

Pioneer Technology Center Board of  
Education Special Meeting  
Tuesday, August 11, 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. Reports and Presentations
5. Presentation, discussion and vote to approve or not approve the Communications & Marketing Plan for FY21
6. Discussion and vote to approve or not approve the Minutes of the July 14, 2020 special Board of Education meeting
7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #10172-10302; Building Fund #10014-10023; Payroll #70111-70138).
8. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
  - A. Traci Thorpe, Superintendent/CEO
  - B. Molly Kyler, Executive Director, Business & Industry Services
9. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A.
10. Discussion and vote to approve or not approve membership fees of \$2,850 and policy services fee of \$750 to OSSBA (same as last year)
11. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts listed on Appendix B.
12. Proposed Executive Session to discuss the employment of Practical Nursing Instructor Okla. Stat. Title 25, 307(B)(1).
13. Vote to convene in Executive Session
  - A. Time:
14. Acknowledge return of the Board to Open Session
  - A. Time:
15. Board President statement of Executive Session minutes
16. Vote to approve employment of a Practical Nursing Instructor
17. Public Comment
18. Motion and vote to adjourn
  - A. Time:

COMMUNICATIONS &  
MARKETING PLAN  
2020 | 2021  
pioneertech.edu

*Jeri K. Busch*



*Angela Ogden*

# Pioneer Technology Center Communications & Marketing Plan

2020 - 2021

**MISSION:** "Enhancing Lives Securing Futures"

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

**VALUES:** People Innovation Character Learning Economic Development

## MARKETING OBJECTIVES 2020 - 2021:

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

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

### Weekly Tactics

1. Weekly meetings to look at goals, accomplish the to-do list (Any.do) and make adjustments to the Marketing Plan as needed.
2. Maintain consistency throughout all graphics and communications with PTC Brand.
3. Promote PTC using social media and other outlets daily, targeting services & programs in need of enrollment.



## AUDIENCES AND STRATEGIES

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

### Generational Marketing Tips to consider:

- Boomers - Mature audience, Emphasize quality, Develop messages that appeal to core values
- Gen X - Media savvy, Quality is important, Messages humorous and edgy, Demand good design & graphics
- Millennials – Media savvy, Word of mouth, 2 Step mktg: aware then confirm, Demand good/contemporary graphics/images and color, Humor/fun and goofiness work)
- Gen Z – Quick, relatable messaging, Two-way conversations, Personalized to them and align with organization's values

**INTERNAL MARKET STRATEGIES:**

**PTC EMPLOYEES and BOARD MEMBERS**

**Messages:**

PRIDE IN THE HUSTLE  
 INNOVATE, EDUCATE, REPEAT  
 BRAND AMBASSADORS

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

**CURRENT STUDENTS & CLIENTS**

**Messages:**

YOUR SUCCESS US OUR SUCCESS  
 GET SKILLED, GET PAID  
 FAST TRACK YOUR FUTURE

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

**ADVISORY MEMBERS & EDUCATORS**

**Messages:**

TOGETHER WE SUCCEED

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

**EXTERNAL MARKETING STRATEGIES:**

**POTENTIAL STUDENTS & PARENTS**

**Messages:**

YOUR SUCCESS IS OUR SUCCESS  
GET SKILLED, GET PAID  
FAST TRACK YOUR FUTURE

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

**BUSINESS & INDUSTRY**

**Messages:**

TRUSTED BUSINESS RESOURCE  
KNOW MORE, DO MORE, MAKE MORE  
YOUR TIME, YOUR PLACE, YOUR WAY

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Have weekly information posted for BIS Opportunities on social media. Promote BIS events.	\$0	C&M Team	TIME: Weekly EVAL: Engagement Stats
Produce flyers, brochures, stories, ads and videos to promote BIS specific efforts.	<i>Ads Included in advertising budget under "Community at Large" section</i>	C&M Team BIS Staff	TIME: As needed/requested EVAL: BIS event evaluations and follow-up
Email Blast	\$300	C&M Team BIS Staff	TIME: Monthly EVAL: Analytics of Clicks
Support BIS when visiting companies by supplying promo items for potential clients and business gatekeepers. (This will help them meet their goal of increasing market reach.)	\$3,000	C&M Team BIS Staff	TIME: August and on-going
Small Business Week assist in hospitality event to promote BIS Incubator & Coordinators.	\$750	BIS Staff	TIME: May
BBQ w/BIS event support.	\$500	C&M Team BIS Staff	TIME: May
1Million Cups on YouTube each month	0	C&M Team	TIME: On-Going
Support All BIS activities; Ben Evans/City Central, T&I Breakfast, Employee Outreach Luncheon, Advisory Group & Lunch/Learns	\$100 Flyers/Online Content	C&M Team	TIME: On-Going

## POTENTIAL ADULT STUDENTS

### Messages:

YOUR SUCCESS IS OUR SUCCESS.  
GET SKILLED, GET PAID.  
KNOW MORE, DO MORE, MAKE MORE

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

## COMMUNITY-AT-LARGE & STAKEHOLDERS

### Messages:

YOUR INVESTMENT, THEIR SUCCESS  
SUCCESSFUL STUDENT, THRIVING CITIZEN  
INNOVATE, TRAIN, REPEAT

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Participate in Chamber Business Resource Directories	~\$1300 PC ~\$1000 Blkwl	Angie	TIME: PC – Annually in fall, Blackwell – e/o year spring. EVAL: Informal feedback, # of inquiries from ad in resource guide
Produce and schedule ads for full-time programs, BIS, AT&D <ul style="list-style-type: none"> <li>• Newspaper</li> <li>• Radio</li> <li>• School publications</li> </ul> <small>(Ads include display ads, classifieds/position announcements, public and legal notices, and news briefs)</small>	\$5,000 +	Terri Angie	TIME: On-going EVAL: Informal staff/customer feedback. "How did you hear about us?" survey
Produce PTC catalog that explains and highlights all of PTC's programs and services.	\$2,500	Terri Angie	TIME: Print May EVAL: Informal feedback
Email Marketing Blast	\$300	Terri	Weekly EVAL: Analytics
Coordinate marketing efforts with regional and statewide initiatives	\$13,750 Statewide Mktg Cooperative	C&M Team	TIME: On-going
Coordinate marketing efforts for CareerTech month	Printing, Giveaways, Videos	C&M Team	TIME: February
Host a booth at the Kay County Free Fair	Promo Items:\$1,500	PTC Staff	TIME: September EVAL: Feedback of visitors at booth
Place area job openings and stories on Web & Lobby Display, News Media	\$0	Academic Center, C&M Team, HR, Placement Facilitator	TIME: As occur
Utilize LED sign for announcements & Marketing Opportunities	\$0	C&M Team	Time: As occur
Promote Summer Camp/buy T-shirts for staff for recruitment.	\$1,500	C&M Team, Student Services	May
Christmas & Veterans Parades	\$1,500	C&M Team, Student Services, Parade Committee	October

## SOCIAL MEDIA MARKETING PLAN

**Goals:**

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

Goal 1 Tactics	Goal 2 Tactics	Goal 3 Tactics
<ol style="list-style-type: none"> <li>1. Create list of 10 - 15 parents and faculty that are willing to re-share content on personal pages. "Brand Ambassadors," to share content.</li> <li>2. Create at least 1 new piece of content each week to promote across social media networks</li> <li>3. Choose the top-performing post each month and measure engagement, then apply to future posts.</li> </ol>	<ol style="list-style-type: none"> <li>1. Post an estimated 1 - 2 times per week about our project.</li> <li>2. Set aside 15 minutes each day to respond to comments and interactions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Consistently do tactics from Goals 2 &amp; 3</li> <li>2. Have Angie make graphic designs specifically for social media that has the same look, consistent with our brand.</li> <li>3. Form calendar with holidays and specific social media engagement days. Make a folder for holiday closure banners and greetings.</li> </ol>

**MARKETING TIMELINE:**

**2020**

**AUGUST:**

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

**SEPTEMBER:**

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

**OCTOBER:**

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

#### NOVEMBER:

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

#### DECEMBER:

- Update By The Numbers Flyer – *Terri/Angie*
- Board Recognition Month/Social Media/Newspaper/Lobby/Sign – *C&M*
- Create videos for holiday assembly with students – *Terri*
- Create video for holiday greeting on Social Media – *Terri*
- Update and view marketing survey and make changes as needed – *Terri*
- Update all surveys, BIS, AT&D and Student – *Terri*
- Constant Contact Christmas Card – *Angie*
- Print Christmas Cards for Traci – *Angie*

#### 2021

#### JANUARY:

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

#### FEBRUARY:

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

#### MARCH:

- Promote ABE/GED enrollment period if needed – *C&M*
- Put Up Wall of Fame Posters - *Angie*
- Design AT&D summer postcard/schedule – *Angie*
- Design material for Foundation Dinner - *Angie*
- Start Promotion of Foundation Dinner – *C&M*
- Start Catalog Design, Take Student Photos – *Angie*
- Schedule Spring Break Social Media – *Terri*

#### APRIL:

- Send AT&D summer schedule to printer and put on website – *Terri*
- Help Set-Up for Foundation Roast – *C&M*
- Attend Foundation Roast, Take photos & Post - *Terri*
- Promote BBQ with BIS – *C&M*
- Start on Gold Star Award Application - *Terri*
- Continue Promotion for Summer Camp/TechConnectEd/Summer Academies – *Terri*
- Order t-shirts for new enrolling students – *Terri*

#### MAY:

- Update survey for new students when they enroll – *Terri/Lori*
- Small Business Week, promote on web & social media with BIS Staff - *Terri*
- Help promote summer camps on web & social media – *All*

- Promote Graduations with video, news releases and picture opps – C&M
- Facebook Live all graduations and events – *Terri*
- Work on Full-Time Program Catalog/Upload to Website– *Angie/Terri*
- Update website with new information from Catalog - *Angie*

#### JUNE:

- Capture summer camp moments– *Angie*
- Update By the Numbers Flyer and Powerpoint – *Angie*
- Publish by the Numbers on website - *Terri*
- Revise marketing plan – *Terri & Angie*
- Assist in Student/Nursing Handbook Cover & place on website – *C&M*
- Add Course Listings “At A Glance” to program pages – *C&M*

#### JULY:

- Update school calendar & Main PTC Calendar on website - *C&M*
- Submit new marketing plan – *Terri*
- Design AT&D fall schedule – *Angie*
- Add Catalog graphics to website – *C&M*
- Prepare for In-Service Marketing Update – *Terri*
- Support Safety at Okie Contractor Fair (promo items) – *Angie*

#### **ON-GOING/AS NEEDED ACTIVITIES:**

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

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

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

Board Members Attended:

Gay Norris  
Mary Rigdon  
Orva Rothgeb  
J.D. Soulek

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

3. Flag salute and moment of silence
4. Oath of Office for Re-elected Board Member

Board President J.D. Soulek gave the Oath of Office to Gay Norris, 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. Pioneer Technology Center will advertise for a new board member for Zone 5 on social media and newspaper.

Motion to accept Larry Buck's resignation passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

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

6. Discussion and possible board action with regard to the reorganization of board officers: President, Vice President and Clerk, retroactive to July 1, 2020. J.D. Soulek, President, Gay Norris, Vice President, Orva Rothgeb, Clerk, Mary Rigdon, Vice Clerk  
Motion for possible board action with regard to the reorganization of board officer passed with a motion by Ms. Mary Rigdon and a second by Ms. Gay Norris.  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Yea  
Yea: 4, Nay: 0, Absent: 0

7. Reports and Presentations - Return on Investment, Molly Kyler, Exec. Director, Business and Industry Services

Ms. Kyler announced Pioneer Technology Center Business and Industry Services area is a Top 10 School for safety and customized training. The BIS group met their Market Reach goal of 37%, Adult Training & Development is offering many new classes this fall. The Business Incubator currently has 4 tenants. One of the tenants, Surgical Supply, had record sales for 2019. They are expecting more this year.

8. Discussion and vote to approve or not approve the Minutes of the June 9, 2020 special Board of Education meeting

Motion to approve the Minutes of the June 9, 2020 special Board of Education meeting passed with a motion by Ms. Orva Rothgeb and a second by Ms. Gay Norris.

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 0

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).

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

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 0

10. 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 attended a meeting at the board of equalization regarding the windfarms and their protest about paying their 2020 taxes. Two of the windfarms attended the meeting. She also met with John Pfeiffer to talk about legislation regarding windfarms and taxes. The new Newkirk Supt. Scott Kempenich came to Pioneer Tech for a tour. We have been discussing re-opening plans. Area superintendents and technology center superintendents are also meeting this Thursday to discuss re-opening plans and whether to require masks or not. A health screening, temperature and mask will be required before getting on the bus. Social distancing on bus will also be required. Accreditation application will be submitted in August. The application is almost complete. Pioneer Tech achieved the Gold Star School award again this year. HOSA Nationals was held virtually. We had 3 1st place winners, a 3rd place and a top 10 in Medical Reading. Twenty-two students finished firefighter training and 19 received their certification.

The construction project is moving along well with lots of work being done inside and outside. Kyler Construction is taking good care of us. We are in great shape timing wise. We are still waiting to hear whether the OSSBA Conference will be in person or virtual.

Kahle Goff, Executive Director, Full-Time Programs

Mr. Goff asked if there were any questions from the Director's report.

11. Discussion and vote to approve or not approve resolution to join the Oklahoma Schools Insurance Group (OSIG).  
Motion to approve resolution to join the Oklahoma Schools Insurance Group (OSIG). passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Yea  
Yea: 4, Nay: 0, Absent: 0
  
12. Discussion and vote to approve or not approve re-bids and alternate items for Westward Expansion project.  
Motion to approve re-bids and alternate items for Westward Expansion project items 11 & 23 passed with a motion by Ms. Mary Rigdon and a second by Ms. Orva Rothgeb.  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Yea  
Yea: 4, Nay: 0, Absent: 0
  
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,  
Motion to approve revisions/additions for the following policies (with amendments) passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Yea  
Yea: 4, Nay: 0, Absent: 0
  
14. Discussion and vote to approve or not approve student handbook for 2020-21  
Motion to approve student handbook for 2020-21 (with corrections) passed with a motion by Ms. Mary Rigdon and a second by Ms. Gay Norris.  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Yea  
Yea: 4, Nay: 0, Absent: 0

15. Discussion and vote to approve or not approve Practical Nursing student handbook for 2020- 21.

Motion to approve Practical Nursing student handbook for 2020-21 passed with a motion by Ms. Mary Rigdon and a second by Ms. Orva Rothgeb.

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

16. Discussion and vote to approve or not approve a contract with the Pioneer Technology Center Foundation for FY21.

Motion to approve a contract with the Pioneer Technology Center Foundation for FY21 passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.

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

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.

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

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

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.

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

Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Yea  
Ms. Orva Rothgeb: Yea

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

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

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

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

Time: 8:08 pm

21. Acknowledge return of the Board to Open Session

Time: 9:35 pm

Board President J.D. Soulek announced the Board entered into Executive Session at 8:08 pm to discuss the hiring of a Medical Assisting instructor and to discuss a revised organizational chart Okla. Stat. Title 25, 307(B)(1)

Those present in Executive Session were Gay Norris, Board Member, Mary Rigdon, Board Member, Orva Rothgeb, Board Member, J.D. Soulek, Board Member and Traci Thorpe, Superintendent. No action was taken by the Board of Education.

22. Motion and vote to approve hiring a Medical Assisting Instructor

Motion to approve hiring Ashley Eddinger, Medical Assisting Instructor passed with a motion by Ms. Mary Rigdon and a second by Ms. Gay Norris.

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

23. Motion and vote to approve revised organizational chart

Motion to approve revised organizational chart, to include necessary changes to the Nursing area as needed passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.

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

24. Public Comment

No public comment

25. Motion and vote to adjourn

Motion to adjourn passed with a motion by Ms. Mary Rigdon and a second by Ms. Gay Norris.

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 0

Respectfully submitted,

*Allison N. Christy*

Allison N. Christy  
Board Minutes Clerk

---

President, Board of Education

---

Clerk, Board of Education

---

Date of Approval

Motion:

Second:

Vote:

*General*

**PIONEER TECHNOLOGY CENTER**  
From PO: 10172 to PO: 10302

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

PO #	Vendor Name	General Description	Amount	Date
10172	DANCY-MEADOR PUBLISHING	MARKETING/ADVERTISING	700.00	07/09/2020
10173	MY MEDIA MATTERS	MARKETING/ADVERTISING	1,215.00	07/09/2020
10174	HODDY GLASS	BLDG MAINT - REPAIRS	405.00	07/09/2020
10175	STAPLES ADVANTAGE	FINANCE SUPPLIES	148.47	07/09/2020
10176	COMMUNITY MATTERS, INC	MARKETING/ADVERTISING	673.00	07/09/2020
10177	WAL-MART	PN SUPPLIES	69.58	07/09/2020
10178	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES -- SUPPLIES	1,968.00	07/09/2020
10179	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES -- EQUIPMENT	1,334.00	07/09/2020
10180	EDUCATORS RISING	TEACHER PREP BOOKS	5,000.00	07/09/2020
10181	STAPLES ADVANTAGE	COMPUTER SERVICES -- SUPPLIES	40.00	07/13/2020
10182	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	500.00	07/13/2020
10183	WAL-MART	COMPUTER SERVICES -- SUPPLIES	240.00	07/13/2020
10184	CARYS SEPTIC LLC	BLDG MAINT - REPAIRS	200.00	07/13/2020
10185	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - REPAIRS	300.00	07/13/2020
10186	AMERICAN TELEPHONE	COMPUTER SERVICES -- SUPPLIES	630.00	07/13/2020
10187	ASBO INTERNATIONAL	FINANCE - TRAVEL/REGISTRATION	375.00	07/13/2020
10188	4 IMPRINT INC	MARKETNG/ADVERTISING (COVID19)	897.52	07/13/2020
10189	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLY	160.50	07/13/2020
10190	EARNHEART STATIONS	TANF STUDENT ASSISTANCE OTHER	1,000.00	07/13/2020
10191	A+ PRINTING	MARKETING/PRINTING	337.00	07/13/2020
10192	FIRST BANKCARD VISA	TANF - BOOKS	998.75	07/14/2020
10193	WAL-MART	TANF STUDENT ASSISTANCE OTHER	150.00	07/14/2020
10194	FIRST BANKCARD VISA	TANF DUES/FEES/CERTIFICATES	12.00	07/14/2020
10195	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLIES	283.14	07/14/2020
10196	HARLAND'S DIESEL SERVICE	BUS MAINT REPAIRS	137.81	07/14/2020
10197	WAL-MART	BUILDING MAINT - SUPPLIES	500.00	07/14/2020
10198	MARK EDWARD RIGNEY, MD	BUS MAINT - PHYSICALS/SHOTS	770.00	07/14/2020

**PIONEER TECHNOLOGY CENTER**  
**From PO: 10172 to PO: 10302**

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

PO #	Vendor Name	General Description	Amount	Date
10199	WAL-MART	BLANKET PO	3,000.00	07/14/2020
10200	EVCO	BLANKET PO	2,500.00	07/14/2020
10201	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	550.00	07/14/2020
10202	S/P 2	COSMO SUBSCRIPTION	299.00	07/14/2020
10203	LEHIGH VAQLLEY ABRASIVES	INDUSTRIAL TECH - SUPPLIES	119.50	07/15/2020
10204	DISINFECTSCHOOLS.COM	BLDG MAINT - SUPPLIES (COVID19)	4,962.00	07/15/2020
10205	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	52.25	07/15/2020
10206	WAL-MART	TANF STUDENT ASSISTANCE OTHER	75.36	07/15/2020
10207	WAL-MART	TANF STUDENT ASSISTANCE OTHER	75.36	07/15/2020
10208	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	52.25	07/15/2020
10209	WAL-MART	TANF STUDENT ASSISTANCE OTHER	75.36	07/15/2020
10210	WAL-MART	TANF STUDENT ASSISTANCE OTHER	75.00	07/15/2020
10211	TEACHER CREATED RESOURCES	CHILDRENS LAB - SUPPLIES	330.00	07/15/2020
10212	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - EQUIP (COVID19)	9,992.00	07/15/2020
10213	NEWEGG BUSINESS	COMPUTER SERVICES - EQUIP (COVID19)	5,989.95	07/15/2020
10214	AMERICAN HEART ASSOCIATION	PN SUPPLIES	13.00	07/15/2020
10215	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATE	50.00	07/16/2020
10216	MNJ TECHNOLOGIES DIRECT, INC	RESALE - SUPPLIES	105.00	07/16/2020
10217	FAMILY DISCOUNT PHARMACY	INSTRUCT DIRECTOR - SUPPLIES (COVID19)	1,948.50	07/16/2020
10218	JENKINS & PRICE	BUILDING MAINT - SUPPLIES	237.50	07/16/2020
10219	LOWE'S HOME CENTER INC	BUILDING MAINT - REPAIRS	8.25	07/16/2020
10220	STAPLES ADVANTAGE	TANF - CONSUMABLE SUPPLIES	170.60	07/16/2020
10221	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	65.00	07/16/2020
10222	HUGHES LUMBER CO.	BUILDING MAINT REPAIRS	41.14	07/16/2020
10223	STAPLES ADVANTAGE	CENTRAL & BIS ADMIN - SUPPLIES	212.53	07/20/2020

**PIONEER TECHNOLOGY CENTER**

From PO: 10172 to PO: 10302

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

PO #	Vendor Name	General Description	Amount	Date
10224	FIRST BANKCARD VISA	TANF DUES/FEES/CERTIFICATES	175.00	07/20/2020
10225	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	60.00	07/20/2020
10226	WAL-MART	BUILDING MAINT - SUPPLIES	200.39	07/21/2020
10227	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	50.00	07/21/2020
10228	HUBERT COMPANY	CHILDRENS LAB - SUPPLIES	265.63	07/21/2020
10229	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - SUPPLIES	1,500.00	07/21/2020
10230	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	175.00	07/21/2020
10231	WAL-MART	COMPUTER SERVICES -- SUPPLIES (COVID19)	553.00	07/21/2020
10232	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	43.94	07/21/2020
10233	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - REPAIRS	612.04	07/21/2020
10234	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	500.00	07/21/2020
10235	GALAXIE BUSINESS EQUIPMENT INC	SAFETY TRAINING - EQUIP (COVID19)	4,721.74	07/21/2020
10236	TANF STUDENT ASSISTANCE	TANF BOOKS	2,510.00	07/21/2020
10237	FIRST BANKCARD VISA	MARKETING - SUPPLIES	379.00	07/22/2020
10238	AMERICAN TELEPHONE	COMPUTER SERVICES -- REPAIRS	1,485.00	07/22/2020
10239	TONKAWA PUBLIC SCHOOLS	MARKETING/ADVERTISING	90.00	07/22/2020
10240	MEDICAL WASTE SERVICES	BLDG MAINT - GARBAGE/WASTE DISPOSAL	306.00	07/22/2020
10241	STAPLES ADVANTAGE	FINANCE - SUPPLIES	175.00	07/22/2020
10242	PONCA CITY QUARTERBACK CLUB	MARKETING/ADVERTISING	200.00	07/22/2020
10243	A+ PRINTING	MARKEITNG / ADVERTISING	232.00	07/22/2020
10244	LEGACY SIGNS	BLDING MAINT REPAIRS	80.00	07/22/2020
10245	HOBBY LOBBY	CHILDRENS LAB - SUPPLIES	200.00	07/23/2020
10246	SITSPOTS	CHILD LAB & PRESCHOOL - SUPPLIES	175.00	07/23/2020
10247	THERMACUBE, LLC	CHILD LAB & PRESCHOOL - TRAVEL - REGISTRATION	40.00	07/23/2020
10248	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	130.00	07/23/2020
10249	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	147.92	07/23/2020

**PIONEER TECHNOLOGY CENTER**

From PO: 10172 to PO: 10302

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

PO #	Vendor Name	General Description	Amount	Date
10250	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	163.88	07/23/2020
10251	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	07/23/2020
10252	TANF STUDENT ASSISTANCE	TANF TUITION	2,100.00	07/23/2020
10253	FARHA WHOLESALE COMPANY INC	CHILDRENS LAB - SUPPLIES (COVID19)	151.51	07/23/2020
10254	MARDEL	CHILDRENS LAB - SUPPLIES	30.00	07/23/2020
10255	URBAN INFANT	CHILDRENS LAB - SUPPLIES	600.00	07/23/2020
10256	WAL-MART	STUDENT SERVICES/COUNSELING - SUPPLIES	104.44	07/23/2020
10257	STAPLES ADVANTAGE	STUDENT SERVICE/COUNSELING - SUPPLIES	150.00	07/23/2020
10258	AMERICAN HEART ASSOCIATION	SAFETY - RESALE SUPPLIES	200.00	07/23/2020
10259	ESKIMO JOES PROMOTIONAL PRODUCTS GROUP	MARKETING/SUPPLIES (COVID19)	5,283.29	07/23/2020
10260	MSC INDUSTRIAL SUPPLY CO	BLDG MAINT - SUPPLIES (COVID19)	870.90	07/27/2020
10261	FARHA WHOLESALE COMPANY INC	BUILDING MAINT - SUPPLIES (COVID19)	690.00	07/27/2020
10262	FIRST BANKCARD VISA	COSMETOLOGY SUPPLIES	162.89	07/28/2020
10263	SCREENCASTIFY, LLC	INSTRUCT DIRECTOR - SUPPLIES (COVID19)	750.00	07/28/2020
10264	TEACHERSPAYTEACHERS.COM	COSMETOLOGY SUPPLIES	55.65	07/28/2020
10265	REALLY GOOD STUFF	CHILD LAB & PRESCHOOL - SUPPLIES	230.00	07/28/2020
10266	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - SUPPLIES (COVID19)	300.00	07/28/2020
10267	FIRST BANKCARD VISA	COSMETOLOGY SUPPLIES	107.15	07/28/2020
10268	PONCA CUSTOM TEES	MARKETING/ADVERTISING	3,453.37	07/28/2020
10269	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	07/28/2020
10270	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	07/28/2020
10271	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	07/28/2020
10272	STATE SURGICAL SUPPLY	INSTRUCT DIR - SUPPLIES (COVID19)	1,838.00	07/28/2020
10273	FIRST BANKCARD VISA	MARKETING/SUPPLIES	107.89	07/28/2020
10274	PONCA IRON & METAL, INC.	GROUNDS SUPPLIES	13.09	07/28/2020

**PIONEER TECHNOLOGY CENTER**

From PO: 10172 to PO: 10302

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

PO #	Vendor Name	General Description	Amount	Date
10275	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES (COVID19)	540.00	07/29/2020
10276	STOLHAND-WELLS PLUMBING, HEATING & AIR	BLDING MAINT REPAIRS	345.00	07/29/2020
10277	ASBO INTERNATIONAL	FINANCE TRAVEL - REGISTRATION	575.00	07/30/2020
10278	ATWOODS	CHILD LAB & PRESCHOOL - SUPPLIES	31.98	07/30/2020
10279	NATIONAL CACFP SPONSORS ASSOCIATION	CHILDRENS LAB - TRAVEL REGISTRATION	149.00	07/30/2020
10280	JENKINS & PRICE	BLDG MAINT - SUPPLIES (COVID19)	1,170.00	07/30/2020
10281	WAL-MART	BLDG MAINT - SUPPLIES (COVID19)	300.00	07/30/2020
10282	REDLANDS OFFICE SOLUTIONS	CENTRAL SUPPLIES	273.20	07/30/2020
10283	STAPLES ADVANTAGE	COMPUTER SERVICES - SUPPLIES	195.00	07/30/2020
10284	FIRST BANKCARD VISA	BOARD TRAVEL - REGISTRATION	300.00	07/31/2020
10285	ELSEVIER	AT&D RESALE BOOKS	1,362.40	08/03/2020
10286	MSC INDUSTRIAL SUPPLY CO	INDUSTRIAL TECH - SUPPLIES	183.63	08/03/2020
10287	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	180.00	08/03/2020
10288	OSSBA	MARKETING/SUBSCRIPTIONS	300.00	08/05/2020
10289	TEACHER CREATED RESOURCES	CHILDRENS LAB - SUPPLIES	60.00	08/05/2020
10290	FIRST BANKCARD VISA	TANF DUES/FEES	120.00	08/06/2020
10291	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	08/06/2020
10292	BRACE BOOKS & MORE	ABE/ESL - BOOKS	1,189.50	08/06/2020
10293	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	50.92	08/06/2020
10294	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	200.00	08/06/2020
10295	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	300.00	08/06/2020
10296	WAL-MART	TANF STUDENT ASSISTANCE OTHER	900.00	08/06/2020
10297	FASTENAL COMPANY	WELDING - SUPPLIES	239.19	08/06/2020
10298	S/P 2	INDUSTRIAL TECH - SUBSCRIPTION	299.00	08/06/2020
10299	FIRST BANKCARD VISA	COSMETOLOGY SUPPLIES	39.75	08/06/2020

---

**PIONEER TECHNOLOGY CENTER**

From PO: 10172 to PO: 10302

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

---

PO #	Vendor Name	General Description	Amount	Date
10300	STAPLES ADVANTAGE	ACADEMIC MATH - SUPPLIES	164.69	08/06/2020
10301	MERRIFIELD OFFICE PLUS	SUPERINTENDENT SUPPLIES	21.99	08/06/2020
10302	NORTHERN SAFETY & INDUSTRIAL	FIREFIGHTER - EQUIPMENT	2,730.00	08/06/2020
		<b>Current Encumbered</b>	<b>94,708.29</b>	

**PIONEER TECHNOLOGY CENTER**

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

From: 09 Jul 2020 to: 06 Aug 2020

PO #	Vendor Name	General Description	Amount	Date
10019	CROSS OIL CO.	BLANKET PO	715.00	07/01/2020
10034	LAMPTON WELDING SUPPLY	BLANKET PO	599.60	07/01/2020
10042	ONENET	BLANKET PO	475.00	07/01/2020
10066	TRAVEL (STAFF)	BLANKET PO	-1,300.00	07/01/2020
10079	FIRST BANKCARD VISA	CHILREN'S LAB CURRICULUM	-200.00	07/01/2020
10085	FIRST BANKCARD VISA	SUPERINTENDENT SOFTWARE	-10.00	07/01/2020
10118	POSTER COMPLIANCE CENTER	HR SUBSCRIPTION	-28.05	07/01/2020
10119	POWERSCHOOL GROUP LLC	SOFTWARE	-630.00	07/01/2020
10120	PROCARE SOFTWARE	SUBSCRIPTION/SOFTWARE CHILREN'S LAB	-604.50	07/01/2020
10132	GLOBAL EQUIPMENT CO	BLDING MAINT SUPPLIES	-7.01	07/01/2020
10133	MSC INDUSTRIAL SUPPLY CO	DIRECTOR - SUPPLIES	-30.02	07/01/2020
10134	ADAMS PLUMBING	BLDING MAINT REPAIRS	74.24	07/01/2020
10135	ADAMS PLUMBING	BLDING MAINT REPAIRS	-4.96	07/01/2020
10136	WAL-MART	CHILDRENS LAB - FOOD	-108.56	07/06/2020
10137	WAL-MART	CHILDRENS LAB - SUPPLIES	31.25	07/06/2020
10138	EVCO	CHILDRENS LAB - FOOD	-163.43	07/06/2020
10139	PEARSON EDUCATION	AT&D RESALE BOOKS	35.99	07/06/2020
10140	LOWE'S HOME CENTER INC	BLDING MAINT REPAIRS	-8.95	07/06/2020
10141	LOWE'S HOME CENTER INC	BUILDING MAINT SUPPLIES	-1.20	07/06/2020
10145	ELSEVIER	AT&D RESALE BOOKS	-36.61	07/06/2020
10146	HARTMAN PUBLISHING INC	AT&D RESALE BOOKS	-120.93	07/06/2020
10157	LOWE'S HOME CENTER INC	CHILDREN'S LAB EQUIPMENT	-105.45	07/07/2020
10162	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	10.00	07/07/2020
10163	STAPLES ADVANTAGE	FINANCE - SUPPLIES	-13.48	07/07/2020
10164	FIRST BANKCARD VISA	COMPUTER SERVICES -- SUPPLIES	-12.00	07/08/2020
10165	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	-2.20	07/08/2020
10170	POCKET NURSE	AT&D RESALE SUPPLIES	-0.25	07/08/2020
10171	AUDIOMETRICS, INC	SAFETY - REPAIRS	-340.00	07/08/2020
	<b>GEN FUND-FOR OPERAT TOTAL:</b>		<b>-1,786.52</b>	
	<b>REPORT TOTAL:</b>		<b>-1,786.52</b>	

*Building*

**PIONEER TECHNOLOGY CENTER**

**Encumbrance For Board Approval**

**From PO: 10014 to PO: 10023**

**BUILDING FUND**

PO #	Vendor Name	General Description	Amount	Date
10014	ADAMS PLUMBING	BLDG MAINT - REPAIRS	1,800.00	07/14/2020
10015	MURRAY WOMBLE	BLDG MAINT - MAJOR REMODEL REPAIR	3,100.00	07/14/2020
10016	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - MAJOR REPAIRS REMODEL	3,320.00	07/15/2020
10017	UMB BANK NA	LEASE REVENUE NOTE - REPAYMENT	828,470.84	07/15/2020
10018	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - REPAIRS	1,000.00	07/20/2020
10019	AMERICAN ALUMINUM SEATING INC	IT&D EQUIPMENT	1,741.00	07/21/2020
10020	POCKET NURSE	BLDING MAINT REPAIRS	1,010.45	07/28/2020
10021	YORK ELECTRONIC SYSTEMS	BLDING MAINT REPAIRS	720.00	07/29/2020
10022	JOSH SHORT PLUMBING INC.	BLDG MAINT - REPAIRS	7,220.00	07/30/2020
10023	BC COATINGS LLC	BLDING MAINT REPAIRS	640.00	08/05/2020
		<b>Current Encumbered</b>	<b>849,022.29</b>	

**PIONEER TECHNOLOGY CENTER**

**Encumbrance For Board Approval  
X CHANGE ORDER REPORT  
BUILDING FUND**

**From: 09 Jul 2020 to: 06 Aug 2020**

<b>PO #</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
10008	MNJ TECHNOLOGIES DIRECT, INC	SOFTWARE - COMPUTER SERVICES	-5,000.00	07/01/2020
10011	MNJ TECHNOLOGIES DIRECT, INC	EQUIPMENT - COMPUTER SERVICES/BITE FINANCE	3,000.00	07/01/2020
<b>BUILDING FUND TOTAL:</b>			<b>-2,000.00</b>	
<b>REPORT TOTAL:</b>			<b>-2,000.00</b>	

*Payroll*

**PIONEER TECHNOLOGY CENTER**  
From PO: 70111 to PO: 70138

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

PO #	Vendor Name	General Description	Amount	Date
70111	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	77,041.60	07/31/2020
70112	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	92,152.28	07/31/2020
70113	BROWN, LORI L	PAYROLL ENCUMBRANCE	77,159.54	07/31/2020
70114	CARPENTER, ALI N	PAYROLL ENCUMBRANCE	37,366.08	07/31/2020
70115	CLARK, CAITLYN J	PAYROLL ENCUMBRANCE	76,138.25	07/31/2020
70116	CLOSE, MARCIA K	PAYROLL ENCUMBRANCE	41,730.61	07/31/2020
70117	DENKE, MELODY J	PAYROLL ENCUMBRANCE	48,926.62	07/31/2020
70118	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	76,649.75	07/31/2020
70119	EDENS, WHITNEY L	PAYROLL ENCUMBRANCE	92,388.44	07/31/2020
70120	EVANS, TYLER E	PAYROLL ENCUMBRANCE	44,145.50	07/31/2020
70121	FARMER, AMANDA R	PAYROLL ENCUMBRANCE	44,097.02	07/31/2020
70122	FARMER, HOLLY M	PAYROLL ENCUMBRANCE	41,983.24	07/31/2020
70123	FEASTER, AMBER R	PAYROLL ENCUMBRANCE	78,252.33	07/31/2020
70124	HARDIMAN, CELESTINE	PAYROLL ENCUMBRANCE	50,987.04	07/31/2020
70125	IVIE, CINDY L	PAYROLL ENCUMBRANCE	43,078.25	07/31/2020
70126	JOHNSON, ERIKA D	PAYROLL ENCUMBRANCE	82,562.57	07/31/2020
70127	JONES, NANCY A	PAYROLL ENCUMBRANCE	47,241.32	07/31/2020
70128	KIRCHENBAUER, ARTHUR C	PAYROLL ENCUMBRANCE	42,234.99	07/31/2020
70129	KIRKENDALL, JAMES D	PAYROLL ENCUMBRANCE	85,143.22	07/31/2020
70130	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	80,198.40	07/31/2020
70131	LYNES, CAROL M	PAYROLL ENCUMBRANCE	84,769.36	07/31/2020
70132	MUNGER, JOHN R	PAYROLL ENCUMBRANCE	85,216.10	07/31/2020
70133	OFFICER, KARI D	PAYROLL ENCUMBRANCE	38,919.96	07/31/2020
70134	PULLEY, DANA L	PAYROLL ENCUMBRANCE	84,467.14	07/31/2020
70135	RABB, ADRIA F	PAYROLL ENCUMBRANCE	43,640.73	07/31/2020
70136	RENFROW, KYLE E	PAYROLL ENCUMBRANCE	83,379.20	07/31/2020
70137	SMITH, LACEY D	PAYROLL ENCUMBRANCE	50,019.00	07/31/2020
70138	TERRAZAS, WENDY D	PAYROLL ENCUMBRANCE	83,687.99	07/31/2020
<b>Current Encumbered</b>			<b>1,813,576.53</b>	

Research, development, and innovation in science and technology are the driving forces behind the growth of our industry. We are committed to providing our customers with the highest quality products and services, and to ensuring that our employees are equipped with the skills and knowledge they need to succeed in a rapidly changing environment. Our focus is on providing our customers with the highest quality products and services, and to ensuring that our employees are equipped with the skills and knowledge they need to succeed in a rapidly changing environment.



# PIONEER TECH

CONTINUATION OF OPERATION PLAN  
2020-2021



# 2020-2021 Pioneer Technology Center Continuation of Operation Plan

## Overview and Purpose

- In response to the current situation in our state related to COVID-19, PTC has developed this guide to help students and parents understand the school's approach to continuation of learning and provide an alternate schedule to promote a safe learning environment for the 2020-2021 School Year.
- PTC will open Full Time Program courses in person to all students on August 13th, 2020.
- The purpose of this guide is to provide answers and expectations if alternate schedules or distance learning are warranted due to local spread of COVID-19.
- Our goal this school year is to limit exposure to COVID-19, while providing quality educational opportunities and maintaining our high standard of academic rigor.

## Disruption of Instruction

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

## A/B Schedule, Blended, and Distance Schedule

Pioneer Technology Center will begin the school year with traditional, in person classes starting August 13th. PTC may implement an alternate A/B schedule (blended learning) or distance learning schedule depending upon a resurgence of COVID-19 or any other unforeseen emergency. During more severe disruption of instruction, Pioneer Technology Center may elect to incorporate additional learning strategies which deviates from the traditional CareerTech delivery model.

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

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

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

## Instruction

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

- Social distancing will be observed where applicable and protective equipment required in proximity to others.

## Student Expectations

- Students must maintain attendance and meet all regulations of Pioneer Technology Center.
- During blended instruction, students must attend on scheduled in person days and complete assignments on virtual/remote days of instruction. (See student handbook for the attendance policy.)
- In all learning environments, students will be required to complete all assignments given by their teachers, whether by Google Classroom/Google Meet, Moodle, or Zoom using their specific program software or in packet/worksheet form.
- Students are expected to log into the appropriate LMS and check for assigned coursework and complete assignments daily.
- Virtual assignments should be submitted digitally by the due dates indicated by the program instructors.
- Paper packets, if determined to be needed by the instructor, will be available through a drop-off/pick-up schedule. The program instructor will provide drop-off/pick-up details. (Distance Learning)
- Students should communicate with their instructor as the primary point of contact.

## Grades for Student Work

- Academic expectations and integrity have not changed. Student work will be graded during any disruption to instruction, alternate schedule, or distance learning that occurs during the 2020-2021 school year.

## Points of Entry

Students may enter the school through any of the entrances listed below.

- Busses will unload and load at the PTC Cafeteria near the south parking lot.
- North Doors (Main Entrance) - Students must park personal vehicles in the north parking lot.
- Health Wing - Health students only
- Cosmetology - Cosmetology students only

## Temperature/Health Screening COVID-19

- Parents, please assist in ensuring your child does not attend PTC if they have been exposed to COVID-19, exhibit a fever, or are experiencing symptoms consistent with COVID-19 infection.
- Students, guests, and clients who are exhibiting symptoms of COVID-19 should not enter the facility.
- Assurance Statement: By accessing a PTC facility, you assure that you are symptom free, have not had close contact with a person with COVID-19 or contact with a sick person exposed to COVID-19 and do not have a temperature of 100.4 degrees or greater. For a list of up to date symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Bus riders will have their temperature taken before accessing bus transportation.
- Students entering PTC will have their temperature checked in each classroom.
- Guests, clients, and stakeholders will have their temperature checked at the reception desk, or upon entering their meeting location.
- Individuals who have a temperature of 100.4 degrees or greater will not be allowed access to any PTC facility.

## Bus Transportation

- Face coverings are required for the bus driver and anyone riding the bus.
- Students will observe social distancing requirements while on the bus if possible.
  - Every other seat will be marked to observe social distancing.
  - Family members will be encouraged to sit together to maximize space for other students.
- Windows open, weather permitting.
- Bus drivers will take each students' temperature before entering the bus.
- A student with a temperature of 100.4 degrees or greater will not be permitted access to the bus.
- Assurance: By accessing PTC bus transportation, you assure that you are symptom free, have not had close contact with a person with COVID-19 or contact with a sick person exposed to COVID-19, and do not have a temperature of 100.4

degrees or greater. For a list of up to date symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

- Upon arrival, PTC students will proceed directly to their classroom.
- After each bus route is complete, the bus will be sanitized.
- Hand sanitizer is available for students touching common surfaces.

### **Classroom Protocols**

- Face coverings are required on campus.
  - Face coverings may be excluded in specific industrial/shop areas where safety may be a concern.
  - Students must provide their own face coverings.
- Students exhibiting a temperature of 100.4 or higher will be sent home.
- If a student has a temperature of 100.4 degrees or greater, PTC will notify the high school, and parents/guardians.
- Students entering PTC will have their temperature checked upon entry to each classroom.
- All work stations and high touch areas will be disinfected after each class.
- Seating chart will be developed for students during on campus classroom activities.
- During more severe disruption of instruction Pioneer Technology Center may elect to incorporate additional learning strategies which deviate from the traditional CareerTech delivery model.
- Program specific protocols will be addressed by the classroom instructor.
- Additional protocols may be added as necessary.

### **Full Time Protocols**

- Assurance Statement: By accessing a PTC classroom, you assure that you are symptom free, have not had any exposure in the last 14 days, and do not have a temperature of 100 degrees or greater. For a list of up to date symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- If a staff member or student begins exhibiting symptoms of COVID-19 during the school day, they will be isolated, sent home immediately and encouraged to be tested.
- An isolation room will be used to house any students that display symptoms of illness, until arrangements for pick-up can be made.
- A quarantine may be required of students who have been exposed to COVID-19.
- If a student or employee has a temperature of 100.4 degrees Fahrenheit or higher, the student or employee should remain at home until the individual has been free of fever for twenty-four (24) hours without fever reducing medication.
- Visitors to the classroom will be limited to subject matter experts and guest speakers. Online presentations are encouraged.
- Guests will not be allowed access to individual classrooms.

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

### **Isolation Procedures**

- A student who exhibits a fever of 100.4 degrees or displays symptoms consistent with COVID-19, will be immediately isolated in a predetermined room. A parent/guardian will be contacted, and the student will be sent home.
- Students or staff who have been sent home due to temperature must remain out of school until fever free with no fever reducing medication for at least 24 hours.

### **Quarantine Protocol**

- Who Needs to Quarantine?

- Anyone who has been in close contact with someone who has COVID-19 or contact with a sick person exposed to a person with COVID-19. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.
- What counts as close contact?
  - Within 6 feet of someone who has COVID-19 for at least 15 minutes.
  - Provided care at home to someone who is sick with COVID-19.
  - Had direct physical contact with the person. (touched, hugged, or kissed them)
  - Shared eating or drinking utensils.
  - Somehow got respiratory droplets on you by sneezing or coughing.
- Student Exposure
  - Students who have been in close contact with any individual who tested positive for COVID-19 will be quarantined.
  - Students are expected to notify PTC if they have been exposed to COVID-19. The student must not attend class at PTC until the following conditions have been met:
    - Quarantine for 14 days after the last day in close contact with the person positive for COVID-19.
    - Should not attend work or school.
    - Should avoid public places for 14 days.
    - Monitor health for fever, cough, and shortness of breath.
    - Seek COVID-19 testing if experiencing symptoms.
  - The impacted student will be placed on distance learning for the duration of their quarantine.
- Student Positive for COVID-19
  - Students diagnosed with COVID-19 may not visit a school facility until the following criteria are met:
    - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
    - The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
    - At least 10 days have passed since symptoms first appeared.
    - If 10 days have passed since the first positive test and no symptoms have developed, the student can discontinue isolation and return to school.
    - Students displaying symptoms may return to school after two negative test results in a row, at least 24 hours apart. (To return to PTC, documentation of test results must be provided)
  - The impacted student will be placed on distance learning for the duration of their quarantine.
- Documentation must be provided for absences due to quarantine. The documentation will be evaluated by an Instructional Director concerning PTC's attendance policy. All online instructional requirements must still be completed during any quarantine.
- Letters, texts, or school communication that a positive COVID-19 case has been identified will be sent to staff and parents/guardians of the impacted students.
- A student who has tested positive for COVID-19 will be part of contact tracing procedures developed by the Kay County Health Department. Such tracing will require PTC to communicate the student's on-campus whereabouts/activities to the appropriate agency.

## **Culture of Safety and Hygiene**

- Face coverings are required on campus.
  - Face coverings may be excluded in specific industrial/shop areas where safety may be a concern.
  - Students must provide their own face coverings.
- PTC promotes a culture of good hygiene practices. Schools are essential for establishing good hygiene practices among students. Students will be reminded of coughing/sneezing etiquette, keeping hands away from the face and effectively washing their hands.
- Signage is placed around the campus to promote proper hygiene and highlight strategies to reduce exposure to COVID-19.

## School Cleaning Practices

- The PTC faculty, staff, and administration ensure high-touch services such as doorknobs, bathrooms, countertops, light switches, desks, drinking fountains and handrails are disinfected at least once daily and between use as much as possible to control the spread of viruses.
- Student computers and workstations will be disinfected after each class session.
- Other high-touch classroom areas will be disinfected after each class session.
- Hand sanitizer will be available to all students throughout the campus.

## Group Activities

Students and staff will limit participation in on campus large group activities through the duration of the 2020-2021 school year. Alternatives to school wide group activities such as video presentations and or online discussions will be considered before scheduling the event.

- No large in person activities will be conducted (i.e. Fun Friday, compliance training sessions, assemblies)
- The PTC Cafeteria is closed due to the Westward Expansion construction project. Food service options will be determined on an as needed basis.
- Student and staff groupings should remain as stable as possible by ensuring the same group of students remain together with the same staff.
- Graduations and awards ceremonies will be determined based upon current community health concerns.
- Visitors to the classroom will be limited to subject matter experts and guest speakers. Online presentations are encouraged.
- Guests will not be allowed access to individual classrooms.

## How to Communicate with Teachers

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

## Worksite Learning/Clinicals

- The Cosmetology program will be open and will provide services to clients. Clients seeking services must use an appropriate face covering, receive a temperature check, and/or follow the safety protocols of the Cosmetology Instructor. PTC will follow guidelines established by the Oklahoma State Board of Cosmetology and Barbering.
- Clinical rotations are available on a limited basis to post secondary students with the appropriate protective equipment.
- Off campus work site learning opportunities and clinical rotations are not currently available to high school students. The Oklahoma Department of Career and Technology Education is working to identify opportunities for high school students.

## Student Travel

- Student travel will be considered on a case by case basis.

## Computer Access

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

## Student Services

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

## Questions

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

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

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

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

## RESOURCES

### Government

- Federal: [Coronavirus.gov](https://www.cdc.gov/coronavirus/2019-ncov/)
- Federal: [CDC - Covid-19 Information Page](https://www.cdc.gov/coronavirus/2019-ncov/)
- State: [Oklahoma State Department of Health](https://www.ok.gov/health/)
- State: [Oklahoma Open Up and Recover Safely Plan](https://www.ok.gov/openup/) (Published April 22, 2020)
- County: [Kay County Health Department](https://www.kaycountyok.gov/health/)
- City of Ponca City: [Covid-19 Important Information](https://www.poncacityok.gov/covid-19/)

### Helpful Tools & Tips:

- [Covid-19 Self Checker](https://www.cdc.gov/coronavirus/2019-ncov/self-checker/) (CDC)
- [Covid-19 Screening Tool](https://www.cdc.gov/coronavirus/2019-ncov/screening-tool/) (Apple Developed)
- [How to Make a Face Covering](https://www.cdc.gov/coronavirus/2019-ncov/face-covering/) (Sew and No Sew Instructions)
- [Are you at High Risk?](https://www.cdc.gov/coronavirus/2019-ncov/risk/) (CDC)

### General Hygiene Tips

- Wash your hands frequently during the day for a minimum of 20 seconds using soap and water.
- Refrain from touching nose, mouth, face without washing hands immediately before and after.
- Proper sneeze/cough etiquette should be followed.
- Ensure you are familiar with the basic COVID-19 facts via the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/>

### CDC Workplace, School and Home Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

### CDC Guidance – Prevent Getting Sick

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

### CDC Cleaning Recommendations

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>



COVID-19 SAFETY PROTOCOLS		Green Level	Yellow Level	Orange Level 1	Orange Level 2	Red Level
<i>Oklahoma COVID-19 Alert System Cases based on 7 Day Average – out of 100K</i>		<1.43	1.43-14.38	14.39-24.99	25-49.99	>50
Full-Time Program Instruction	In-person instruction	X	X	X		
	A/B Scheduled Implemented -When Deemed Appropriate @ >20/100k			X		
	Online instruction - students on campus by appointment for skills				X	
	All online instruction, closure of campus to all students					X
Adult Training & Development	In-person instruction	X	X	X		
	Limiting of on campus instruction where social distancing is not possible			X		
	Online instruction - students on campus by appointment for skills				X	
	Services and training limited to online, closure of campus to all students/clients					X
Health Protocols	Require health assurance before entering campus	X	X	X	X	X
	Temperature checks in classrooms/meeting rooms		X	X	X	X
	Face coverings recommended in buildings where social distancing cannot be achieved for students, staff, and visitors	X				
	Face coverings required in buildings where social distancing cannot be achieved for students, staff, and visitors		X	X	X	X
	Face coverings required for bus drivers/riders	X	X	X	X	X
	Follow all protocols for district Continuation of Operation Plan	X	X	X	X	X
	Restrict outside guests/speakers to Full-Time Program classrooms	X	X	X	X	X
Activities	Work Based learning allowed as permitted by ODCTE* & SDE*	X	X	TBD	TBD	
	Clinical Rotations allowed as permitted by ODCTE*, SDE*, and OSDH*	X	X	TBD	TBD	
	Limiting of on campus public events where social distancing is not possible			X	X	
	Campus is not available for public use					X

\* ODCTE – Oklahoma Department of Career and Technology Education  
 SDE – Oklahoma State Department of Education  
 OSDH – Oklahoma State Department of Health

# Monthly Report

---

## August, 2020

---

### Meetings and Activities

- **July 15** – Accreditation team meeting; After Board Report Zoom Meeting with Staff
- 16 – Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting
- 17 – Centers for Workforce Excellence planning meeting; CTE Superintendent Advisory Committee Meeting with Dr. Mack
- 20 - Executive Team meeting; Admin Team Meeting; Program planning meeting
- 21 – FTP Continuation of Operations Planning meeting; Leadership Newkirk Graduation for Kahle Goff; Conference Call with Dr. Mack and CTE Superintendents
- 22 – Accreditation team meeting
- 23 – August Inservice/Okla Summit meeting planning; Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting
- 28 – OkACTE Division President’s Meeting
- 29 – Accreditation Team Meeting
- 30 – NW Hires Webinar – Centers for Workforce Excellence Applications;
- 31 – Mary Allan retirement party
- **August 3** – PTC All Staff Inservice
- 4 – 5 – Oklahoma Summit Virtual Conference
- 6 - 7 – PTC Inservice; PTC Westward Expansion Meeting
- 10 – CEA Pile-On

### Full-Time Programs

- Back to School Event – August 11<sup>th</sup> from 1-6, by appointment
- Continuation of Operations Plan released to the public in the middle of July 24<sup>th</sup>. Additional information has been updated in the plan regarding the OSDH COVID-19 Alert System and specific safety protocols PTC will be using with the various stages.
- Oklahoma Summit was an excellent virtual experience, and many staff who typically do not get to attend were able to join in the sessions. We appreciate the efforts our OkACTE and ODCTE took to ensure we start the year with some excellent professional development and resources for our classrooms.

### Business and Industry Services

- Molly Kyler was recognized for her leadership and community engagement at the Leadership Ponca City Graduation as the recipient of the Larry Hughes Leadership Award.
- We are scheduling a virtual meeting for August 25 to connect with our area partners and work on finalizing our application as a Center for Workforce

Excellence in North Central Oklahoma. We plan to submit the completed application in September for the Governor's Workforce and Economic Development Council to approve at their next quarterly meeting in October.

- PTC hosted a National Guard training in our EMS Training Center on July 30<sup>th</sup>. They were able to use our facilities to practice forcible entry and room search/clearing.
- PTC started another truck driver training CDL class on August 5<sup>th</sup>.
- AT&D Fall catalogs are out, and we are starting a couple of new offerings in the evening with Networking and IT classes.
- Short-term training has commenced for – CNA and welding.
- A blended bus driver training and inservice was provided for our area school bus drivers. There were some attendees in person, and the session was also broadcast remotely to allow those who wished to maintain distance for the event.

### Capital Planning

- Earthwork for the soil pad for the new roadway is expected to be completed this week. Excavation of soil is ongoing at north and west parking lot locations ahead of select soil fill installation and compaction.
- Plumbing trenches have been filled with concrete at north remodel area (new restrooms and storage room locations). Rebar reinforcement cages have been fabricated for installation at concrete pier locations. New building addition foundation layout has been performed and pier drilling has begun.
- Project is in 8th week of progress and on schedule. • Rainfall last week did result in some delay to earthwork and concrete work scope progress.

### Upcoming Events

- August 13<sup>th</sup> – First day of school
- August 24<sup>th</sup> – Accreditation Application Due
- September 10<sup>th</sup> – Area Superintendent Meetings Resume
- September 22-23<sup>rd</sup> – Accreditation Site Visit

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

### Business & Industry Services & Safety

- The BIS team conducted 139 one-on-ones/consults for a total of 138.5 counseling hours.
- Janet Schwabe had 15 marketing contacts.
- Ben Evans, Robert Howard, Jeff Lockett and Dawn Brakey provided technical assistance to clients resulting in client awards/client savings of approximately \$2,874,311.
- Jeff Lockett worked with eight farmers/ranchers on FSA loan packages.
- The BIS team also logged 3,106 contact hours with district clients.
- Our AT&D classes generated revenues of \$21,159.
- AT&D offered 3 on-campus classes, 3 offer certification.
  - CNA 5
  - School Bus Driver Training 6
  - School Bus Safety In-service 138
  - Total Students 149
- The revenue generated from our safety training is \$13,885.
- The summer truck driver training class finished and we've started another one. Johnny Thornburgh is working with John Thorpe at Central Tech to try to keep a steady schedule of classes going at Pioneer Tech.
- Corbin Dewitt and Sylvia Urioste provided customer service training for all of the Ponca Tribe's employees at the Fancy Dance Casino.
- Gail Boswell sent out Pioneer Tech BIS information to eleven new businesses in our district.
- Janet Schwabe and Molly Kyler are working with Traci and Kahle in preparing to be a Center for Workforce Excellence. The group is really tapping into Janet's technical writing skills.
- Pam Dickerson represented BIS in the development of the Continuation of Operation Plan.
- Molly Kyler participated an Oklahoma Manufacturing Alliance meeting with Traci and other CareerTech superintendents.
- Molly also worked with Leadership Oklahoma's program committee on they will handle their 34<sup>th</sup> class programming.
- Molly and Kahle facilitated a hybrid team building session for PTC in-service.
- Molly presented a spotlight session at the Oklahoma Summit, over 250 CareerTech professionals attended.
- Dawn Brakey graduated from this year's Leadership Ponca City class.
- Pioneer Tech's training tower was used by the National Guard.

### On the horizon...

- August 5-31 - Truck Driving Class – Central Tech – Johnny Thornburgh – Ronnie Pennington
- August 4-5 – Oklahoma Turnpike – Tractor & Attachments Safety – Mike Boon
- August 24-25 – Oklahoma Turnpike – Front End Loader Safety – Mike Boon

## **Communications & Marketing**

- Story written and highlighted in PC Monthly Magazine this month.
- Welcome information and new templates placed on Risevision for lobby and TV's throughout the building.
- New business cards were ordered for several different new employees and others who were running low. Angie Ogden created a new design, it's very cool.
- Updating by the Numbers report out for accreditation and the website.
- Had issues with web links and after several talks with PDG (web design company) we fixed the issue.
- Took photos of Truck Driver Training Graduates and began promoting the next class.
- Angie Ogden designed new logs for the Center for Workforce Excellence.
- Assisted with Mary Allan's retirement party, created a travel theme.
- New versions of the nondiscrimination policy were made and distributed throughout the building with help from Pam Dickerson and Karl Lynes.
- New face coverings were ordered and chosen from Eskimo Joe promo products for each student to receive.
- Costs sheets were replaced on the website.
- AT&D Schedule will hit mail boxes 8/8, we will begin placing AT&D courses on facebook to promote them.
- Staff changes were made on the website.
- Promoted staff positions that are open.
- Terri Busch worked on Accreditation design for the application and continues to work on that including creation of graphs.
- Back 2 School night appointment list was created in SignUpGenius.com. Students make individual appointments for Aug. 11<sup>th</sup> event. Surveys were also created along with a QR code for each classroom so visitors can take our short survey.
- Terri Busch held New Employee On-Boarding for 3 new employees. This is an overview of all the PTC does.
- Updates to social media occurred daily.
- Terri Busch promoted Corbin Dewitt's training for Family Vision Care of Ponca City. The Floor is Lava activity was a big hit.
- Changes were made to the Continuation of Operation plan and it is being posted on the website.

## **Instructional Services**

### **Instructional Directors**

- The Instructional Directors worked together to develop the PTC Continuation of Operation plan.
- Dr. Burkett, Kendra Keelin and Kahle Goff participated in an ODCTE Instructional Leaders Zoom Meeting discussing protocols for reopening schools.
- Kahle Goff, Dr. Burkett, and Kendra Keelin organized a regional Principals Meeting to discuss high school reopening plans.
- The Instructional Directors assisted in planning Mary Allan's retirement party.
- Kendra Keelin and Kahle Goff participated in Mary Allan's Surprise Virtual Retirement Party.
- Dr. Burkett, Kendra Keelin, and Kahle Goff participated in the Oklahoma Summit Virtual Conference.

- Kendra Keelin organized staff in-service for the first week of August.
- Kahle Goff participated in a Ponca City Park & Refraction Board Meeting.
- Kahle Goff participated in the Opportunity Center Executive Team Meeting and Board Meeting.
- Kahle Goff graduated from Leadership Newkirk.
- Dr. Burkett attended the Pioneer Woman Museum board meeting
- Dr. Burkett worked with an Ecollect representative and Mrs. Karnish on enrollment.

### **Practical Nursing**

- As of August 3<sup>rd</sup>, Michelle Tripp has transitioned to the Practical Nursing Coordinator.
- Michelle and her team have started interviewing candidates for the open Practical Nursing position.
- Practical Nursing classes resume on August 17<sup>th</sup> after the annual two-week break.
- New students will start on September 8<sup>th</sup>. We anticipate welcoming 12-15 new students.

### **Health, BITE and Special Programs**

#### Medical Assisting

- For the month of July, Ashley Eddinger has been getting acclimated to the classroom. She is currently going over the curriculum for the upcoming year, preparing, and prepping content for the students on google classroom and canvas as well as organizing the supply closet/exam room/lab room, and going over skills lab inventory at this time.

#### Children's Lab and Preschool

- July has been a month of settling in to the new numbers. We currently have 31 children enrolled. We are working on August changes in enrollment when some of our children will be transitioning to public school.
- Danielle Cross, Elaina Howe, and Heather Underwood have been working on preparing their fall curriculum to begin August 11. They have been very creative in giving the children a fun and exciting summer despite the Covid-19 restrictions.
- Lora Walton has been attending many various webinars on creating Trauma Sensitive classrooms.
- She attended the DHS and Dearing House sponsored Training, Conscious Discipline. Elaina joined Lora in attending the zoom training, All Children are Children with Special Needs through the CECPD.
- Lora Walton attended the Early Childhood Coalition meeting here at PTC as well as the North Central Partners Childcare Meeting through Zoom.
- Hosted 5 LPN nursing Clinicals.

#### ABE/HSE:

- Summer classes have been good.
- Enrolling by appointment only.
- Ponca Tribe Enrollment is scheduled for first week of August

#### SHARE:

- Started doing interviews for new students coming into SHARE program. Will continue next week.
- Had our first 2020-21 graduate finish last week.

#### New Beginning:

- 4 students became employed in their field of study
- 3 students completed their Work Key test for full time programs
- Our second Medical Assisting Student passed her RMA test
- Mrs. Burg has been working with TANF worker regarding student testing and enrollment
- Looking at new online programs for New Beginning students

#### **T&I and Service Programs**

##### Automotive

- Preparing online instructional materials through CDX - online curriculum
- upcoming training for new alignment machine
- arranging best possible arrangement of classroom and shop for social distancing
- Attended Oklahoma Summit

##### Construction

- Working on curriculum updates
- Attended Oklahoma Summit

##### Cosmetology

- Working on curriculum updates
- Attended Oklahoma Summit

##### Criminal Justice

- Working on curriculum updates
- Attended Oklahoma Summit

##### Culinary Arts

- Working on curriculum updates
- Preparing B127 as temporary classroom through the construction project
- Attended Oklahoma Summit

##### Firefighter/EMT

- EMT students have been coming in to prepare for, and take their national registry certification test. So far, 7 have taken the NREMT, and 6 have received their certifications.
- The 45th infantry division of the OK National Guard were on campus last week, training in the training facility.
- Attended Oklahoma Summit

##### Fleet & Facilities Management

- 2 students recently hired by Dorada Foods
- Working on curriculum updates
- Attended Oklahoma Summit

##### Industrial Tech

- Working on curriculum updates
- Worked with Festo rep on new trainers
- Visited with PCDA member to help with 3D printers
- Worked with MakerBot rep to fix 3D printers
- Attended Oklahoma Summit

##### Machine Tool

- Working on curriculum updates
- Working with new CNC Machine
- Set up new saw
- Attended Oklahoma Summit

Welding

- Working on curriculum updates
- Attended Oklahoma Summit

**Plant/Facilities**

- Westward building project on schedule, despite rain delays
- Weekly construction meetings
- In-service "Oklahoma Summit" August 4-5<sup>th</sup>, 2020.
- Bus driver in-service training on campus and virtual meeting.
- Fire hydrant water line break during constructing north parking lot and ground work.
- Bus annual inspections completed.
- Bus driver annual DOT physicals August 11<sup>th</sup>, 2020.
- Buses retrofitted for routine sanitizing and disinfecting before and after each route.

**PIONEER TECHNOLOGY CENTER**  
**PURCHASES OVER \$10,000**  
**Equipment/Furniture/Remodel or Repairs**  
**FY 2020-2021 August 11, 2020**

**GENERAL FUND**

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Computer Services (CARESAct Funding)	MNJ Technologies Direct Inc	(30) Logitech ConferenceCam MeetUp Video Conferencing Camera Microphone as detailed on quote	\$27,720.00
		<b>Total</b>	<b>\$27,720.00</b>

*(Other Quotes – CDW \$32,399.70 / Amazon \$29,670.00)*

**PIONEER TECHNOLOGY CENTER**  
**Part-time & Temporary Employment Contracts and/or Addenda to Contracts**  
**August 11, 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	08/01 – 08/31 (12 hrs)	300.00
Alex Eubank	IBEW Electrical Apprenticeship	08/13 – 08/31 (6 hrs)	202.20
Alex Eubank	IBEW Electrical Apprenticeship	09/01 – 09/30 (15 hrs)	516.00
Alex Eubank	IBEW Electrical Apprenticeship	10/01 – 10/30 (12 hrs)	412.80
Alex Eubank	IBEW Electrical Apprenticeship	11/03 – 11/27 (9 hrs)	309.60
Alex Eubank	IBEW Electrical Apprenticeship	12/01 – 12/31 (9 hrs)	309.60
Tyler Evans	School Bus Driver	07/13 – 07/20 (up to 25 hrs)	658.50
Tyler Evans	School Bus Inservice & Zoom prep	07/16 (16hrs)	421.44
Elaine Harman	ABE/HSE Math Instructor	08/01 – 08/31 (17.5 hrs)	437.50
Britton Hodge	Adjunct Firefighter Instructor	08/13 – 12/19 (up to 175 hrs)	20.00/hr
Anna Irwin	Good Leaders ask Great Questions	07/22 (Zoom meeting)	300.00
Tonya Jackson	ABE/ESL Instructor	08/01 – 08/31 (29 hrs)	725.00
Alisa McCleary	CNA Test	07/17 (3 hrs)	75.00
Tracy McCloud	ABE/HSE Instructor	08/01 – 08/31 (105 hrs)	2,730.00
Joni Murphy	ABE/HSE Instructor Osage County	08/01 – 08/31 (9.5 hrs)	237.50
Ashley O'Hara	CNA Test	07/07 (1.5 hrs)	37.50
Ashley O'Hara	CNA Test	07/15 (1.5 hrs)	37.50
James Page	School Bus Exam	07/18 (5 hrs)	125.00
James Page	School Bus Exam	07/21 – 08/20 (up to 25 hrs)	625.00
Diane Pendleton	ABE/HSE Instructor	08/01 – 08/31 (17.5 hrs)	437.50
Robert Peterson	IBEW Electrical Apprenticeship	08/13 – 08/25 (12 hrs)	404.40
Robert Peterson	IBEW Electrical Apprenticeship	08/27 – 08/31 (3 hrs)	103.20
Robert Peterson	IBEW Electrical Apprenticeship	09/01 – 09/30 (24 hrs)	825.60
Robert Peterson	IBEW Electrical Apprenticeship	10/01 – 10/30 (21 hrs)	722.40
Robert Peterson	IBEW Electrical Apprenticeship	11/03 – 11/27 (15 hrs)	516.00
Robert Peterson	IBEW Electrical Apprenticeship	12/01 – 12/31 (15 hrs)	516.00
Pam Powers	ABE/HSE Instructor	08/01 – 08/31 (147 hrs)	3,675.00
Kristina Reed	CNA – Revised dates	07/20 – 08/11 (M-F 8:30am-2:30pm)	2,178.00
Kristina Reed	MAT	08/13 – 08/14 (16 hrs)	352.00
Rebecca Stephens	ABE/HSE Instructor	08/01 – 08/31 (35 hrs)	875.00
Valerie Streeter	ABE/HSE Admin Clerical	08/01 – 08/31 (124 hrs)	1,736.00
Robert Wood	IBEW Electrical Apprenticeship	08/13 – 08/25 (12 hrs)	404.40
Robert Wood	IBEW Electrical Apprenticeship	08/27 – 08/31 (3 hrs)	103.20
Robert Wood	IBEW Electrical Apprenticeship	09/01 – 09/30 (24 hrs)	825.60
Robert Wood	IBEW Electrical Apprenticeship	10/01 – 10/31 (21 hrs)	722.40
Robert Wood	IBEW Electrical Apprenticeship	11/03 – 11/27 (15 hrs)	516.00
Robert Wood	IBEW Electrical Apprenticeship	12/01 – 12/31 (15 hrs)	516.00