE	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70012	SUBS - SECONDARY MATH	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70013	SUBS - (BITE) FINANCE MGMT	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70014	SUBS - (BITE) NETWORK SYSTEMS	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70015	SUBS - HEALTH CAREERS CERT 1	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70016	SUBS - HEALTH CAREERS CERT 2	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70017	SUBS - NURSING	BLANKET PAYROLL ENCUMBRANCE	2,153.00	07/01/2020
70018	SUBS - MEDICAL ASSISTING	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70019	SUBS - BIOMEDICAL	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70020	SUBS - CULINARY ARTS	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70021	SUBS - COSMETOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70110

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70022	SUBS - TEACHER PREP	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70023	SUBS - CHILDREN'S LAB	BLANKET PAYROLL ENCUMBRANCE	3,229.50	07/01/2020
70024	SUBS - CONSTRUCTION	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70025	SUBS - AUTO SERVICE TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70026	SUBS - INDUSTRIAL TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70027	SUBS - MACHINE TOOL	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70028	SUBS - WELDING	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70029	SUBS - FLEET & FACILITES MAINT	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70030	SUBS - CRIMIINAL JUSTICE	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70031	SUBS - EMS FIREFIGHTER	BLANKET PAYROLL ENCUMBRANCE	645.90	07/01/2020
70032	ADJUNCT CRIMINAL JUSTICE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	1,076.50	07/01/2020
70033	ADJUNCT FIREFIGHTING INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	8,612.00	07/01/2020
70034	AKE, TAMARA D	PAYROLL ENCUMBRANCE	41,375.51	07/01/2020
70035	ALLAN, MARY D	PAYROLL ENCUMBRANCE	130,121.07	07/01/2020
70036	BELL, KEVIN B	PAYROLL ENCUMBRANCE	90,531.75	07/01/2020
70037	BOOKOUT, STEVEN B	PAYROLL ENCUMBRANCE	101,121.31	07/01/2020
70038	BOSWELL, BELINDA G	PAYROLL ENCUMBRANCE	44,981.73	07/01/2020
70039	BRAKEY, DAWN M	PAYROLL ENCUMBRANCE	85,058.59	07/01/2020
70040	BURG, THOMAS A	PAYROLL ENCUMBRANCE	91,254.93	07/01/2020
70041	BURG, WENDY R	PAYROLL ENCUMBRANCE	92,928.52	07/01/2020
70042	BURGE, KEITH D	PAYROLL ENCUMBRANCE	48,182.47	07/01/2020
70043	BURKETT, RYAN L	PAYROLL ENCUMBRANCE	115,602.21	07/01/2020
70044	BUSCH, TERRI K	PAYROLL ENCUMBRANCE	93,151.86	07/01/2020
70045	CHRISTY, ALLISON N	PAYROLL ENCUMBRANCE	78,454.16	07/01/2020
70046	CORRELL, STEVEN W	PAYROLL ENCUMBRANCE	50,873.94	07/01/2020
70047	CROSS, DANIELLE R	PAYROLL ENCUMBRANCE	42,365.58	07/01/2020

PIONEER TECHNOLOGY CENTER

From PO: 70001 to PO: 70110

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

PO #	Vendor Name	General Description	Amount	Date
70048	DEWITT, CORBIN S	PAYROLL ENCUMBRANCE	87,624.86	07/01/2020
70049	DICKERSON, PAMELA K	PAYROLL ENCUMBRANCE	110,948.68	07/01/2020
70050	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	40,777.28	07/01/2020
70051	EMMEL, SHELLY D	PAYROLL ENCUMBRANCE	63,071.81	07/01/2020
70052	EVANS, BENJAMIN A	PAYROLL ENCUMBRANCE	89,773.83	07/01/2020
70053	EVANS, LORI L	PAYROLL ENCUMBRANCE	113,080.61	07/01/2020
70054	FOXWORTHY, SHEILA S	PAYROLL ENCUMBRANCE	112,775.88	07/01/2020
70055	FREEMAN, IAN M	PAYROLL ENCUMBRANCE	85,954.19	07/01/2020
70056	GOFF, KAHLE L	PAYROLL ENCUMBRANCE	135,321.48	07/01/2020
70057	HOLLINGSWORTH, RUSSELL L	PAYROLL ENCUMBRANCE	67,470.83	07/01/2020
70058	HOOGENDOORN, JAY A	PAYROLL ENCUMBRANCE	53,522.17	07/01/2020
70059	HOWARD, ROBERT A	PAYROLL ENCUMBRANCE	111,723.74	07/01/2020
70060	HOWE, ELAINA D	PAYROLL ENCUMBRANCE	37,187.45	07/01/2020
70061	JACKSON, LISA J	PAYROLL ENCUMBRANCE	67,597.71	07/01/2020
70062	JOHNSTONE, DEBORAH L	PAYROLL ENCUMBRANCE	54,099.11	07/01/2020
70063	JONES, LINDA K	PAYROLL ENCUMBRANCE	59,849.19	07/01/2020
70064	KARNISH, JANICE K	PAYROLL ENCUMBRANCE	60,375.00	07/01/2020
70065	KEELIN, KENDRA A	PAYROLL ENCUMBRANCE	118,535.44	07/01/2020
70066	KELLY, JAMES A	PAYROLL ENCUMBRANCE	45,066.18	07/01/2020
70067	KIMBREL, PHYLISHA G	PAYROLL ENCUMBRANCE	50,189.79	07/01/2020
70068	KUBIK, JASON W	PAYROLL ENCUMBRANCE	69,417.04	07/01/2020
70069	KYLER, MOLLY D	PAYROLL ENCUMBRANCE	135,819.36	07/01/2020
70070	LOCKETT, JEFFREY P	PAYROLL ENCUMBRANCE	103,291.78	07/01/2020
70071	LOGAN, ASHLEE M	PAYROLL ENCUMBRANCE	44,337.31	07/01/2020
70072	LYNES, KARL A	PAYROLL ENCUMBRANCE	108,424.50	07/01/2020
70073	MAUPIN, LISA A	PAYROLL ENCUMBRANCE	48,866.80	07/01/2020
70074	MCMARTIN, JARED B	PAYROLL ENCUMBRANCE	95,042.15	07/01/2020
70075	MERCER, ERIN M	PAYROLL ENCUMBRANCE	62,832.09	07/01/2020
70076	OGDEN, ANGELA F	PAYROLL ENCUMBRANCE	52,127.93	07/01/2020
70077	ORR, MICHAEL W	PAYROLL ENCUMBRANCE	107,026.54	07/01/2020
70078	OVERMAN, SCOTT H	PAYROLL ENCUMBRANCE	102,315.01	07/01/2020
70079	PARKER, MASON B	PAYROLL ENCUMBRANCE	85,890.94	07/01/2020

PIONEER TECHNOLOGY CENTER
From PO: 70001 to PO: 70110

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70080	PEREZ-VARGAS, AMANDA R	PAYROLL ENCUMBRANCE	52,739.15	07/01/2020
70081	POLLAK, BRENDA J	PAYROLL ENCUMBRANCE	96,130.52	07/01/2020
70082	RANDOL, KAYLA D	PAYROLL ENCUMBRANCE	90,147.82	07/01/2020
70083	RECTOR, CHARLES W	PAYROLL ENCUMBRANCE	91,685.24	07/01/2020
70084	REED, FRANCES L	PAYROLL ENCUMBRANCE	55,995.64	07/01/2020
70085	RUDD, LARHONDA J	PAYROLL ENCUMBRANCE	50,785.23	07/01/2020
70086	RUSH, STACEY D	PAYROLL ENCUMBRANCE	125,837.12	07/01/2020
70087	SCHWABE, JANET S	PAYROLL ENCUMBRANCE	87,598.11	07/01/2020
70088	SEYMOUR, KATHLEEN R	PAYROLL ENCUMBRANCE	85,560.17	07/01/2020
70089	STEELE, CONNIE M	PAYROLL ENCUMBRANCE	47,538.94	07/01/2020
70090	STORM, CARL E	PAYROLL ENCUMBRANCE	96,354.97	07/01/2020
70091	SULLINS, KATHRYN D	PAYROLL ENCUMBRANCE	98,457.80	07/01/2020
70092	TABOR, LEE C	PAYROLL ENCUMBRANCE	83,116.41	07/01/2020
70093	THORNBURGH, JOHNNY I	PAYROLL ENCUMBRANCE	104,416.92	07/01/2020
70094	THORPE, TRACI A	PAYROLL ENCUMBRANCE	214,163.14	07/01/2020
70095	TRIPP, MICHELLE L	PAYROLL ENCUMBRANCE	85,006.15	07/01/2020
70096	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	36,259.60	07/01/2020
70097	URIOSTE, SYLVIA A	PAYROLL ENCUMBRANCE	84,886.43	07/01/2020
70098	VAP, GARY A	PAYROLL ENCUMBRANCE	87,089.29	07/01/2020
70099	WALTON, LORA L	PAYROLL ENCUMBRANCE	53,416.90	07/01/2020
70100	WARE, KAREN S	PAYROLL ENCUMBRANCE	47,300.45	07/01/2020
70101	GODLEY, LARRY B	PAYROLL ENCUMBRANCE	17,467.91	07/01/2020
70102	KARNISH, KENNETH R	PAYROLL ENCUMBRANCE	19,066.96	07/01/2020
70103	KIRKBRIDE, JOANA M	PAYROLL ENCUMBRANCE	11,572.38	07/01/2020
70104	OVERMAN, NOLAN R	PAYROLL ENCUMBRANCE	2,153.00	07/01/2020
70105	STREETER, VALERIE S	PAYROLL ENCUMBRANCE	16,276.68	07/01/2020
70106	FIELD, MARY E	PAYROLL ENCUMBRANCE	289.09	07/01/2020
70107	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	2,648.27	07/01/2020
70108	EDDINGER, ASHLEY	PAYROLL ENCUMBRANCE	6,419.82	07/01/2020
70109	KIRCHENBAUER, ARTHUR C	PAYROLL ENCUMBRANCE	1,879.87	07/01/2020
70110	TERRAZAS, WENDY D	PAYROLL ENCUMBRANCE	2,783.70	07/01/2020
Current Encumbered			5,774,679.89	

Monthly Report

July, 2020

Meetings and Activities

- **June 10** – Accreditation team meeting; After Board Report Zoom Meeting with Staff
- 11 – Peachtree Landing board meeting; Conference Call with Dr. Mack and CTE Superintendents
- 15 - Executive Team meeting; Admin Team Meeting; Program planning meeting
- 16 – Westward Expansion Groundbreaking event; COVID-19 planning meeting for FTP; Conference Call with Dr. Mack and CTE Superintendents; Second interview for Medical Assisting position
- 17 - Accreditation Team meeting
- 18 – Area Superintendent Zoom meeting; Conference Call with Dr. Mack and CTE Superintendents; Program planning meeting
- 19 – ODCTE Superintendent Advisory Council meeting
- 21 – TRC Review for PTC Westward Expansion at City Hall; Westward Expansion Bid Opening; Drive Thru Celebration for PTC Students
- 23 - ODCTE Accreditation meeting – virtual accreditation visit concerns and considerations; Chamber of Commerce Board of Directors meeting; Conference Call with Dr. Mack and CTE Superintendents; Wind farm meeting at Kay County Courthouse - Thunder Ranch and Rock Falls with the Kay County Board of Equalization
- 24 – Accreditation team meeting; PTC/Oklahoma Alliance for Manufacturing Zoom call; Blackwell Fire Engine Donation
- 25 – Conference call with Dr. Mack and CTE Superintendents; Centers for Workforce Excellence Meeting with Molly Kyler, Kahle Goff and Janet Schwabe
- 26 - Ponca Politics meeting with Governor Stitt, Representatives Pfeiffer and Luttrell, and Senator Coleman; Lunch with Governor Stitt and community leaders at PC Country Club; Ponca City High School Graduation at Sullins Stadium
- 29 – July 2 – Vacation
- **July 3** – Independence Day Holiday (Campus Closed)
- 6 - Executive Team meeting; Admin Team Meeting
- 7 – Newkirk BOE Member and new Superintendent tour of PTC; Conference Call with Dr. Mack and CTE Superintendents; OkACTE Administration Division Officer Meeting
- 8 – Accreditation team meeting; Centers for Workforce Excellence Planning
- 9 - Conference call with Dr. Mack and CTE Superintendents
- 10 – Accreditation – Exhibit 6 – Section 4 meeting

Full-Time Programs

- PTC has qualified for the 18th time as a Gold Star school. We are extremely proud of the work our faculty and staff do to meet the requirements of this designation. It is a group effort and speaks to the commitment and dedication of the entire PTC crew.
- PTC students competed in a Virtual HOSA International Leadership Conference and PTC had several winners:
 - Tearston Suppes, XXX – 1st Place in Clinical Specialty
 - Casey Clinton, XXX – 1st Place in Pharmacy Science
 - Lindsey Looney, XXX – 1st Place in Home Health
 - Nicole Graham, XXX – 3rd Place in Medical Photography
 - Jessica Waller, XXX – Top 10 in Medical Reading

We're proud of all of our participants and their instructors!

- We are continuing in the process of preparing for next year's schedule and have been communicating with our partner districts, finalizing updates to the handbooks, identifying adjustments needed to prepare for COVID-19 restrictions, and planning or multiple options of instructional delivery, if needed. We will be meeting again via Zoom on July 16th with our area superintendents to discuss their plans for instructional delivery for FY21 and plan to have our Continuation of Operations Plan ready to release to the public in the middle of July.

Business and Industry Services

- Corbin DeWitt finished the recent LeaderCast three-part series on positive disruption.
- Twenty-two participants completed the hybrid Firefighter 1 training.
- PTC started another truck driver training CDL class on July 1st.
- AT&D is planning to release the Fall catalog in early August.
- Short-term training has commenced for – CNA and welding.
- Bus driver training and inservice will be provided in July to prepare our public school drivers for the coming school year. This is a critical need for our public school partners and is a much appreciated offering delivered by PTC.

Capital Planning

- The interior demolition work has been completed. Dirt work has been in progress for the building pad. Hallway openings have been cut into the west walls, and they have been insulated, covered, silicon sealant applied. Flashing will be installed to ensure no leakage. The North bathroom plumbing is completed, and concrete will be poured next week. They will be moving on to the kitchen area after that. Weather permitting, the slab for the kitchen and the piers for the building (70) will also be poured within the next two weeks. New restrooms and corridor framing will begin after the concrete.
- We met with the architect, the CM, the HVAC contractor and the mechanical engineer to discuss the value engineering options for the HVAC bid. We will be bringing those to the board as a change order after the re-bids have been approved.

Upcoming Events

- August 3rd – Staff inservice begins at PTC
- August 4-5th – Oklahoma Summit (formerly August Conference) virtual event
- August 13th – First day of school

**Directors' Report to the PTC Board of Education – July 2020
(Alphabetic by Area)**

Business & Industry Services & Safety

The BIS Team's efforts come from over 70 individuals working to ensure that we are meeting our community's needs . . .

- 10 coordinators
- 2 full-time safety instructors
- 4 registrars/secretarial support
- 2 part-time Safety Council of Texas City employees
- 50 adjunct staff
- 1 director

The BIS FY20 numbers include:

- 510 Classes (Customized, AT&D, Safety, etc.)
- 9,991 Attendees
- 41,639 Contact Hours
- 1,666 Consults
- \$6.6M in client assistance/savings in Small Business and Entrepreneurial Services
- 36 Jobs Created
- 305 Jobs Retained
- \$414,00 Revenue Generated
- 37% Market Reach (Goal 37%)
- The team has worked with 268 In-District Businesses and 62 Out-of-District.
- 53 new AT&D classes were offered this year.

Incubator:

The incubator currently houses 4 tenants in 5 spaces:

- KB Enterprises (D119 & D120)
- Titan Preparedness (D122)
- Total Fabrication (D115)
- Thomas Distributions/State Surgical Supply (D113)

The incubator has a vacancy in D123 (office/clean space) and the Culinary department is being housed in the food production space (D114).

Incubator Capacity is at 71% capacity. The goal is to maintain 70% occupancy.

Procurement Technical Assistance Center (PTAC, also known as OBAN):

FY20 PTAC Assistance	Gov't Contracting Hours	Government Contracts Awarded	Dollar Amount of Awards	Plan Room Awards	Dollar Amount of Awards
	226	77	\$25,759,145.00	29	\$47,734,716.00

On the horizon for BIS in FY21 Q1...

- Good Leaders Ask Great Questions (Virtual Format) - July 23
- Prepare to Meet Government Buyers - July 14, 9-11
- Competitive Utility Program approved training for municipalities – July 16
- Quarterly Training Retreat for Family Vision Care – July 28
- Leadership Ponca City Graduation for Dawn Brakey – July 30

Communications & Marketing

- Terri Busch attended a Professionals Today meeting and shared about PTC's construction.
- Angie Ogden assisted with new covers for handbooks with Full-Time programs and nursing.
- Promoted AT&D and BIS courses on Social Media daily.
- Ads were created for the PTC Monthly magazine.
- Terri Busch and Angie Ogden updated RiseVision with new templates for the lobby displays
- Both team members registered for Oklahoma Summit
- Terri Busch worked on accreditation design for the application and many charts were added.
- Changes were made to the Marketing Planner as a Social Media Planner has been within the yearly plan.
- Presented live videos to staff on the Group Facebook page so they can stay up on the construction.
- Updates were made to the website for new employees and At A Glance sheets for each program
- Our team worked on getting sizes for next year's shirts and the order was sent in.
- Gold Star School announcement went on social media.

Instructional Services**Instructional Directors**

- Kahle Goff attended Tribal Government Day for Leadership Newkirk.
- Kahle Goff worked with Pam Dickerson and Karl Lynes to review PTC's Sexual Harassment policy.
- Kahle Goff attended the monthly Opportunity Center Board of Directors Meeting and Executive Committee Meeting.
- Kahle Goff attended a Ponca City Park and Recreation Meeting.
- Kahle Goff attended the Kay County Equalization Board Meeting with Traci Thorpe.
- Kendra Keelin attended SRN board meeting
- Kendra Keelin and the Professional Development Committee completed the August In-service schedule.
- Mary Allan attended the Tonkawa School Board meeting
- Ms. Allan has updated the Nursing Handbook and will present to board for approval.
- Mary Allan continues to work on OBN Annual Report that is due August 1st.
- Dr. Burkett attended Pioneer Woman Museum Board meeting
- Dr. Burkett worked with Mrs. Evans and Mrs. Karnish on digital enrollment pilot
- Dr. Burkett developed P66 Bid Test procedures with Mrs. Foxworthy and Brent Loney from P66
- Dr. Burkett updated IAPI and PAPI documents for SY 2020-2021

Adult Health Programs

Medical Assisting:

- New instructor Ashley Eddinger begins employment at PTC on July 6, 2020.

Practical Nursing:

- Students have all returned to on-campus instruction and clinical site rotations.

Health, BITE and Special Programs

Biomed:

- Cara Bodick began PBS (Principals of Biomedical Science) training virtually

Teacher Prep:

- Vicki Braden and Holly Farmer worked on new curriculum and created online assignments/tests

Children's Lab and Preschool:

- We have made some changes in the Lab. We have moved classrooms and switched to mixed age groups in all of our classrooms. This allows us to increase our capacity as Career Tech has requested.

Increased our capacity from 29 to 37 Effective 6/23/2020. Our Investigator class is the 1-year olds and younger 2-year olds with Danielle Cross teaching. Their classroom is now where the 2-year old classroom used to be. Our Explorer class is the older 2-year olds and Younger 3-year olds with Elaina Howe teaching. Their classroom is where the preschool used to be. Our Developers classroom is the older 3-year olds and 4-year olds with Heather Underwood teaching. Their classroom is now where our playroom used to be. Our teachers are amazing!

- Heather Underwood completed her Certificate of Mastery and is now considered a Master Teacher for Childcare

HCC2:

- Three students competed in HOSA International Leadership conference virtually. Courtney Parks in Vet Science, Hadlee Conaway in Health Career Photography and Tearston Suppes won 1st place in Pharmacy Science. Amber Feaster was the secondary health HOSA Sponsor.
- Caitlyn Clark worked with Kinkaid Veterinary Clinic to further her skills in Vet Science for the upcoming school year.

ABE/HSE:

- Had TANF/HSE review with ODCTE and DHS.
- Holding classes in limited capacity due to social distancing and CDC guidelines.

SHARE:

- All seniors have completed all their requirements for graduation. First time in years we had not had a senior returning to finish a class in order to graduate.
- We had 3 students coming to work at PTC during summer school and a few others that worked from home.
- Interviews for next year's new students will happen in early August. We already have 11 students signed up to interview.

New Beginning:

- We have 23 students
- Most students are either back at school or at work sites
- DHS will start testing Aug. 3rd
- Visited with several new students that will come to PTC and Work Keys Test in July
- 4 students employed during the month

T&I and Service Programs

Automotive

- 10 month program

Construction

- 10 month program

Cosmetology

- 2nd yr. Cosmetology students went to Autry on June 16th to take the Oklahoma State Board Practical Exam
- Three students have already been hired by salons.

Criminal Justice

- Worked on developing new curriculum for the 2020-2021 school year
- Did Dispatch 911 training with the Ponca City Police Department
- Getting ready for the upcoming school year

Culinary Arts

- moved classroom and organized
- looking through new curriculum edition and I am working on aligning and creating pacing guides

Firefighter/EMT

- Completed the Kay Co Firefighter 1 class this past weekend with 22 participants. They all passed their skills and live fire evaluation. Participants were from locally, Newkirk, Tonkawa, Ranch Drive, McCord, Braman, Kildare, Kaw City. We also had participants from as far away as Collinsville.

Fleet & Facilities Management

- Working on curriculum updates

Industrial Tech

- Printed well over 2000 mask straps
- Apprentice in working through Amatrol well

Machine Tool

- HAAS machine is installed. Working out an issue with a growl in the rotary axis. HAAS is taking all steps to correct.
- HEMSAW is on sight and ready for installation, sending our used saw to welding for their utilization.
- 10 laptops have arrived so that all students will have access to computers at all times this coming school year

Welding

- Worked with Ponca Tribe for material donations, working with an ESAB Welding representative on making the school a preferred site meaning we would get to try new consumables and equipment. Mr. Freeman has also been busy getting the new equipment setup.

Student Services

Student Services

- It has been a bit crazy, busy in Student Services as we adjust to the new normal. We have started online enrollment and phone career interviews! Enrollment is looking strong with several programs full to start in August already.

Career Center

- Off June/July (In the middle of reorganization with all the construction 😊)

Career Development Facilitator

- Off June/July

Assessment Facilitator

- Wow! What a busy month for the assessment center. We gave 199 tests during the month; submitted the Carl Perkins Grant and a Carl Perkins Supplemental Grant; worked with Brent Looney in setting up a bid test for P66 employees and added some buttons to the web page for clients to find the PearsonVue, PSI, and HiSet pages easier.

Disabilities Specialist/Job Placement Facilitator

- Off June/July

Plant/Facilities

- Westward construction project under way and 1 week ahead of schedule at this point.
- Culinary arts program accommodations for classroom and kitchen finished.
- New furniture and existing computers re-installed Safety Center at P66.
- HVAC Multi-PMZ installation complete.
- Custodian Tamara Ake is being treated for small-cell carcinoma.
- Routine summer maintenance and cleaning.

Paperclips

June 2020



THE CHAMBER held a Ribbon Cutting Ceremony for Quality Water Services 75th Anniversary. They are located at 115 E. Highland. Cutting the ribbon are owners Kelly and Cheryl Johnson. Holding the ribbon representing the Chamber are Corbin Dewitt and Jeff Cowan. Chamber Chair Shasta Scott presented them with their first dollar return on investment for the next 75 years. Congratulations to the 3rd generation Johnson family on operating an incredible Ponca City business that offers all kinds of water and pool products.



PTC breaks ground on expansion

Pioneer Technology Center broke ground this week on their new addition. The Tech Center is adding on nearly 21,000 square feet intending to bring their Culinary Arts program to new standards and joining their Cosmetology program to the current building. Additionally a multifunctional space serving as a Conference Center and a campus Severe Weather Refuge will accommodate larger groups and provide a safe space for campus personnel, visitors and students.

Upon project completion, the serving line in the cafeteria will be new and improved for community members choosing to dine at Pioneer Tech. Culinary students will have a state-of-the-art instructional kitchen and classroom and the 2,600 square foot production kitchen will be enlarged to meet the lunch capacity and district catering needs. The production kitchen will handle most of the food preparation at PTC on a regular basis. Students and the instructor in the Culinary Arts classroom will have video capability to provide students a closer perspective of the dishes being prepared. All of these updates work together to provide success to student in the services career pathway.

"This expansion will provide excellent opportunities for those in our dis-



PIONEER TECHNOLOGY CENTER (PTC) held a virtual Groundbreaking Ceremony this week on social media. The Westward Expansion project begins this month and completion is estimated for August of 2021. Pictured, left to right, Traci Thorpe, Superintendent/CEO of PTC; Paul Kyler, Co-Owner of Kyler Construction; Larry Hand, Construction Manager; Richard Winterrowd of Winterrowd Talley Architects, Inc.; Larry Buck, Pioneer Tech Board of Education President and Gary Norris, PTC Board of Education Member.

trict, and we are excited to be able to bring this to our community," remarked Traci Thorpe, Superintendent/CEO during the virtual ceremony.

The new construction for Cosmetology will provide classroom space, as well

as an area designated for nails, facials, spray tans, waxing, and traditional salon services. This also includes a reception area, and clients will have a separate entrance allowing the public to park and easily enter the program on

clinic days when students graduating from PTC has also grown. The current facility is not large enough to host the entire student body or large audiences during graduation ceremonies.

As class enrollment has increased over the years,

(See **GROUND**, Page 2)

Pioneer Tech announces honor rolls

Pioneer Technology Center is proud to announce those awarded to the Honor Roll for the Spring 2020 semester. Achieving the Superintendent's Honor Roll requires a 4.0 grade point average and the Director's Honor Roll requires a 3.0 grade point average.

Adult Students who made the Spring 2020 Superintendent's Honor Roll include: Kartissa Abello, Tonkawa; Gabriella Amaya, Ponca City; James Barnett, Ponca City; Levi Barron, Ponca City; Lena Beebe, Ponca City; Adam Bodiek, Ponca City; Brynney Cassidy, Blackwell; Mychel Cassidy, Ponca City; Casey Clinton, Ponca City; Damon Dawes, Ponca City; Courtney Duncan Gohet, Ponca City; Nicole Graham, Ponca City; Eric Guinea, Ponca City; Laura Hernandez, Ponca City; Evan Kent, Ponca City; Taelor Konell, Ponca City; Logan Kregger, Tonkawa; Kenneth Lay, Ponca City; Titeana Lewis, Ponca City; Seth Maness, Blackwell; Mark Martin, Tonkawa; Shelby McQuerry, Ponca City; Mark Milledard, Ponca City; Gabriel Ortiz Medeiros, Ponca City; Austin Sheets, Ponca City; Caroline Ross, Tonkawa; Gretchen Stearns, Ponca City; Teanston Suppes, Ponca City; All Thiry, Ponca

City; Arturo Urioste, Ponca City; Daniel Vap, Ponca City; Susan Vencill, Ponca City; Jessica Waller, Ponca City; Lanke Wilhelm, Kaw City; Lexis Woodman, Ponca City; and Cody Wynn, Ponca City. Adult Students who made the Spring 2020 Director's Honor Roll include: Patrick Duffner, Blackwell; Logan Duff, Ponca City; Elizabeth Egelston, Ponca City; Colten Gorman, Ponca City; Matthew Holland, Ponca City; Cassie Rowe, Ponca City; Colton Schultz, Ponca City; Gavin Watchous, Ponca City; and Dana Wiloughby, Ponca City.

High School students enrolled at PTC and on the Spring 2020 Superintendent's Honor Roll include: Bryce Barnes, Blackwell; Gabriell Cadek, Blackwell; Tiffany Cloud, Blackwell; Luvvia Convers, Blackwell; Skylar Ferguson, Blackwell; Kendel Hanebrink, Blackwell; Christian Holdeman, Blackwell; Rebecca Hurley, Blackwell; Jayten Johns, Blackwell; Konnor Kelly, Blackwell; Landon Lorg, Blackwell; Talon McCannan, Blackwell; Nicholas Ritter, Blackwell; Hunter Robinson, Blackwell; Dylan Ross, Blackwell; Ariel Schnell, Blackwell; Jacob Smith, Blackwell; Rylee Smith, Blackwell; Aracely Valdez, Blackwell; Logan

Webb, Blackwell; James Bales, Newkirk; Robbin Drake, Newkirk; Allen Lopez, Newkirk; Morgan Luis, Newkirk; Erra McHaffie, Newkirk; Tucker Payne, Newkirk; Kiley Sheets, Newkirk; Kaeson Williams, Newkirk; Coleson Williams, Newkirk; Jayden Alexander, Ponca City; Ryan Allen, Ponca City; Theodore Barnes, Ponca City; Kyce Beard, Ponca City; Jacob Bohon, Ponca City; Aaliyah Bonney, Ponca City; Aaliyah Byler, EPIC; Kenneth Holloway, EPIC; Trinity Stipe Forsak, EPIC; Chase Harman, Frontier; Tucker Stephens, Frontier; Emily Tarr, Frontier; Noah M. Smith, Home Schooled; Josiah Bosworth, Ponca City; Daushaneik Butler, Ponca City; Tashanti Carson, Ponca City; Benjamin Chavez, Ponca City; Ricardo Chavez, Ponca City; Joel Crossland, Ponca City; Noah Dexter, Ponca City; Michael Douglas, Ponca City; Brooklyn Draper, Ponca City; Caleb Edens, Ponca City; Samantha Emery, Ponca City; Andrew Enninga, Ponca City; Gage Floyd, Ponca City; Morgan Fortcamp, Ponca City; Andrew Gaivan, Ponca City; Jordan George, Ponca City; Sydney Hall, Ponca City; Austin Hicks, Ponca City; Braden

Hicks, Ponca City; Miguel Huerta, Ponca City; Irrefon Hutchinson, Ponca City; Amanda Johnson, Ponca City; Laynee Johnstone, Ponca City; Emma Kimbrell, Ponca City; Cheyenne Kroll, Ponca City; Luther Kuhlmann, Ponca City; Kenyatta Leal, Ponca City; Ryan Lingnan, Ponca City; Jordan Linnebur, Ponca City; Lena Long, Ponca City; Guadalupe Longoria, Ponca City; Jaden Longoria, Ponca City; Jacob Matthews, Ponca City; Justin Mays, Ponca City; Matthew Mays, Ponca City; Kara Medina, Ponca City; Jordan Murray, Ponca City; Joshua Murray, Ponca City; Matt Mester, Ponca City; Matthew Noel, Ponca City; Alexis Officer, Ponca City; Nolan Overman, Ponca City; Jared Ponca, Ponca City; Courtney Privett, Ponca City; Clinton Pruett, Ponca City; Gabrielle Ramirez, Ponca City; Graciela Ramirez, Ponca City; Mya Rojas, Ponca City; Karla Ross, Ponca City; Cerinaty Ross, Ponca City; Jaden Schneeberger, Ponca City; Trey Schwabe, Ponca City; Nathan Seals, Ponca City; Kaitlyn Shields, Ponca City; Aurica Springer, Ponca City; Karilyn Thompson, Ponca City; Shawn Tipton, Ponca City; Chelsea Todd, Ponca City; Emma Tyson, Ponca City; Hugo Vaca, Ponca City.

Alex Valentine, Ponca City; Jesus Velazquez, Ponca City; Mason Williams, Ponca City; Koby Wilson, Ponca City; Shelby Youngblood, Ponca City; Buffalohed, Ponca City; Martez Carnes, Ponca City; Troy Carson, Ponca City; Miriam Chavez, Ponca City; Isaac Cummings, Ponca City; Nathaniel Curfman, Ponca City; Nicholas Dodge, Ponca City; Allie Epper, Ponca City; Oseyonna Morgan, Ponca City; Isiah Franklin, Ponca City; Isiah French, Ponca City; Lane Gaytan, Ponca City; Bryce Gilliland, Ponca City; Bailey Goodno, Ponca City; Rudy Guinea, Ponca City; Henry Hainzinger, Ponca City; Kyle Harvey, Ponca City; Braxton Horinek, Ponca City; Sean Hughes, Ponca City; Joshua Humble, Ponca City; Anthony Keeler, Ponca City; Emily Kesinger, Ponca City; Peril Anahi Lopez, Ponca City; Brisa Medrano, Ponca City; Morgan Miller, Ponca City; Karina Munoz, Ponca City; Jacob Page, Ponca City; Devin Patterson, Ponca City; Emma Post, Ponca City; Zane Price, Ponca City; Marina Ramirez, Ponca City; Crystal Rodriguez Herrera, Ponca City; Trinity Seck, Ponca City; Blake Seward, Ponca City; Spencer Shelton, Ponca City; Yunghe Shirley, Ponca City; Damon Smith, Ponca City; Nicholas Stewart, Ponca City; Justin Walls, Ponca City; Baylee York, Ponca City; Sierra Younist, Ponca City; Danielle Bailey,

Shovel start



PTC held a virtual groundbreaking ceremony last week on social media. The Westward Expansion project begins this month and completion is estimated for August of 2021. From left, Traci Thorpe, superintendent/CEO of PTC; Paul Kyler, co-owner of Kyler Construction; Larry Hand, construction manager; Richard Winterrowd of Winterrowd Talley Architects, Inc; Larry Buck, PTC Board of Education president and Gary Norris, PTC Board of Education member. (Courtesy photo)

PTC breaks ground on Westward Expansion

Press Release

PONCA CITY — Pioneer Technology Center broke ground last week on its new addition.

PTC is adding on nearly 21,000 square feet intending to bring its culinary arts program to new standards and joining its cosmetology program to the current building. Additionally, a multifunctional space serving as a Conference Center and a campus Severe Weather Refuge will accommodate larger groups and provide a safe space for campus personnel, visitors and students.

Upon project completion, the serving line in the cafeteria will be new and improved for community members choosing to dine at PTC. Culinary students will have a state-of-the-art instructional kitchen and classroom and the 2,600 square-foot production kitchen will be enlarged to meet the lunch capacity and district catering needs. The production kitchen will handle most of the food preparation at PTC on a regular basis. Students and the instructor in the culinary arts classroom will have video capability to provide students a closer perspective of the dishes being prepared. All of these updates work together to provide success to student in the services career pathway.

"This expansion will provide

excellent opportunities for those in our district, and we are excited to be able to bring this to our community," Superintendent-CEO Traci Thorpe said during the virtual ceremony.

The new construction for cosmetology will provide classroom space, as well as an area designated for nails, facials, spray tans, waxing and traditional salon services. This also includes a reception area, and clients will have a separate entrance allowing the public to park and easily enter the program on clinic days when students provide services.

PTC currently houses a Seminar Center which accommodates about 225 people at its capacity. As class enrollment has increased over the years, the number of students graduating from PTC has also grown. The current facility is not large enough to host the entire student body or large audiences during graduation ceremonies. The long-term plan has been to increase security by bringing all programs under the roof of the main campus as well as provide a Severe Weather Refuge. The new space meets both of the identified needs in the long term plan.

Parking is the final part of the expansion project and PTC is adding much-needed space to the west side of campus near Ash Street. The new parking

lot will include designated handicap accessibility and cosmetology patron parking.

The project is being financed through RCB Bank, and PTC chose local firm Winterrowd Talley Architects, Inc. for design of the expansion. Kyler Construction has been selected as the construction manager; completion is estimated for August of 2021.

"Though the path to success seems to always be under construction, we are confident this expansion will be an asset to our partner communities and help Pioneer Tech better serve our students, clients and stakeholders within the district," Thorpe said.

For more information about PTC's Westward Expansion visit www.pioneertech.edu or contact info@pioneertech.edu.

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

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

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

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2020/2021 plan year; and

Whereas, the quotation is acceptable to the District;

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

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

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

Date: _____

Pioneer Technology Center



By: President, Board of Education

ATTEST:

Clerk, Board of Education



Project: Pioneer Technology Center Westward Expansion
Bid Date: 05/21/2020, Re-Bid 6/23/2020

Approved Bid Packages

Bid Package #	Package Description	Recommended Bidder	Bid Amount
2	Demolition	DT Specialized Services	\$49,858.00
3	Concrete	Hembree & Hodgson	\$652,385.00
4	Masonry	The Rock Construction	\$394,181.00
5C	Structural Steel Complete	HK&S Iron Company	\$421,900.00
6A	Millwork & Countertops	FADCO	\$205,500.00
6B	Miscellaneous Work Items	Kyler Construction Group	\$79,630.00
7A	EIFS	PT Enterprises	\$49,632.00
7B	Metal Roofing	Bloyer & Sons	\$306,395.00
7C	Waterproofing & Sealants	Restoration & Waterproofing Contractors	\$86,128.00
8A	Steel Doors & Frames-Material	Felix Thomson Company	\$37,475.00
8B	Wood Doors-Material	Felix Thomson Company	\$16,890.00
8C	Door Hardware	Felix Thomson Company	\$59,965.00
8D	Storefront & Glazing	Lee Glass & Window	\$118,250.00
8E	Coiling Doors & Grilles	Johnson Equipment Company	\$15,689.00
9A	Drywall & Acoustical Ceilings	Green Country Interiors	\$435,970.00
9B	Tiling & Floor Covering	Bryan's Flooring	\$313,300.00
9C	Painting	PT Enterprises	\$56,870.00
10B	Toilet Compartments-Material	Oklahoma Specialty Supply	\$9,300.00
10E	Folding Partitions	Burgess Company	\$74,800.00
10G	Lockers	Best Companies	\$11,578.00
12	Window Coverings	Contract Drapery & Blind	\$6,540.00
21	Fire Suppression Systems	Frazier Fire	\$65,369.00
22	Plumbing	John Adams Plumbing	\$359,000.00
26	Electrical/Fire Alarms	Younger-Holmes Electrical Contractors	\$685,000.00
31	Earthwork & Site Demolition	Clark Contracting Company	\$292,191.00
Total Bids Recommended for Approval			\$4,803,796.00

Approved Quotes

1	Testing Services	Standard Testing	\$25,421.00
10A	Signage	Kebko Architectural Signage	\$1,685.00
10C	Toilet Accessories-Material	Murray Womble, Inc.	\$3,475.00
10D	Fire Extinguishers-Material	Murray Womble, Inc.	\$3,820.00
TOTAL Quotes			\$34,401.00

Re-Bid Packages Recommended for Approval

11	Food Service Equipment	Amundsen Commercial Kitchens	\$268,530.00
23	HVAC	Younger-Holmes Electrical Contractors	\$1,555,000.00
Total Bid Packages to Re-Bid			\$1,823,530.00

TOTAL Subcontractors:	\$6,661,727.00
General Conditions:	\$357,887.00
Contingency:	\$150,420.00
CM Fee (5%):	\$350,980.00
CONSTRUCTION GMP:	\$7,521,014.00

Potential VE Savings (\$92,308.00)

Add alternates 1A, 1B, 3 \$355,714.00

Overall GMP: \$7,784,420.00

Alternates

1A North Parking Lot	\$150,875.00
1B: West Parking Lot	\$179,418.00
2: Exterior Sun Control	\$24,107.00
3: Fire Water Service	\$25,421.00
4: Fire Alarm Control Panel	\$10,956.00
TOTAL:	\$355,714.00



Kyler Construction Group, Inc.

601 S. 3rd Street
Ponca City, OK 74601
(580) 767-1095
FAX 762-5157

July 13, 2020

Winterrowd Talley Architects
112 North 3rd Street
Ponca City, OK 74601
Attn: Richard Winterrowd

Proposal-HVAC Value Engineering

PROJECT: Pioneer Technology Center
Westward Expansion
2101 N. Ash
Ponca City, OK 74601

Kyler Construction Group proposes the following contract revision(s):

1. Lennox Multi-Zone Units – Deduct (\$35,000).
 - a. Utilize Single Stage units in lieu of 2 stage units (will match existing units) **Owner declines the single stage unit option, prefers the 2 stage units**
 - b. Utilize one humidity sensor per system in lieu of sensors in each zone **Owner accepted**
 - c. CME removed start-up costs and do it as a local “training” **Owner accepted**
 - d. Stolhand-Wells and CME agreed to transport units in lieu of using a trucking company **Owner accepted**

2. Dedicated Outside Air Unit – Deduct (\$9,874)
 - a. Use galvanized steel in lieu of exterior painted coating **Owner accepted**
 - b. Omit energy recovery **Owner accepted**
 - c. Delete vibration isolation roof curbs – utilize internal isolation – redundant **Owner accepted**

3. Captive Aire Kitchen Hood Systems – Deduct (\$41,800.00)
 - a. Utilize 430 Stainless Steel in lieu of 304 Stainless Steel **Owner accepted**
 - b. Utilize globe fixture style light with LED bulb in lieu of recessed LED lights **Owner accepted**
 - c. Utilize end panels to reduce exhaust air flow rate changing airflow by 6,948 CFM **Owner accepted at designated locations - Kitchen hoods 5A, 5B, & 6 are to retain their original open-end design (no end panels) and this will result in reducing the original proposal by \$1,920.**
 - d. Utilize wet chemical electronic detection and activation in lieu of Ansul R-102 for fire suppression **Owner accepted – This option is currently under review by mechanical engineer**
 - e. Combine MAUs in lieu of 8 single units **Owner accepted at designated locations - Kitchen hoods 7A, 7B, & 7C are to retain their independent make up air units and will result in reducing the above deduct by \$25,800.**

- Subtotal: (\$86,674.00)

- CM Fee: (\$4,334.00)
- Bonds/Insurance: (\$1,300.00)
 - **TOTAL: (\$92,308.00)**

CHANGE ORDER AMOUNT: (\$92,308.00)

CONTRACT TIME EXTENSION REQUEST: 0 DAYS

Respectfully,

Paul Kyler

**DEVELOPMENT OPPORTUNITIES:
BOARD MEMBERS**

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's extensive school facility. It is right and proper for the public to expect its elected and/or appointed board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the board's continuing in-service education and about the programs anticipated for short- and long-range benefits to our schools.

The board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations.
2. District-sponsored training sessions for board members.
3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to board members for their travel expenses will be in accordance with the travel expense policy for staff members. (See policy DEE)

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

4. When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

School board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be made available to every board member. The Superintendent shall provide information to the full school board as to the status of school board member training credits under an appropriately worded agenda item. The report shall include the number of new or incumbent credits, as well as the number of continuing education credits each board member has earned. This report shall be provided to the members of the board of education at the August, November, February, and May regular meetings of the board of education.

By March 1, the Oklahoma State Department of Education will notify school board members who have not yet completed training requirements that they are required to do so. If the board member fails to earn training credits in the timeline set by statute, the Oklahoma State Department of Education will notify by certified mail the school boards and the superintendent that a board member has failed to earn the required training credits. The board of education will then have sixty (60) days from the final date that the member has to complete the requirements as indicated by receipt of the certified notice from the State Board of Education to declare the seat vacant.

**REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1**

**SCHOOL BOARD MEMBER
CONTINUING EDUCATION/
NEW BOARD MEMBER WORKSHOP**

School Board Member Continuing Education

It is the policy of the Pioneer Technology Center Board of Education that its members shall attend workshops and seminars designed to increase their knowledge and abilities of good boardsmanship.

~~Each re-elected board member is required by law to attend a minimum of six (6) hours of school law workshops within 15 months following the board member's election. For those elected after January 1, 2014, three of the six hours must be earned as follows: at least one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act, and one (1) hour of instruction in ethics. The remaining three (3) hours may be in legal issues, due process, new laws, the Oklahoma Open Records Act and the Open Meeting Act, duties and responsibilities, which include but are not limited to special education and ethics of district board of education members.~~

Newly elected board members are required by law to attend a minimum of 12 hours of school law within 15 months following the board member's election. Each re-elected board member is required by law to attend a minimum of six (6) hours of school law workshops within 15 months following the board member's election. The board will declare vacant the position of any board member who fails to complete the six hours. Such vacancy will be filled as prescribed by law. The board will declare vacant the position of any board member who fails to complete the six hours. Such vacancy will be filled as prescribed by law.

In addition to the above requirements, each board member elected to a full term of office will obtain an additional 15 hours of continuing education as required by law. Any board member who fails to complete the required 15 hours of training will not be eligible to file for re-election to the school board upon completion of the current term.

3-year term of office ----- 9 continuing education hours required
4-year term of office ----- 12 continuing education hours required
5-year term of office ----- 15 continuing education hours required

Announcements of seminars and workshops by the Oklahoma State School Boards Association, the State Department of Education or the Oklahoma Department of Career and Technical Education will be provided to each board member as received by the school administration.

Any board member of this school district who attends and completes a course which satisfies this policy shall be reimbursed by the school district for expenses incurred. The board may also reimburse expenses incurred in registering for and attending board member training programs approved by the board which are in addition to the minimum training requirements established by law.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

**SCHOOL BOARD MEMBER CONTINUING EDUCATION/NEW BOARD MEMBER
WORKSHOP (Cont.)**

New Board Member Workshop

It is the policy of the Pioneer Technology Center Board of Education to assist newly elected board members to become familiar with their duties and responsibilities as quickly as possible. All board members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise.

~~A school board member who is elected or appointed to be a member of the board of education prior to January 1, 2014, shall complete 2 hours of school finance, 2 hours of open meeting/open records act, 1 hour of new business, 1 hour of ethics, duties and responsibilities, 1 hours of legal issues, 1 hour of school employment, 2 hours of IDEA/Special Education, and 1 hour of Educational issues for a total of twelve (12) hours of instruction within the first fifteen (15) months of election or appointment. Failure to earn these requirements in the fifteen (15) month period will result in a requirement that the board of education declare the seat vacant as per state law. The individual who failed to earn the credits in the statutory deadline is prohibited by law from serving for a full term of office.~~

A school board member who is elected or appointed to be a member of the board of education ~~on or after January 1, 2014,~~ shall be required to earn twelve (12) new board member credits within the first fifteen (15) months of office. These twelve (12) credits shall include at least one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act, and one (1) hour of instruction in ethics. The remaining nine (9) hours may be in legal issues, due process, new laws, the Oklahoma Open Records Act and the Open Meeting Act, duties and responsibilities, which include but are not limited to special education and ethics of district board of education members.

Board members who attend and successfully complete such workshops as required by state law, which are presented by the State Board of Education or an organization or association representing district boards of education within the state, shall be reimbursed for actual expenses for lodging, meals, registration fees, and transportation to and from the place of the workshop.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

**REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1**

EXECUTIVE SESSIONS

The Pioneer Technology Center Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session only if a proposed executive session is listed on the agenda and the specific section of law authorizing an executive session is also listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be taken up in executive session.

No final action, decision, or vote shall be taken while the board is in executive session.

The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

A summary of the executive session will be prepared. (See BEF-E.)

The board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any or all of the employees or volunteers of the school district. 25 O.S. §307 (B) (1) [including the appointment of an individual to fill a board vacancy pursuant to 70 O.S. §5-118].
2. To discuss negotiations concerning employees and representatives of employee groups. 25 O.S. §307 (B) (2)
3. To discuss the purchase or appraisal of real property. 25 O.S. §307 (B) (3)
4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. 25 O.S. §307 (B) (4)
5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student involved or the student's parent, an attorney, or the legal guardian. 25 O.S. §307 (B) (5)
6. To discuss matters involving a specific handicapped child. 25 O.S. §307 (B) (6)
7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)
- ~~8. To engage in deliberations or to render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures. 25 O.S. §307 (B) (8)~~
- ~~9. To discuss the following, all of which should be cited 25 O.S. §307 (B) (9):~~
 - ~~A. The investigation of a plan or scheme to commit an act of terrorism;~~
 - ~~B. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;~~
 - ~~C. Plans for deterrence or prevention of or protection from an act of terrorism;~~

~~EXECUTIVE SESSIONS (Cont.)~~

- ~~———— D. Plans for response or remediation after an act of terrorism;~~
- ~~———— E. Information technology of the public body but only if the discussion specifically identifies:
 - ~~———— 1. design or functional schematics that demonstrate the relationship or connections between devices or systems;~~
 - ~~———— 2. system configuration information;~~
 - ~~———— 3. security monitoring and response equipment placement and configuration;~~
 - ~~———— 4. specific location or placement of systems, components, or devices;~~
 - ~~———— 5. system identification numbers, names, or connecting circuits;~~
 - ~~———— 6. business continuity and disaster planning, or response plans; or~~
 - ~~———— 7. investigation information directly related to security penetrations or denial of services; or~~~~
- ~~———— F. The investigation of an act of terrorism that has already been committed.~~

~~———— The term “terrorism” means an act of violence resulting in damage to property or personal injury perpetrated to coerce a civilian population or government into granting illegal political or economic demands; or conduct intended to incite violence in order to create apprehension of bodily injury or damage to property in order to coerce a civilian population or government into granting illegal political or economic demands. Peaceful picketing or boycotts and other nonviolent action shall not be considered terrorism (21 O.S. § 1268.1).~~

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

**REFERENCE: 25 O.S. §307
70 O.S. §5-118
Atty. Gen. Op. 82-114 (April 12, 1982)**

RECORDS INVESTIGATION

The Pioneer Technology Center Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record search shall be conducted of all new employees and any current employees whose job responsibilities require one. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record search is defined at 74 O.S. § 150.9 and requires a search of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI. The requirement for a national criminal history record check shall not apply to technology center employees hired on a part-time or temporary basis for the instruction of adult students only. An annual search of the Oklahoma Sex Offender and Mary Rippy Violent Crime Offender Registries will also be conducted.

Any teacher employed prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022, to complete the criminal history background checks.

A written consent will be required from the new employee consenting to a national criminal history record search to be conducted as authorized by Oklahoma law. The records search shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history record search for the school year. Upon request of the substitute teacher, the criminal history record search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record search from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record search, if the teacher produces a copy of a national criminal history record search completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history record search completed if the teacher produces a copy of a national criminal history record search completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing.

RECORDS INVESTIGATION (Cont.)

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record search completed if the teacher can produce a copy of a national criminal history record search completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record search for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history record search will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record search results. The temporary employment of the new employee shall terminate after sixty (60) days unless the school district receives clear results of the national criminal history record search. The sixty (60) day temporary employment period shall begin on the first day the new employee reports for duty at the employing school district. If the employee is offered permanent employment following the receipt of a clear records search, the search fee will be reimbursed in full.

REFERENCE: 70 O.S. §5-142

PROFESSIONAL CONDUCT BY STAFF

The Board of Education counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment.

The Board of Education believes that all staff members have a responsibility and professional obligation to be familiar with and abide by the laws of Oklahoma, the policies of the board, and the administrative regulations designed to implement them – as they affect the employee’s job and commitments to students and others.

The *OSDE Standards of Performance and Conduct* set forth standards for the professional conduct of teachers. The board, like the State Department of Education, requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the board approves specific ethical standards that should guide the conduct of all staff members.

Specific Responsibilities. Essential to the success of ongoing Pioneer Technology Center (“PTC”) operations and the instructional programs are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the board and regulations of PTC’s administration in regard to students.
2. Concern and attention toward their own and the district’s legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members, or district patrons.
4. Consistency and promptness in attendance at work.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of PTC property.

Staff – Student Relationships. Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are not prohibited. Staff members must not engage in any activity which would create a conflict of interest or the appearance of a conflict of interest or may exploit relationships between staff or between staff and students. Staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other PTC official.

Exploitation of a Student. Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator, support employee, or other staff member. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sexual or romantic involvement with

PROFESSIONAL CONDUCT BY STAFF (Cont.)

a student and sexual or other harassment by any employee, regardless of the student's age or the student's placement in or out of the teacher's class, is prohibited. Any sexual affiliation between staff members and students under the age of 20 constitutes a crime under Oklahoma law and will be reported to law enforcement.* School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior. Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students. Teachers, administrators, support employees, and other staff members must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

Staff members are required to limit communication with students via computers or wireless telecommunication devices to matters concerning the student's education or extra-curricular activities for which the staff member has assigned responsibility. Even when communication is related to school related matters, employees should avoid frequent messaging – particularly when messaging is to single student. Wireless communication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology and phones with audio record capabilities. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VOIP, smart phones and internet phones. District employees are prohibited from engaging in private exchanges with students and should only communicate with groups or in such a manner that the communication can be publicly viewed. Any staff member who does so in violation of this policy – acts outside the scope of his or her employment. No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express written permission of the Superintendent or other designated school official. Communication venues established by the technology center for the purpose of marketing or which serve a clearly defined and approved education function are not restricted or prohibited by this policy.

Employees who engage in job-related communications with students are required to publish to students guidelines for communicating with students that the instructor or sponsor will follow. In instances where a student's communications are inappropriate or personal and outside permissible school boundaries (with the instructor, sponsor or those in similar relationship to the student) the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student's communication.

All employees and board members are strictly prohibited from engaging in any form of sexual or other harassment of any student, employee, applicant for employment, vendor representative or patron of PTC. Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, religion, sex, national origin, sexual orientation, or handicapping conditions. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.

Staff members shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law, shall not knowingly make false or malicious statements about a colleague, and shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

Exploitation by Supervisors of Subordinate Employees. The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any

romantic, sexual or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

PROFESSIONAL CONDUCT BY STAFF (Cont.)

Fiscal Management. It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of district property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business and purchasing practices.

Every employee of PTC has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff member, or school operations.

Reference: * 21 O.S. § 1111 (OSCN 2019)

SCHOOL DISTRICT SCREENING PROTOCOL

In an effort to prevent the spread of communicable diseases, especially during a pandemic or public health crisis, the district may implement the following protocol to control and restrict access to school property, activities and events:

The district encourages parents, legal guardians, and all school employees to self-screen at home. If a student or employee has a temperature of 100 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.

The district may screen any individual who enters a school facility which screening process may include taking temperatures, asking health-related questions, and isolating those that have symptoms of a communicable disease.

The district will adhere to guidelines set by local, state and federal health and safety guidelines when feasible.

**REFERENCE: 70 O.S. § 5-117
63 O.S. § 1-507**

ONLINE INSTRUCTION

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Pioneer Technology Center Board of Education. The proposed course(s) may be evaluated by the State Department of Education and/or the Oklahoma Department of Career and Technology Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all students have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards and the Oklahoma Department of Career and Technology Education standards. Grades will be assigned which will reflect the progress of the student with regard to assignments, participation, and/or tests provided.

Guidelines

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

1. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
2. The board of education will grant students credit for completion of courses offered by means of online instruction. A grade assigned for course credit that was completed through online instruction shall be treated the same as any other course offered by the district.
3. Only students who are enrolled in this district will be granted access to online courses.
4. Students earning credit by means of online instruction shall participate in all required state-level academic assessments or certification examinations in the same manner as other regularly enrolled students within the district.
5. Courses offered for credit by means of online instruction shall be aligned with the Priority Academic Student Skills (PASS), or Oklahoma Department of Career and Technology Education standards, and/or Industry standards.
6. Student progress shall be monitored frequently by the PTC instructional staff. Attendance/participation in an online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the online course provider/instructor provides evidence of course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity.

ONLINE INSTRUCTION (Cont.)

7. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
8. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
9. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
10. The school district shall develop and distribute an online learning plan to parent(s), or legal guardians, and students participating in online courses prior to the beginning of instruction. The learning plan may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
11. Instructors of online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
12. Students at remote sites who participate in the online courses offered by the district will be responsible for providing their own equipment and Internet access.

REFERENCE: 70 O.S. §1-111

A POLICY ON THIS SUBJECT IS REQUIRED BY LAW.

STUDENT ATTENDANCE

The Pioneer Technology Center Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. However, it is important for those students who are ill to stay home. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

Each instructor has a classroom management tool that assesses the value of each day's curriculum and documents the measurable loss to the student for failure to attend and be punctual, perform-personal responsibility and task management, and maintain safety.

Excused absences will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury*
4. Extenuating circumstances deemed necessary by the instructional director
5. Observance of holidays required by student's religious affiliation

It is the responsibility of the parent/guardian or adult student to notify the school if a student is to be absent for one of the above reasons. Documentation must be provided before the absence can be excused.

Secondary students will be allowed to be absent to participate in authorized sending school activities (SSA), Pioneer Tech School Activities (PSA) and Work-Based Learning (WBL).

Absences due to school activities shall be recorded as SSA, PSA, or WBL and are not counted against student attendance. School activity absences shall not be counted in the accumulated hours present as shown on the permanent records.

Unexcused absences are any absences that do not fall within one of the above categories.

Students having less than 90% attendance will not be eligible for course credit and NC will be recorded on his/her PTC transcript. Percent of attendance calculation is based upon days present divided by the number of days in which the student is enrolled during the grading period. For this calculation, three (3) tardies or early out(s) are equal to one (1) absence. A full-time adult student must maintain 90% attendance in both the a.m. and p. m. sessions. Failure to do so will result in loss of credit. NC will be reported to the appropriate sending school for secondary students who have less than 90% attendance. Students who receive No Credit resulting from failure to attend may be ineligible for continued enrollment.

Any student who exceeds the 90% limit may appeal to the instructional director for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

A student will not be considered absent from school if:

1. Online instruction is available in program enrolled.
 - a. theory only, skills/clinicals must be in-person instruction
2. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
 - b. The student is on pace for on-time completion of the course as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
3. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

Students who experience absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma may qualify for a Leave of Absence according to the PTC Student Handbook.

* **REFERENCE: 38 O.S. §37**

SEXUAL OR OTHER HARASSMENT

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in Pioneer Technology Center (“PTC”). This policy will set forth the rules and regulations to be followed by all students, employees and board members of PTC with regard to the issue of sexual harassment:

1. ~~“Employee” means any person who is authorized to act in behalf of PTC, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full time or part time basis and including board members and school volunteers.~~
2. ~~“Student” means any person who is enrolled in any school or program of PTC.~~
3. ~~Any student or employee of this school district who wishes to file a sexual harassment grievance against another student, an employee or third party vendor of the district may file a written or oral, if recorded, complaint with the compliance officer(s). The compliance officer taking the complaint will document the time, place, complainant, and incident for investigation.~~
4. ~~In the case of an employee of PTC, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which:~~
 - a. ~~is made an explicit or implicit term or condition of an employee’s employment, or~~
 - b. ~~is used as a basis for employment decisions affecting that employee, or~~
 - e. ~~has the purpose or effect of unreasonably interfering with an employee’s work performance, or creating an intimidating, hostile or offensive working environment.~~
5. ~~appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.~~
6. ~~All students, employees and board members are strictly prohibited from engaging in any form of sexual or other harassment of any student, employee, applicant for employment, vendor representative or patron of PTC. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits (as permitted by law) and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.~~
7. ~~Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under PTC’s Student Discipline Code for secondary or adult students.~~
8. ~~Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to the compliance officer(s), superintendent, administrator, coordinator, counselor, or any board member of PTC. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities~~

~~any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. All reports should be forwarded to the compliance officer(s) for review and investigation. (Complaints submitted to Board Members will be forwarded to the superintendent.)~~

- ~~9. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Acts of 1964 and the Oklahoma Anti Discrimination Act and may report such incidents to the United State Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.~~
- ~~10. The superintendent, administrator, coordinator, counselor, or teacher of PTC, upon receiving a report (formal or informal) of sexual harassment shall, as quickly as reasonably possible:
 - ~~a. Transfer all records of the report to the compliance officer(s) for review and investigation. (If the compliance officer(s) is the person alleged to have committed sexual or other harassing act(s), then the complaint should be submitted to the superintendent for assignment.)~~~~
- ~~11. Complaint review and investigation will include the following steps:
 - ~~a. Obtain an oral or written statement, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harasser, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;~~
 - ~~b. Take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;~~
 - ~~c. Keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;~~
 - ~~d. Conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;~~
 - ~~e. Based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment and prevent a reoccurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits (as permitted by law), termination or reassignment. Students will be disciplined according to the PTC student conduct behavior and discipline policy which includes suspension and/or dismissal.~~~~

- ~~f. If it is determined that the complaint is not sexual harassment, the compliance officers shall review the complaint for violations of policy GJ-P Grievance Procedures for Filing, Processing and Resolving Discrimination Complaints.~~
- ~~g. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable compliance officer, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.~~
- ~~h. The applicable compliance officer will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.~~
- ~~i. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.~~

~~12. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation.~~

~~13. It is PTC's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. PTC will discipline or take appropriate action against any student, employee, agent or representative who is determined to have engaged in such retaliatory behavior.~~

REFERENCE: ~~Policy GJ-P, Grievance Procedure for Filing, Processing and Resolving Discrimination complaints~~
~~Policy FO, Student Conduct, Behavior And Discipline~~

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Pioneer Technology Center Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy GJ-B applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
 - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

- B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

5. Grievance Procedure.

- A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
- B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
- C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
- D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
- F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
- G. Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.
- H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

- A. Notice of the grievance process, including any informal resolution process;
- B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
- C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

- E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for secondary students and mandated for post-secondary students). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

9. Determination of Responsibility. A decisionmaker, the Executive Director, Full Time Programs, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator(s), investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker, the Executive Director, Business and Industry Services, who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: pioneertech.edu . These materials will also be available to the public.

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process, policy GJ-P.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964

42 U.S.C. §2000e-2

29 C.F.R. §1604.1, et seq.

U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

Policy GJ-P, Grievance Procedure for Filing, Processing and Resolving Discrimination complaints

Policy FO, Student Conduct, Behavior and Discipline

Policy GJ-B, Sexual Harassment – Employee

Form GJ-A1, Sexual Harassment Incident Report Form

Form GJ-A2, Sexual Harassment Written Notice to Known Parties

Form GJ-A3, Sexual Harassment Written Report

SEXUAL HARASSMENT - EMPLOYEE

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Pioneer Technology Center Board of Education will not tolerate sexual harassment by any of its employees. This policy also applies to non-employee volunteers whose work is subject to the control of school personnel. Policy GJ-A applies to sexual harassment of students.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature

- A. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

2. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- A. Submission to the conduct is made either an explicit or implicit condition of employment;
- B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- C. The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors

- A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- B. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

2. Non-administrative and Non-supervisory Employees

- A. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

3. Specific Prohibitions

- A. It is sexual harassment for an administrator, supervisor, support employee, teacher, or non-employee volunteer to use his or her authority to solicit sexual favors or attention from students.
- B. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

Report, Investigation, and Sanctions

- 1. It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy GJ-P.
 - A. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the board president.
 - B. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 - C. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- 3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements. Non-employee volunteers will be dismissed.

REFERENCE: Title VII of the Civil Rights Act of 1964

29 CFR §1604.1, et seq.

34 CFR Part 106

20 USC §§1681-1688

29 USC §794

42 USC §§2000d-2000d-7

42 USC §§2000e-2000e-17

42 USC §2000e-2

Policy GJ, Nondiscrimination

Policy GJ-A, Sexual Harassment of Students

**Policy GJ-P, Grievance Procedure for Filing, Processing and Resolving Discrimination
Complaints**

Form GJ-P1, Discrimination Complaint Form

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING
AND RESOLVING DISCRIMINATION COMPLAINTS**

Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

1. Definitions

- A. Discrimination Complaints: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, (including sexual harassment), religion, disability or veteran status.
- B. **Grievant Complainant**: Any person enrolled in or employed by PTC who submits a complaint alleging discrimination based on race, color, national origin, sex/gender, (including sexual harassment), age, religion, disability or veteran status. Complaints related to **student** sexual harassment will be investigated following PTC policy GJ-A. For purpose of any complaint alleging a violation of Section 504, in addition to those identified as possible **grievants-complainants** in this paragraph, members of the public may also be potential **grievants-complainants**. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.
- C. Title IX, ADA, Title VI and VII and 504 Compliance Officer(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Compliance Officer(s) under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Compliance Officer(s) of each statutory scheme may be the same person or different persons.
- D. Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. Day: Day means a working day when PTC's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

2. Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the ~~building principal~~ **Executive Director, Full Time Programs,** or **Instructional** Director or the District's Title IX, ADA, Title VI and VII or 504 Compliance Officer(s), as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING
DISCRIMINATION COMPLAINTS (Cont.)**

3. Filing and Processing Discrimination Complaints

- A. The **Grievant Complainant** submits a written complaint to the Compliance Officer(s), as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Compliance Officer(s) is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. If neither the Superintendent or Compliance Officer(s) is an appropriate person to receive the grievance it may be submitted to the President or a member of the Board of Education. Complaints must be submitted within 30 days of alleged violation or date **Grievant Complainant** has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Compliance Officer(s).
- B. The Compliance Officer(s) conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the **Grievant Complainant**, any witnesses, review of documents and interviewing the Respondent. The Compliance Officer(s) will, among other actions, ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the **Grievant's Complainant's** requested action; and (c) outline alternatives.
- As to complaints of discrimination by students and school employees, the Compliance Officer(s) will disclose the complaint, the identity of the **Grievant Complainant** and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the grievance and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Compliance Officer(s) will advise him or her that such confidentiality may limit PTC's ability to fully respond to the complaint. If a **Grievant Complainant** asks to remain anonymous, the Compliance Officer(s) will still proceed with its investigation.
- C. The Respondent will submit a written answer within 10 days to the applicable Compliance Officer(s).
- D. Within 5 days after receiving Respondent's answer, the applicable Compliance Officer(s) will refer the written complaint and Respondent's written answer to the Superintendent or his/her designee for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Compliance Officer(s) will schedule the hearing with the **Grievant Complainant**, the Respondent and Superintendent (or designee). The hearing will be conducted within 10 days after the Compliance Officer(s) receives Respondent's answer.
- E. At the hearing, the Superintendent (or designee) will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Compliance Officer(s) will make arrangements to audiotape any oral evidence presented.
- F. Within 5 days after the hearing, the Superintendent will issue a written decision to the **Grievant Complainant**, Respondent and applicable Compliance Officer(s).

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING
DISCRIMINATION COMPLAINTS (Cont.)**

- G. If the Grievant **Complainant** or Respondent is not satisfied with the decision, he or she must notify the applicable Compliance Officer(s), in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
- H. The applicable Compliance Officer(s) will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
- I. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

4. General Provisions

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 120 days.
- B. Access to Regulations: Upon request, PTC shall provide copies of any district policies prohibiting discrimination on the basis of race, color, national origin, religion, sex/gender, age, religion, disability or veteran status.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of PTC. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for no less than four years after complaint resolution.
- D. Representation: The Grievant **Complainant** and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- F. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities, incidents, or behavior.
- G. **Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.**
- H. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant **Complainant** should contact the 504 Compliance Officer(s).

**REFERENCE: Policy GJ, Nondiscrimination
Policy GJ-A, Sexual ~~and Other~~ Harassment of Students
Policy GJ-B, Sexual Harassment - Employee
Form GJ-P1, Discrimination Complaint Form**

**Oklahoma Constitution, Article 1, Section 6
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals with Disabilities Education Act, 20 USC §1400, et seq.**

**GRIEVANCE PROCEDURES
SEX DISCRIMINATION/HARASSMENT
(REGULATION)**

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district:

- ~~1. Any student of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written or oral, if recorded, complaint with the superintendent, an administrator, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved.~~
- ~~2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.~~
- ~~3. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.~~
- ~~4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee.~~
- ~~5. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.~~
- ~~6. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.~~
- ~~7. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to both the grievant and the respondent while maintaining confidentiality.~~
- ~~8. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.~~
- ~~9. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.~~

USE OF SCHOOL FACILITIES

The Pioneer Technology Center Board of Education believes that its primary function and responsibility is to provide vocational education to secondary students and adults. It is the policy of the board that the first priority in the use of its school property is the education of students in the district and that Pioneer Technology Center shall have prior claim on use of all school facilities. However, the board is also vitally interested in helping the out-of-school activities which support and supplement the efforts of Pioneer Technology Center.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration of the schools should aid the commendable efforts of many parents and citizens who work with youth and adults to attain objectives which are similar to the goals of the district. Therefore, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes. **The school district shall allow use of school buildings and facilities to youth groups listed in Title 36 of the United States Code as a patriotic society in accordance with the rules and requirements set forth in the school district's regulation on use of school facilities.**

The board will permit educational organizations to use school property provided that the intended use of the property by the organization meets certain established criteria. The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The use of school property is limited to organizations whose purposes and activities are related to, or compatible with, the main objectives of Pioneer Technology Center. **The school district will make school property available for public recreation before or after normal school hours, on weekends, or during school vacations. In making the determination as to whether property is available, the superintendent shall review current recommended local, state and federal health and safety guidelines to determine whether the district space that is requested will be able to be utilized. If a group is allowed to use school property, it will be the responsibility of the person who fills out the application for use to ensure that all appropriate steps are taken with regard to health and safety guidelines, including with regard to sanitation and cleaning. Specific property that will be open includes: (list property that will be open). The school district will not provide supervision during these hours and any use should be carefully monitored by parents or legal guardians.**

The school district *will/will not* provide emergency shelter for patrons during weather emergencies. Animals will/will not be permitted in the school district's tornado shelter.

If the school renders emergency care, aid, shelter, or other assistance during a national disaster or catastrophic event, the school district shall not be liable for damages resulting from the rendering of the emergency care, aid, shelter or other assistance unless the damage was caused by the gross negligence or willful or wanton misconduct of the individual or entity rendering the emergency care, aid, shelter or assistance.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of insurance coverage.

REFERENCE: 70 O.S. §5-130
HB 1657 (70 O.S. §11-103.7)
Board Minutes dated July 18, 1995

NOTE: Senate Concurrent Resolution 60 of 1994 recommends that school districts make school transportation equipment available to community-based organizations in transporting elderly persons.



Student Handbook

2020

www.pioneertech.edu

2021

We remind visitors of the station is included in the technical zone permits. Security threats were detected. You can continue your journey. Goodbye please in a scan here. Leave the technical zone repair, you can dock at 02. You will be met there a technical agent station unload cargo ships more than 1,000,000 tonnes is possible only in the dock 20. Please plan your route in advance.



PIONEER TECHNOLOGY CENTER

2020 – 2021 SCHOOL CALENDAR

August 11, 2020	Evening – Back to School Night
August 13, 2020	First Day of School
September 7, 2020	Labor Day Holiday (Campus Closed)
September 14, 2020	Professional Day – No Classes
October 13, 2020	Evening Parent/Teacher Conferences
October 15, 2020	Parent/Teacher Conference Day – No Classes
October 16 & 19, 2020, Friday & Monday	Student Fall Break – No Classes
November 5, 2020	Evening – Advisory Committee Banquet
November 25-27, 2020, Wednesday - Friday	Thanksgiving Holiday (Campus Closed)
December 23, 2020 thru Jan. 4, 2021	Winter Break – No Classes
January 15, 2021	Professional Day – No Classes
January 18, 2021	Martin Luther King Jr. Day Holiday (Campus Closed)
February 9, 2021	Evening Parent/Teacher Conferences
February 12, 2021	Parent/Teacher Conference Day – No Classes
February 15, 2021	Presidents’ Day Holiday (Campus Closed)
March 15 – 19, 2021, Monday - Friday	Spring Break – No Classes
April 2, 2021	Good Friday Holiday (Campus Closed)
May 31, 2021	Memorial Day Holiday (Campus Closed)
Inclement weather make-up days: April 2, May 24-28	

SCHOOL SCHEDULE

Scheduled class times are from 8:00 a.m. to 10:50 a.m. and/or 12:45 p.m. to 3:35 p.m.

Note: Some programs may deviate from the set schedule based upon Accrediting Agency standards.

DATES SCHOOL NOT IN SESSION

Both secondary and adult students are required to attend PTC any date that PTC is in session
Even when their area partner high schools are not in session.

BOARD OF EDUCATION

JD Soulek
President
Nardin, Oklahoma

Gay Norris
Vice President
Ponca City, Oklahoma

Orva Rothgeb
Clerk
Tonkawa, Oklahoma

Mary Rigdon
Deputy Clerk
Newkirk, Oklahoma

Vacant Seat
Member
TBD, Oklahoma

ADMINISTRATIVE STAFF

Traci Thorpe
Superintendent/CEO

Molly Kyler
Executive Director, BIS

Mary Allan
Instructional Director

Kahle Goff
Executive Director, FTP

Stacey Rush
Chief Financial Officer

Kendra Keelin
Instructional Director

Dr. Ryan Burkett
Instructional Director

MISSION STATEMENT

ENHANCING LIVES/SECURING FUTURES

ACCREDITING AGENCIES

Oklahoma State Board of Career & Technology Education

United States Department of Education

National Association for the Education of Young Children

National Automotive Technicians Education Foundation

Southern Region Education Board (Technology Centers That Work)

Oklahoma Department of Education

OK Board of Cosmetology & Barbering

Project Lead the Way

Oklahoma Dept. of Human Services

The PTC Practical Nursing Program is approved through the Oklahoma Board of Nursing located at 2915 N. Classen Blvd, Suite 524, Oklahoma City, Ok 73106; (405) 962-1800; <https://nursing.ok.gov/>

Accreditation Request

Please email info@pioneertech.edu for accreditation documentation requests.

The purpose of this handbook is to inform the student body of the policies and procedures of Pioneer Technology Center. This handbook is posted on the Pioneer Technology Center website (www.pioneertech.edu) as a reference to questions that may arise during the school year. Please note that student handbook policies are subject to review and change by PTC Board of Education at any time. Therefore, PTC Board of Education policy supersedes student handbook policy.

Pioneer Technology Center (2101 N. Ash, Ponca City, OK 74601) does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For inquiries concerning the application of this policy contact either Karl Lynes (580) 718-4281 or Pam Dickerson (580) 718-4295, Co-compliance Officers.

**PIONEER TECHNOLOGY CENTER
BUSINESS & INDUSTRY SERVICES STAFF**

Adult Training & Development Coordinator/Compliance Officer	Pam Dickerson
Adult Training & Development Registrar	Linda Jones
Adult Training & Development Secretary	Marcie Close
BIS Coordinator - Agriculture Business Management	Jeff Lockett
BIS Coordinator - Bid Assistance	Dawn Brakey
BIS Coordinator - Industrial.....	Johnny Thornburgh
BIS Coordinator	Sylvia Urioste
BIS Coordinator - SBM/Incubator Manager	Robert Howard
BIS Coordinator - Leadership Development	Corbin Dewitt
BIS Coordinator - Entrepreneurial Services	Ben Evans
Safety Registrar.....	Shelly Emmel
BIS Administrative Assistant / Registrar	Gail Boswell
Manufacturing Extension Agent.....	Janet Schwabe
Safety Instructor.....	Mason Parker
Safety Instructor.....	Cody Tabor
Safety Instructor.....	Carl Storm

FACULTY

Adult Basic Education Coordinator/Instructor	Wendy Terrazas
Automotive Service Technology Instructor	Kyle Renfrow
Biomedical Sciences Instructor	Cara Bodick
Business and Information Technology Education Instructor	Zac Ladner
Business and Information Technology Education Instructor	Dana Pulley
Construction Technology Instructor	James Kirkendall
Cosmetology Instructor	Kayla Randol
Criminal Justice-Emergency Services Instructor	Tom Burg
Culinary Arts Instructor	Brenda Pollak
Emergency Services Instructor	Gary Vap
Fleet and Facilities Maintenance Instructor	Steve Bookout
Health Careers Certification Instructor	Caitlyn Clark
Health Careers Certification Instructor	Amber Feaster
Health Careers Certification—Medical Assisting Instructor	Ashley Eddinger
Machine Tool Technology Instructor	Jared McMartin
Mathematics Instructor	Erika Johnson
Industrial Technology / Pre-Engineering Instructor	Chuck Rector
Practical Nursing Instructor	Michelle Tripp
Practical Nursing Instructor	Kathryn Sullins
Practical Nursing Instructor	Robbin Seymour
SHARE Instructor/Coordinator/Co-Compliance Officer	Karl Lynes
SHARE Instructor	John Munger
Teacher Preparation Instructor	Vicki Braden
Welding Technology Instructor	Ian Freeman

STUDENT SERVICES STAFF

Counselor/Student Services Coordinator.....	Lori Evans
Career Development Facilitator	Whitney Edens
Disability Specialist / Placement Facilitator	Carol Lynes
Administrative Assistant.....	Karen Ware
Assessment Facilitator.....	Sheila Foxworthy
Learning Consultant	Nancy Jones
Learning Consultant	Lacey Smith

PIONEER TECHNOLOGY CENTER STAFF

Administrative Assistant/Finance	LaNell Reed
Assistant Financial Officer/Activity Fund Custodian	Erin Mercer
Bursar/Activity Fund Clerk.....	Amanda Perez-Vargas
Bus Driver/Custodian	Jay Hoogendoorn
Bus Driver/Custodian	Lisa Maupin
Bus Driver/Custodian	Connie Steele
Bus Driver/Custodian/Fleet Maintenance	Steve Correll
Bus Driver/Custodian/Inventory	Debbie Johnstone
Bus Driver/Maintenance.....	Keith Burge
Communications & Marketing Coordinator	Terri Busch
Graphic Design/Marketing Specialist.....	Angela Ogden
Culinary Arts Production Coordinator	Lori Brown
Culinary Arts Kitchen Assistant	Melody Denke
Custodian (Evening).....	Tamara Ake
Custodian (Evening).....	Jim Kelly
Children’s Lab and Preschool Coordinator	Lora Walton
Children’s Lab and Preschool Kitchen Assistant	Kindal Eller
Children’s Lab and Preschool Teacher	Danielle Cross
Children’s Lab and Preschool Teacher	Elaina Howe
Children’s Lab and Preschool Teacher	Heather Underwood
Financial Aid Officer	Lisa Jackson
Full-Time Programs Registrar/GED/HSE Examiner	Janice Karnish
Grounds/Maintenance (Part-Time)	Kenny Karnish
Human Resources Manager/Administrative Assistant	Allison Christy
HVAC Technician/Maintenance	Russell Hollingsworth
Assistant Plant/Facilities Coordinator	Jason Kubik
Network Administrator	Kevin Bell
Network Administrator	Scott Overman
New Beginning Coordinator.....	Wendy Burg
Plant/Facilities Coordinator	Michael Orr
Receptionist.....	Ashlee Logan
Teaching Assistant—Business and Information Technology Education	Ali Carpenter
Teaching Assistant—Cosmetology.....	Kari Officer
Teaching Assistant/Cook—Culinary Arts.....	Mandy Farmer
Teaching Assistant/Health Programs/Teacher Prep	Holly Farmer
Teaching Assistant—Practical Nursing/Medical Assisting.....	LaRhonda Rudd
Teaching Assistant—SHARE	Fae Rabb
Teaching Assistant—SHARE	Celestine Hardiman
Teaching Assistant—Trade & Industry.....	Tyler Evans
Teaching Assistant—Trade & Industry.....	Cindy Ivie
Teaching Assistant—Trade & Industry.....	Art Kirchenbauer

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 Technical Education guidelines in an effort to adhere to public health guidance. An updated schedule and calendar will be provided. Students will be accountable to meet online/remote curriculum, attendance, participation, and academic requirements for their program.

PIONEER TECHNOLOGY CENTER (PTC) ADMISSION/PLACEMENT/WITHDRAWAL/GRADING ADMISSIONS POLICY

High School Students—All high school students shall be enrolled through a cooperative effort of the sending comprehensive high school and the area CareerTech center except in such cases where the student has provided sufficient evidence that s/he is pursuing an alternative education plan in accordance with 1981 O.S. 70-10-105.

High School Students with Alternative Education Plan—High school-age students pursuing an alternative education plan must provide written verification that s/he is working toward high school credentialing through an educational entity other than public or private school (i.e. accredited home school association or other PTC-approved option).

Students Under Age 18 without a High School Diploma or High School Equivalent (HSE)—Students under age 18 who have dropped out of high school or are at-risk of dropping out may be eligible to enroll with the high school student classification in both PTC SHARE and PTC Career Tech courses.

Students Ages 16 and 17 With a High School Diploma or HSE—Students ages 16 and 17 who have graduated from high school or have received the HSE certificate may be enrolled in a PTC Career Major; however, these students will be enrolled with the high school student classification. Students ages 16 and 17 will not have adult status privileges while on PTC campus. Students ages 16 and 17 will not have to pay tuition for a PTC Career Major. Upon reaching age 18 or when the student's high school class has graduated, a high school graduate or a HSE recipient will then become an adult student.

Adult Students with a High School Diploma or HSE—Students age 18 within 30 days of the start of classes or older who have a high school diploma or HSE will be enrolled with an adult student classification. Students must provide proof of a high school diploma or HSE certificate.

Self-pay Students Over Age 18 Without a High School Diploma or HSE—Students who have not graduated from high school or obtained a HSE do not qualify for Federal Financial Aid. Self-pay students wishing to enroll in a full-time PTC Career Major will be considered on an individual basis. Entrance assessment scores, high school achievement, and work history will be considered for enrollment. The student will enroll half-time in a PTC Career Major and the other half day in ABE/HSE. The student must complete the HSE certificate prior to completion of the second semester of the career major. Any student not in compliance with this requirement will not be allowed to continue in the career major.

Non-resident high school students – Non-resident high school (out-of-district secondary) students may be enrolled if the program has not reached maximum enrollment and if the student meets the following requirements: pays out-of-district secondary student tuition, provides own transportation, and has approval from parents or guardian, sending high school and PTC administration.

Non-resident high school students who attend a PTC district high school and pay taxes to another career tech district may enroll in a program without paying out-of-district tuition.

Advanced Placement—Advanced placement credits may be applied for coursework successfully completed at an approved secondary or post-secondary school within the timeframe allowable by the enrolled program area.

Transfer Students—Students desiring to transfer from another institution or who have had practical experience may have his/her transcript and/or credentials evaluated or may be tested to establish equivalency of training as related to the particular training being offered.

Practical Nursing Students—Requirements for admission, placement and grading are unique to the Practical Nursing program. Questions regarding these criteria should be addressed to the Practical Nursing Director.

ADULT BASIC EDUCATION/HIGH SCHOOL EQUIVALENCY CLASSES

Pioneer Technology Center sponsors HSE classes. Classes are held Monday-Thursday from 8:30-11:30 a.m.; 12:30-3:30 p.m.; and Monday or Wednesday evenings from 5:00-8:00 p.m. There is no initial cost for the program and individuals may enroll by contacting the PTC ABE/HSE coordinator at (580) 718-4319. Students exiting the program and desiring to re-enter may be assessed a re-enrollment fee. Pioneer Technology Center is a certified HSE/GED examination site. There is a fee for each section of the HSE assessment. Questions regarding costs or scheduling of assessments should be directed to the HSE/GED Examiner at (580) 718-4280.

REQUIREMENTS FOR CONTINUING ENROLLMENT

The voluntary entrance of a student into Pioneer Technology Center means that the student also voluntarily assumes obligations of academic performance and personal behavior according to the rules and regulations stated in the student handbook. A student is expected to make satisfactory academic progress toward completion of his/her course of study in order to be eligible for continuing enrollment. Satisfactory academic progress is based on both qualitative and quantitative measures. A student who fails to make satisfactory academic progress may not be permitted to continue enrollment. Exceptions may be granted with the recommendation of the program instructor, approval by the Instructional Director, and Financial Aid officer, if applicable. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory academic progress and personal conduct will be dismissed from Pioneer Technology Center. A student may apply for reinstatement at the beginning of the new class or grading period.

CO-ENROLLMENT IN HS/ADULT CLASSES

Adults and high school students may be co-enrolled in the same instructional areas. It is of paramount importance that all adult students enrolled in day classes at PTC (Adult-only or HS/Adult classes) be a positive, motivational force in the school life of the high school students with whom they share the campus. This includes attendance, dress, language, attitudes, and class/laboratory efforts. Those adult students not meeting these expectations shall be subject to dismissal from daytime classes.

WITHDRAWAL FROM PIONEER TECHNOLOGY CENTER

A Student Withdrawal/Placement form must be completed for any student (high school or adult) to be formally withdrawn from school. This form must be completed regardless of the reason the student is leaving Pioneer Technology Center including job placement. The student must notify the instructor, counselor, and/or Financial Aid Officer who will assist the student in initiating the withdrawal process. All district-owned books, supplies, equipment, etc. must be returned to the program instructor. In addition, any monies owed to the school must be paid before the withdrawal is considered official. Transcripts and other records will be released only after proper clearance has been accomplished. Failure to complete this process may result in a delay in the processing of refunds and/or may jeopardize the student's ability to qualify for future financial assistance. A doctor's note does not remove the student's obligation to officially withdraw. Adult students will be administratively withdrawn from a training program after five (5) consecutive absences if the student's instructor or a PTC administrator has received no contact from the student.

GRADING SYSTEM

Grade marks will not be used as a means of punishment or reward. Reduction of grade marks will not be used as a form of discipline under any circumstances. A student having less than 90% attendance will not be eligible for course credit and "NC" will be recorded on his/her PTC transcript. "NC" will be reported to the appropriate partner school for secondary students who have less than 90% attendance.

The following letter grades will appear in the student's permanent record:

A -- Superior	4 Grade Points	90 - 100%
B -- Above Average	3 Grade Points	80 - 89%
C -- Average	2 Grade Points	70 - 79%
D -- Below Average	1 Grade Point	60 - 69%
F -- Failing	0 Grade Point	Below 60%
NC -- No Credit	0 Grade Point	
I -- Incomplete		
W -- Withdraw		
P -- Pass (Career Major)		
AP -- Advance Placement		

PRACTICAL NURSING GRADING SYSTEM

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

The following letter grades will appear in the student's permanent record:

A -- Superior	4 Grade Points	94 - 100%
B -- Above Average	3 Grade Points	87 - 93%
C -- Average	2 Grade Points	80 - 86%

(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.)

D/F-- Unsatisfactory / Failing	0 Grade Point	0 - 79%
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Note: This grading scale is used for transcribing advanced placement courses.

Health Programs (Drug Screening)

A key component of Health curriculum is clinical rotations. Clinical contracts with outside agencies do not permit student participant in clinical hours after a positive drug screening. Students enrolled in Health Programs will be released (PN, MA), or be unable to complete the program (HCC) on the outcome of a positive drug screening. Due to the safety sensitive nature of clinical rotations. This includes students who possess a medical cannabis card, and test positive for THC.

TRANSCRIPT

When requested, a PTC transcript is issued to any student in good standing who has completed one or more courses within the career major in which s/he is enrolled.

TUITION/FEES/STUDENT FINANCIAL AID

TUITION AND FEES – 2020-2021

Tuition for adult (post-secondary) students is based on the career major in which they are enrolled. Career majors that qualify for financial assistance range from 600 to 1500 hours. A \$25.00 (nonrefundable) enrollment fee is required of all enrolling adult students. This enrollment fee is not applied toward tuition costs. A complete list of career majors offered at Pioneer Technology Center is available from the Counselor and/or Financial Aid Officer. Tuition for nonresident / out-of-district high school (secondary) students has been established by the Oklahoma State Board of Career and Technology Education for 2020-2021 at \$16,328 (plus books/supplies, if required). Resident secondary students pay NO TUITION; some courses may require the purchase of specified books and/or supplies.

POST-SECONDARY TUITION

(Calculated on number of hours in career major of enrollment)

<u>Resident</u>	<u>Nonresident</u>	<u>Out-of-State</u>
(in PTC District)	(out of PTC District; in Oklahoma)	(out of Oklahoma)
\$2.00 per hour	\$4.00 per hour	\$8.00 per hour

TUITION / FEE PAYMENTS

A payment agreement will be generated for the purpose of establishing a timeline of tuition/fee payments. Nonpayment may result in the student being dropped from class, a **HOLD** being placed on the student's records, and/or the outstanding balance being referred to an outside agency for collections.

EXTENDED CLASSROOM/LAB HOURS

The length (in hours) of a PTC career major is based on the number of classroom and lab/shop hours needed to complete the training. Students are expected to complete the career major(s) in which they are enrolled within the established enrolled instructional time (career major hours). Enrolled instructional time refers to the hours of training offered by the institution during the period the student was enrolled, not necessarily the hours the student actually attended. Therefore, good attendance is necessary to complete a career major in the established timeframe. Students needing additional classroom/lab hours to complete a career major will be charged the hourly tuition rate (based on residency) for the additional number of hours needed to complete the career major. Projected additional completion hours will be determined by the Instructor. (Refer to the calculation example below.)

Example: Career major A=1,050 hours—If, after 1,050 hours of enrolled instructional time has been offered, the student needs an additional 200 hours to complete the career major, a resident student will be charged an additional \$400 (200 X \$2.00); a nonresident student will be charged an additional \$800 (200 X \$4.00); an out-of-state student will be charged \$1,600 (200 X \$8.00).

These additional costs will not qualify for financial aid benefits. If the student does not complete the career major after the extension, the Instructional Director will determine whether to terminate the student or offer another extension. If these hours extend into the following school year, the student will also be required to pay a \$25 re-enrollment fee.

INSTITUTIONAL REFUND

If a student withdraws from school after enrolling in a full-time program, a refund of tuition will be made according to PTC school board policy *FDBA*. In addition to Pioneer Tech's refund policy, students receiving Federal and State financial aid are subject to the Federal and State financial aid refund policies as published by the Department of Education and the Oklahoma State Regents for Higher Education and referred to in the Consumer Information Guide. The Tuition Fees (Refund) Policy is provided in Appendix A. (*Reference policy FDBA*).

BOOKS / SUPPLIES / UNIFORMS

Costs for books, supplies, and uniforms vary by career major. A complete list of books and supplies is available from the Bursar and on the Pioneer Technology Center website (www.pioneertech.edu). Bookstore charges funded through a financial assistance plan must be completed within the first two weeks of training. Uniform cost and purchase options will be provided by the instructor.

STUDENT ACTIVITY FEE

A \$25.00 (nonrefundable) student activity fee is required of all enrolling students. This activity fee is applied toward student activity costs.

FINANCIAL AID/ASSISTANCE

Pioneer Technology Center offers financial aid to qualified students. Financial assistance may consist of scholarships, grants and tuition waivers which may be offered singly or in various combinations depending on the degree of student need and eligibility. Pioneer Technology Center does not participate in any student loan programs. Additional financial aid and compliance information is available on the Pioneer Technology Center website: www.pioneertech.edu.

FINANCIAL AID INFORMATION PROVIDER

Lisa Jackson, Financial Aid Officer / 762-8336 ext. 228 / Office hours: 8:00 to 4:00, Monday-Friday.

FINANCIAL AID AND CONSUMER INFORMATION GUIDE

For annual Consumer Information go to our website <https://pioneertech.edu/financial-aid?category=students>, scroll to the bottom of the page and click on Consumer Information Guide. Types of Financial Aid, Guidance, Academics, Transition Services, Financial Aid Policies, and Procedures, Consumer Information, as well as many other topics are included in the guide. A paper copy is available upon request from the Financial Aid office.

FINANCIAL AID PROGRAMS OFFERED BY PTC

FEDERAL PROGRAM(S)

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant for undergraduate students with exceptional financial need. To establish eligibility, the Free Application for Federal Student Aid (FAFSA) must be completed so the amount of financial need a student has can be determined.

Pell Grant

This is a federally funded grant program which provides funds for adult students to attend post-secondary education. Any post-secondary student may apply online at www.fafsa.ed.gov.

STATE PROGRAM(S)

Oklahoma Tuition Aid Grant Program (OTAG)

This is a federally funded program administered on the state level. Students who have completed the FAFSA have automatically applied for OTAG. It is recommended that a student file as soon as possible after October 1st, because OTAG funds are awarded on a first come /first served basis.

Oklahoma's Promise

Students must apply for this scholarship during eighth, ninth or tenth grade; students must meet certain income eligibility, academic and conduct requirements. This scholarship may be used at Oklahoma accredited public and private colleges and for post-secondary vocational-technical programs eligible for federal student financial aid at a technology center school.

SCHOLARSHIPS/TUITION WAIVERS

Pioneer Technology Center offers the scholarship opportunities explained below to its students. Additionally, many PTC students have been successful in securing scholarships from some of the local civic organizations such as Soroptimist and Community Health Foundation. These opportunities vary by dates and amounts. Applications for scholarships awarded through PTC are available in the Financial Aid Office. Applications for Tuition Waivers are available in the Student Services Office.

Pioneer Technology Center Foundation Scholarship

In 1998, a group of Kay County individual, dedicated to helping PTC students, formed a foundation to provide scholarships. These scholarships vary in amounts and are awarded by the executive board of the Foundation in December. See the Financial Aid Officer for complete details.

Olin and Paula Branstetter Memorial Nursing Scholarship

In May 2017, the Branstetter Family established a scholarship in memory of their parents. The intent is to award the scholarship to a student in the Practical Nursing program who exhibits good character traits such as honesty, integrity, courage, determination, dedication and perseverance in combination with academic achievement. The scholarship will vary in amount and be awarded once annually in March. Applications will be available February 1st of each year in the Financial Aid Office.

Oklahoma CareerTech Foundation Scholarship

The Oklahoma CareerTech Foundation was formed in 1970 for the purpose of administering scholarship monies generated by gifts from individuals who have expressed concern for the continued advancement of career and technical education in Oklahoma. These scholarships are unique in that they are reserved for deserving adult students who may not qualify for other student assistance programs. They are also unique in that they are awarded more on the basis of need and commitment than on good grades alone.

13th Year Tuition Waiver

The opportunity now exists for recent high school graduates to complete the training program started as a high school student at PTC by obtaining one of the school's 13th Year Tuition Waivers. These waivers are available, on a limited basis, to **qualified** high school graduates within the PTC district.

First Time Student Tuition Waiver

Pioneer Technology Center's Board of Education made a commitment to the residents of District #13 that qualifying graduates from any of PTC's in-district high schools have the opportunity to attend tuition free. Students may take advantage of this opportunity until the age of 21.

Industrial Tech Memorial Scholarship

In May 2019, an anonymous donor established a scholarship in memory of their son. The scholarship is open to any adult Industrial Technology student with a financial need that has completed at least one semester in the IT program. Funds must be used to assist with the cost of tuition, fees, books and/or tools. The scholarship will vary in amount and be awarded once annually in March. Applications will be available February 1st of each year in the Financial Aid Office.

ELIGIBILITY FOR FINANCIAL AID PROGRAMS OFFERED BY PTC

A student must meet the following requirements in order to be eligible for financial aid programs offered by PTC:

1. Have a valid Institutional Student Information Report (ISIR);
2. Be a regular student enrolled in a program of at least 600 clock hours;
3. Be a U.S. citizen or eligible non-citizen. Eligible non-citizens may be required to furnish proof of immigration status. The aid office will advise the student what documentation is needed;
4. Be in good standing and maintain satisfactory academic progress in the course of study s/he is pursuing according to the standards of PTC;
5. Not owe a refund on any grant, is not in default on any student loan, and has not borrowed in excess of loan limits under Title IV programs at any institution;
6. Agree to use all Title IV money received only for expenses related to study at PTC;
7. Have a valid social security number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau;
8. Be registered with the Selective Service if required;
9. Have a high school diploma, HSE, or home school affidavit;
10. Is not simultaneously enrolled in an elementary or secondary school;
11. Certify, by signing a statement of Educational Purpose, that s/he will use federal student financial aid only to pay for educational costs;
12. Must not have any disqualifying drug convictions;
13. Have financial need, if applicable.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at Pioneer Technology Center must be making satisfactory progress toward completion of their identified training goals. Therefore, in order for a student to remain eligible for federal financial aid, s/he must maintain Satisfactory Academic Progress (SAP). All students are considered to be making SAP at the time of enrollment. SAP is comprised of both qualitative and quantitative measures. A student is in compliance with Federal Student Aid SAP requirements if the percent of curriculum hours completed meets or exceeds the percent of clock hours completed (quantitative standard) and maintains a cumulative grade of "C" or better (qualitative standard). SAP is verified at the end of each payment period. Failure to meet SAP will result in the loss of eligibility to receive federal financial aid. If a student fails to maintain SAP, s/he will be notified in writing. Due to the length of career majors PTC will not utilize the financial aid warning option. Additionally, all career majors must be completed within 150% of the established time. Example: A 1050-hour career major must be completed in 1575 hours ($1050 \times 150\% = 1575$). If at any point the student is not progressing at the 150% pace his/her financial aid will be terminated. Should there be extenuating circumstances that prevent the student from achieving this requirement the student can file an appeal (with documentation) requesting additional time.

A student may appeal the initial termination of financial aid. The appeal form will be included with the notification of funding termination. The student must answer why s/he failed to meet SAP standards, what has changed in his/her circumstances, and what s/he plans to do differently from the past in order to meet minimum SAP standards. The student has (10) working days from the date of the notification to submit the appeal form and

documentation to the Financial Aid Officer. The appeal will be reviewed by the Financial Aid Officer and an Appeals Committee. The Appeals Committee will determine whether 1) the student's financial aid will be reinstated with no action; 2) the student's financial aid will be reinstated on a probationary basis with an academic plan; or 3) the student's financial aid eligibility will be terminated. A student can regain eligibility by attending a minimum of 450 hours on a self-pay (or agency funded) basis. The student must request reinstatement of federal financial aid in writing. Upon receipt of reinstatement request, will be reviewed by the financial aid officer. The student will be notified in writing regarding his/her eligibility status.

OPPORTUNITIES/PROGRAMS/SERVICES

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society is a nonprofit, honor organization for outstanding students enrolled in occupational, vocational or technical programs. These students may attend secondary schools, vocational centers, technical colleges, private occupational training institutions or colleges with technical majors.

Criteria for Membership

PIONEER TECHNOLOGY CENTER

National Technical Honor Society

I. Secondary Students

1. An "A" student at Pioneer Technology Center
2. Three unexcused absences or fewer (three tardies/early outs will count as one absence)
3. Instructor recommendation based on:
attitude / leadership / citizenship | behavior / personal appearance / ability to work well with others
4. Participate in at least one community service project
5. Minimum of Silver WorkKeys level
6. Maintain a "C" or above in all other classes during the current school year (no D's or F's)
7. Partner school administrator or counselor recommendation; recommendation from a PTC administrator or counselor for home schooled students

II. Adult Students

1. An "A" student enrolled in a career major of at least 600 hours
2. Three unexcused absences or fewer (three tardies/early outs will count as one absence)
3. Instructor recommendation based on:
attitude / leadership / citizenship & behavior / personal appearance / ability to work well with others
4. Participation in at least one community service project
5. Minimum of Silver WorkKeys level
6. PTC administrator, counselor or program coordinator recommendation

III. Practical Nursing Students

1. A student maintaining a 90% (or higher) overall grade average (during the current school year)
2. Attend at least 98% of the total required hours (during the current school year)
3. Limited to continuing student or student entering in September
4. Instructor recommendation based on:
attitude / leadership / citizenship & behavior / personal appearance / ability to work well with others
5. Participate in at least one community service project
6. Minimum of Silver WorkKeys level
7. PTC administrator, counselor or program coordinator recommendation

Recommendation for admission to NTHS is based on enrollment in a PTC program for a minimum of eighteen weeks prior to the recommendation deadline. Students with discipline problems at PTC or the partner high school

will not be considered for NTHS membership. Administrator, counselor or coordinator recommendations will be sought only if the student meets the other identified criteria. For students enrolled in two-year programs, membership will not automatically qualify the student for the following year. The student (secondary or adult) will be required to meet the same criteria for membership in the Honor Society for the second year.

SUPERINTENDENT’S & DIRECTOR’S HONOR ROLLS

The Superintendent’s and Director’s Honor Rolls are acknowledged each semester based on academic performance. Students earning a 4.0 GPA are listed on the Superintendent’s Honor Roll; students earning a 3.0 or better GPA are listed on the Director’s Honor Roll.

GUARANTEED GRADUATES

Pioneer Technology Center believes that in order to be successful in a career, individuals must meet the academic and technical standards related to their career of choice. To that end, PTC offers rigorous programs of study designed in cooperation with business and industry to ensure that students are fully prepared for the demands of the workplace.

The **PTC Guaranteed Graduate** program allows employers to hire PTC graduates with the confidence of knowing that their new employees have the backing of the school that prepared them for the job. Being a Guaranteed Graduate is something that is *earned* by our graduates. Students are encouraged to strive for this goal beginning at the time of enrollment.

Candidates for this program undergo a rigorous screening process to make sure that they are ready to work. When a student completes the following standards, they will be considered a “Guaranteed Graduate” of PTC:

- Verification of HS Diploma or High School Equivalent
- Completion of all Career Major course requirements
- PTC GPA \geq 3.0
- PTC Attendance 6 absences/year (3 tardies = 1 absence)
- Achieve a WorkKeys endorsement
- Achieve a credential, license, certification or exam (End of Instruction, predictor) related to Career Major

If the employer experiences issues or concerns with a Guaranteed Graduate’s performance at any time during the first 90 days of employment, the employer can contact PTC to give us the opportunity to coach the graduate and provide additional support. PTC will provide re-training, coaching and support for the Guaranteed Graduate at no cost to the graduate or the employer. PTC stands by our graduates!

STUDENT CERTIFICATION/LICENSING EXAMINATIONS AND FEES

Pioneer Technology Center recognizes there is an important public purpose served by expending funds to reimburse students for the direct costs of trade-specific industry certification and/or licensing examinations and/or fees related to students’ programs of study where applicable. Pioneer Technology Center believes that providing for the direct costs of students’ certification and/or licensing examinations and/or fees will assist to increase the number of students who obtain certification and/or licensing and ultimately benefit the public by having an increased number of certified and/or licensed personnel in a given area of study.

Pioneer Technology Center will reimburse the student for one examination or one fee per certification or license. Each student will be limited to a total accumulated assistance of \$100 regardless of the length of study or change of major. This program may be discontinued at any time, including but not limited to when 1) the allocated budget is exhausted or 2) Pioneer Technology Center’s Board of Education discontinues the program.

Criteria: The following criteria will be utilized to determine the student’s eligibility for reimbursement:

- 1) Student must have accumulated 360 hours of full-time instruction;
- 2) Student must meet the requirements of the PTC attendance policy;
- 3) Student must have a grade of B or better in the represented career major;
- 4) Student must pass an instructor administered pre-test at 80% or better;
- 5) Student must complete application for assistance and have signature of instructor recommending him/her to take the certification or licensure test.

CAREERTECH STUDENT ORGANIZATIONS (CTSO)

Students enrolled at PTC have the opportunity to participate in the CareerTech student organization related to their fields of study. The student organization is sponsored by the instructor of each program and is an integral part of the vocational curriculum. CareerTech student organizations include:

BPA (Business Professionals of America)	Business Students
HOSA-Future Health Professionals	Health and Biomedical Science Students
FCCLA (Family Career & Community Leaders of America)	Teacher Preparation and Culinary Arts Students
SkillsUSA	Trade & Industry and Culinary Arts Students
ProStart	Culinary Arts Students
Educators Rising	Teacher Preparation Students
CyberPatriot	Business Students

CTSO members have the opportunity to participate in leadership activities as well as local, district, state and/or national events. Students who participate in these activities must meet the specified criteria for CTSO/activities eligibility.

COLLEGE CREDIT OPTIONS

Pioneer Technology Center has developed several articulation agreements with area colleges including Northern Oklahoma College, Cowley College, Northwestern Oklahoma State University and OSUIT. These agreements allow Pioneer Technology Center students the opportunity to receive college credit for specific courses taken within PTC Career Major options. Each agreement is unique. Specific information is available from each college representative. Contacts may be initiated through the PTC Student Services office.

WORKKEYS

WorkKeys is a required part of PTC career majors and is a component of the Career Center. It is a job skills assessment system that measures “real world” skills that employers believe are critical to job success. WorkKeys testers earn Bronze, Silver, Gold or Platinum certificates based on knowledge which has been cross-walked with pre-determined scores needed by the career major in which they are enrolled. These skills are valuable for any occupation at any level of education.

WORK-BASED LEARNING ACTIVITIES (WBL)

Pioneer Technology Center students are encouraged to experience “life in the workplace” through work-based learning opportunities. A student must meet the following requirements before s/he can be placed in an employment training activity:

1. The employment training activity must be scheduled through the program instructor.
2. The student must maintain satisfactory academic progress through the date on which the employment training assignment is to begin.
3. The student must be placed in the field for which s/he trained.
4. The student must have completed and returned (to the instructor) all required documents prior to being released to the employment training assignment.

5. The student must return to class as scheduled to meet with the instructor.
6. Should a student be dismissed from the employment training activity site, the student must report to class the following day.
7. Deviations from this plan can be made at the agreement and the discretion of the Instructional Director and the classroom instructor.

SAFETY

Safety is very important at Pioneer Technology Center. Students are expected to practice safety at all times while on Pioneer Technology Center campus and while participating in school activities off campus. Students are required to achieve 100% on departmental safety tests before proceeding with curriculum. Eye protection is required in industrial shop areas. Hearing protection is required in specific shop areas. **Pioneer Technology Center does not insure students.** If you do not have a family health and/or accident policy, please consider obtaining one.

ASBESTOS INSPECTION

The U.S. Environmental Protection Agency (EPA) has required that all public schools will be inspected for the presence of asbestos and is to develop a management plan, which identifies and defines procedures for managing and scheduling re-inspection of all asbestos in the school. Pioneer Technology Center has been inspected for asbestos and has completed a management plan that may be reviewed during regular working hours in the office of the Plant/Facilities Coordinator.

THREATS / ORDER OF PROTECTION

If threats of violence are being made to harm a student or staff member, a report must be made immediately to a PTC Administrator. When a Court Order of protection has been issued for or against a student or staff member, the Court Order must be immediately provided to a PTC Administrator.

DRILLS

PTC prepares staff and students to appropriately react to emergency situations by planning and executing required drills including fire, tornado, intruder, lockdown and other safety drills. These drills may occur at any time during the school day and throughout the school year.

FIRE DRILLS

SIGNAL: The signal for a fire drill is a continuous sounding of the alarm. Exit immediately as follows:

- If your room has an outside door, use it.
- Walk rapidly.
- Do not crowd or push.
- Exit the building immediately when the alarm sounds using the closest exit route; do not return to any area for personal possessions, books or equipment.
- When leaving the building, please get a considerable distance away from the entrance so that others will have no difficulty leaving the building.
- When clear of the building, report to your instructor for roll call.

POSTED IN EACH CLASSROOM IS A FIRE ESCAPE ROUTE. FOR YOUR PROTECTION, LEARN YOUR EXIT ROUTE.

TORNADO WARNING

It is important that precautions should be taken so that everyone knows what to do in case of a tornado alert. In accordance with general recommendations made by the Oklahoma Civil Defense, the following regulations have been prepared for use.

SIGNAL: The signal for a tornado alert is a verbal alarm. This alarm shall be given over the P.A. system. In the event of electrical failure, air horns and verbal instructions will be used. Move to the designated area immediately as follows:

- Walk rapidly.
- Do not crowd or push.
- When safely in the designated refuge area, report to your instructor for roll call.

POSTED IN EACH CLASSROOM IS A DESIGNATED REFUGE AREA MAP. FOR YOUR PROTECTION, LEARN THE LOCATION OF YOUR REFUGE AREA.

ARMED SCHOOL EMPLOYEES

The Pioneer Technology Center Board of Education is committed to providing a safe environment for students and employees. To further this commitment, the board has designated select employee(s) to carry a handgun on school property. These individuals may use whatever force is necessary to protect students and staff.

INTRUDER ALERT / ACTIVE SHOOTER

Notification of an intruder in the building may take a variety of forms: telephone, in-person, announcement, etc. In the event of an intruder in the building, students will be directed to the most secure location in the immediate area (i.e. area with covered or no windows, etc.) If you are separated from your class or away from your usual area, go with the nearest PTC staff person to a secure location. If you are unable to locate assistance, find the closest enclosed location with the least visibility. Do not leave a secure location until your instructor, a PTC staff member or a law enforcement officer advises you (in person) to do so.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable and safest way to protect your own life. Active shooter situations are unpredictable and evolve quickly.

IF YOU CAN ESCAPE

If there is an accessible escape path, attempt to evacuate the premises. Make sure you:

- Listen for the sound of gun fire, and move accordingly.
- Determine an escape route.
- Evacuate regardless of whether others agree to follow. Warn others of the danger.
 - Leave your belongings behind.
 - If possible, help others escape.
 - Do not attempt to move wounded people.
 - Keep your hands empty and visible and fingers spread apart during evacuation.
 - Keep quiet.
 - Follow instructions from law enforcement.
- Call 9-911 (from any campus phone) when you are safe.
- Reunification locations (TBD)

IF YOU MUST HIDE OUT

If evacuation is not possible, find a place to hide from where the active shooter is less likely to find you.

- Lock the door and turn off the lights.
- Response professionals recommend you turn off your cell phone and any other noise source that will give away your position (i.e., computers, radios, televisions).
- Bring items with you that may help to fight the shooter.
- Keep out of view of the shooter.
- Provide protection if shots are fired in your direction (i.e., make body armor with text books, heavy purses, backpacks, etc.).
- Barricade entrances. Stack furniture deep, wide and high.

- Hide behind large items (i.e., cabinets, desks).
- Do not restrict your options for movement.
- Remain quiet.

TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Attempting to take the active shooter down. When the shooter is at close range, and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her with whatever means available.
- Adopt the survival mindset during times of crisis.

LOCKDOWN

In some instances, lockdown of classrooms, lab/shop areas, offices and meeting rooms may be required. Notification of a lockdown is made over the intercom. All doors will be locked by PTC staff and will remain locked until the threat has been resolved. If you are in a location other than your classroom (i.e. cafeteria; bathroom; etc.) when a lockdown is issued, you should return to your classroom immediately. An announcement will be made over the intercom when the lockdown is over.

VISITORS/ACCESS TO STUDENTS

Students are not allowed to receive visitors during class except with the permission of the Instructional Director. A Pioneer Technology Center administrator will act in loco parentis to protect the interest of minor students when allowing a minor student to be interviewed by appropriate authorities on school premises.

FREEDOM OF EXPRESSION

Pioneer Technology Center is committed to the free and open exchange of ideas. PTC guarantees students, staff and visitors broad latitude regarding their rights to speak, write, listen, learn and assemble. Except where limitations on those rights are necessary to avoid disruption of the educational process, to protect minors, and to avoid lewd, vulgar and dangerous speech—PTC does not interfere with the exercise of free speech rights as defined by federal and state laws.

The outdoor areas of any campus of the technology center are deemed public forums for the campus community, and the technology center will not create "free speech zones" or other designated areas of campus outside of which expressive activities are prohibited. The technology center may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in service of a significant institutional interest when the restrictions employ clear, published, content- and viewpoint-neutral criteria and provide for ample alternative means of expression. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble and distribute literature. Nothing in this paragraph shall be interpreted as applying to student expression taking place elsewhere on campus.

Any person who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning of the technology center.

Pioneer Technology Center may prohibit harassment, or may prohibit, limit, or restrict expression that the First Amendment does not protect as defined in policy FNAA.

Conduct that intentionally, materially and substantially disrupts another person's expressive activity if that activity is occurring in a campus space reserved for that activity under the exclusive use or control of a particular group is prohibited.

Nothing in this policy shall prohibit the technology center from maintaining and enforcing reasonable time, place, and manner restrictions that are narrowly tailored to serve a significant institutional interest only when such restrictions employ clear, published, content- and viewpoint-neutral criteria. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble, speak, and distribute literature.

STUDENT ATTENDANCE/BEHAVIOR EXPECTATIONS

ATTENDANCE POLICY

The Pioneer Technology Center Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. However, it is important for those students who are ill to stay home. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

Each instructor has a classroom management tool that assesses the value of each day's curriculum and documents the measurable loss to the student for failure to attend and be punctual, perform-personal responsibility and task management, and maintain safety.

Excused absences will be granted for the following reasons:*

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury
4. Extenuating circumstances deemed necessary by the instructional director
5. Observance of holidays required by student's religious affiliation

It is the responsibility of the parent/guardian or adult student to notify the school if a student is to be absent for one of the above reasons. Documentation must be provided before the absence can be excused.

Secondary students will be allowed to be absent to participate in authorized sending school activities (SSA, Pioneer Tech School Activities (PSA) and Employment Training Activities (ETA) Work-Based Learning (WBL). Absences due to school activities shall be recorded as SSA, PSA, or ETA WBL and are not counted against student attendance. School activity absences shall not be counted in the accumulated hours present as shown on the permanent records.

Unexcused absences are any absences that do not fall within one of the above categories.

Students having less than 90% attendance will not be eligible for course credit and NC will be recorded on his/her PTC transcript. Percent of attendance calculation is based upon days present divided by the number of days in which the student is enrolled during the grading period. For this calculation, three (3) tardies or early out(s) are equal to one (1) absence. A full-time adult student must maintain 90% attendance in both the a.m. and p. m. sessions. Failure to do so will result in loss of credit. NC will be reported to the appropriate sending school for secondary students who have less than 90% attendance. Students who receive No Credit resulting from failure to attend may be ineligible for continued enrollment.

Any student who exceeds the 90% limit may appeal to the instructional director for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

*Note: Documented and undocumented absences count toward attendance totals for financial aid requirements.

Online Attendance

A student will not be considered absent from school if:

1. Online instruction is available in program enrolled.

- a. theory only, skills/clinicals must be in-person instruction
2. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
 - b. The student is on pace for on-time completion of the course as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
3. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

Students who experience absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma may qualify for a Leave of Absence according to the PTC Student Handbook.

INCLEMENT WEATHER

Pioneer Technology Center campus closures due to hazardous weather conditions are reported to area television and radio stations. In addition, a message is sent through a student notification system to all students via automated phone call. Additionally, school closings are listed on PTC social media. If there is no announcement regarding campus closure, PTC is open and students are expected to attend. In the event that Pioneer Technology Center is open and a partner school district is closed due to weather/road conditions, PTC will not run bus transportation to/from that district and high school students are not expected to attend.

Adult students are encouraged to exercise good judgment regarding traveling in inclement weather. If Pioneer Technology Center is in session, absences are recorded. Although absences due to inclement weather are not excused, a notation can be made in the student's attendance record.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is defined as a period of time which can be granted to students for circumstances which require the student to be absent from school for five (5) or more consecutive class days (not to exceed thirty (30) calendar days). A student can receive one (1) LOA in a twelve- (12) month period. Requests for additional LOAs will be considered (on a case-by-case basis) based on the nature and gravity of the incident prompting the request. Requests for an extension to an approved LOA will also be considered on a case-by-case basis. Application for a LOA must be made in advance. Exceptions may be considered if the student can show with proper documentation that it was not possible to make the request in advance. A doctor's note does not remove the student's obligation to officially request a leave of absence. If a student fails to return to school at the end of the LOA, the school must

treat the LOA as withdrawal. In such an event, the effective date of the withdrawal is the beginning date of the LOA. The Leave of Absence process should originate with the PTC Counselor. The student and counselor will develop the specific details of the Leave of Absence with input from the student's instructor and the Financial Aid Officer (as needed). The Instructional Director will approve or deny the LOA request. The student will report to the Full-time Programs Registrar upon return to classes; the Full-time Programs Registrar will notify the Instructor, Instructional Director, Counselor, Bursar and Financial Aid Officer of the date of return. The counselor will monitor the LOA return date and will process a student drop for failure to return.

NOTE: This Leave of Absence process does not apply to the PTC Practical Nursing program. For information specific to the PN program, contact the Adult Health Programs Instructional Director.

FINANCIAL AID COVID 19 LEAVE OF ABSENCE ADDENDUM

Pioneer Technology Center has extended its current Leave of Absence Policy to accommodate the COVID-19 pandemic. A COVID-19 LOA will not start prior to March 13, 2020 with a maximum timeframe not to exceed 180 days. Students who do not return from the scheduled LOA will be considered a drop and a R2T4 calculation will be done to determine if a post withdrawal disbursement is due or if the student owes money back for hours not completed.

NOTE: This COVID-19 Leave of Absence process does apply to Practical Nursing students.

RELEASE FROM CLASS/LEAVING CAMPUS

Under no conditions will any student leave the PTC campus during scheduled class times without gaining the instructor's permission and signing out in the Full-Time Programs Office. High school students will not be allowed to leave campus until parent/guardian contact is made.

STUDENT CODE OF CONDUCT

All students are expected to act with due consideration for the rights and needs of others. Appropriate language, grooming, dress, and conduct of good taste are essential qualities of successful employees; therefore, only the best is expected of Pioneer Technology Center students.

The goal of the PTC disciplinary policy is to promote adherence to the policies and regulations of the district and to correct misconduct. Pioneer Technology Center, in order to provide quality education for all students, will not tolerate disruptive acts that would interfere with the tranquility of the school, the safety of students or the damaging of property. Students, while enrolled in Pioneer Technology Center, shall be under the supervision of, and accountable to, school personnel. All staff members have the responsibility to monitor for and address inappropriate student conduct. This includes travel to/from campus and school-related activities as well as time spent on campus and/or at the location of any school-related activity. In addition, each instructor has the responsibility and authority to establish a classroom atmosphere conducive to quality education and training. Students are expected to adhere to classroom rules and procedures as set forth by PTC instructors.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline will be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude and the seriousness of the offense and its potential effect on other students.) *(Reference policies FO and FO-R4 in Appendix A of this handbook.)*

TERMS AND CONDITIONS FOR NETWORK SYSTEMS & INTERNET USE

Internet access is available to students and staff in Oklahoma public school districts. Accessing the Internet will allow students and instructors to utilize vast resources of information from many locations. Access to the Internet at Pioneer Technology Center by employees, students or guests is subject to the policies and conditions set forth by the Pioneer Technology Center Board of Education. The Network Systems & Internet Acceptable Use Policy is provided in Appendix A. *(Reference policies EFBCA and EFBCB in Appendix A of this handbook.)* Users of the Internet are subject to any conditions or terms of agreement that may be required by the State Department of Education

and/or Pioneer Technology Center at any time. All students must agree to comply with these terms and conditions of Network Systems and Internet use before they will be allowed to access the PTC network systems and/or Internet using Pioneer Technology Center equipment and/or class time.

ACTIVITIES ELIGIBILITY

CLASS-RELATED EXCURSIONS, FIELD TRIPS AND OFF CAMPUS ACTIVITIES

A secondary student must be passing all subjects at the partner high school to be eligible to participate in PTC class-related field trips and off-campus activities that are **outside** of the student's regular PTC class schedule. In addition, the student must return the required eligibility form(s) by the designated due date to participate.

Secondary students must be passing all subjects at the partner high school and making a "C" or better at PTC in order to be eligible to participate in student organization activities including district, state or national events and competitions. Adult students must be making a "C" or better at PTC in order to be eligible to participate in these student organization activities.

TELEPHONE USE

A courtesy phone with TDD capability is available for student use at the Receptionist's Desk in the front lobby.

ELECTRONIC COMMUNICATION DEVICE

It is the policy of the Pioneer Technology Center Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. During class/shop/lab times, electronic communication devices are to be used for educational purposes only. Electronic communication devices which distract from the learning environment will not be allowed. Failure to follow policy may warrant disciplinary action.

APPROPRIATE SCHOOL ATTIRE

Appropriate attire (dress) and grooming are based upon business and industry expectations. (Inappropriate attire includes, but is not limited to: midriff tops; halter tops; tank tops; low-cut tops; shorts; dresses and skirts above the knee; exposed undergarments; **leggings/tights/yoga pants as an outer garment**; trench coats; house shoes; pajama pants; clothing with unprofessional pictures and phrases including those that reference alcohol, drugs, and/or tobacco products; and clothing which depicts death, violence, vulgarity or racial slurs.) An administrator or the student's instructor will ask a student to change clothes, leave school or will exercise other suitable disciplinary measures when inappropriate clothing is worn. (*Reference policy FNCA-R in Appendix A of this handbook.*)

Note: School officials may require the use of face coverings in an effort to provide a safe learning environment.

CARE OF SCHOOL-OWNED PROPERTY

Students are responsible for the care of school-owned property (i.e. books, tools, equipment, etc.). If school-owned property is lost, damaged, or destroyed, the student shall be charged the repair or replacement cost.

HARASSMENT/DISCRIMINATION/BULLYING

Pioneer Technology Center will not tolerate harassment, **sexual harassment**, discrimination or bullying (including hazing) of any kind. Harassment, discrimination or bullying complaints will be treated with confidentiality and urgency. Karl Lynes, SHARE Coordinator / Instructor and Pam Dickerson, AT&D Coordinator are the designated Co-Compliance Officers/**Title IX Coordinators**; however, complaints may be taken to any Pioneer Technology Center employee. Policies related to harassment/discrimination and complaint procedures are included in Appendix A. (*Reference policies, FNCC, FNCD-P, FNCD-R, FO, **GJ-A, and GJ-P** in Appendix A of this handbook.*)

COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov. Copyright infringement is a direct violation of the Pioneer Technology Center Network Systems & Internet Acceptable Use Policy; students who violate the terms of this policy will be subject to disciplinary action as outlined in the Secondary or Adult Student Behavior and Discipline Policies. *(Reference policies EFBCA and FO in Appendix A of this handbook.)*

ACADEMIC INTEGRITY

All Pioneer Technology Center students are expected to demonstrate positive character traits in all interactions both on and off campus. In regard to academic integrity, it is expected that Pioneer Technology Center students will exhibit responsibility and honesty when presenting the written, published or creative work of another. Further, it is expected that they will hold themselves and their classmates to the highest levels of truthfulness and obedience as they complete assignments and examinations as directed by their instructors. Behaviors that violate the concept of academic integrity include: plagiarism; unauthorized collaboration; cheating; multiple submissions; fabricating information; helping another person cheat; unauthorized access to examinations; modifying/destroying another’s work; changing academic records. Definitions of these behaviors are posted in each classroom for reference. Failure to demonstrate academic integrity is a violation of the Secondary and Adult Student Behavior and Discipline Policies. *(Reference policy FO in Appendix A of this handbook.)*

TOBACCO POLICY

Pioneer Technology Center is a "SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT"

The use of any tobacco products and the use or possession of simulated tobacco products is specifically prohibited on the Pioneer Technology Center campus, which includes buildings, land and vehicles used by the school. NOTE: The term “Tobacco Products” includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff and all other forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, “vapes”, cloves, bidis and kreteks. *(Reference policy CKDA in Appendix A of this handbook.)*

POSSESSION OR SALE OF BEER, ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Board of Education that all students and employees of this district be made aware of the Board's intention to maintain a drug and alcohol free environment. This policy applies to any location at which school business or activity is conducted. A list of controlled dangerous substances and their side effects is printed in the Drug Abuse Prevention Program Information section of this handbook. For health hazards or other information associated with drug or alcohol use, contact a PTC counselor or instructor.

Any student found to be in possession of, or to have sold or transferred alcoholic beverages, nonalcoholic beverages, beer of any type, or controlled dangerous substance (including medical cannabis), as defined by the statutes of the State of Oklahoma, while attending school, on school premises, or at a school sponsored function,

either as a participant or spectator, shall be dealt with according to Pioneer Technology Center School Board Policy. *(Reference policies FO and FO-R4 in Appendix A of this handbook.)* Any suspension and/or search of said student shall be subject to any applicable state statute and school policy.

ADMINISTRATION OF MEDICATION TO STUDENTS

It is the policy of the Pioneer Technology Center Board of Education that if a student is required to take medication during school hours or while attending a school activity, and the parent or guardian cannot be present to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a prescribed medication be dispensed to that student, the Instructional Director, or the director's designee, may administer the medication, only as allowed by PTC Board Policy FFACA.

Self-administration of medication by a student for treatment of asthma, anaphylaxis, diabetes or cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma, anaphylaxis, diabetes or cystic fibrosis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additional criteria are outlined in PTC Board Policy FFACA. *(Reference policy FFACA in Appendix A of this handbook.)*

IMMUNIZATIONS

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds. The local school administration through which a student is enrolled in Pioneer Technology Center classes may certify such evidence. *(Reference policy FFAB in Appendix A of this handbook.)*

SCHOOL BUS TRANSPORTATION

Secondary students may be required to use school bus transportation to and from PTC, as determined in joint agreement with each partner school. Permission of the partner high school is required to use private transportation of any type. Adults may use school transportation (where space is available) by making arrangements with the PTC Instructional Director or an administrator of the school furnishing the school bus and driver.

The drivers of all school bus transportation are certified personnel with the same authority as a classroom instructor and are charged to maintain a safe and comfortable transportation system. Each passenger (student) using the school bus transportation must abide by all boarding, traveling, and exiting safety precautions as outlined in Pioneer Technology Center board policy. *(Reference policy FFFF-R1 in Appendix A of this handbook.)*

***** A CURRENT BUS SCHEDULE MAY BE OBTAINED FROM THE STUDENT SERVICES OFFICE. *****

PRIVATE TRANSPORTATION

Permission of the partner high school is required for secondary students to drive or ride to and/or from Pioneer Technology Center in private vehicles. Authorization must be granted by a partner school administrator **prior to** using private transportation.

All students must register the vehicle(s) they are driving to PTC. A parking decal will be issued for each vehicle registered and must be displayed in the required location. The north parking lot is the designated parking for all students; students are not allowed to park in any other locations on campus. Vehicles must be promptly parked

upon arrival and not moved until the end of the class session. Students are not to be in the parking lot during class hours.

Reckless or careless driving will result in suspension of driving privileges. Violation of rules, excessive tardiness, and/or absences may cause the loss of driving privileges. Any student's vehicle, and its contents, will be subject to a thorough search whenever, in the opinion of school officials, a reasonable suspicion for said search exists.

NO EXPECTATION OF PRIVACY

Students have no reasonable expectation of privacy. It is the policy of the Board, that the Superintendent, program administrator(s), instructor(s), and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. School personnel shall have access at any and all times to any vehicle on school property. Locked containers (school lockers and other storage areas or compartments) are subject to being forcibly opened.

DISCIPLINARY ACTION

Pioneer Technology Center serves as an extension of the high school for students currently enrolled in a high school. Secondary student discipline and control shall be a cooperative effort between the partner high school and the CareerTech center. Each institution shall enforce rules and regulations in accordance with its board approved policies. It is the intent of the Pioneer Technology Center administration to involve the parent of minor secondary students early in the discipline process. Parental support is encouraged and solicited. In administering discipline, consideration will be given to available alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, the administration will be mindful of the fact that they are dealing with individual personalities. School policy will be followed when punishment is warranted.

70 O.S. §24-101.3 (E) states that a student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

(Reference policies FO and FO-R4 in Appendix A of this handbook.)

LEGAL & REGULATORY INFORMATION

COMPLIANCE NOTICE (NON-DISCRIMINATION/504/ADA)

This is to notify all applicants for admission or employment, students and parents, employees, unions or professional organizations, that Pioneer Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status in the educational programs or activities which it operates.

An aggrieved participant should present his/her grievance in writing within 120 days to a Pioneer Technology Center Compliance Officer.

CO-COMPLIANCE OFFICERS / TITLE IX COORDINATORS

Pam Dickerson, AT&D Coordinator
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4295

Karl Lynes, Instructor/Coordinator, SHARE
2101 N. Ash Street
Ponca City, OK 74601
(580) 718-4281

ACCESSIBLE FACILITIES

Pioneer Technology Center is situated on 46 acres. It is constructed on one level making the entire facility wheelchair accessible. Although Pioneer Technology Center is in compliance with the Americans with Disabilities Act, a self-study has been completed and the school is in an ongoing transition of making the facility more accommodating to individuals with disabilities. TDD has been installed, as well as fire alarms that are both strobe and sound, automatic wheelchair doors have been installed at the two main entrances, and accessible door handles will be installed as necessary. A well-planned safety program is conducted at Pioneer Technology Center and each area of instruction follows safety practices appropriate to that program and in compliance with the Occupational Safety and Health Act (OSHA). Any handicapped person requiring specific information regarding special services or facilities should contact a PTC Compliance Officer between 8:00 a.m. and 4:00 p.m., Monday through Friday.

SERVICE ANIMALS

PTC acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by students with disabilities.

PTC does **not** allow the following types of animals in its facilities and programs unless specifically authorized by the board of education:

“Emotional support animal” meaning an animal selected to reside with an individual with a disability that does not work or perform tasks for the benefit of an individual with a disability and does not accompany at all times an individual with a disability; and

“Therapy animal” meaning a personal pet who is certified to make therapeutic visits with a trained volunteer to places including, but not limited to, nursing facilities, schools and hospitals to bring therapeutic benefit, comfort and cheer to others.

The student will submit a request for a service animal to the Executive Director of Full-Time Programs. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).

STUDENT DUE PROCESS—DISCIPLINE, SUSPENSION

In the event that a minor student is suspended, the parent/guardian shall be notified by phone and a written report of the situation (charged violation), including the student’s due process rights, shall be delivered or mailed to that parent.

Due process procedures will be followed as outlined in the PTC school board policies. (*Reference policies FO and FO-R4 in Appendix A of this handbook.*) When a student has been suspended from school for disciplinary purposes, upon returning to school after suspension, s/he should report to the Instructional Director.

All discipline other than suspensions may be made summarily, based upon reasonable suspicion and a preponderance of evidence collected by the appropriate administrator or instructor. There must be an orderly administration of any system of discipline. An accusation or the lodging of a charge is not the equivalent of guilt. Guilt must be determined in an evidentiary hearing.

Corporal punishment is not a part of the discipline policy of Pioneer Technology Center.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Pioneer Technology Center Board of Education to adhere to Oklahoma and federal law concerning the transfer and release of confidential information including student records. Unless otherwise permitted by state or federal law or regulation, confidential information will be released only in accordance with PTC school board policy. (*Reference policy FLE in Appendix A of this handbook.*)

ACCESS TO STUDENT RECORDS

Access to student records will be given to students and parents according to the Family Educational Rights and Privacy Act (FERPA) and Pioneer Technology Center Board policies (FL; FL-R; FLA). The school will require a prior written consent before information may be divulged to third parties. A copy of this Act and/or related PTC Board policies (FL, FL-R; FLA) can be obtained from the Executive Director, Full Time Programs.

CLASSIFICATION OF STUDENT RECORDS

CUMULATIVE RECORDS

1. The Cumulative Record exists as the official file record of each student enrolled in Pioneer Technology Center. Said records will include, but are not limited to, the following items:
 - A. Identifying data;
 - B. Academic work completed;
 - C. Grades;
 - D. Achievement test scores;
 - E. Attendance data;
 - F. Health data;
 - G. Family background information; and
 - H. Disciplinary records.
2. The Cumulative Record is the only record that is accessible pursuant to the circumstances delineated in the Family Education Rights and Privacy Act (FERPA) of 1974.
3. The Executive Director, Full Time Programs is the only person authorized to determine what is and what is not a part of the Cumulative Record.
4. Under no circumstance will any instructor, counselor, or administrator reveal any information concerning any student attending Pioneer Technology Center, except as is permitted by the Family Education Rights and Privacy Act (FERPA) of 1974. (See Title 70, Oklahoma Statutes, Section 7-115.)
5. The Full-Time Programs Registrar (under the supervision of the Directors of Instruction) is responsible for the storing, filing, distribution, certification, and maintenance of all student records.
6. All student Cumulative Records are private by their nature and accordingly are not subject to the provision of the Public Record Act of Oklahoma (Title 51, Oklahoma Statutes, and Section 24.)
7. The destruction of student records is not subject to the provision of Title 70, Oklahoma Statutes, Section 5-122, and accordingly will be effected at the discretion of the Executive Director, Full Time Programs.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it may disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents;

3. The student’s date of birth;
4. The student’s class designation (i.e., first grade, tenth grade, etc.);
5. The student’s extracurricular participation;
6. The student’s achievement awards or honors;
7. The student’s photograph; and
8. The school or school district the student attended before the student enrolled in this school district.

CHALLENGE PROCEDURE

In the event that the content of a student's school record is inaccurate, misleading, or in violation of the privacy or other rights of the student, the student or the parent of a student under the age of 18 shall have an opportunity for a hearing on otherwise inappropriate data. In order to request a hearing for such purpose, the student or parent shall submit a written request to the Executive Director, Full Time Programs. The hearing shall be conducted promptly by the Executive Director, Full Time Programs. The decision of the hearing shall be made in writing and shall be communicated promptly to the student or parent. In the event the student or parent does not concur in the decision, the student or parent shall have a right to appeal the decision of the Executive Director, Full Time Programs; the appeal shall be heard by the Superintendent/CEO. A student or parent desiring to appeal the decision of the Superintendent/CEO shall notify school officials in writing of a desire to appeal within ten (10) days after receipt of the decision. The Executive Director, Full Time Programs shall forward all necessary documents in connection with the appeal to the Board of Education. Upon receipt of such documents, the Board shall notify the student or parent in writing of the time and place of said hearing. The appeal hearing shall be held promptly. The Board shall render its decision in writing. This decision shall be communicated to the student or parent and will be final.

DRUG ABUSE & PREVENTION PROGRAM INFORMATION STATEMENT ON SUBSTANCE ABUSE

POLICY

The Pioneer Technology Center school district prohibits the unlawful manufacture, consumption, distribution, dispensation, possession, OR use of controlled, dangerous substances (including medical cannabis and intoxicants) at any time while on district property—including grounds, buildings, parking lots, vehicles, and buses, OR while participating in school activities off campus. The district also prohibits students from reporting to school under the influence of any substance that impairs performance.

PROCEDURE

When it becomes apparent that a student is in violation of the above policy, the district will:

- report the violation to the police;
- report the violation to the parents of high school students; and
- report the violation to the partner high school.

PENALTY

Pioneer Technology Center will take appropriate action when it has been determined that a student is in violation of district policy. Penalties may include one or more of the following:

- suspension;
- dismissal; and/or
- legal action including local, state, and federal prosecution.

STUDENT RESPONSIBILITIES

1. Students are expected to arrive at school in a physical and mental state conducive to learning. Arrival at school under the influence of a substance or in possession of a substance that may impair performance of the student or the performance of others is prohibited.
2. Students taking prescription medication that may affect work performance must report this to the instructor before beginning the school day. Certain learning activities may not be permitted when a student is affected by a legal prescription medication.
3. Students are expected to conduct themselves in a legal and lawful manner while on district property and while engaged in district activities both on and off campus.

INSTRUCTOR AND INSTRUCTIONAL DIRECTOR RESPONSIBILITIES

1. Instructors will be aware of and report to the Instructional Director reasonable suspicion that a student is under the influence of, in possession of, or distributing a controlled substance.
2. Instructional Directors will determine violations of school policy. Instructional Directors will facilitate reporting to the police, parents, and partner high school. Instructional Directors will work with other Pioneer Technology Center administration to determine penalties.

LEGAL SUBSTANCES

Certain legal substances have laws governing their use. Pioneer Technology Center upholds the law regarding these substances and will impose penalties and legal prosecution when violations of the law occur. Intentional misuse of legal chemicals and other substances used in industry is against Pioneer Technology Center policy and will result in penalties.

TOBACCO – Cigarettes and tobacco in any form are illegal for minors **and anyone** under the age of **21**. Giving cigarettes or tobacco in any form to a **anyone** under the age of **21** is illegal and can result in criminal prosecution.

ALCOHOL – Alcohol is illegal for minors under the age of 21. Giving alcohol to a minor under the age of 21 is illegal and can result in criminal prosecution.

CANNABIS – Not allowed in any form on the Pioneer Technology Center Campus or Grounds.

WARNING SIGNS OF SUBSTANCE ABUSE

Physical Signs

poor coordination
slurred speech
incoherent speech
bloodshot eyes
dilated pupils
pinpoint pupils
extreme sleepiness
hyperactivity
short attention span
cannot concentrate
memory lapses
inattention to grooming
poor hygiene

Behavioral Signs

low motivation
low self-esteem
low energy levels
inappropriate anger
mood swings
secretive attitude
tardiness
absenteeism
personality change
dishonesty
change in friends
drop in grades
incomplete assignments

Cultural Signs

drug symbols or slogans on clothes
talking in coded language
hostility when authorities talk about drugs
bragging about unsafe acts or drug use
group of friends has reputation for drugs, breaking rules, and antisocial behavior
possession of drug paraphernalia
inappropriate laughter
defensiveness of others in drug culture
excessive resistance to school/family activities
overuse of cover up scents—room deodorizers, mouth wash, cologne
excessive amounts of time alone or sitting in car

unhealthy appearance	forgetfulness	staying home as little as possible
weight loss	irresponsible actions	confrontations with law enforcement or school
weight gain	frequent rule breaking	authorities
persistent runny nose	refusing to communicate	

DANGEROUS EFFECTS OF CONTROLLED SUBSTANCES

CANNABIS (*Marijuana, Hashish*)—**Side Effects:** Relaxed inhibitions, increased appetite, disorientation, psychological dependence, paranoia, fatigue, impaired coordination and reflexes, dry mouth and throat. **Long-term effects:** Physical dependence.

NARCOTICS (*Opium, Heroin, Morphine, Codeine, Dilaudid, Demeral, Methadone, Percodan, Darvon*)—**Side Effects:** Drowsiness, slowed breathing, constricted pupils, nausea, physical and psychological dependence, convulsions, coma, death. **Withdrawal:** Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating.

DEPRESSANTS (*Phenobarbital, Nembutal, Seconal, Tuinal, Ativan, Dalmane, Valium, Librium, Xanax, Serax, Tranxene, Versed, Halcion, Restoril, Placidyl*)—**Side Effects:** Slurred speech, disorientation, drunken behavior without the smell of alcohol, physical and psychological dependence, dilated pupils, rapid pulse, coma, death. **Withdrawal:** Anxiety, insomnia, tremors, convulsions.

STIMULANTS (*Cocaine, Methamphetamine, Dexadrine, Ritalin, Ionamin*)—**Side Effects:** Increased alertness, excitement, increased pulse and blood pressure, insomnia, loss of appetite, agitation, physical and psychological dependence, psychosis, brain injury, death.

HALLUCINOGENS (*LSD, Mescaline, Peyote, PCP*)—**Side Effects:** Delusions, hallucinations, distorted perception of time and space, psychological and physical dependence, psychosis, brain injury, death.

INHALANTS (*Common household and office products*)—**Side Effects:** Interferes with the exchange of oxygen by replacing it with vapor, double vision, slowed reflexes, severe headaches, nausea, vomiting, convulsions, psychological and physical dependence, respiratory difficulty and damage, perforated nasal septum, confusion, mood swings, delusions, hallucinations, brain damage, death.

PREVENTION PROGRAM

Pioneer Technology Center provides students the opportunity to participate in Red Ribbon Week activities highlighting awareness and prevention of drug / alcohol abuse and anti-bullying.

DRUG ADDICTION TREATMENT

Drug addiction is a treatable disorder. There are a variety of treatment options available including short- and long-term treatment plans. The ultimate goal of all drug abuse treatment is to enable the patient to achieve lasting abstinence, but the immediate goals are to reduce drug use, improve the patient's ability to function, and minimize the medical and social complications of drug abuse. Drug addiction treatment information is available from a variety of resources including private physicians, licensed counselors and the Kay County Health Department. Pioneer Technology Center staff will assist students in locating treatment option information.

CAMPUS SECURITY REPORT/CRIME STATISTICS

PURPOSE

The purpose of this report is to provide information about the Student Right to Know Act regarding campus security and campus crime statistics to current and prospective students and employees of Pioneer Technology Center. The

report explains the school's security guidelines for reporting emergencies and crimes and security guidelines regarding campus facilities.

REPORTING CAMPUS CRIMES AND EMERGENCIES

It is everyone's responsibility to be aware of suspicious activity or behavior on campus. Any student or staff member who observes suspicious or criminal activity while on the Pioneer Technology Center campus should report directly to an administrator. Pioneer Technology Center officials will notify the proper local authorities and/or place emergency telephone calls if needed. A campus security report form will be completed as a follow-up to the suspected crime. These forms can be obtained from the Receptionist in either building. The completed form should be turned in to any Instructional Director.

ACCESS TO CAMPUS FACILITIES

Pioneer Technology Center sits on 46 acres of land with controlled access and exits. The main building is open to the public from 7:30 a.m. to 9:00 p.m. Monday-Thursday and 7:30 a.m. to 4:30 p.m. Friday. School personnel are on duty during these hours. The west covered entrance and the north covered entrance are the only public access doors unlocked during regular operational hours. During class hours, security functions are performed by Pioneer Technology Center employees. Adequate exterior lighting is present and is automatically activated via the use of photocells and timers.

INFORMATION PROGRAMS ON CAMPUS SECURITY/CRIME PREVENTION

Students and employees are informed of campus security policy and procedures at the beginning of and throughout each school year during student orientations and annual staff development in-service.

HOW TO AVOID VICTIMIZATION

We offer these tips for your personal safety and property security:

- Report strangers and suspicious activity.
- Avoid getting into vulnerable/no exit places.
- Do not hesitate to call police when confronted by persons.
- Report all incidents and losses to the police immediately.
- At night, walk in groups of at least two.
- Walk with confidence and avoid walking near bushes and parked vehicles.
- Familiarize yourself with the emergency telephone numbers or use 911.
- When parking, remove valuables from plain view and lock your vehicle.
- Record the account number or make copies of credit cards and other valuables in your wallet.
- Write your name in textbooks.
- Do not leave books, book bags, school supplies, coats or other items in unsecured places.

CAMPUS SEX CRIMES PREVENTION ACT COMPLIANCE

In compliance with the Campus Sex Crimes Prevention Act, Pioneer Technology Center provides the following web sites to enable its campus community access to information about registered sex offenders:

www.doc.state.ok.us/DOCS/offender_info.htm

www.poncacityok.com/dept_index.htm

Computer resources and assistance are available through an Instructional Director.

CAMPUS CRIME STATISTICS

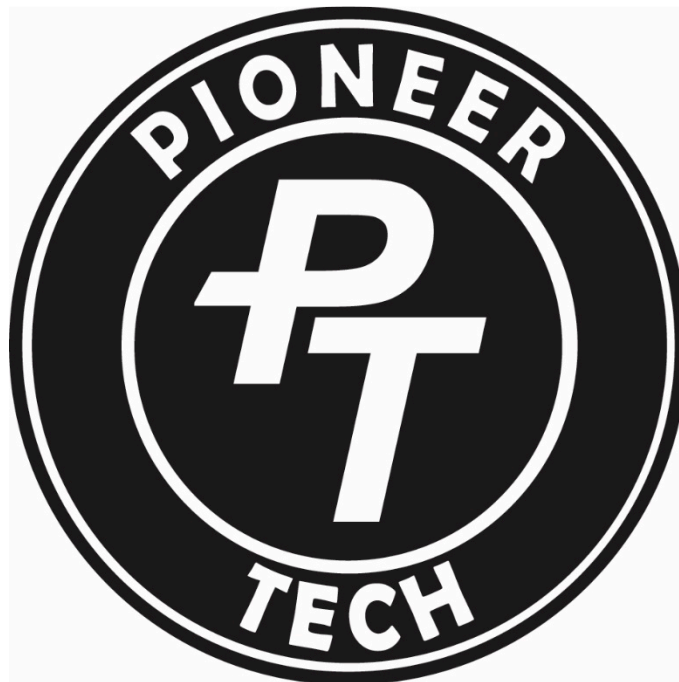
<i>Crimes on Campus</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
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Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Sexual Offenses Forcible and Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Motor Vehicle Theft on Campus	0	0	0	0	0	0
Arrests for Drug Abuse Violations	3	2	0	0	0	0
Arrests for Weapons Possessions	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Domestic Assault	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0

NOTE: The complete Campus Security Report is posted to the Pioneer Technology Center website (<https://pioneertech.edu/legal?category=about>). The report is updated annually on October 1.

PIONEER TECHNOLOGY CENTER
2020-2021 STUDENT HANDBOOK
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EFBCB—Internet Safety
FDDBA—Tuition Fees
FFAB—Immunizations, Students
FFACA—Medication, Administering to Students
FFFF-R1—School Bus Program (Regulations)
FLE—Transfer and Release of Confidential Information
FNAA – Freedom of Expression
FNCA-R—Student Conduct, Dress Code
FNCC—Hazing
FNCD-P—Bullying (Investigation Procedures)
FNCD-R—Prohibiting Harassment, Intimidation and Bullying (Regulation)
FNCF—Drug-Free Schools
FNCGA—Weapons-Free Schools
FNG – Electronic Communication Devices
FO—Student Conduct, Behavior and Discipline
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FNCE-R - Dangerous Weapons, Non-Intoxicating Beverages, Etc. (Regulation)
GJ-A—Sexual Harassment of Students
**GJ-P—Grievance Procedure for Filing, Processing and Resolving
Discrimination Complaints**



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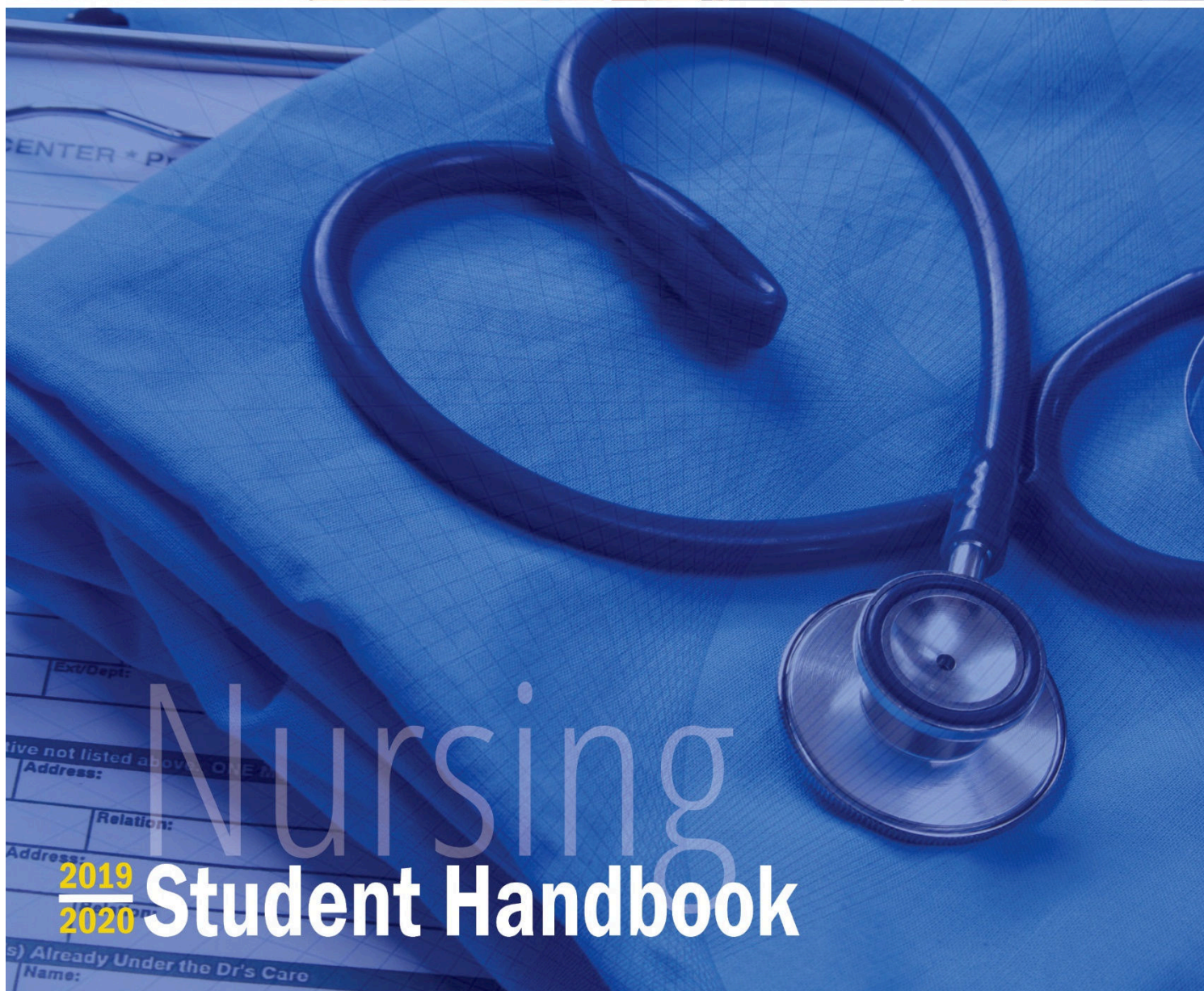
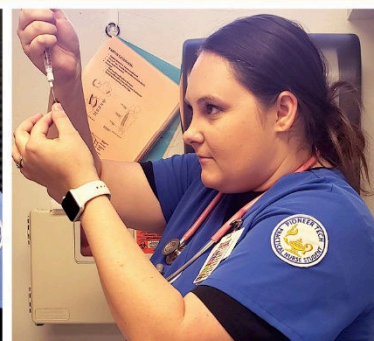
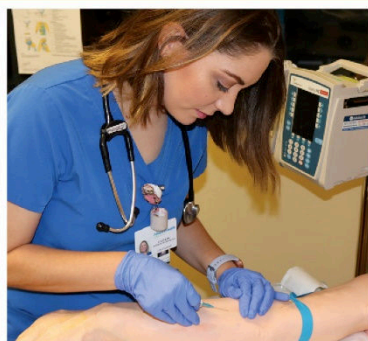
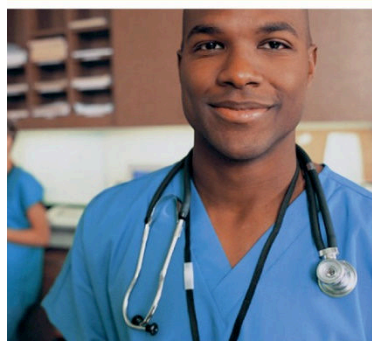
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*** CONTACT INFORMATION ***

Pioneer Technology Center Campus	580.762.8336
Pioneer Technology Center Toll Free Number.....	1.866.612.4782
Extensions:	
Attendance/Registrar	280
Counselor	313
Financial Aid	228
Pioneer Technology Center Full Time Programs Fax.....	580.762.1175
Pioneer Technology Center Website.....	www.pioneertech.edu
PTC Financial Aid Institution Code.....	011206



Nursing

Student Handbook

2019
2020

WELCOME

Congratulations from the Director 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.

~~Mary Allan, MS, RN~~
Instructional Director

Kathryn Sullins, MS, RN
Instructor

Robbin Seymour, BSN, RN
Instructor

Michelle Tripp, BSN, 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, 2019 20.

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.

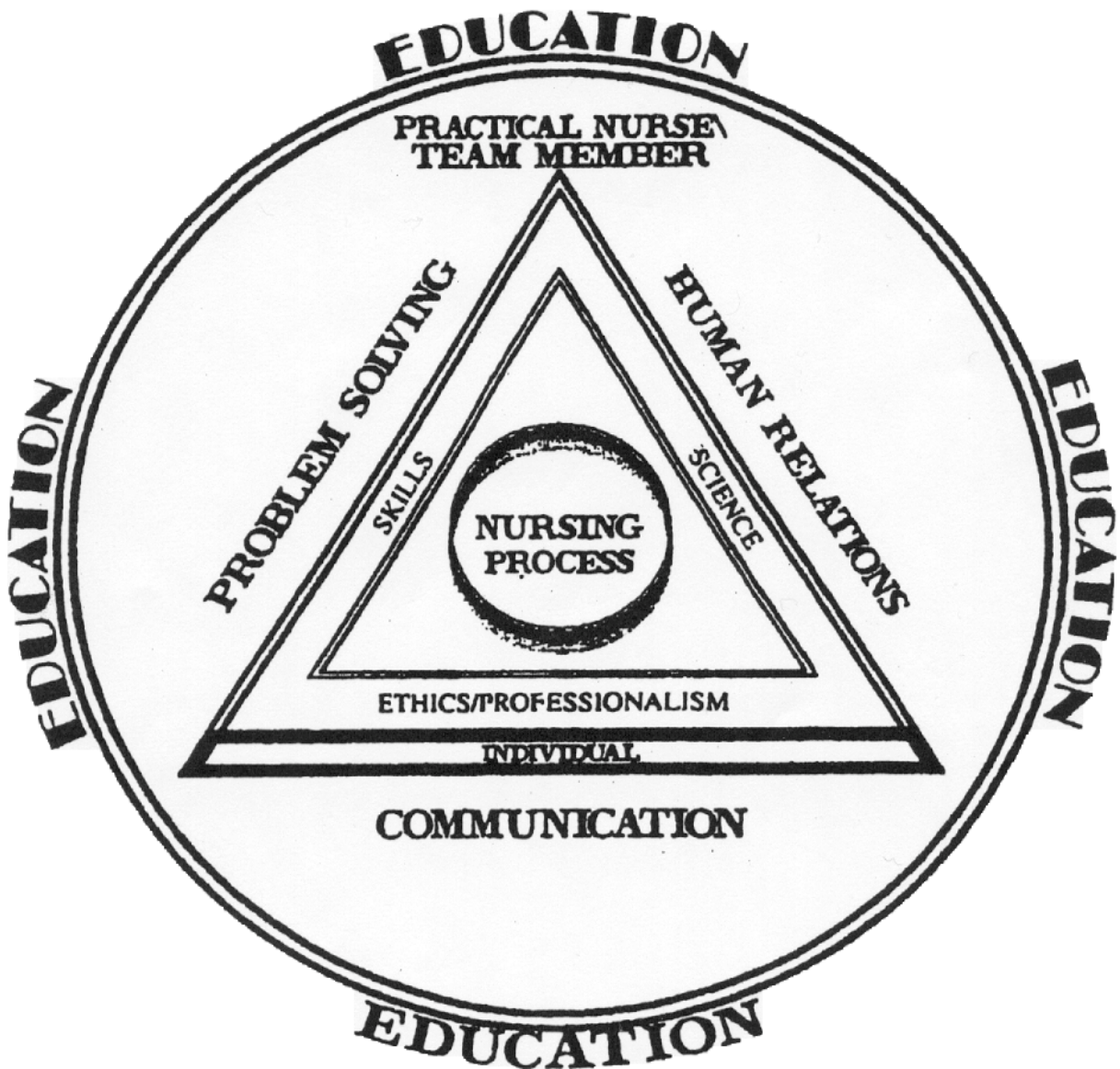
We believe that, along with nursing skills, knowledge is also vital. Theory in anatomy and physiology, nutrition, and growth and development is presented to reinforce holistic care. Ethics and professionalism are integrated throughout the curriculum. As the program continues to proceed to more complex 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



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.

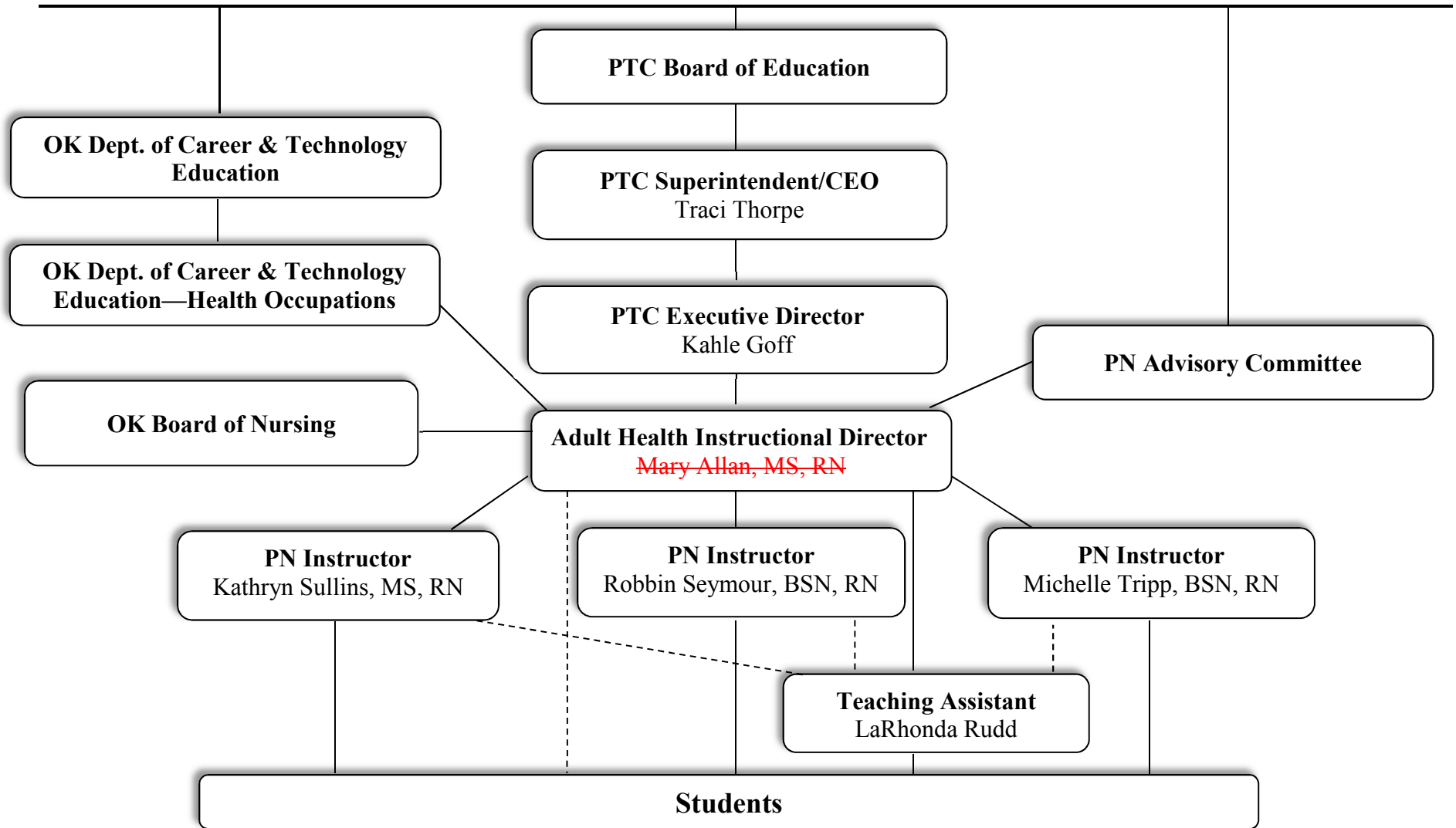
Utilize acquired knowledge, science, skill, and professional ethics to deliver nursing care according to:

- 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 re-admission 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 Director and PN faculty. The student will be notified of the decision.

Student who may qualify for re-admission:

- 1) has only one withdrawal/drop;
- 2) requests a review of mitigating circumstances by the PN Director 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, 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. (Advanced Placement is not available for students who have been out of the program for more than two (2) years. 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 Director.

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

~~Certified Nursing Assistant (CNA)~~

~~Students entering with a current unencumbered certification must pass PTC's nursing program written/skills challenge tests with an 80% on each test in order to receive advance placement.~~

~~Upon completion of Long Term Care (LTC), the student may write the Oklahoma State Department of Health and request permission to sit for the CNA Certification Examination. Student will be responsible for all expenses related to testing.~~

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, 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 director. 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 Director, which may result in dismissal from the program.

Leave of Absence – reserved for Medical Emergencies per Director’s discretion.

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 Director, 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 Instructional Director. 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 Instructional Director 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 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 **a cell phone/smart watch** **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 Instructional Director. 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 director 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 director 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
- Instructional Director
- 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, 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.

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 Instructional Director.
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 Instructional Director 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 Instructional Director.

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 Director. 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 applications for Certification by Examination may be obtained from the faculty/director. Upon completion of the applications for Certification by Examination, the graduate will mail it to the Oklahoma Board of Nursing (OBN), 2915 Classen, Suite 524, Oklahoma City, OK 73106 and the NCLEX-PN Center. 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.

CONTRACT

This CONTRACT is between Pioneer Technology Center Foundation (“Foundation”) and Pioneer Technology Center, District 13. This contract is for twelve months, July 1, 2020 to June 30, 2021.

It is hereby agreed that the Foundation will pay Pioneer Technology Center the amount of \$360.42 annually for furnished office space to carry out the necessary functions of the Foundation.

It is also agreed that the Foundation will pay Pioneer Technology Center the amount of \$424.31 annually for clerical time provided by Pioneer Technology Center.

It is also agreed that the Foundation will pay Pioneer Technology Center the amount of \$320.69 annually for administrator’s time provided by Pioneer Technology Center for administering the Foundation activities.

The annual total of this contract being \$1,105.42.

Either party may terminate this contract by providing written request 30 days prior to the date of termination.

PIONEER TECHNOLOGY CENTER
FOUNDATION

PIONEER TECHNOLOGY
CENTER

President, Board of Directors

President, Board of Education

Executive Director

Clerk, Board of Education

Date

Date

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
July 14, 2020 **FY 2019/2020**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Judy Gose	MAT	06/11 – 06/12 (16 hrs)	288.00
Judy Gose	MAT Update	06/18 (8 hrs)	144.00
Alisa McCleary	CNA Testing	06/09 (3 hrs)	75.00
Alisa McCleary	CNA Testing	06/16 – 06/19 (3 hrs)	75.00
Apryl Moore	Phlebotomy	06/08 – 06/29 (24 hrs)	672.00
Kristina Reed	CNA	06/04 – 06/26 (M-F 8:30am-2:30pm)	2,167.00
Kristina Reed	CMA CE	06/29	176.00

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
July 14, 2020 FY 2020/2021

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
LaDonna Bartlett	ABE/HSE Instructor Osage County	07/01 – 07/31 (9.5 hrs)	190.00
Cara Bodick	Biomed Training for PLTW	07/01 – 07/10 (8 days)	2,112.00
Steve Bookout	AT&D Evening Supervisor	07/01 – 07/30 (up to 36 hrs)	900.00
Mike Boon	Trucks & Attachments	07/15 – 07/16 (25 hrs)	750.00
Mike Boon	Tractors & Attachments	07/29 – 07/30 (25 hrs)	750.00
Mike Boon	Front-End Loaders	08/29 – 08/30 (25 hrs)	750.00
Mike Boon	Trucks & Attachments	09/16 – 09/17 (25 hrs)	750.00
Mike Boon	Tractors & Attachments	09/30 – 10/01 (25 hrs)	750.00
Mike Boon	Front-End Loaders	10/14 – 10/15 (25 hrs)	750.00
Mark Busch	3 Big Questions for Frantic Family	07/28 (4 hrs)	120.00
Ashley Eddinger	MA Curr Review & Class Prep	07/06 – 07/31 (20 days)	5,480.00
Lori Evans	AT&D Evening Supervisor	07/01 – 07/30 (up to 40 hrs)	1,000.00
Sheila Foxworthy	AT&D Evening Supervisor	07/01 – 07/30 (up to 44 hrs)	1,100.00
Ian Freeman	Welding	07/01 – 07/28 (24 hrs 6:00-9:00pm)	600.00
Anna Irwin	Customer Service Cup Training	07/16 (12 hrs)	750.00
Tonya Jackson	ABE/HSE/ESL Instructor	07/06 -07/31 (131 hrs)	3,275.00
Art Kirchenbauer	T&I Curriculum Development	07/06 – 07/17 (80 hours)	1,472.00
Audra Mason	ABE/Corrections Instructor	07/01 – 07/31 (105 hrs)	2,625.00
Alisa McCleary	CNA Skills Test	07/07 – 07/10 (6 hrs)	150.00
Jennifer McGrew	AT&D RN Supervisor	07/01 – 06/30/21 (\$250 monthly)	3,000.00
Apryl Moore	Phlebotomy	07/01 – 07/29 (24 hrs)	672.00
Karina Munoz-Angeles	PT Temp Children's Lab Worker	07/01 – 07/31 (20 hrs per week)	880.00
Joni Murphy	ABE/HSE Instructor Osage County	07/02 – 07/31 (TH 5:00-7:00pm)	240.00
Ashely O'Hara	CNA Skills Test	07/01 (1.5 hrs)	37.50
Nolan Overman	PT Temp Summer Systems Help	07/01 – 08/14 (29.5 hrs per week)	2,000.00
Diane Pendleton	ABE/HSE Instructor	07/01 – 07/31 (98 hrs)	2,450.00
Pam Powers	ABE/TANF Instructor	07/01 – 07/31 (77 hrs)	1,925.00
Kristina Reed	CMA Skills Practice	07/01 – 07/02 (12 hrs)	264.00
Kristina Reed	CNA	07/06 – 07/29 (M-F 8:30am-2:30pm)	2,178.00
Amy Rosenthal	A&P @ Pawnee Nation	07/01 – 09/15 (T/TH 120hrs)	3,000.00
Amy Rosenthal	Medical Coding @ Pawnee Nation	09/16 – 11/04 (W 40hrs)	1,000.00
Amy Rosenthal	CPT Int Coding @ Pawnee Nation	11/10 – 01/12 (T/TH 80hrs)	2,000.00
Amy Rosenthal	Medical Ins Proc @ Pawnee Nation	02/10 – 03/31 (W 40hrs)	1,000.00
Rebecca Stephens	ABE/HSE Instructor	07/06 – 07/31 (21 hrs)	525.00
Amy Rosenthal	A&P Pawnee Nation	07/01 – 09/30	3,000.00
Valerie Streeter	ABE/HSE Admin/Clerical	07/01 – 07/31 (130 hrs)	1,820.00
Wendy Terrazas	ABE/HSE Coordinator – July	07/01 – 07/31 (60 hrs)	2,220.00
Elizabeth Watson	ABE/TANF Instructor	07/01 – 07/31 (77 hrs)	1,925.00