

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, June 14, 2022, 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations - CTSO Contest Results, Ryan Burkett, Instructional Director
5. Discussion and vote to approve or not approve the Minutes of the May 10, 2022 regular Board of Education meeting
6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #21519-21662 in the amount of \$97,682.44; Building Fund #20094-20108 in the amount of \$59,084.40; Payroll - #70175-70185 in the amount of \$34,743.27).
7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - 7.A. Traci Thorpe, Superintendent/CEO
 - 7.B. Molly Kyler, Executive Director, Business & Industry Services
8. Discussion and vote to approve or not approve the recommended District map and Board Zones including the 2020 census population data -
9. Discussion and vote to approve or not approve revisions for the following policies: BEA - School Board Meetings, Agenda Preparation and Dissemination, BEC - Executive Sessions, DED - Sick Leave Bank Program, DEE - In and Out-of-State Travel, DEEC - Financial Sponsorship of Student Activities, FNFBA - Drugs, Alcohol and Contraband Searches, FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation, FO - Student Conduct, Behavior and Discipline, FOD - Suspension of Students and FOD-R - Suspension of Students, Regulation
10. Discussion and vote to approve or not approve revisions to the 2022-23 school calendar
11. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY23, as listed on Appendix A.

12. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix B1 and B2
13. Discussion and vote to approve or not approve a contract with Putnam and Company PLLC for audit of 2021-2022 school year.
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 FY23
15. Discussion and vote to approve or not approve a Resolution requesting Temporary Appropriations for General Fund and Building Fund for FY23 and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY23
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, 2022. (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).
17. Discussion and vote to approve or not approve Activity Fund Subaccounts for FY23 as listed on Appendix C.
18. Discussion and vote to approve or not approve the appointment of Stacey Rush as School Treasurer; Amanda Perez-Vargas as Deputy Treasurer; Erin Mercer as Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY23
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
20. Discussion and vote to approve or not approve opening a Career and Guidance Counselor position
21. Motion and vote to approve the employment of Katy Mayer, Receptionist
22. Motion and vote to approve the employment of Morgan Lesemann, Precision Machining Instructor
23. Motion and vote to approve the employment Cortney Horne, Career Development Facilitator
24. Motion and vote to approve or not approve the employment of Troy Buller, Visual Communications Instructor
25. Proposed Executive Session to discuss the FY23 salary schedules and staffing plan Okla. Stat. Title 25, 307(B)(1).

26. Vote to convene in Executive Session
27. Acknowledge return of the Board to Open Session
28. Board President statement of Executive Session minutes
29. Motion and vote to approve FY23 salary schedules and staffing plan
30. New Business
31. Public Comment
32. Motion and vote to adjourn

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

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

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, May 10, 2022 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

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

Board Members Present:

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

Also in attendance were Traci Thorpe, Ryan Burkett, Kendra Knight, Kahle Goff, Stacey Rush, Molly Kyler, Terri Busch, Jason Kubik and Allison Christy. Special guest was Kari Widener, Blackwell Schools.

3. Flag salute and moment of silence
4. Reports and Presentations - Kari Widener, Blackwell Gateway Partnership Program

Kari Widener brought some samples of projects and a data sheet. Great Robotics class with 10 active TSA students. Seven qualified for the National contest.

5. Discussion and vote to approve or not approve the Minutes of the April 12, 2022 regular Board of Education meeting

Motion to approve the Minutes of the April 12, 2022 regular Board of Education meeting passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

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

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #21323-21518 in the amount of \$377,092.59; Building Fund #20091-20093 in the amount of \$5,955.37; Payroll - None).

Motion to approve the Financial Report, Activity Fund Report and Encumbrances & Change Order Lists as presented passed with a motion by Mr. J.D. Soulek and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

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

7. 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

We have officially started graduation season. Many activities are happening this month. We welcomed Mike Orr back earlier this month. Gatehands graduated from the BIS Incubator. We have already had the NTHS ceremony and the PN Pinning Ceremony. Last week was 3rd graders. We hosted about 600 kids. It takes most everyone to make this event happen. Summer camp is Jun1-3 and it is full with 120 enrolled. We also have other camps for older kids and academies for specific programs. Student organizations have been competing, with some going to National conferences. The Basic Police Officer Certification application was approved. The first academy will start in July. Weld4Work is this week - Meridian and Autry are joining us. MJ&H continues to work with us on this project. Johnny Thornburgh accepted the PACE Economic Development award. We continue to keep an eye on legislation related to windfarm protests. Traci will be working on board zone redistricting. It is due to ODCTE by August. Zone numbers have decreased some since 2010. CareerTech budget - Dr. Denney and Skye McNeill shared that Flex benefit will be put into our funding automatically. We won't have to ask for it as a separate request. Skills Centers and Drop-out recovery might get some of the funding. We are getting closer on the building project. They are working on the remaining lights in conference center. Flooring next week. Already working on punch list in Cosmetology and Culinary Arts production kitchen. Still need more lighting in Cosmetology in some places. Kyla Carlson will be transferring to Kitchen Assistant when we have someone hired for her position. We have several retiring this summer - Pam Dickerson will have a small get together, Dr. Robert Howard's retirement celebration is June 8 and LaNell Reed's retirement celebration is June 15.

Kahle Goff, Executive Director, Full-Time Programs

Ben Evans, Dawn Brakey, Janet Schwabe, and Robert Howard provided technical assistance to clients, resulting in client awards/client savings of approximately \$2,767,576. BBQ with BIS is back. One of our teams qualified for National Skills USA. Kendra Knight, Kahle Goff and Ryan Burkett were awarded a grant for Capturing Kids Hearts and will be partnering with Meridian Technology Center. We will be training 18 from Pioneer Technology Center. It is the end of school year. The Awards ceremony is this Friday

8. Discussion and vote to approve or not approve cost increase (\$13,665) for the purchase of 2023 14-passenger bus, PO#21363 to Holt Truck Center

Motion to approve cost increase (\$13,665) for the purchase of 2023 14-passenger bus, PO#21363 to Holt Truck Center passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

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

9. Discussion and vote to approve or not approve out-of-state travel for Traci Thorpe, to present at the NCLA Best Practices Conference, September 28-30, 2022, North Falmouth, MA

Motion to approve out-of-state travel for Traci Thorpe, to present at the NCLA Best Practices Conference, September 28-30, 2022, North Falmouth, MA passed with a motion by Mr. J.D. Soulek and a second by Ms. Orva Rothgeb.

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

10. Discussion and vote to approve or not approve FY23 resource allocations to support Blackwell Gateway Partnership Program (\$25,000 per year plus \$2,000 for student organization contests)

Motion to approve FY23 resource allocations to support Blackwell Gateway Partnership Program passed with a motion by Mr. Laurence Beliel and a second by Ms. Debbie Leaming.

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

11. Discussion and vote to approve or not approve revisions to policy EN-R1, Student Certification/Licensing Examinations and Fees (Regulation)

Motion to approve revisions to policy EN-R1, Student Certification/Licensing Examinations and Fees (Regulation) passed with a motion by Ms. Orva Rothgeb and a second by Mr. J.D. Soulek.

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

12. Discussion and vote to approve or not approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY23 (\$239.00 increase from last year for a total of 4,439.00).

Motion to approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY23 (\$239.00 increase from last year for a total of 4,439.00). passed with a motion by Mr. J.D. Soulek and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

13. Discussion and vote to approve or not approve a contract with Statewide Marketing Cooperative Agreement for FY23 (\$13,750 - same as last year).

Motion to approve a contract with Statewide Marketing Cooperative Agreement for FY23 (\$13,750 - same as last year) passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

14. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix 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 Mr. J.D. Soulek and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

15. Motion and vote to approve contact renewals for employees listed on Appendix B (Instructors)

Motion and vote to approve contact renewals for employees listed on Appendix B (Instructors) passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

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

16. New Business

No New Business

17. Public Comment

No Public Comment

18. Board President, Gay Norris, adjourned the meeting at 7:21 pm.

Respectfully Submitted,

Allison N. Christy

Allison N. Christy
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:

General



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 21519 to PO: 21662

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
21519	OKACTE	MARKETING/TRAVEL- REGISTRATION	100.00	05/09/2022
21520	FIRST BANKCARD VISA	SUPT & EXECUTIVE DIR - STAFF TRAVEL LODGING	596.00	05/09/2022
21521	YOU SCIENCE	RESALE - SUPPLIES	112.00	05/09/2022
21522	AMAZON CAPITAL SERVICES	TEACHER PREP - SUPPLIES	109.99	05/10/2022
21523	STAPLES ADVANTAGE	SECONDARY MATH - SUPPLIES	496.31	05/10/2022
21524	STARLAS CREATIVE TEACHING	HCC I SUPPLIES	38.94	05/10/2022
21525	PONCA CUSTOM TEES	DROPOUT/SHARE - SUPPLIES	349.50	05/10/2022
21526	POCKET NURSE	HCC2 - SUPPLIES	662.67	05/10/2022
21527	STAPLES ADVANTAGE	DISABILITY/PLACEMENT - SUPPLIES	210.00	05/10/2022
21528	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	104.82	05/10/2022
21529	WAL-MART COMMUNITY CARD	SUMMER CAMP - SUPPLIES	185.79	05/10/2022
21530	TEACHERSPAYTEACHERS.COM	SUMMER CAMP - SUPPLIES	22.40	05/10/2022
21531	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	63.23	05/10/2022
21532	OKLAHOMA SKILLS USA	COSMO/AUTOMOTIVE/MECHAT RONICS STAFF TRAVEL REGISTRATION	500.00	05/11/2022
21533	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	38.74	05/11/2022
21534	MODERN COMBAT SPORTS	CRIMINAL JUSTICE - SUPPLIES	647.24	05/11/2022
21535	PROJECT LEAD THE WAY (PLTW)	SUMMER CAMP - SUPPLIES	144.50	05/11/2022
21536	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	62.82	05/11/2022
21537	HOBBY LOBBY	SUMMER CAMP - SUPPLIES	16.18	05/11/2022
21538	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	68.92	05/11/2022
21539	BRACE BOOKS & MORE	STAFF DEVELOPMENT - SUPPLIES	500.00	05/11/2022
21540	HUGHES LUMBER CO.	CONSTRUCTION TECH SUPPLIES	3,495.36	05/11/2022
21541	WAL-MART COMMUNITY CARD	SUMMER CAMP - SUPPLIES	501.22	05/11/2022
21542	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	137.93	05/11/2022
21543	STAPLES ADVANTAGE	HCC2 - SUPPLIES	251.47	05/11/2022
21544	PONCA CUSTOM TEES	MARKETING/ADVERTISING	3,363.58	05/11/2022
21545	DANNYS BBQ HEAD QUARTER, INC	ADVISORY COMMITTEE FOOD	86.38	05/11/2022
21546	PONCA CUSTOM TEES	RESALE - SUPPLIES	775.00	05/11/2022



PIONEER TECHNOLOGY CENTER

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From PO: 21519 to PO: 21662

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
21547	S&K DIRECT STEEL	WELDING SUPPLIES	525.00	05/12/2022
21548	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	38.79	05/12/2022
21549	BRANDTS ACE HARDWARE	GROUNDS SUPPLIES	389.48	05/12/2022
21550	FIRST BANKCARD VISA	STAFF TRAVEL - AIRFARE	2,502.88	05/12/2022
21551	OKLAHOMA DRUG & ALCOHOL TESTING LLC	AT& D - RESALE SUPPLIES	90.00	05/13/2022
21552	EARNHEART STATIONS	TANF STUDENT ASSISTANCE OTHER	5,000.00	05/13/2022
21553	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	803.74	05/13/2022
21554	AMAZON CAPITAL SERVICES	HCC I SUPPLIES	659.47	05/13/2022
21555	FARHA WHOLESALE COMPANY INC	CENTRAL SUPPLIES	1,820.00	05/13/2022
21556	OACP	CRIMINAL JUSTICE - STAFF TRAVEL REGISTRATION	310.00	05/13/2022
21557	HAT'S AUTO SUPPLY	FFM SUPPLIES	218.87	05/13/2022
21558	LOWE'S HOME CENTER INC	FFM SUPPLIES	659.57	05/13/2022
21559	MSC INDUSTRIAL SUPPLY CO	FFM SUPPLIES	417.16	05/13/2022
21560	GAVSON SALON CLASSICS	COSMETOLOGY SUPPLIES	491.33	05/13/2022
21561	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	206.97	05/13/2022
21562	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	49.00	05/13/2022
21563	ATWOODS	BPOC SUPPLIES	391.33	05/13/2022
21564	AMAZON CAPITAL SERVICES	BPOC SUPPLIES	62.54	05/13/2022
21565	BARNES BUILDING SUPPLY	CONSTRUCTION SUPPLIES	2,998.20	05/16/2022
21566	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	554.59	05/16/2022
21567	AMAZON CAPITAL SERVICES	AUTOMOTIVE - SUPPLIES	835.62	05/16/2022
21568	STAPLES ADVANTAGE	HCC2 AND MEDICAL ASSISTING - SUPPLIES	789.77	05/17/2022
21569	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	51.19	05/17/2022
21570	BOOMER TIRE	FFM REPAIR	98.58	05/17/2022
21571	FIRST BANKCARD VISA	COMPUTER SERVICES - SUPPLIES	16.17	05/17/2022
21572	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	71.00	05/17/2022
21573	DR. WILLIAM STUEVER	TANF STUDENT ASSISTANCE OTHER	110.00	05/17/2022



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From PO: 21519 to PO: 21662

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
21574	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	117.75	05/17/2022
21575	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	237.97	05/18/2022
21576	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	145.00	05/18/2022
21577	STAPLES ADVANTAGE	ACADEMIC/ASSESSMENT CENTER - SUPPLIES	628.04	05/18/2022
21578	AMAZON CAPITAL SERVICES	ACADEMIC/ASSESSMENT - SUPPLIES	240.99	05/18/2022
21579	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	661.26	05/18/2022
21580	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	468.48	05/18/2022
21581	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	459.27	05/18/2022
21582	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	255.11	05/18/2022
21583	CAREER TECH PRINTING SERVICES	MARKETING/SUPPLIES	27.00	05/19/2022
21584	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	52.25	05/19/2022
21585	LOWE'S HOME CENTER INC	AUTO TECH EQUIPMENT	470.10	05/19/2022
21586	STAPLES ADVANTAGE	ACADEMIC ASSESSMENT - SUPPLIES	500.00	05/19/2022
21587	AMERICAN HEART ASSOCIATION	SAFETY / RESALE SUPPLIES	1,563.10	05/23/2022
21588	X-CEL BADGE & ENGRAVING C	MARKETING - ADVERTISING	12.75	05/23/2022
21589	TECH LABS	IT&D INSTRUCT - SUBSCRIPTION	120.00	05/23/2022
21590	DIAMEDICAL USA	PN SUPPLIES	464.04	05/23/2022
21591	POCKET NURSE	PN SUPPLIES	329.67	05/23/2022
21592	MED-VET INTERNATIONAL	PN SUPPLIES	106.83	05/23/2022
21593	SNAP-ON INDUSTRIAL TOOLS	AUTO SERVICE - TRAVEL REGISTRATION	295.00	05/23/2022
21594	STAPLES ADVANTAGE	PN SUPPLIES	106.16	05/23/2022
21595	AMAZON CAPITAL SERVICES	PN SUPPLIES	1,100.67	05/23/2022
21596	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	199.74	05/24/2022
21597	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	40.00	05/24/2022
21599	NORTHERN OKLAHOMA COLLEGE	TANF STUDENT ASSISTANCE OTHER	999.80	05/24/2022
21600	AMAZON CAPITAL SERVICES	BPOC SUPPLIES	159.90	05/24/2022



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From PO: 21519 to PO: 21662

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
21601	STAPLES ADVANTAGE	BIS ADMIN - SUPPLIES	120.00	05/24/2022
21602	AMAZON CAPITAL SERVICES	MARKETING/SUPPLIES	53.05	05/24/2022
21603	AMAZON CAPITAL SERVICES	SUPERINTENDENT SUPPLIES	53.05	05/24/2022
21604	WAL-MART COMMUNITY CARD	COMPUTER SERVICES -- REPAIRS	570.96	05/25/2022
21605	LOWE'S HOME CENTER INC	COMPUTER SERVICES -- SUPPLIES / REPAIRS	339.04	05/25/2022
21606	STAPLES ADVANTAGE	FINANCE - SUPPLIES	713.24	05/25/2022
21607	NORTHERN SAFETY & INDUSTRIAL	FIREFIGHTER - CONSUMABLE SUPPLIES	1,887.86	05/26/2022
21608	G & H BUSINESS SOLUTIONS	SAFETY / SUPPLIES	1,005.00	05/26/2022
21609	HARTMAN PUBLISHING INC	AT&D RESALE BOOKS	1,543.75	05/26/2022
21610	SPEAK NOW FILM CO.	MARKETING/ADVERTISING	1,500.00	05/26/2022
21611	STAPLES ADVANTAGE	CENTRAL, LEADERSHIP DEV, SBM/BIS SOLUTION, BIS COORD - SUPPLIES	1,371.17	05/26/2022
21612	STANDING BEAR FOUNDATION	DIRECTOR TRAVEL	150.00	05/26/2022
21613	AMAZON CAPITAL SERVICES	AT&D SUPPLIES	518.89	05/27/2022
21614	STAPLES ADVANTAGE	BID ASSISTANCE SUPPLIES	363.96	05/27/2022
21615	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	27.60	05/31/2022
21616	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	403.60	05/31/2022
21617	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	15.00	05/31/2022
21618	LEADERSHIP OKLAHOMA	SUPERINTENDENT TRAVEL AND REGISTRATION	3,200.00	05/31/2022
21619	SAFELITE FULFILLMENT INC	TANF STUDENT ASSISTANCE OTHER	359.99	06/02/2022
21620	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	52.25	06/02/2022
21621	WAL-MART COMMUNITY CARD	TANF CONSUMABLE SUPPLY	126.30	06/02/2022
21622	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	275.00	06/02/2022
21623	ATWOODS	TANF STUDENT ASSISTANCE OTHER	104.98	06/02/2022
21624	LAMPTON WELDING SUPPLY	TANF STUDENT ASSISTANCE OTHER	121.88	06/02/2022
21625	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	247.95	06/02/2022



PIONEER TECHNOLOGY CENTER

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From PO: 21519 to PO: 21662

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
21626	STAPLES ADVANTAGE	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	300.00	06/02/2022
21627	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE	16.96	06/02/2022
21628	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	400.00	06/02/2022
21629	ATWOODS	TANF STUDENT ASSISTANCE OTHER	119.99	06/02/2022
21630	LAMPTON WELDING SUPPLY	TANF STUDENT ASSISTANCE OTHER	119.80	06/02/2022
21631	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	600.00	06/02/2022
21632	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	400.00	06/02/2022
21633	ATWOODS	TANF STUDENT ASSISTANCE OTHER	119.98	06/02/2022
21634	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	700.00	06/02/2022
21635	ATWOODS	TANF STUDENT ASSISTANCE OTHER	119.99	06/03/2022
21636	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	195.00	06/03/2022
21637	EARNHEART STATIONS	TANF STUDENT TRANSPORTATION ASSISTANCE	2,000.00	06/03/2022
21638	UNITED COMMUNITY ACTION PROGRAM, INC	TANF STUDENT TRANSPORTATION ASSISTANCE	1,000.00	06/03/2022
21639	STANDLEY SYSTEMS	BID ASSISTANCE SUPPLIES	653.00	06/06/2022
21640	TS FORK	CULINARY - RESALE FOOD	504.00	06/06/2022
21641	AMAZON CAPITAL SERVICES	AUTO TECH - SUPPLIES	390.00	06/06/2022
21642	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	335.00	06/06/2022
21643	STAPLES ADVANTAGE	ACADEMIC ASSESSMENT CENTER - SUPPLIES	400.00	06/06/2022
21644	BEN E. KEITH FOODS-OKLAHOMA	CHILDREN'S LAB KITCHEN - SUPPLIES	388.96	06/06/2022
21645	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER	101.00	06/06/2022
21646	DR. WILLIAM STUEVER	TANF STUDENT ASSISTANCE OTHER	90.00	06/06/2022



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 21519 to PO: 21662

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
21647	WAL-MART COMMUNITY CARD	TANF BOOKS	1.94	06/06/2022
21648	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	9.90	06/06/2022
21649	STAPLES ADVANTAGE	TANF/ABE - SUPPLIES	5,730.32	06/06/2022
21650	WAL-MART COMMUNITY CARD	ABE/HSE - BOOKS	680.12	06/06/2022
21651	MAKEKINGS	SUPPLIES - MECHATRONICS	610.00	06/06/2022
21652	AMAZON CAPITAL SERVICES	CHILDRENS LAB - DHS GRANT SUPPLIES	624.17	06/07/2022
21654	SHERWIN WILLIAMS CO	CHILDRENS LAB - DHS GRANT SUPPLIES	194.47	06/07/2022
21655	LOWE'S HOME CENTER INC	CHILDRENS LAB - DHS GRANT SUPPLIES	329.32	06/07/2022
21656	CONSTRUCTIVE PLAYTHINGS	CHILDRENS LAB - DHS GRANT SUPPLIES AND EQUIPMENT	225.32	06/07/2022
21657	KAPLAN EARLY LEARNING COMPANY	CHILDRENS LAB - DHS GRANT SUPPLIES AND EQUIPMENT	5,875.80	06/07/2022
21658	KODO	CHILDRENS LAB - DHS GRANT SUPPLIES AND EQUIPMENT	5,496.50	06/07/2022
21659	SOONER STATE PATTERN WORKS INC	EXIST INDUSTRY - PROF SERVICES	5,800.00	06/07/2022
21660	REALLY GOOD STUFF	CHILDRENS LAB - DHS GRANT SUPPLIES AND EQUIPMENT	705.76	06/07/2022
21661	RYAN GOODMAN	IT&D INSTRUCT - PROF SERVICES	3,000.00	06/07/2022
21662	STOLHAND-WELLS GROUP	BLDG MT - SUPPLIES	759.50	06/08/2022
		Current Encumbered	97,682.44	



PIONEER TECHNOLOGY CENTER

From: 07 May 2022 to: 09 Jun 2022

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

PO #	Vendor Name	General Description	Amount	Date
20001	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	-600.00	07/01/2021
20002	NEWKIRK HERALD JOURNAL	BLANKET PO	-369.20	07/01/2021
20004	TONKAWA NEWS	BLANKET PO	-300.00	07/01/2021
20005	FAIRFAX CHIEF	BLANKE PO	-365.00	07/01/2021
20006	ADPC	BLANKET PO	-1,000.00	07/01/2021
20007	AF PLAN SERVE	BLANKET PO	-119.00	07/01/2021
20009	AT&T	BLANKET PO	-740.00	07/01/2021
20010	AT&T LONG DISTANCE	BLANKET PO	-229.15	07/01/2021
20013	BRANDTS ACE HARDWARE	BLANKET PO	-229.61	07/01/2021
20015	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	-786.19	07/01/2021
20017	CARYS SEPTIC LLC	BLANKET PO	-44.00	07/01/2021
20020	CROSS OIL CO.	BLANKET PO	1,900.00	07/01/2021
20021	DEMPEWOLF STORAGE	BLANKET PO	-700.00	07/01/2021
20022	EDUCATION TO GO	BLANKET PO	-500.00	07/01/2021
20023	EVCO	BLANKET PO	750.00	07/01/2021
20024	FARHA WHOLESALE COMPANY INC	BLANKET PO	4,132.46	07/01/2021
20025	FIRST BANKCARD VISA	BLANKET PO	-6,590.44	07/01/2021
20026	FIRST BANKCARD VISA	BLANKET PO	-1,645.12	07/01/2021
20028	GALAXIE BUSINESS EQUIPMENT INC	BLANKET PO	-17.00	07/01/2021
20029	GREAT AMERICAN FINANCIAL SERVICES	BLANKET PO	-2,540.04	07/01/2021
20038	ODCTE	BLANKET PO	1,500.00	07/01/2021
20042	O'REILLY AUTOMOTIVE INC	BLANKET PO	1,015.80	07/01/2021
20045	PDG+CREATIVE	BLANKET PO	-2,218.75	07/01/2021
20052	QUALITY WATER SERVICES INC	BLANKET PO	-500.00	07/01/2021
20054	ROSENSTEIN, FIST & RINGOL	BLANKET PO	-1,322.00	07/01/2021
20058	STATE BEAUTY SUPPLY-PONCA CITY	BLANKET PO	1,000.00	07/01/2021
20059	STRATA LEADERSHIP LLC	BLANKET PO	-446.92	07/01/2021
20060	STUDENT CERTIFICATIONS	BLANKET PO	3,500.00	07/01/2021
20062	T-MOBILE	BLANKET PO	-300.00	07/01/2021
20065	TRAVEL (STAFF)	BLANKET PO	-1,708.35	07/01/2021
20066	UNIVERSAL PREMIUM FLEET CARD	BLANKET PO	-1,007.41	07/01/2021
20067	UPS	BLANKET PO	3,500.00	07/01/2021



PIONEER TECHNOLOGY CENTER

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

From: 07 May 2022 to: 09 Jun 2022

PO #	Vendor Name	General Description	Amount	Date
20088	FIRST BANKCARD VISA	MARKETING SUPPLIES	-36.00	07/01/2021
20099	KAY COUNTY ELECTION BOARD	ELECTION SERVICES	-10,000.00	07/01/2021
20106	MODERN SALON	SUBSCRIPTION COSMO	5.00	07/01/2021
20115	OKLA DEPARTMENT OF LABOR	AT&D INSTRUCTIONAL SUPPLIES	-250.00	07/01/2021
20131	SALON IRIS	COSMO SUBSCRIPTION	-6.00	07/01/2021
20716	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-42.00	11/05/2021
20967	MSC INDUSTRIAL SUPPLY CO	FFM SUPPLIES	-281.60	01/19/2022
20975	ISCET	MECHATRONICS - SUPPLIES	-250.00	01/20/2022
20986	SHANGRI-LA RESORT	BIS TRAVEL LODGING	-20.92	01/21/2022
20993	PIONEER TECH FOOD SERVICE	SHARE - STUDENT ASSISTANCE	-2,713.00	01/24/2022
20998	TIMCO	PRECISION MACHINING - REPAIRS	-1,181.95	01/24/2022
21041	FIRST BANKCARD VISA	STAFF DEVELOPMENT-TRAVEL LODGING	2,775.00	02/01/2022
21077	STAPLES ADVANTAGE	FINANCE - SUPPLIES	-50.97	02/10/2022
21083	BEST WESTERN PLUS YUKON	FINANCE STAFF TRAVEL - LODGING	-8.00	02/14/2022
21162	JENKINS & PRICE	BUILDING MAINT/SUPPLIES	-3.00	03/09/2022
21175	HOLT TRUCK CENTERS	BUS MAINT REPAIRS	-500.00	03/15/2022
21186	FIRST BANKCARD VISA	CHILD LAB & PRESCHOOL - SUPPLIES	-40.00	03/21/2022
21187	WAL-MART COMMUNITY CARD	HCC1 - SUPPLIES	-198.00	03/21/2022
21198	BEST WESTERN TIMBER RIDGE	BIS COORD -TRAVEL LODGING	-3.00	03/22/2022
21216	LOWE'S HOME CENTER INC	CONSTRUCTION TECH SUPPLIES	-114.70	03/24/2022
21226	PLAY WITH A PURPOSE	CHILDREN'S LAB EQUIPMENT	37.44	03/25/2022
21232	LAERDAL MEDICAL CORP	HEERF3 - EQUIPMENT - NURSING	-55.80	03/25/2022
21235	A/C EQUIPMENT REPAIRS	BUILDING MAINT. EQUIPENT	-250.00	03/25/2022
21242	KUSTOM SIGNALS	BPO EQUIPMENT	-2,485.00	03/25/2022
21247	DELL MARKETING LP	BITE INFO TECH EQUIPMENT	-890.04	03/25/2022
21248	SCHOOL SAVERS	ACADEMIC MATH EQUIPMENT	-626.35	03/25/2022



PIONEER TECHNOLOGY CENTER

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

From: 07 May 2022 to: 09 Jun 2022

PO #	Vendor Name	General Description	Amount	Date
21255	REALLY GOOD STUFF	CHILDRENS LAB (OKDHS GRANT) SUPPLIES	-842.65	03/28/2022
21256	BEST WESTERN TIMBER RIDGE	LEADERSHIP DEVELOPMENT - TRAVEL LODGING	0.95	03/28/2022
21258	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROFESSIONAL SERVICES	700.00	03/29/2022
21263	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROFESSIONAL SERVICES	-700.00	03/29/2022
21276	KAPLAN EARLY LEARNING COMPANY	CHILDRENS LAB (OKDHS GRANT) SUPPLIES	-4,831.95	03/30/2022
21290	DOMINOS PIZZA	RESALE FOOD	-22.08	04/05/2022
21291	BRACE BOOKS & MORE	STAFF DEVELOP - SUPPLIES	-30.15	04/05/2022
21308	BUMPER TO BUMPER EASY CDL	AT&D - RESALE BOOKS	-430.90	04/06/2022
21313	JENKINS & PRICE	BLDG MAINT - SUPPLIES (ARP/HEERF3)	-3.00	04/07/2022
21329	WAL-MART COMMUNITY CARD	HCC2 - SUPPLIES	-206.52	04/11/2022
21332	HOBBY LOBBY	HCC2 - SUPPLIES	-327.50	04/11/2022
21355	DOMINOS PIZZA	RESALE FOOD	-29.00	04/13/2022
21360	SCHOOLGIRL STYLE	TEACHER PREP SUPPLIES	-7.98	04/14/2022
21361	COMMUNITY PLAYTHINGS	CHILDRENS LAB - EQUIP (OKDHS GRANT)	-2,004.75	04/14/2022
21363	HOLT TRUCK CENTERS	FLEET - NEW BUS	13,665.00	04/14/2022
21364	VILLAGE SCREEN PRINT	TEACHER PREP - TEACH OKLA - SUPPLIES	-4.90	04/14/2022
21373	STAPLES ADVANTAGE	ABE CONSUMABLE SUPPLIES	-0.44	04/18/2022
21376	MERRIFIELD OFFICE PLUS	BUILDING MAINT/SUPPLIES	-10.00	04/18/2022
21380	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-6.93	04/19/2022
21381	GALLS	CRIMINAL JUSTICE - SUPPLIES	499.80	04/19/2022
21388	AFFAIRS TO REMEMBER	CULINARY SERVICES - RESALE FOOD	-90.00	04/20/2022
21394	FIRST BANKCARD VISA	INFO TECH - SUPPLIES	-69.99	04/20/2022
21404	GOODHEART-WILCOX CO., IN	TEACHER PREP BOOKS	-751.31	04/21/2022
21406	ELSEVIER	BIOMED BOOKS	-386.01	04/21/2022
21408	CAREER SAFE ONLINE	MEDICAL ASSISTING BOOKS/RESALE	-408.00	04/21/2022
21411	ELSEVIER	MEDICAL ASSISTING BOOKS/RESALE	-5,651.90	04/21/2022



PIONEER TECHNOLOGY CENTER

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

From: 07 May 2022 to: 09 Jun 2022

PO #	Vendor Name	General Description	Amount	Date
21413	CENGAGE LEARNING	HCC1 BOOKS	-102.00	04/21/2022
21414	ELSEVIER	HCC1 BOOKS	-165.20	04/21/2022
21426	HOBBY LOBBY	COSMETOLOGY SUPPLIES	-1.50	04/21/2022
21432	PONCA CUSTOM TEES	MARKETING/ADVERTISING	-13.25	04/22/2022
21438	LOWE'S HOME CENTER INC	BUILDING MAINT/SUPPLIES	-12.70	04/22/2022
21443	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	-1.04	04/26/2022
21446	AMAZON CAPITAL SERVICES	HCC2 - SUPPLIES	7.39	04/26/2022
21456	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	-11.36	04/29/2022
21457	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	-61.65	04/29/2022
21459	HOBBY LOBBY	SHARE - INSTRUCTIONAL SUPPLIES	-109.37	04/29/2022
21463	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-72.86	04/29/2022
21468	STAPLES ADVANTAGE	SUPPLIES STUDENT SERVICES/COUNSELING	2.52	05/02/2022
21469	PONCA CUSTOM TEES	RESALE SUPPLIES	-215.50	05/02/2022
21470	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-422.02	05/02/2022
21473	WAL-MART COMMUNITY CARD	HCC2 - SUPPLIES	-42.32	05/02/2022
21475	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	-4.37	05/03/2022
21476	JENKINS & PRICE	BUILDING MAINT/SUPPLIES	105.44	05/03/2022
21480	ACTION TARGET	BASIC PEACE OFFICER CERT - SUPPLIES	-1.46	05/04/2022
21481	MNJ TECHNOLOGIES DIRECT, INC	COMP SERVICES EQUIPMENT	-50.00	05/04/2022
21482	B&H PHOTO-VIDEO	COMPUTER SERVICES EQUIPMENT	-838.00	05/04/2022
21485	FIRE PROTECTION PUBLICATIONS	FF/EMS BOOKS	36.80	05/04/2022
21486	FIRE PROTECTION PUBLICATIONS	RESALE BOOKS FF/EMS	-264.80	05/04/2022
21490	LOWE'S HOME CENTER INC	BUILDING MAINT/SUPPLIES	-14.90	05/04/2022
21492	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	-1.00	05/04/2022
21498	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	-100.00	05/05/2022



PIONEER TECHNOLOGY CENTER

From: 07 May 2022 to: 09 Jun 2022

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

PO #	Vendor Name	General Description	Amount	Date
21499	FIRST BANKCARD VISA	STAFF/STUDENT TRAVEL - AIRFARE COMSO, DIR OF INSTRUCTION, CONSTRUCTION, MECHATRONICS	-840.25	05/05/2022
21500	FIRST BANKCARD VISA	CULINARY STAFF/STUDENT TRAVEL AIRFARE	-390.08	05/05/2022
21502	AMAZON CAPITAL SERVICES	VISUAL COMMUNICATIONS EQUIPMENT	4.99	05/05/2022
21506	AMAZON CAPITAL SERVICES	MARKETING/NFO TECH/VISUAL COMM EQUIPMENT/SUPPLIES	-3,332.78	05/05/2022
21508	A/C EQUIPMENT REPAIRS	BLDING MAINT REPAIRS	-1.25	05/05/2022
21510	FIRST BANKCARD VISA	STAFF TRAVEL - LODGING	-4.38	05/06/2022
21512	FIRST BANKCARD VISA	CS, EXEC DIRECTORT STAFF TRAVEL/CS, MECH., CT STUDENT TRAVEL - MEALS AND MISC	500.00	05/06/2022
21518	FIRST BANKCARD VISA	BOARD TRAVEL LODGING	-4.38	05/06/2022
	GEN FUND-FOR OPERAT TOTAL:		-32,540.30	
	REPORT TOTAL:		-32,540.30	



PIONEER TECHNOLOGY CENTER

Building
Encumbrance For Board Approval

From PO: 20094 to PO: 20108

BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
20094	LOCKE SUPPLY	BLDG MAINT - MAJOR REPAIRS REMODEL	6,729.36	05/09/2022
20095	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS REMODEL	4,995.00	05/10/2022
20096	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS REMODEL	1,600.00	05/11/2022
20097	STOLHAND-WELLS GROUP	BLDG MAINT - NEW CONSTRUCTION SERVICES	1,300.00	05/11/2022
20098	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS REMODEL	2,700.00	05/12/2022
20099	CONTRACT DRAPERY & BLIND INC	BLDG MAINT - NEW CONSTRUCTION SERVICES	1,650.00	05/16/2022
20100	SALON EQUIPMENT AND DESIGN OF OKLAHOMA	BLDG MAINT - NEW CONSTRUCTION SERVICES	480.00	05/18/2022
20101	CAINS LAWN CARE	LAWN CARE SERVICES	200.00	05/18/2022
20102	STOLHAND-WELLS GROUP	NEW CONSTRUCTION SERVICES	1,122.00	05/24/2022
20103	ENDEX OF OKLAHOMA INC	MAJOR REPAIRS/REMODEL	2,942.00	05/24/2022
20104	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS/REMODEL	3,750.00	06/03/2022
20105	ANDERSON FLOORING	BLDG MAINT - REPAIRS	720.72	06/03/2022
20106	TOPCO DISTRIBUTING	BLDG MAINT - MAJOR REMODEL REPAIRS	3,348.00	06/06/2022
20107	TRU TECHNOLOGIES	BUILDING MAINT - MAJOR REMODEL/REPAIR	6,500.17	06/07/2022
20108	LOCKE SUPPLY	BUILDING MAINT MAJOR REPAIR/REMODEL	21,047.15	06/07/2022
Current Encumbered			59,084.40	



PIONEER TECHNOLOGY CENTER

From: 07 May 2022 to: 09 Jun 2022

Encumbrance For Board Approval
X CHANGE ORDER REPORT
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
20008	SHL US LLC	COMPUTER SERVICES - SOFTWARE RENEWAL	-3,955.65	07/01/2021
20011	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SOFTWARE RENEWAL	-300.00	07/01/2021
20061	LOCKE SUPPLY	BLDG MAINT - MAJOR REPAIRS REMODEL	-300.00	01/11/2022
20068	AIR SYSTEMS & PUMP SOLUTIONS	BLDG MAINT - REPAIRS	-986.21	01/27/2022
20069	LOCKE SUPPLY	BLDG MAINT - MAJOR REPAIRS REMODEL	262.23	01/28/2022
20071	STOLHAND-WELLS GROUP	BLDG MAINT REPAIRS	280.00	02/01/2022
BUILDING FUND TOTAL:			-4,999.63	
REPORT TOTAL:			-4,999.63	

Payroll



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 70175 to PO: 70185

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70175	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	1,745.44	05/18/2022
70176	MUNGER, JOHN R	PAYROLL ENCUMBRANCE	1,556.86	05/18/2022
70177	BROWN, LORI L	PAYROLL ENCUMBRANCE	7,702.07	05/18/2022
70178	DENKE, MELODY J	PAYROLL ENCUMBRANCE	4,590.34	05/18/2022
70179	FARMER, AMANDA R	PAYROLL ENCUMBRANCE	4,082.76	05/18/2022
70180	HAAS, HUDSON M	PAYROLL ENCUMBRANCE	1,873.11	05/18/2022
70181	MAYER, KATHRYN N	PAYROLL ENCUMBRANCE	3,588.02	05/23/2022
70182	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	2,096.81	06/02/2022
70183	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	2,094.54	06/02/2022
70184	CLARK, CAITLYN J	PAYROLL ENCUMBRANCE	344.07	06/02/2022
70185	LESEMANN, MORGAN	PAYROLL ENCUMBRANCE	5,069.25	06/07/2022
		Current Encumbered	34,743.27	

Monthly Report

June, 2022

Meetings and Activities

- **May 11** – KPNC Guest Host; Legislative Committee Conference Call; After Board Meeting Report to PTC staff
- 12 – TANF budget and staffing discussion with Wendy B, Kendra K and Kahle G; Peachtree Landing Board meeting
- 13 – PTC Awards Program; 2nd Interview Receptionist position; PTC Westward Expansion Meeting; Woodland HS Graduation
- 14 – Tonkawa HS Graduation
- 16 – Admin Team meeting; CTE Legislative Committee Zoom; Cosmetology Lighting Tour/Discussion with PEC, Architects and Project Manager
- 17 – SHARE/Medical Assisting Graduations
- 18 – PTC Rezoning meeting with Tricia Hines, GIS Coordinator/Policy Analyst, Ok House of Representatives;
- 19 – RCB Bank Board meeting;
- 20 – B&I Breakfast with Spencer Grace and Larry Green, Ok Department of Wildlife Game Wardens; Superintendent Advisory Committee Meeting with Dr. Denney; PTC Westward Expansion Meeting; Ponca City HS Graduation
- 23 – Core Planning Team meeting
- 24 – PC Chamber Board meeting; ABE/HSE Graduation
- 25 – Student Services staffing discussion with Lori Evans and Kahle Goff; AVL Conference Center media training
- 26 – Precision Machining position second interview; State Superintendent of Public Instruction candidate, April Grace, luncheon at Ponca City Country Club; Salary Schedule discussion with Stacey Rush, JD Soulek and Gay Norris
- 27 – PTC End of the Year Goals Celebration; Fire alarm testing
- 30 – Memorial Day Holiday – Campus Closed
- 31 – Partition training for conference center; May/June Staff Birthday Luncheon; CTE Accreditation Advisory Committee Zoom meeting
- **June 1** – Summer Camp; 1 Million Cups with Sean Grigsba, Defensability Firearms Training
- 2 – UC Board Meeting; PTC Westward Expansion Meeting; PC Chamber Education and Workforce Committee Meeting
- 3 – Blackwell Industrial Authority Partnership Breakfast; Pam Dickerson Retirement Luncheon

Full-Time Programs

- PTC hosted Summer camp June 1-3 for 120ish students. They were able to explore 10 different PTC programs. This week we are hosting Construction and Criminal Justice Academies. We still have openings in four of the eight academies for 8th-10th graders scheduled in June and July: Horsepower, Firefighting, Mechatronics and Salon Academies.
- PTC had several students and instructors participating in the SkillsUSA Student Leadership Institute; later this month, students for HOSA and SkillsUSA will be attending their national conferences.
- The PTC BPOC program's first academy is scheduled to begin in July, and we are anticipating 8 students for this first class.
- PTC was notified that our ARPA grant proposal related to Practical Nursing has been approved to move forward in the funding process. Kahle G and Traci attended the legislative working group committee meetings for Education and Human Services subcommittee and the main working group to be available for questions as the committees vetted the proposals. On the 13th, the full legislature will vote on the

funding for the CTE requests that the working group committees have approved. The CTE proposals moving forward are geared toward equipment and facilities to assist in increasing the output of Practical Nurses. For PTC, this funding will be utilized for some additional equipment and resources to assist in implementing a twelfth-grade pathway into Practical Nursing. Pending full approval, we will begin working on the process of implementation and hope to have the new pathway ready by FY24. We have until 2026 to expend the allocated funds.

Business and Industry Services

- A retirement luncheon was held for Pam Dickerson on June 3rd, and a retirement reception for Robert Howard was hosted at PTC on June 8th.
- Janet Schwabe hosted a 30th year celebration of our PTC Incubator. We've had 61 companies since 1992. Several of our former tenants attended the celebration and shared about their businesses and the impact of the PTC incubator.

Capital Planning

The remaining parking lot signage has been installed. The Conference Center carpet installation is complete, and the punch list for that is expected to be performed. The punch list work for Production, Culinary and Cosmetology is being performed, and contractors will be returning to finish those areas. The audio video equipment and movable partition training was held in the conference center. The state board of cosmetology inspector was on campus to perform an inspection of the new area. They will return once they have moved into the area to perform another inspection. The fire alarm work for the main building is nearing completion and testing of the equipment is in progress. Final testing and inspection for occupancy is anticipated next week. Following the certificate of occupancy and punch list completions, we will begin working with staff on a timeline for moving into the new areas.

Retirements/Resignations/Staff Changes

- LaNell Reed's retirement party will be held Thurs., June 16th – 2:00 pm @ PTC
- Morgan Lesemann, Precision Machining Instructor; Cortney Horne, Career Development Facilitator; Troy Buller, Visual Communications Instructor

Upcoming Events

- June 13th – 16th – Horsepower Academy
- June 16th – Elected Officials Picnic
- June 20th – 23rd – Firefighting Academy
- June 20th – 22nd – CTE Superintendent June Planning Conference
- June 27th – 30th – Mechatronics Academy
- June 26th – July 2nd – Traci vacation – Southfork, CO
- July 4th – Independence Day Holiday – campus closed

Paperclips

May 2022

PTC Graduates



The Pioneer Technology Center 2022 Medical Assisting class celebrated its graduation with a ceremony and reception this week. Front row, from left, Sierra Hanger, Ponca City; Dailyn Ashley, Ponca City; Kylie Hutchison, Medford; and Fabiola Favela-Rios, Blackwell. Back row: Ashley Eddinger (instructor); Randi Reed, Ponca City; DeAira Batt, Ponca City; and Elizabeth Cathey, Ponca City. Not pictured: Cassey Overland. Enrollment is open for this adult program, contact the student services office for more information (580) 762-8336 or visit www.pioneerotech.edu. (Courtesy photo)



Pioneer Technology Center's SHARE program recently recognized 18 graduates for the 2021-22 school year. SHARE stands for Sharing Hope and Redefining Education. The SHARE program opens doors to new futures for participating students. This unique program combines academies with specific career and technology training.

FIRST ROW, FROM LEFT: Lizeth Ulate, Ponca City; Emma Spencer, Ponca City; Elizabeth Knight, Ponca City; Kurtis Kerr, Ponca City; and Charity Clark, Ponca City.

SECOND ROW: Allen Lopez, Newkirk; Chris Duron, Ponca City; Sapphire Seck, Ponca City; Elizabeth Elston, Ponca City; Bryanna Lewis, Ponca City; and Peyton Dill, Blackwell.

THIRD ROW: Matthew Buxton, Blackwell; James Tomek, Ponca City; Shelby Baker, Ponca City; James Payne, Ponca City; Mathew Green, Ponca City; and Lane Keeler, Newkirk.

Not pictured is Kaden Jefferies from Ponca City. (Courtesy photo)



Graduates Celebrate Success in SHARE Program

Pioneer Technology Center's (PTC) SHARE program recently recognized 18 graduates for the 2021-2022 school year. SHARE stands for Sharing Hope and Redefining Education. The SHARE program opens doors to new futures for participating students. This unique program combines academics with specific career and technology training.

Graduates pictured from the third row left to right are Matthew Buxton, Blackwell; James Tomek, Ponca City; Shelby Baker, Ponca City; James Payne, Ponca City; Matthew Green, Ponca City; and Lane Keeler, Newkirk.

Second row left to right Allen Lopez, Newkirk; Chris Duron, Ponca City; Sapphire Seck, Ponca City; Elizabeth Elston, Ponca City; Bryanna Lewis, Ponca City; and Peyton Dill, Blackwell.

First row left to right Lizeth Ulate, Ponca City; Emma Spencer, Ponca City; Elizabeth Knight, Ponca City; Kurtis Kerr, Ponca City; and Charity Clark, Ponca City.

Not pictured is Kaden Jefferies from Ponca City.

For more information on Pioneer Technology Center's SHARE program, call 580-718-4281 or visit pioneerotech.edu.



The Pioneer Technology Center, 2022 Medical Assisting (MA) class celebrated their graduation with a ceremony and reception this week. They are pictured left to right in the back-row Ashley Eddinger (Instructor); Randi Read, Ponca City; DeAlra Batt, Ponca City; and Elizabeth Cathey, Ponca City. Left to right in the front row Sierra Hanger, Ponca City; Dailyn Ashley, Ponca City; Kylie Hutchison, Medford; and Fabiola Favela-Rios, Blackwell. Not pictured Cassey Overland, Pioneer Tech's Medical Assisting program provides adult students with the knowledge and skills necessary to work as a medical assistant. Students learn a variety of clerical skills including patient scheduling, billing and medical insurance coding, as well as clinical skills that include vital signs, phlebotomy, and sterile techniques. Enrollment is open for this adult program, contact the Student Services office for more information 580-762-3336 or visit www.pioneerotech.edu.

Pride in the HUSTLE.

CONGRATULATIONS CLASS OF 2022



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

May 18, 2022

Blackwell

Page 2B

Pride in the HUSTLE.

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Pride in the HUSTLE.

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PTC Honor Society



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Pioneer Tech team members receive award at PACE Conference

Ponca City, OK--- Johnny Thornburgh, Industrial Coordinator for Pioneer Technology Center (PTC) and Janet Schwabe, Business Incubator Manager received the PACE (Post Secondary Adult Career Education) Economic Development Award recently at the annual conference at Shangri-La. This award recognizes an outstanding individual or collaborative team who contributes to economic development growth. The nomination was submitted for a collaborative project with a current incubator business, Triune Industries, LLC. Other partners included in the award nomination were Ponca City Development Authority, the Oklahoma Manufacturing Alliance, and PTC Precision Machining students.

Triune Industries was started by two friends; one had a need and the other had the skills to craft the product. They were introduced to Pioneer Tech Business and Industry Services after hearing about our Incubator through a team member while applying for a loan. Triune's first patented product was Bunkr, a dunnage rack accessory for tractor trailer beds. An integral part for the rack was extremely labor intensive to manually form and this slowed the building process. In anticipation of a large inventory order, they were looking for a new process to speed up the turn-around time.

Triune met with Thornburgh and Schwabe to explain the process for manufacturing the part and seek possible alternatives, including machining or casting the part. It was determined engineering services were needed to evaluate the best solution.

An application engineer from the Oklahoma Manufacturing Alliance (OMA) assisted with the process by creating a drawing of the part. Thornburgh used a 3D printer to make the part and the team met with a local manufacturer for a more efficient way to produce the labor-intensive part for the Bunkr. The engineer's expertise and drawings were provided with no cost to the client.

To further decrease turn-around time for the Bunkr, the Ponca City Development Authority (PCDA) worked hand-in-hand with Thornburgh to select a Cobot welder for use with district clients, including Triune, and assisted with troubleshooting the weldment fixtures needed to stabilize materials for welding large parts. Building the fixtures also provided an opportunity for Precision Machining students to use their skills on a "real" project bringing great value to the client.

By participating in our Business Incubator program, Triune utilized the expertise of not only the Pioneer Tech team, but also the services of the Oklahoma Manufacturing Alliance to move from manually forming metal into developing an investment casting that is ready to weld to the Bunkr. This partnership and success story have a very happy ending and Thornburgh and Schwabe were excited to receive recognition for the collaboration.

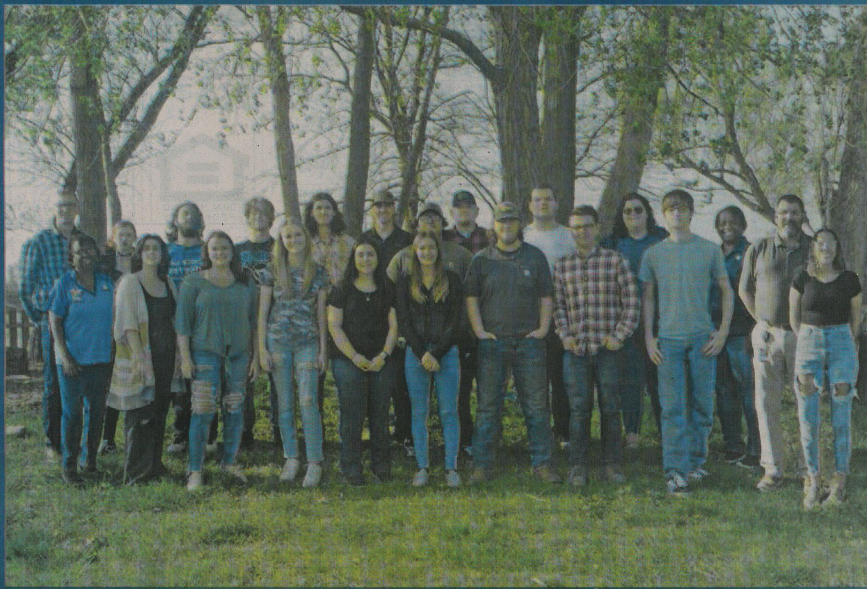
Pioneer Tech has been assisting students and businesses in Kay County since 1973. For more about the programs provided at Pioneer Tech visit www.pioneertech.edu.





Congratulations

Pioneer Tech Graduates of 2022



SHARE Graduates

Alby Baker - Ponca City
Matthew Buxton - Blackwell
Brittany Clark - Ponca City
Anton Dill - Blackwell
Chris Duron - Ponca City
Elizabeth Elston - Ponca City

Mathew Green - Ponca City
Kaden Jeffries - Ponca City
Lane Keeler - Newkirk
Kurtis Kerr - Ponca City
Elizabeth Knight - Ponca City
Bryanna Lewis - Ponca City

Allen Lopez - Newkirk
James Payne - Ponca City
Saphire Seck - Ponca City
Emma Spencer - Ponca City
James Tomek - Ponca City
Liz Ulate - Ponca City

Ponca City Country Club
101 N. Pecan Rd
Ponca City, OK 74604
580-762-2436

Cherokee Strip Credit Union
1508 E. Prospect Ave.
580-718-4000
Congrats 2022 Graduates!

Kay Electric Cooperative
300 W. Doolan Ave.
Blackwell, OK 74631
580-363-1260

Ponca City Memorials
500 E. Hartford Ave.
Ponca City, OK 74601
580-749-4082

Bob Hurley
3501 N. 14th St.
Ponca City, OK 74601
580-749-5630

Wendy's Ace Hardware
3203 N. 14th St.
Ponca City, OK 74601

Heather Cannon Honda
3415 N. 14th St.
Ponca City, OK 74601

Stuteville Ford
2415 N. 14th St.
Ponca City, OK 74601

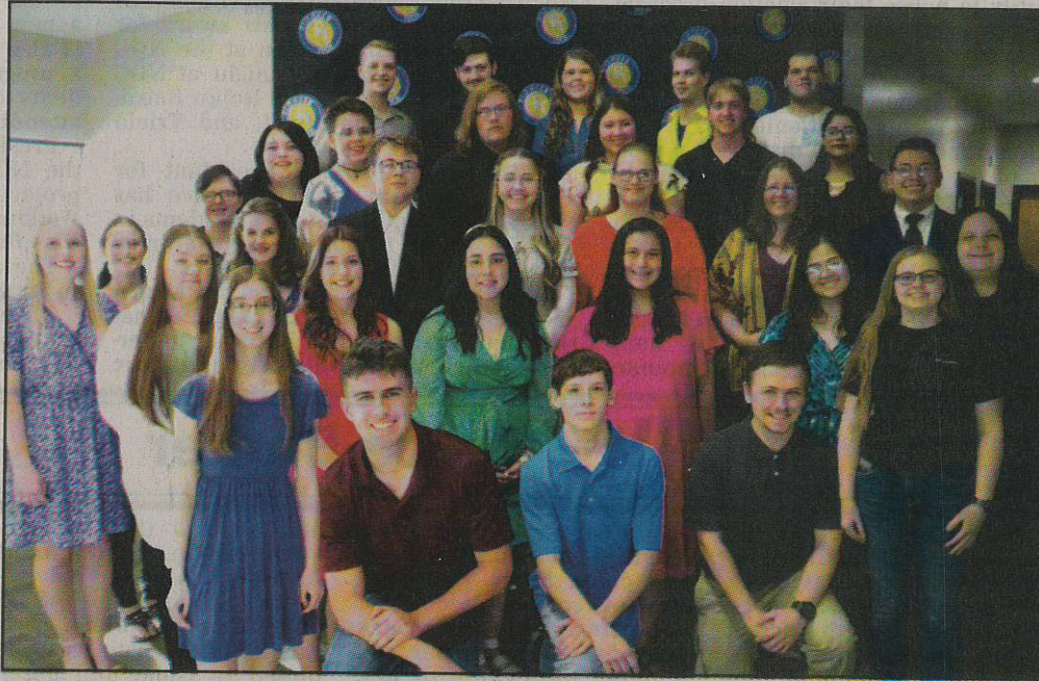
Express Employment Professionals
2712 N. 14th St.
Ponca City, OK 74601

The Perk
415 N. 14th St.
Ponca City, OK 74601

Friday

May 13, 2022

Vol. 129 - No. 157
poncacitynews.com



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THE FAIRFAX CHIEF
FAIRFAX, OKLAHOMA

PAGE 5
THURSDAY, MAY 12, 2022

Pride in the **HUSTLE.**

CONGRATULATIONS
CLASS OF 2022



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

Nurses Graduate



The Pioneer Technology Center Practical Nursing Class of 2022 celebrated its graduation last week. Members were pinned by their family and friends and are, from left, front row: Amber Christian, Blackwell; Mackenzie Keeler, Ponca City; and Tonya Ellison from Fairfax. Back row: Rylee Luis, Ponca City; Jamie Melly, Wichita, Kan.; Destiny Trousdale and Teesha LeClair both from Ponca City. The next Practical Nursing class enrolls in September. For more information about this program contact Pioneer Tech at (580) 762-8336 or visit www.pioneertech.edu. (Courtesy photo)

PAGE 3
THURSDAY, MAY 12, 2022

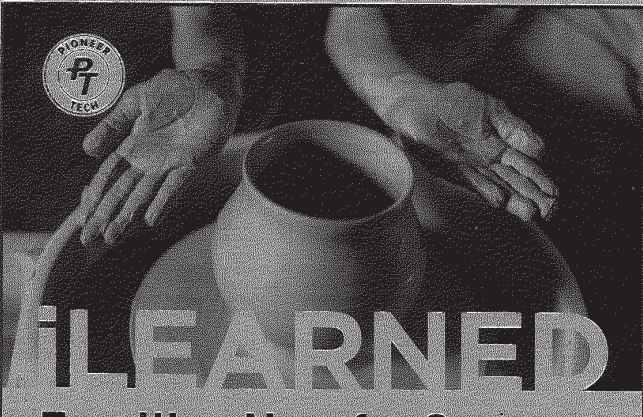
THE FAIRFAX CHIEF
FAIRFAX, OKLAHOMA

Nursing grads celebrated

Courtesy Photo | PIONEER TECHNOLOGY CENTER

The Pioneer Technology Center Practical Nursing class of 2022 celebrated their graduation last week. Members were pinned by their family and friends and are pictured left to right in the back row Rylee Luis, Ponca City; Jamie Melly, Wichita, KS; Destiny Trousdale and Teesha LeClair both from Ponca City. Front row left to right Amber Christian, Blackwell; Mackenzie Keeler, Ponca City; and Tonya Ellison from Fairfax. The next Practical Nursing class enrolls in September of 2022. For more information about this program contact Pioneer Tech at 580-762-8336 or visit www.pioneertech.edu.





WHAT I LEARNED

Enrolling Now for Summer Adult Short-term Classes at Pioneer Tech

pioneertech.edu/classes

Automotive and Bus Driver Training

School Bus Driver Training

5/16 - 5/27	M-F	5-9 pm	\$395
6/13 - 6/17	M-F	8 am - 5 pm	\$395
7/11 - 7/15	M-F	8 am - 5 pm	\$395

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

School Bus Driver In-service

7/21	Th	5-9 pm	\$0
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Business & Professional Dev.

Get Started with Government Contracting

5/17	F	11 am - 1 pm	\$0
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For companies with limited to no experience in government contracting.
Registration Link: <https://bit.ly/300c77N>

Win Federal Contracts with SBA Programs

6/21	F	11 am - 1 pm	\$0
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The SBA provides several programs to help small businesses win federal contracts. Learn more about these programs and how you can apply.
Registration Link: <https://bit.ly/37DkxGM>

Be Prepared to Meet Your Government Customer

7/19	F	11 am - 1 pm	\$0
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This training provides an overview and best practices for marketing your business to government buyers. Topics include:
- Making a good first impression
- The 45-second elevator pitch
- Developing an effective capability statement
- Tips for successful matchmaking
Registration Link: <https://bit.ly/310A4Ap>

Computers & Technology

Get Going with your Computer

6/11 - 6/28	M-T	6-8:30 pm	\$125
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Excel 2016 Level 1

7/11 - 7/19	M-T	6-8:30 pm	\$74
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Word 2016 Level 1

8/8 - 8/16	M-T	6-8:30 pm	\$74
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Culinary Arts

Meat Certification Programs - ONLINE!

For more information or to enroll, contact James Gordon: james.gordon@pioneertech.ok.gov 800.522.5810, okcareer@pioneertech.com

AMSA Food Safety and Science Certification (\$75)

Certification verifies individuals possess an in-depth knowledge of food safety procedures and standards necessary to thrive in the food industry.

AMSA Meat Evaluation Certification (\$75)

Certification verifies individuals are better prepared to enter fields related to the meat animal industry, which includes production and processing.

CPR-American Heart Association For non health care providers

6/22	W	6-9 pm	\$39
7/20	W	6-9 pm	\$39

First Aid

6/29	W	6-9 pm	\$36
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MAT Full Course

6/9 - 6/10	Th-F	8 am - 4:30 pm	\$65
7/14 - 7/15	Th-F	8 am - 4:30 pm	\$65
8/18 - 8/19	Th-F	8 am - 4:30 pm	\$65

MAT Update

6/16	Th	8 am - 4:30 pm	\$39
7/21	Th	8 am - 4:30 pm	\$39
8/25	Th	8 am - 4:30 pm	\$39

Medical Terminology

Online	Call for taking for LPN placement	\$120
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Phlebotomy

6/7 - 7/26	T-Th	6-9 pm	\$275
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Industry Trades

Advanced Welding

6/18 - 7/17	W-W	6-9 pm	\$400
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No class 7/4

Beginning Welding

6/7 - 7/26	T-Th	6-9 pm	\$400
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Security Guard

Private Security: Phases 1 & 2 (Security Guard)

Call for Dates	\$195
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Cost does not include test fees.

Private Security: Phase 3 (Private Investigator)

Call for Dates	\$199
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Cost does not include test fees.

Special Interest

Pottery on the Wheel - NEW!

6/3 - 6/24	F	1-3 pm	\$200
7/8 - 7/29	F	1-3 pm	\$200

We will spend time learning the fundamentals of throwing on the wheel. More advanced projects will be encouraged based on prior learning. Each student will make between 6-12 hand thrown pieces during this 4-week class.

Creativity - NEW!

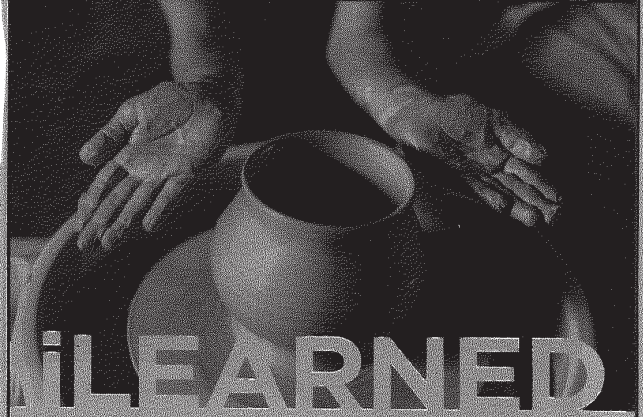
6/4 - 6/25	S	2-3 pm	\$40
7/9 - 7/30	S	2-3 pm	\$40

Are you looking for a break from routine or help getting out of your daily rut? Come broaden your mind with this fun 4-week class. You will be inspired by out of the box activities and challenges. Each class will provide you with an opportunity to laugh, learn, and get creative!

Clay Hand Building - NEW!

7/6 - 7/27	W	6-7:30 pm	\$135
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We will spend time learning the fundamentals of clay. Each student will make between 3-6 handmade projects during this class. This class will be a 4-week class. Class will be held at the



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Certification verifies individuals are better prepared to enter fields related to the meat animal industry, which includes production and processing.

AMSA Culinary Meat Selection and Cookery Certification (\$75)

Certification verifies individuals possess the knowledge and skills needed to thrive within the restaurant and culinary

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6/29	W	6-9 pm	\$36
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7/6 - 7/27	W	6-7:30 pm	\$135
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We will spend time learning the fundamentals of clay. Each student will make between 3-6 handmade projects during this class. This class will be a 4-week class. Class will be held at the Pottery Place at 109 N. 1st. All items will be ready for pickup on Saturday, August 27, at the Double Academy 103 E. Grand Ave.

Drafting Your Own Will

Saturday

May 7, 2022

Vol. 129 - No. 153
poncacitynews.com



The 35th Ponca City Leadership Class held graduation at the Carolyn Renfro Event Center ending their year of leadership.

There were 11 sessions learning about Ponca City, Kay County, the State of Oklahoma and each other. This is one of the oldest leadership programs in the State of Oklahoma. (Photo Provided)

Natalie Frazer was named a new Ponca City Leadership Chair. She will join Corbin Dewitt, Brook Lindsay and Luke Garrison. The Leadership Chairs help coordinate each session. (Photo Provided)



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Thursday

May 5, 2022

Vol. 128 - No. 151
poncacitynews.com

Lotus Acupuncture at 1 Million Cups

By CALLEY LAMAR
calley@poncacitynews.com

1 Million Cups met for their monthly presentation at Pioneer Technology Center to hear a speaker share information about their business. Lotus Acupuncture and Chinese Medicine was at the meeting held on Wednesday, May 4 with Dr. Nancy Tegan as speaker for the presentation.

Dr. Tegan moved to Oklahoma from Alaska in January and will be running the Ponca City acupuncture office. She has a degree in acupuncture and Chinese medicine; she has also worked with renowned Chinese doctors who focus on serious illnesses such as cancer and multiple sclerosis (MS). Her specialties include pain management, wellness, stress and anxiety.

Lotus Acupuncture was started about 16 years ago by Dr. Brandy Valentine. Dr. Valentine grew up in Blackwell and has been coming back to provide her services to Ponca City. Dr. Valentine specializes in cancer and fertility. She had previously worked with the Cancer Treatment Centers of America.

Recently, Dr. Valentine has got busy in Broken Arrow and has expanded the business to include three acupuncturists at the two

locations. As such, she has brought in Dr. Tegan so that there is someone who can consistently be in Ponca City.

Dr. Tegan is available every week on Mondays and Wednesdays to provide the services that Dr. Valentine started.

Lotus provides various services including acupuncture, the process of using needles on certain points on the body. There are over 300 of these points on the body, with certain points eliciting

certain responses separately or in different combinations. This process can be used to help with pain, stress, fertility, digestive issues, hormonal issues and more.

Other services provided include cupping, which involves the application of heated glass cups, and herbal therapy.

"We also work on a lot of lifestyle issues. Right now, what I'm finding is that people are under a lot of stress," said r. Tegan. "Times are not easy right now for a lot of people. So a lot of what we see are stress related illnesses, anxiety related illnesses, and acupuncture and herbal therapy is excellent for treating those kind of things."

The intake process at Lotus is long so that the doctors have the chance to go over the issues and to get a better picture of what is going on with the patient.

"We want to be able to treat the cause of the issue, not just the symptom," said Dr. Tegan.

Following her presentation, Dr. Tegan was presented with an orange cup by Dr. Robert Howard. The orange cup is something given to every speaker for 1 Million Cups.

Lotus Acupuncture and Chinese Medicine is located at 400 E. Central Avenue in Ponca City.



Lotus Acupuncture was the May speaker at the 1 Million Cups meeting held on Wednesday, May 4. Dr. Robert Howard (left) presented an orange cup to speaker Dr. Nancy Tegan. (Photo by Calley Lamar)

TONKAWA, OKLAHOMA • THURSDAY, MAY 5, 2022

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8 Pa

Pioneer Tech offers June summer camp, academies

Pioneer Technology Center's (PTC's) Summer Camp and Academies are filling up as parents enroll their students to learn valuable skills they can apply in future careers. Summer Camp, scheduled June 1st through June 3rd, is for students completing 5th and 6th grade. They will learn problem-solving, communication, teamwork, and decision-making. Two pathway choices are available for registration at pioneertech.edu/events through May 2nd.

For students completing 7th through 9th grade, PTC is hosting Summer Academies throughout June and July. From Firefighting to Mechatronics, there are a variety of choices to pique student interest. Enroll in Construction, Criminal Justice, Horsepower, Cu-

linary, Firefighting, Welding, Mechatronics, and the Salon Academy. There is a limit of two academies per student. Registration links are located under the events tab on the Pioneer Tech website. Funds are available for student scholarships; parents should contact PTC for more information.

"We are excited to provide learning and fun for all ages in the district this summer," said Kahle Goff, Executive Director of Instructional Services.

Enrollment will close for the June Summer Camp on May 2nd while Summer Academy enrollment will close as classes fill up. For more information go to pioneertech.edu/events.

PTC offers June summer camp and academies

Press Release

PONCA CITY — Pioneer Technology Center's Summer Camp and Academies are filling up as parents enroll their students to learn valuable skills they can apply in future careers. Summer Camp, scheduled June 1 through June 3, is for students completing fifth and sixth grade. They will learn problem solving, communication, teamwork, and decision-making. Two pathway choices are available for registration at pioneertech.edu/events through May 2.

For students completing seventh through ninth grade, PTC is hosting Summer Academies throughout June and July. From firefighting to mechatronics, there are a variety of choices to pique student interest. Enroll in construction, criminal justice, horse-power, culinary, firefighting, welding, mechatronics, and the salon academy. There is a limit of two academies per student. Registration links are under the events tab on the Pi-



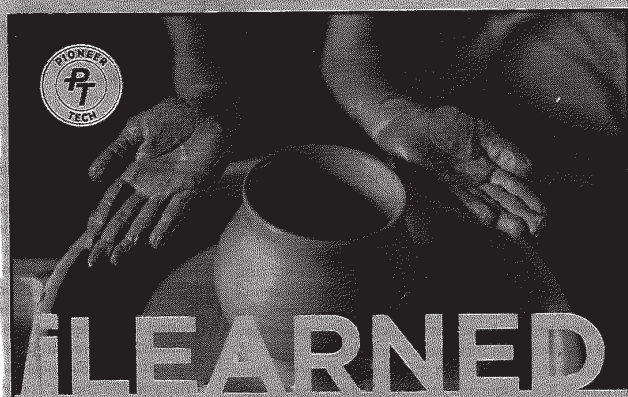
Pioneer Technology Center will hold youth academies and summer camps in June and July. (Courtesy photo)

oneer Tech website. Funds are available for student scholarships; parents should contact PTC for more information.

"We are excited to provide learning and fun for all ages in the district this summer," Kahle Goff said, executive director

of instructional services.

Enrollment will close for the June Summer Camp on May 2 while Summer Academy enrollment will close as classes fill up. For more information go to pioneertech.edu/events.



LEARNED

Enrolling Now for Summer Adult Short-term Classes at Pioneer Tech

pioneertech.edu/classes

Automotive and Bus Driver Training

School Bus Driver Training			
5/16-5/27	M-F	5-9 pm	\$395
6/13-6/17	M-F	8 am-5 pm	\$395
7/11-7/15	M-F	8 am-5 pm	\$395

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

School Bus Driver In-service

7/21	Th	5-9 pm	\$0
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Business & Professional Dev.

Get Started with Government Contracting

5/17	T	11 am-1 pm	\$0
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For companies with limited to no experience in government contracting.

Registration Link: <https://bit.ly/3D0C7VN>

Win Federal Contracts with SBA Programs

6/21	T	11 am-1 pm	\$0
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The SBA provides several programs to help small businesses win federal contracts. Learn more about these programs and how you can apply.

Registration Link: <https://bit.ly/37Dk6CM>

Be Prepared to Meet Your Government Customer

7/19	T	11 am-1 pm	\$0
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This training provides an overview and best practices for marketing your business to government buyers. Topics include:

- Making a good first impression
- The 45-second elevator pitch
- Developing an effective capability statement
- Tips for successful matchmaking

Registration Link: <https://bit.ly/3lU44p>

Computers & Technology

Get Going with your Computer

6/13-6/28	M-T	6-8:30 pm	\$125
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Excel 2016 Level 1

7/11-7/19	M-T	6-8:30 pm	\$74
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Word 2016 Level 1

8/18-8/16	M-T	6-8:30 pm	\$74
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Culinary Arts

Meat Certification Programs - ONLINE!

For more information or to enroll, contact James Gordon: James.gordon@okcartertech.ok.gov; 800.522.5810; okcartertech.meatcerts

AMSA Food Safety and Science Certification (\$75)

Certification verifies individuals possess an in-depth knowledge of food safety procedures and standards necessary to thrive in the food industry.

AMSA Meat Evaluation Certification (\$75)

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AMSA Culinary Meat Selection and Cookery Certification (\$75)

CPR-American Heart Association For non health care providers

6/22	W	6-9 pm	\$39
7/20	W	6-9 pm	\$39

First Aid

6/29	W	6-9 pm	\$36
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MAT Full Course

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Medical Terminology

Online	Call if taking for EPN placement	\$120
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Phlebotomy

6/7-7/28	T-Th	6-9 pm	\$275
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Industry Trades

Advanced Welding

6/7-7/27	M-W	6-9 pm	\$400
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No class 7/4

Beginning Welding

6/7-7/28	T-Th	6-9 pm	\$400
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Security Guard

Private Security- Phases 1 & 2 (Security Guard)

Call for Dates	\$195
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Cost does not include test fees

Private Security- Phase 3 (Private Investigator)

Call for Dates	\$150
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Special Interest

Pottery on the Wheel - NEW!

6/3-6/24	F	1-3 pm	\$200
7/18-7/29	F	1-3 pm	\$200

We will spend time learning the fundamentals of throwing on the wheel (more advanced projects will be encouraged based on prior learning). Each student will make between 6-12 hand thrown pieces during this 4-week class.

Creativity - NEW!

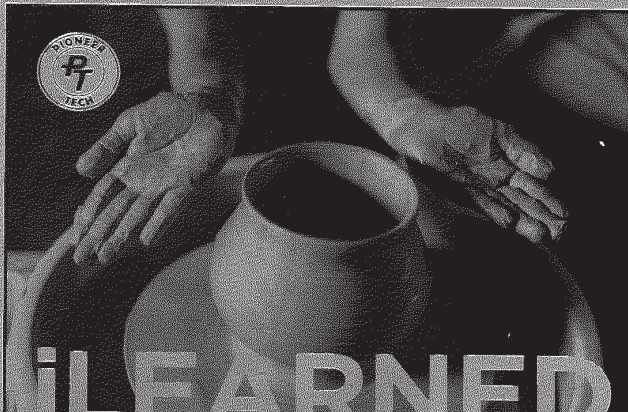
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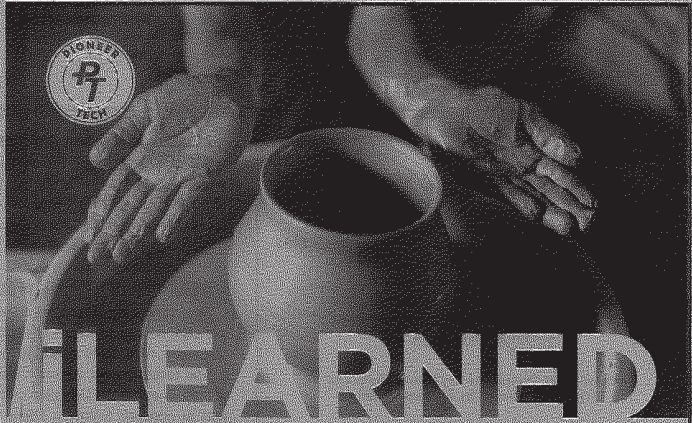
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Drafting Your Own Will



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Directors' Report to the PTC Board of Education – June 2022
(Alphabetic by Area)

Business & Industry Services & Safety

- The BIS team conducted 147 one-on-ones/consults for a total of 149 counseling hours and 16 marketing hours.
- Ben Evans, Brook Lindsay, Dawn Brakey, and Robert Howard provided technical assistance to clients, resulting in 2 client awards/client savings of approximately \$9,750.00.
- The BIS team also logged
 - 1,227 Safety Contact Hours
 - 4,181 AT&D/Open Enrollment Contact Hours
 - 895 Customized Contact Hours
- The revenue generated from our Safety training is \$13,445.
- Our AT&D classes generated revenues of \$32,475.
- AT&D offered 9 on-campus classes, classes made 6, classes canceled 3, new classes 0, fulfilled registrations 59, enrollments in online classes 5.
- Of the 6 on-campus classes starting this month – 6 offer certifications.

MAT Update	3
CNA	11
Early Care Unit 4	12
Early Care Unit 5	12
EMT	14
<u>CPR</u>	<u>9</u>
Total Students	61
- The monthly Business & Industry breakfast guest was Spencer Grace and Larry Green, Oklahoma Game Wardens.
- Corbin held a special workshop called Reputation Management. Thirty participants were registered.
- The BIS team along with some of PTC supervisors attended a Dale Carnegie workshop.
- The team held a retirement lunch for Pam Dickerson. Pam served Pioneer Tech for 29 years. Her step dad, Jim Kirk, was the first Pioneer Tech board president.
- Molly, Mason, Pam and Markesha participated in the Strategic Planning core team meeting.
- Molly facilitated a Strengthsfinder workshop for 17 of our newest Pioneer Tech employees.
- Molly attended a special luncheon for State School Supt. Candidate April Grace and the retirement reception for Darin Fields.
- The most recent 1 Million Cups presenter was Sean Grigsba with Denfensability.
- The team participated in the End of Year goals report out and Celebration activities.

ON THE HORIZON . . .

June AT&D Classes

MAT Full Course - June 9th – June 10th
Private Security: Phases 1 & 2 - TBA
Private Security: Phases 3 - TBA
CNA – May 23rd – June 15th; June 20th – July 13th
Advanced Welding – June 1st - July 27th
Pottery Wheel NEW! – June 3rd – June 24th
Creativity NEW! – June 4th – June 25th
Beginning Welding – June 7th – July 28th
Phlebotomy June 7th – July 28th
Phlebotomy June 8 – July 29th
School Bus Driver Training – June 13th – June 17th
Get Going with your Computer – June 13th – June 28th
MAT Update – June 16th
CMA Continuing Ed. – June 17th
CPR - June 22nd
First Aid – June 29th

June Industry Classes

June 7th & 8th – Frontend Loader Safety
June 10th - Reputation Management – Corbin Dewitt
June 14th - The 100X leader – Ponca Tribe – Julie Grigsba
June 23 – Get Creative with Canva – Terri Busch

Communications & Marketing

- C&M team livestreamed, helped facilitate, set-up and made programs for the NTHS/Guaranteed Graduate Ceremony, the Medical Assisting Ceremony, the SHARE Graduation and the ABE/HSE graduation.
- Terri Busch assisted with the Student Awards Celebration, took TikTok videos and photos of recognized students. The C&M team also put up outdoor lettering to celebrate award winners.
- Terri Busch volunteered at the General Conference of the Wesleyan Church in St. Louis.
- Angie Ogden created certificates for all awards during the Student Awards Celebration and graduations.
- Email blasts were sent out by Angie Ogden for BIS and AT&D.
- C&M Team assisted with enrollment, picture taking and helping during PTC Summer Camp.
- Terri Busch conducted New Employee On-Boarding with Katy Mayer, new Receptionist.
- Social Media updates were completed daily.
- Graduation photos were placed in the newspaper and on social media.
- C&M Team kept the community and employees updated via video and photos for the Westward Expansion.
- BIS Brochure and FTP Catalog are being edited by Angie Ogden and will be sent to printers in July.

- Terri Busch is working with Tucker Hodgson for story about the BPOC program and adding additional information to the website.
- C&M Team along with Carol Cales is assisting with PTC Academy enrollment and helping communicate with parents.

Instructional Directors / Full Time Programs

Instructional Directors

- Dr. Ryan Burkett, Kendra Knight, and Kahle Goff participated in a Dale Carnegie course workshop.
- Dr. Ryan Burkett served as the Master of Ceremony at the Annual PTC Students Awards Program.
- Kahle Goff represented PTC during Newkirk Public Schools High School Graduation.
- Dr. Ryan Burkett represented PTC during Blackwell Public Schools High School Graduation.
- Kendra Knight, Dr. Ryan Burkett, and Kahle Goff provided a tour of PTC for the Career and Academic Connections staff at ODCTE.
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett participated in the SHARE, New Beginnings, and ABE/HSE Graduations.
- Dr. Burkett and Kahle Goff conducted Machine Tool Interviews.
- Kendra Knight and Kahle Goff conducted Visual Communications Interviews.
- Lori Evans and Kahle Goff conducted Career Development Facilitator Interviews.
- Kahle Goff taught a Summer Camp class named Leadership Squad.
- Dr. Ryan Burkett taught a Summer Camp class named Esports.
- Dr. Ryan Burkett assisted representatives from the Board of Cosmetology with their inspection for the new Cosmetology program area.
- Kahle Goff participated in an ARPA Grant Review Committee with Traci Thrope.
- Dr. Ryan Burkett, Kendra Knight, and Kahle Goff participated in the Annual Directors Retreat and Handbook Review meetings.

Practical Nursing

- 5 PN students completed the program and are waiting to take the NCLEX
- The PN faculty and Michelle attended a simulation conference held at Moore Norman Technology Center. Presentations over the Next Gen NCLEX were very informative to help revise the curriculum to meet student needs.
- Alisa graduated from OSU-OKS with her BSN!
- The March 2022 class is making significant progress in the curriculum and has started clinical rotations at the hospitals.
- The Sept 2021 class is finishing up specialty clinical rotations and will start the leadership portion of the program this summer.
- Michelle is working with Kahle, Ryan, and Kendra on the PN accreditation standards. The program is due for a visit from OBN in February- March of 2023.

Health, BITE and Special Programs

Medical Assisting

- The students graduated on May 17th and are currently in the process of studying and taking the RMA exam through AAMP.
- Currently working on integrating courses into Canvas, cleaning, organizing, and preparing for next year. Ms. Eddinger will also be helping with Summer Camp and to Nashville with three students to compete at ILC.

Academic Math

- Math classes finished strong this year! Many students make wonderful growth and all of them finished strong. We did lots of group projects and activities to accommodate the hectic schedule of the end of the year.

Teacher Prep

- Certification Testing for all students who qualified
- NTHS/Guaranteed Graduate Induction for 4 Teacher Prep Students
- Participated in our favorite 3rd grade tours
- Toured the University Center

Children's Lab and Preschool

- Parents were given a copy of each child's portfolio and a copy of their child's end of the year Developmental Assessment.

The summer program began on 5/31. This includes water days twice per week and 2-3 field trips. Teachers are using a fun outdoor curriculum with their FrogStreet curriculum for the summer months.

Staff members are working towards the requirements for the new STARS certification process. We will be applying to be a 5 STAR center.

We have received most of the equipment we have ordered with the DHS grant money. The last of it will be purchased this month.

DHS continues to add grants and equipment packages for all childcare facilities. New programs for start-up grants, staff retention and recruitment, and stabilization grants are all included.

HCC1

- Shonda Garrison will be start working on my bachelors with Northeastern Oklahoma state this summer.
- New feeding assistant curriculum that will start 22-23 school year that is incorporated in the long-term aid curriculum.

HCC2

- **ACNA: (Advanced Acute Care Nursing Assistant or Pre-Nursing)** Pre-nursing students have completed all curriculum requirements as well as clinical hours. They have completed skills in the areas of gastrointestinal, urinary, respiratory, cardiac, integumentary, and mobility.
- **PhT: (Pharmacy Technician)** Pharmacy students have completed Pass Assured curriculum and have taken the Career Tech Pharmacy Technician certification. They are now able to work in the pharmacy setting.
- **VA: (Veterinary Assistant)** Veterinary students have completed ACT curriculum; Depco skills, and clinical hours. They have passed the Career Tech Certification for Veterinary Assistant.

- **Clinicals**- All students rotated to various sites to experience and gain valuable real-life situations with patients before leaving for Spring Break.
- HOSA hosted a Be the Match walk to show our support. Numerous students competed in the HOSA SLC PTC HCC HOSA received the Silver Star Chapter Award & the National Service Project Certificate of Merit Awards.

ABE/HSE

- 120 students enrolled in the ABE and TANF programs
- In May:
- 26 new students enroll
- 11 students graduated and earned their high school diploma
- 36 HiSET Tests passed
- Teachers attended virtual and face-to-face training
- LACES Training for Jennifer Wehrenberg and Brisa Medrano
- CareerTech Master Educator 12 hours of Online Learning
- Graduated 38 students on May 24th

SHARE

- Summer School starts June 1st and goes through June 30th.
- All of our seniors have completed their coursework for graduation.
- Conducting interviews for next school years prospective students

New Beginning

- 4 new students received their HSE and moved to New Beginnings in May
- 1 new student started after TANF testing
- Total of 25 students
- RMA students completed their program
- 1 student passed her RMA test she will start her job on June 1st
- Students are job searching and working on Resumes'
- Many of the students are working on Work Key Curriculum so they can attend a full-time program in the Fall

BITE

- Many program completers and we were excited to have Kaiden Gregory, Kurtis Kerr and Ty Jansma selected for NTHS.
- We have wrapped up the year and are looking forward to welcoming kids back in the fall.

Biomed

- This has been a fun ending to an already fun year of biomed learning! This month students were able to help with 3rd grade tours. They helped students make different microorganisms out of clay. Students also got a quick look at the biomed lab along with my real skeleton which was generously donated by practical nursing. Needless to say, it was a hit with the third graders!
- Students spent much of this month reviewing all the things we have learned this year in preparation for PLTW's End of Course exam. All of the first-year students received a rating of distinguished (the highest rating) or accomplished (the second highest rating).
- Students completed fetal pig dissection in anatomy and physiology. This is always a student favorite because they actually get to see all the systems that we have in our bodies and how they all piece together to make such a fine tuned "machine".
- One student will be competing this summer at the HOSA International Leadership Conference in Epidemiology. Cara Bodick as well as instructor for Medical assisting, Ashley Eddinger will

travel with her two post-secondary students who will also be competing. This event will be in Nashville, TN in June.

T&I and Service Programs

Automotive

- Attending Student Leadership Institute (SLI)
- Met with Advisory for NATEF certification
- Preparing to complete ASE exams
- Preparing for Horsepower Academy

Construction

- Set up for Human Foosball
- Talking about potential projects with Ponca City Parks and Recreation department
- Closed out the year

Cosmetology

- Attending SLI
- Met with Board of Cosmetology Inspection team
- Preparing for SkillsUSA Nationals
- Preparing for Salon Academy

Criminal Justice

- Hosting Criminal Justice Academy
- Students completed CLEET Phase 1, 2, & 3 Unarmed Security
- 2 students hired by Kay County Detention Center as Corrections Officers
- Beginning curriculum work for next year

Culinary Arts

- Practicing for FCCLA National Competition
- Preparing budget request for next year
- Organizing and completing orders for new area
- Preparing to host Culinary Academy

Firefighter/EMT

- Making arrangements for delivery of Ambulance Simulator trainer
- Working on curriculum and Canvas
- Preparing for Firefighter Academy

Fleet & Facilities Management

- Hosting Construction Academy
- Working on curriculum and Canvas

Mechatronics

- Attending SLI
- Tyler Howard working at MakeKings
- Preparing for SkillsUSA Nationals
- Preparing for Engineering Academy

Precision Machining

- Morgan Lesemann selected for Board Approval as the new instructor
- Veteran's V flag holders Delivered to Tonkawa

Welding

- Preparing for Welding Academy
- Helped set up Cobot Welder for Bliss Industries

- Organizing and cleaning shop for delivery of Laser Welder

Student Services

Student Services

- Team planned and hosted Summer Camp for area 6th/7th graders. 121 Registered to attend.
- Continued enrollment for Fall 2022 placement. Numbers are looking strong.
- Finished end of year team meeting and assisted with CEA luncheon for all staff.
- Attended NERA Board Meeting
- Carol and Lori helped interview and participate in the hiring process for Career Development Facilitator.
- Lori participated in Kahle's Director Retreat and Handbook Review Meeting

Career Center

- Students have been busy finishing up their curriculum and testing. We had only 10 first-year CC students that did not earn a WorkKeys Certification.
- Completed WorkKeys CTIMS entries
- Assisted with Friendship Feast.
- Students completed mock interviews and employability skills curriculum.

Career Development Facilitator

- Open position – on board agenda to hire new person! 😊

Testing Specialist

- The testing center administered 349 assessments during the month of May. A large number of those assessments administered were students working on obtaining a certification for their program areas. This number brings the year to date total for 2022 to 1,348 assessments administered.

Disabilities Specialist/Job Placement Facilitator

- Completed all work- based learning data for programs and entered into CTIMS for data collection.
- Final check on IEP students to end the school year and placement for next year.

Plant/Facilities/Maintenance

- Obtained quotes for in-ground sprinkler irrigation system (pending board approval for 2023 fiscal year).
- Wrapping up the fire suppression system. Awaiting a few little tie-ins of existing building and new construction project. The notifying the state fire marshal for inspection and certificate of occupancy certificate.
- Routine building custodial and maintenance projects.
- Working on crime statistics for the PTC geographical location to update campus security report and handbooks.
- Working on lighting project for classrooms and office per the lighting phase plan.
- End of fiscal year purchases and purchase order wrap up.
- Mike- back to full-time work status for June.
- Debbie Johnstone and Jason won our end of the year "people's choice award". Very proud of these two great people!

Kay
43,700

Kildare

Gay Norris

Ponca City

McCord

McCord

Laurence Belle!

Osage
45,818

Ponca City 2

Frontier

©2021 CALIPER

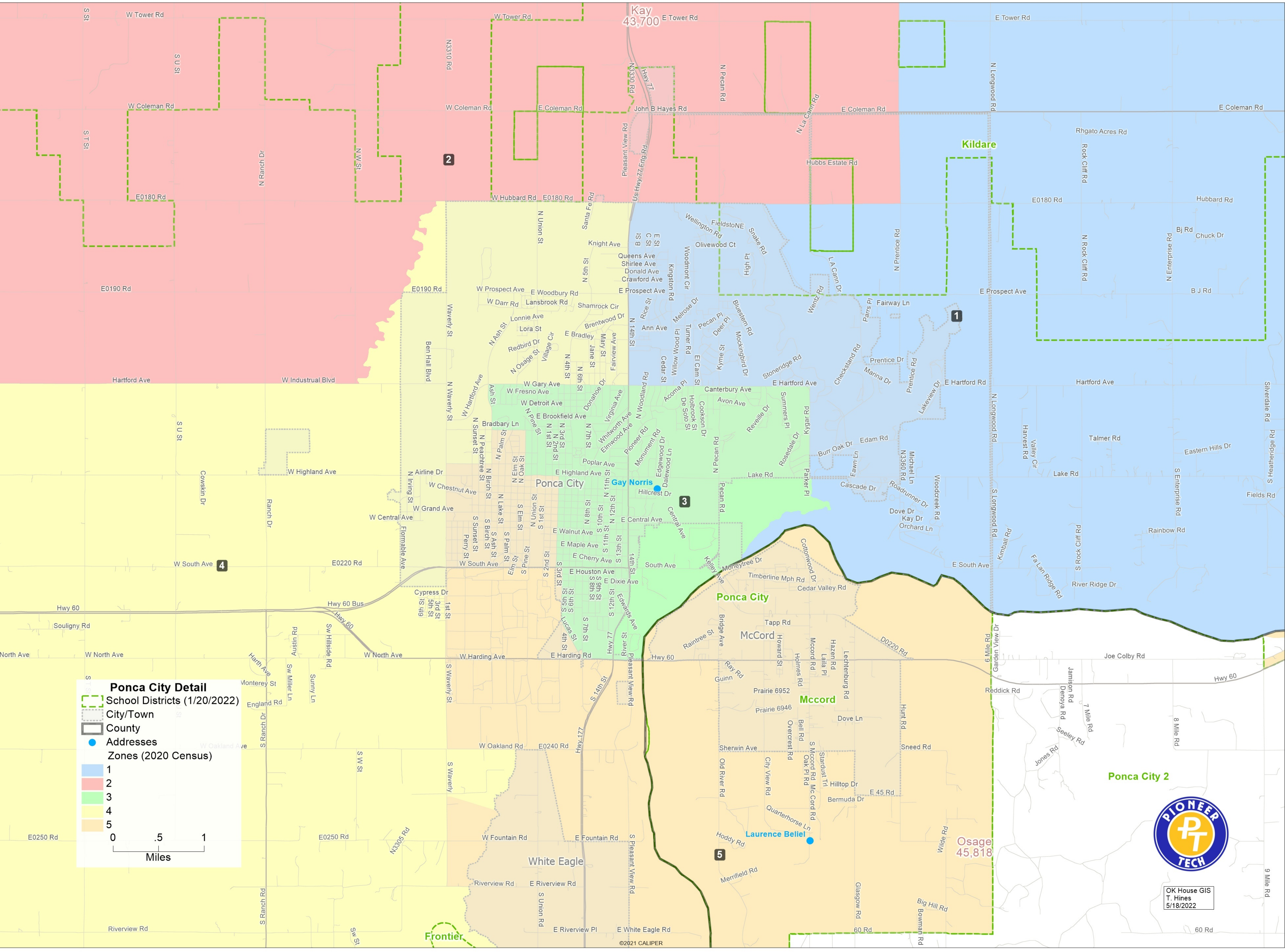


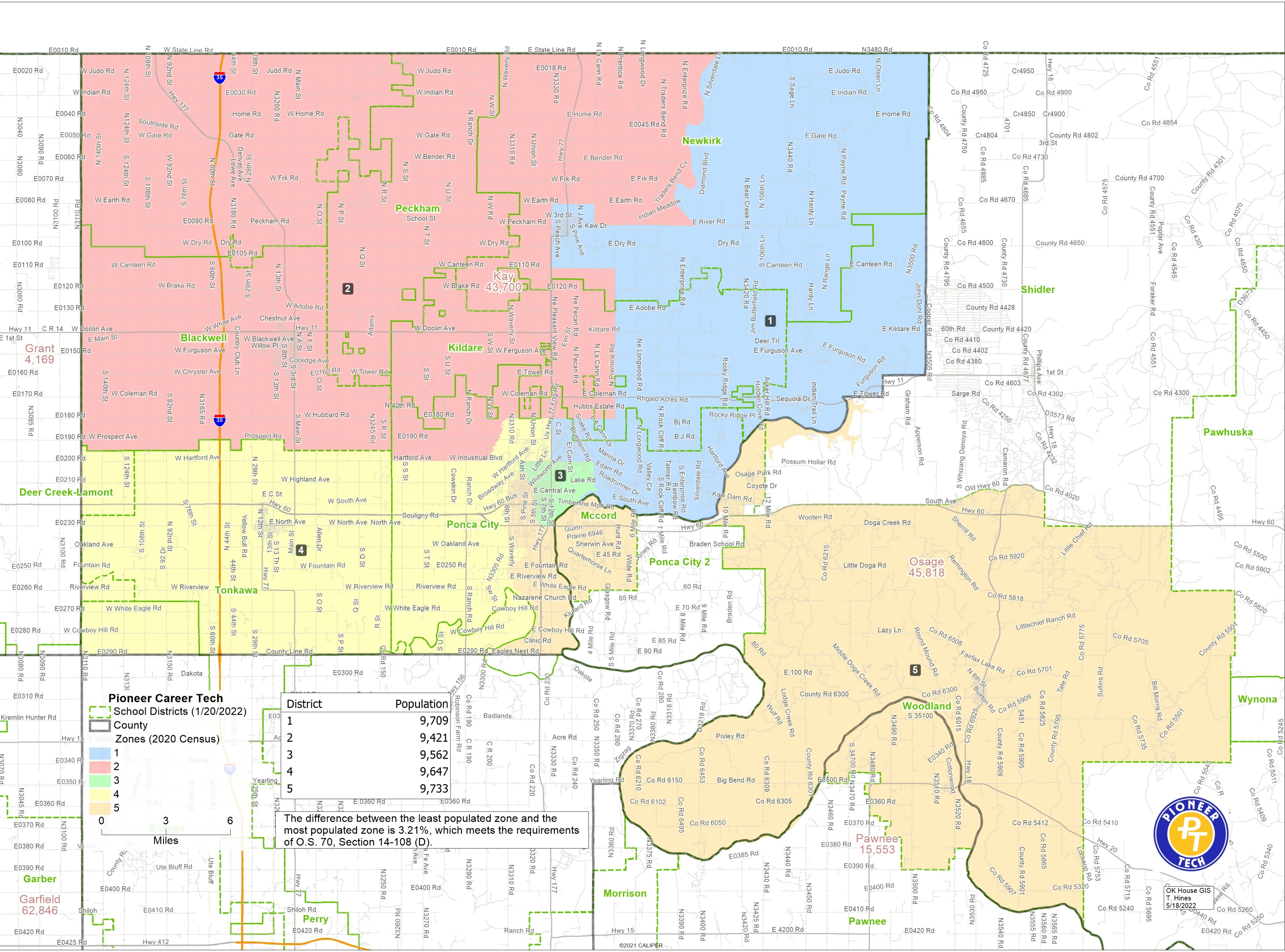
OK House GIS
T. Hines
5/18/2022

Ponca City Detail

- School Districts (1/20/2022)
- City/Town
- County
- Addresses
- Zones (2020 Census)
 - 1
 - 2
 - 3
 - 4
 - 5
 - 0

0 .5 1
Miles





District	Population
1	9,709
2	9,421
3	9,562
4	9,647
5	9,733

The difference between the least populated zone and the most populated zone is 3.21%, which meets the requirements of O.S. 70, Section 14-108 (D).

Pioneer Career Tech School Districts (1/20/2022)

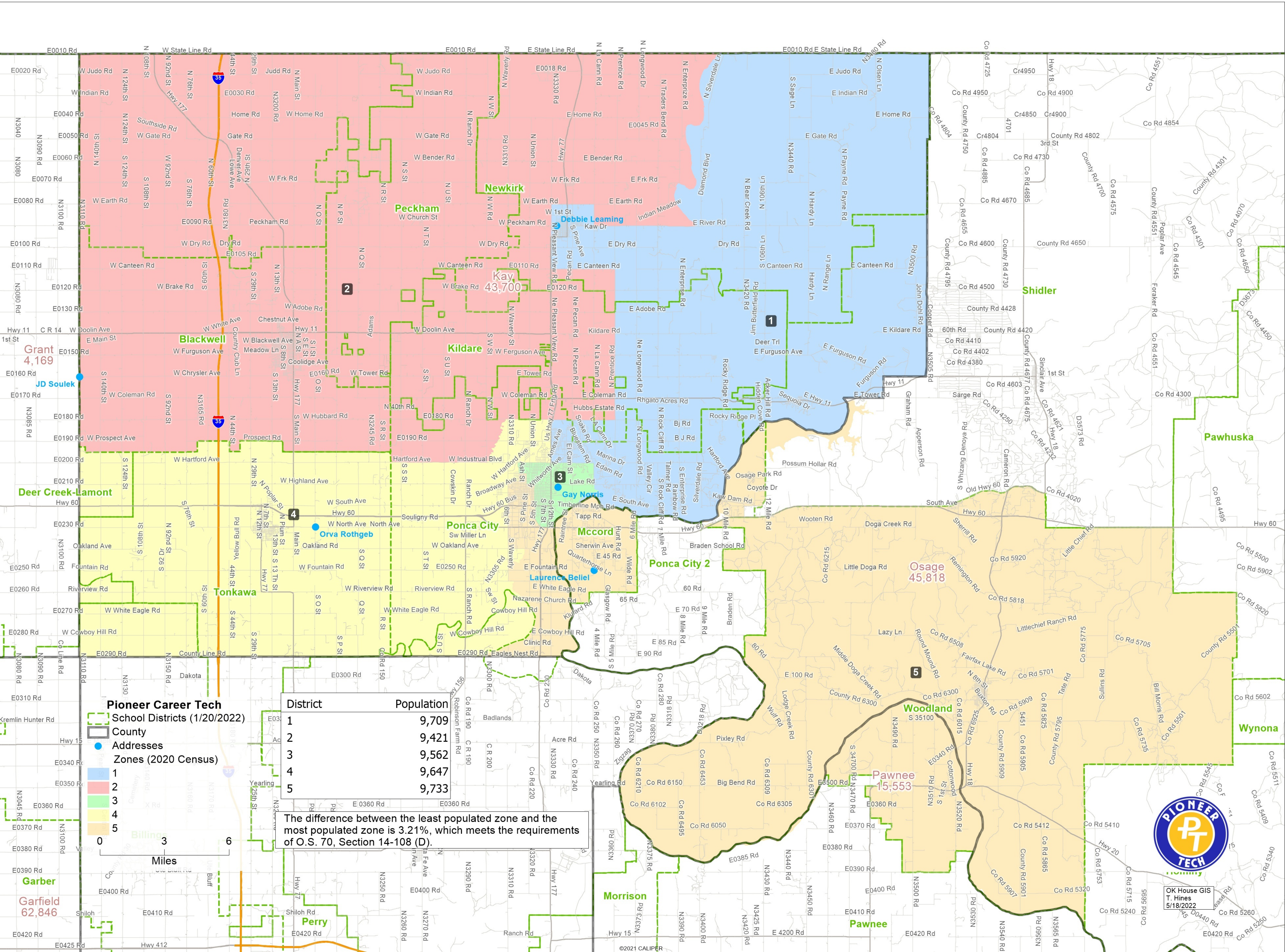
County Zones (2020 Census)

- 1
- 2
- 3
- 4
- 5

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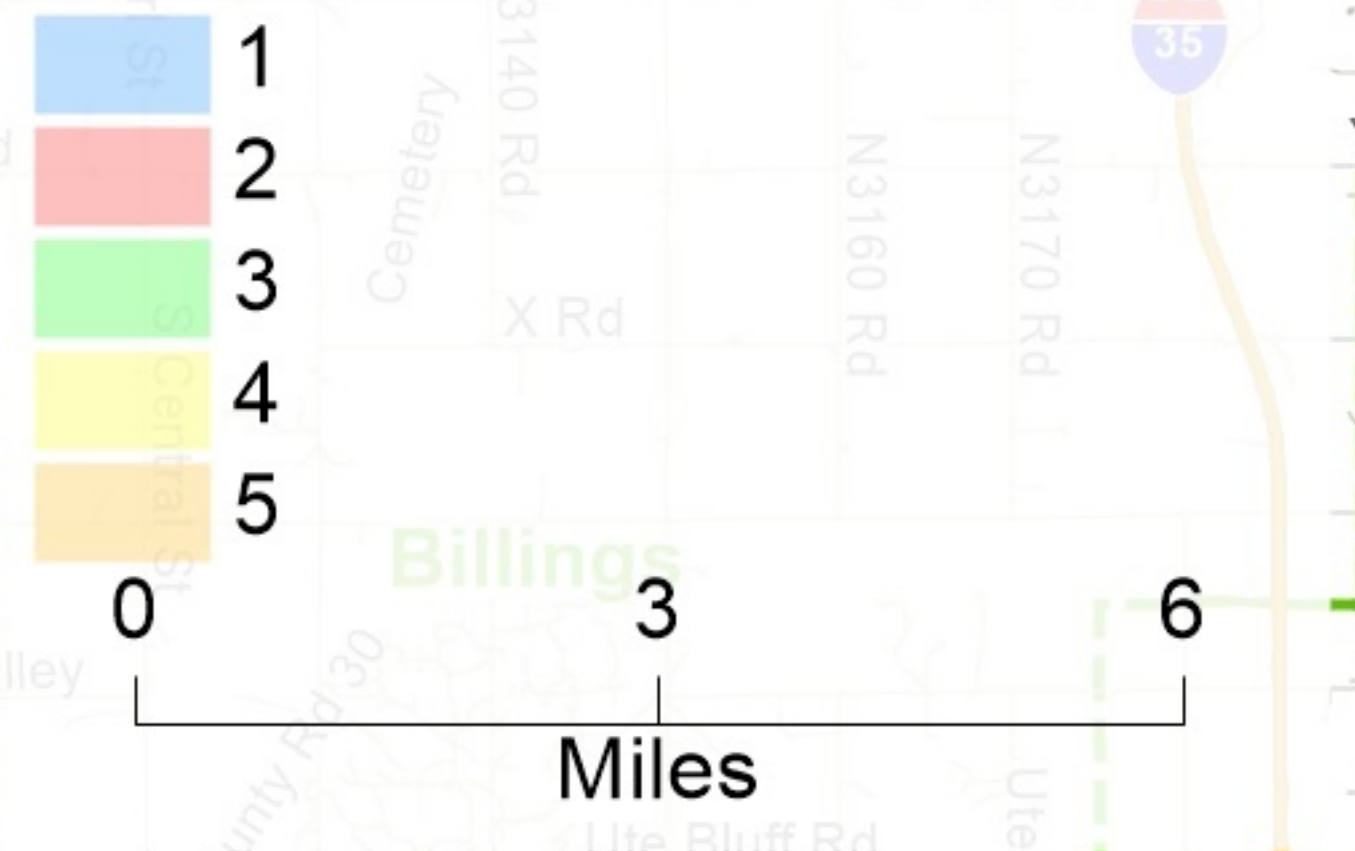
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Pioneer Career Tech
 School Districts (1/20/2022)
 County
 Addresses
 Zones (2020 Census)



OK House GIS
 T. Hines
 5/18/2022

**SCHOOL BOARD MEETINGS
AGENDA PREPARATION AND DISSEMINATION**

As executive officer of the Pioneer Technology Center Board of Education, the superintendent of schools, in consultation with the president and other appropriate members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the superintendent and board president.

The board will follow the order of business established by the agenda unless altered by a two-thirds vote of the board. If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known prior to the formation of the agenda, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible, but not less than three calendar days. Copies of the agenda will be made available to the media and the public upon request. The school district will offer and consistently maintain an email system for distribution of the agenda and a process for people to obtain a copy of the agenda at the school district during normal business hours at least twenty-four hours prior to the meeting. Those interested in receiving a copy of the agenda via email should contact the business office of the school district during normal business hours.

In addition, a copy of the agenda will be posted on the school district's Internet web site located at <https://meeting.assemblemeetings.com/Public/Organization/321>.

REFERENCE: 25 O.S. §311

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.

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, attorney, or 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 matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)
- ~~9. Discussing (terrorism issues) 25 O.S. §307 (B) (9)~~

(Reasons 8, 9 and 10 do not apply to public schools and are not included in the listing.)

11. To discuss the following, all of which should be cited 25 O.S. §307 (B) (11):

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;

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

An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session, unless they are operating under an existing agreement to represent the public body.

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)**

SICK LEAVE BANK PROGRAM

This policy is established pursuant to 70 Oklahoma Statutes Sec. 6-104.6(M). A sick leave bank program (the “bank”) for all full-time Pioneer Technology Center employees consisting of sick leave days donated by employees will be created under the following guidelines:

Permission to use leave from the bank will be granted only for a Pioneer Technology Center employee who is pregnant or recovering from childbirth or who is suffering from or has a member of their immediate family or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition that has caused or will cause the employee to exhaust all accumulated leave (sick, personal and vacation) earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes and that has caused or is likely to cause the employee to take leave without pay or to terminate employment, as determined by the Board of Education.

For purposes of this policy, the following definitions apply:

“Immediate family” is defined as spouse, children, parents, siblings, father/mother-in-law, sister/brother-in-law, grandparents, grandchildren, stepparents, stepsiblings, and half siblings or the spouse of any immediate family member.

“Household members” means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another, including foster children and legal wards, even if they do not live in the household. This term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.

“Severe” or “extraordinary” means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery therefrom.

“Technology Center employee” means a teacher or any full-time employee of the Technology Center. Whether an employee is a “full-time employee of the Technology Center” will be determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee and who is employed a minimum of one hundred seventy-two (172) days.

“Bank” refers to the Sick Leave Bank Program.

All full-time employees are eligible to participate in the sick leave bank program on a voluntary basis, starting the month after their one-year anniversary. At this time the employee will be notified and given an enrollment form to complete (either to accept or decline membership in the Sick Leave Bank). No Pioneer Technology Center employee shall be coerced, threatened, intimidated or financially induced into donating sick leave under this policy.

Upon initial enrollment in the bank each employee will be assessed two days of his or her sick leave. Assessment of one day per year of a member’s sick leave will be continued until the bank is built up to a minimum of 120 days. Additional days will not be added except from new enrollees or retirees until the bank is depleted to below 100 days. When the bank total falls below a minimum of 400 50 days, each active member will be assessed one day immediately. If a member does not have the necessary hours at that time, the hours will be assessed at the beginning of the next contract year. Retirees may donate up to 240 hours of unused sick leave to the bank.

SICK LEAVE BANK PROGRAM (Cont.)

The open enrollment period for current employees will begin on July 1 and end on August 15, and will be open during this period each year. During this period current employees may change their membership status.

Each employee must complete an enrollment form accepting or declining membership in the Sick Leave Bank Program. Eligible employees who do not elect to join the bank at the first opportunity afforded them will not be permitted to join the bank until the next open enrollment period. Enrollment and cancellation forms will be available from the Human Resources Manager. Applications to use the bank shall also be obtained from the Human Resources Manager.

Only those employees participating in the bank will be eligible to apply for bank days. A person withdrawing from membership in the bank will not be able to withdraw the contributed days. Notification of withdrawal from membership in the bank shall be given during the regular enrollment period.

Sick leave from the bank may be requested as follows: a maximum of thirty (30) days each contract year for an individual employed from 1-5 years and a maximum of sixty (60) days each contract year for an individual employed 6+ years. The employee's first year of employment (ineligible for enrollment in the Sick Leave Bank) will count toward the years of service. Bank days can only be used after exhausting all accumulated sick leave and personal and/or vacation leave. Leave granted from the bank shall be in units of not more than fifteen (15) working days for individuals employed 1-5 years or thirty (30) working days for individuals employed 6+ years. Individuals must reapply if additional leave is needed.

If a bank member does not use all days granted from the bank, the unused days will be returned to the bank.

Leave from the bank may not be used for disabilities which qualify the member for Worker's Compensation benefits, unless the member has exhausted all Worker's Compensation leave and their own accumulated leave. Also, hours used from the bank are a part of any family and medical leave for which an individual is eligible and not in addition to that leave.

A member of the bank will lose the right to use the benefits of the bank by:

1. Termination of employment with the Pioneer Technology Center,
2. A member's voluntary cancellation of his/her membership in the bank, as of the effective date of cancellation (during enrollment period),
3. Any abuse or misuse of the rules of the sick leave bank program, or
4. Being on an approved leave of absence for other than personal illness.

Misuse of granted leave days may be subject to revocation as determined by the ~~committee~~ Superintendent. Applicant may appeal this decision to the Pioneer Technology Center Board of Education. The decision of the Board of Education is final and is not grievable.

The Superintendent and the Human Resources Manager will review and approve/disapprove the request within 3 working days of receipt of an Application for Use of Sick Leave Bank. The Human Resources Manager will notify the applicant of their application's approval/disapproval status.

SICK LEAVE BANK PROGRAM (Cont.)

All requests to draw from the bank must be submitted in writing to the Human Resources Manager. Medical documentation from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition shall be submitted with the application. When approval is granted, it shall be retroactive as needed.

In case applicant's capacity is of such a nature that he/she cannot personally apply for leave from the bank, his/her application may be submitted to the Human Resources Manager by his/her authorized agent or member of his/her family on his/her behalf.

In cases where the Sick Leave Bank request is not approved, the applicant may appeal his/her request to the Pioneer Technology Center Board of Education. The decision of the Board of Education is final and is not grievable.

The receiving employees shall be paid their regular rate of pay not to exceed their yearly contract period. The sick leave received from the bank will be maintained separately from all other sick leave balances.

Additional requests may be considered by the superintendent.

IN AND OUT-OF-STATE TRAVEL

Pioneer Technology Center's ("Pioneer") role in the advancement of educational opportunities for adult and secondary students and its substantial ties to economic development in the local and surrounding communities frequently result in business travel by staff, administration, and board members. The amount of travel and destinations vary widely based on areas or organizational emphasis, business relationships, existing economic conditions, and similar considerations.

Pioneer recognizes that travel is a necessity for those engaged in the business of training and education involving a broad spectrum of programs and complex private and public sector business relationships. Pioneer's philosophy is to authorize and encourage business travel when its purpose is reasonably related to its mission and fulfillment of its educational and training obligations. These obligations include, but are not limited to (1) securing training and education related to existing and future programs and activities; (2) staying informed regarding developments in arenas that impact business and industry (in and out of the local community), career and technology education opportunities for secondary and adult students, and (3) actively participating in those functions that shape and define the present and future of career and technology education.

Pioneer, like other Oklahoma career and technology centers, is responsible for the provision of unique education opportunities to secondary students, distinct from their experience in common education. These obligations are met by providing programs which offer secondary students an opportunity to explore careers and develop skills that alone or in combination with other education experience pave the student's way to a short or long-term occupation. In addition to its focus on secondary education, Pioneer has established adult programs designed to address the changing needs of business and industry for trained employees. In some instances programs address developing occupational trends; in others adult programs respond to the challenge created by business closures that require employees to develop new skills for transition to new jobs. Travel also occurs in connection with promotion of Pioneer and may involve presentations by staff or school officials regarding Pioneer's history as well as its specific concentrations.

Pioneer recognizes that business travel is essential for development and communication of programs and activities responsive to the needs of secondary and adult students as well as business and industry. Travel is also necessary for staff and Board members, who are encouraged to enhance their understanding of career and technology education and the diversity of programs and services available to secondary students, business, and industry.

The following should guide travel decisions and travel related expenditures. Pioneer sponsored travel:

1. is for business and not personal reasons;
2. is for a purpose that has been approved by the employee's supervisor or, in the case of the superintendent or the board, in accordance with established policies and procedures;
3. costs, submitted for reimbursement by Pioneer, must be reasonably related to and the result of business travel and, where required, should (apart from the approval by the district's Travel Coordinator) receive the approval of the employee's supervisor, or in the case of the superintendent or board members, be reimbursed only in accordance with established policies and procedures, and
4. for staff traveling out of state must be pre-approved by the Superintendent. Out-of-state travel of the Superintendent must be pre-approved by the Board.

Pioneer acknowledges that travel can place individuals in peril. If, during the course of travel, a Pioneer representative finds him or herself in a position that is viewed as unsafe, in a location that is unsafe, or working under unsafe conditions this policy is flexible enough to permit some deviation for safety concerns. Other circumstances can also place a Pioneer representative in a situation or conditions that the individual may view as unsafe. Individuals traveling as representatives of Pioneer are not expected to stay in unsafe locations, take unnecessary risks, or place

IN AND OUT-OF-STATE TRAVEL (Cont.)

themselves or their traveling companions in harm's way. To the extent an employee, official, or board member, due to a genuine attempt to avoid or minimize the likelihood that the individual will be less than safe, incurs costs that are in excess of those approved or provided for by procedures – Pioneer will consider the reasons for the expense incurred in determining whether to reimburse any additional travel costs.

Pioneer, guided by its Superintendent and Board of Education, is mindful of its obligation to be a conscientious steward of its monetary and non-monetary resources. In order to ensure that travel arrangements are consistent with the district's policies and demonstrate fiscal responsibility, the Superintendent will appoint an individual to serve as Pioneer's Travel Coordinator. This individual will be responsible for the review of out-of-state travel arrangements to assure that plans for lodging, air or other travel are not excessive or extravagant in view of the purpose for the travel, travel destination, available accommodations – taking into consideration the desire to arrange accommodations that are safe and secure and within a reasonable distance of the location where the conference or a majority of the conference is to be conducted.

Pioneer's Travel Coordinator shall also be responsible for bringing to the attention of the Superintendent and the Board recommendations for policy revision when the Travel Coordinator determines that existing policies or procedures are inadequate to address problems which employees confront with regard to travel accommodations or related matters such as procedures for reimbursement, or the approval process.

TRAVEL PROCEDURES

I. EXPENSE REIMBURSEMENT

Individuals (through designated individuals) shall, where feasible make advance arrangements for travel to conferences and similar events and shall arrange for direct payment of costs such as room, conference or similar fees, and other predictable expenses associated with a conference or event.

Staff members wishing to attend a conference, convention, or workshop which will require overnight lodging will submit the travel form to the appropriate approving supervisor. The request will be reviewed for approval or disapproval.

The Administration realizes not all travel can be planned in advance and costs for food and lodging may vary widely depending on the travel destination and season. Therefore, all travel claims involving out-of-state travel will be reviewed first by the approving supervisor and, in addition, will be reviewed by Pioneer's Travel Coordinator. Deviation from customary and routine expenses will be evaluated. The travel claim should include all costs, even those that have been prepaid.

When travel involves the Superintendent and/or Board members, the Travel Coordinator will review the pre-approval forms and include known and estimated expenses of travel, based on the conference or event information available.

II. SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES

Conference or convention registration fees, including workshops, breakfasts, luncheons, and dinners to be sponsored by the conference or convention. (These items should be prepaid by the District in advance whenever possible.)

IN AND OUT-OF-STATE TRAVEL (Cont.)

Round-trip coach rate airfare from Ponca City, Oklahoma City, Tulsa or Wichita, to the conference city. Every effort should be made to make travel plans as far in advance of the trip as possible, so discount fare may be arranged. (Tickets should be prepaid by the District in advance whenever possible.)

Mileage for the use of a personal vehicle for out-of-district travel and in-district travel pre-approved by the superintendent for specially-funded programs will be reimbursed at the IRS rate. Staff members are encouraged to travel by car for any meetings within 250 miles of Ponca City. Toll fees and parking fees are reimbursable with receipts. No receipt is required when the traveler is utilizing the Pike Pass automated payment process. If a staff member drives his/her vehicle for out-of-state meetings, mileage will be reimbursed up to the cost of the average round-trip coach rate airfare to that city. Mileage will be reimbursed based upon "map" mileage.

Lodging will be reimbursed up to a rate not to exceed the convention single rate, plus tax. Lodging will be reimbursed for the same number of nights as the conference is in session. For example, if a conference begins Friday morning and concludes at noon on Sunday, the reimbursement will be made for a maximum of three nights lodging. If additional nights are necessary because of unusual circumstances, or particularly remote locations, arrangement should be approved in advance by the Travel Coordinator. Receipts are required for reimbursement.

Ground transportation or rental car costs (including the daily rental rate, fuel and rental company provided collision insurance) in the conference city are reimbursable with receipts. Mileage reimbursement for use a personal vehicle at the convention site is also permitted, as long as a vehicle is necessary for conference or event related travel. All rental cars must have prior approval from the Travel Coordinator.

Meals for staff members are reimbursable up to \$35 \$45 including all tips for in-state and \$65 \$75 including all tips for out-of-state travel, with receipts (less any prepaid meals included with the conference registration). Tips shall not exceed 18% of the total meal cost, rounded to the nearest \$.25. Receipts for all meals must be itemized and include the name of the establishment, date, location, and cost. Under no circumstances will individuals be reimbursed for alcoholic beverages. Snacks are not reimbursable. Meal costs for Pioneer business clients/guests which are paid for by an employee or board member may be reimbursed if the receipt for the claim contains all necessary itemized information and the name of the business client/guest and purpose of the meeting.

Miscellaneous expenses are allowable without receipts up to a maximum of \$5.00 per day. This category is intended to cover incidental costs such as luggage handling or storage, etc. Miscellaneous expenses must be itemized on the travel claim.

One five-minute "safe arrival phone call" per trip to the employee's home will be reimbursed. All business calls are to be made with a calling card. The detailed phone record, number called, and purpose of call, must be submitted for reimbursement.

FINANCIAL SPONSORSHIP OF STUDENT ACTIVITIES

The Pioneer Technology Center will provide financial sponsorship for school-related student activities based on the following guidelines:

1. For educational conferences and activities, the school will provide transportation and pay registration/entry fees for qualified students, as funds are available. Furthermore, the school may allow an overnight stay for those trips that will exceed 125 miles of travel one way. Conferences and activities must be documented as educational in nature and approved by administration prior to attendance. Exceptions may be made for State or National CTSO Officer events.
2. For district level conferences/contests, the school will provide transportation and pay registration fees for those students that are qualified district level contestants. Furthermore, the school may allow an overnight stay for those trips that will exceed 125 miles of travel one way **or with Superintendent approval.** The school will pay lodging costs **only if the student activity account does not have the funds for the expense. associated with approved overnight stays.**
3. For state level conferences/contests, the school will provide transportation, as well as pay the registration and lodging costs for those students that are qualified state level contestants.
4. For national level conferences/contests, the school will pay the transportation, registration, and lodging costs for those students that are qualified national level contestants.
5. Pioneer Technology Center will reimburse qualifying state level contestants for meals while attending state competitions.

In-State Meals for students are reimbursable up to \$35 **\$45** per day including all tips, with receipts (less any prepaid meals included with the conference registration). Tips shall not exceed 18% of the total meal cost, rounded to the nearest \$.25. Receipts for all meals must be itemized and include the name of the establishment, date, location, and cost. Under no circumstances will individuals be reimbursed for alcoholic beverages. Snacks are not reimbursable.

Pioneer Technology Center will reimburse or pay by school credit card qualifying national level contestants meals while attending national competitions. With the proper activity fund purchase order in place, the school credit card may be checked out by a conference advisor for this purpose.

Out-Of-State Meals for students are reimbursable or payable up to \$65 **\$75** per day including all tips, with receipts (less any prepaid meals included with the conference registration). Tips shall not exceed 18% of the total meal cost, rounded to the nearest \$.25. Receipts for all meals must be itemized and include the name of the establishment, date, location, and cost. Under no circumstances will reimbursement or payment be made for alcoholic beverages or snacks. The conference advisor must document a meal expenditure breakdown by student to ensure the daily meal limit is not exceeded.

Pioneer Technology Center students who are state or national officers will be assisted in accordance with the above while they are enrolled as students, if the state or national organization does not provide assistance.

6. All contest participation will be subject to approval by the appropriate Director and the Superintendent, or other appropriate administrator.

7. Any instructor or professional staff person that has been approved by the Superintendent to participate in a student activity outside of his/her contract year will be paid according to his/her contracted daily rate of pay.

Note: The following will serve the purpose of defining qualified district level contestant, qualified state level contestant and qualified national level contestant.

Qualified district level contestant – Any student that participated in a local level event therefore advancing them to the district level contest by meeting the contest guidelines of the respective student organization.

Qualified state level contestant – Any student that participated in a district level event therefore advancing them to the state level by meeting the contest guidelines of the respective student organization or, for those events that do not have a district level competition, any student that has qualified through a local level event.

Qualified national level contestant – Any student that participated in a state level event therefore advancing them to the national level by meeting the contest guidelines of the prospective student organization and scoring within 10 percent of the top qualifying score. This will not exceed the 4th place finisher in an individual event and will only allow for the 1st place finishing team in a team event. Exceptions may be considered by the Superintendent.

DRUGS, ALCOHOL AND CONTRABAND SEARCHES

The Pioneer Technology Center Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol, or contraband on school property.

Such searches will be arranged by the superintendent at his/her discretion and will target only school property including lockers and vehicle parking areas. Students, ~~and~~ staff members, and other persons on school property will not be the subject of animal searches and will be searched by the superintendent, an administrator, a teacher, or school security personnel in accordance with state law and school policy. Individuals may be searched only if reasonable suspicion for a specific student arises during a search of school property.

The superintendent is directed to prepare a regulation implementing and supporting this policy.

REFERENCE:

POLICIES:

- FO - Student Conduct, Behavior and Discipline**
- FO-R4 – Student Discipline Possession of Alcoholic Beverages or CDS, Regulation**
- FNCE - Reporting Students Under the Influence**
- FNCF - Drug-Free Schools**
- FNF - Search of Students**
- FNF - R – Search of Students, Regulation**
- FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation**

**DRUGS, ALCOHOL AND CONTRABAND SEARCHES
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the searching of school property by search dogs.

Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent.

Student **All** lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel.

No student will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material, which the dog is trained to detect, ~~on the person of a student, a further search of that person's outer garments, purses, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel.~~ **contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel if it is determined that reasonable suspicion exists with regard to a named student. This search will be of the cold weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.**

Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate due process. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered.

Strip searches or **removal of any clothing other than cold weather outerwear** "body" searches are **is** prohibited.

REFERENCE:

POLICIES:

FO - Student Conduct, Behavior and Discipline
FO-R4 – Student Discipline Possession of Alcoholic Beverages or CDS, Regulation
FNCE - Reporting Students Under the Influence
FNCF - Drug-Free Schools
FNF - Search of Students
FNF – R – Search of Students, Regulation
FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE

The Board of Education of Pioneer Technology Center (“Pioneer”) adopts the following policy and procedures dealing with student behavior.

Pioneer Technology Center serves adult and secondary students. A behavior and discipline code is provided to inform students of the standards of conduct required and of the consequences of misconduct. School laws that prescribe procedures applicable to secondary students are, in many instances, not applicable to adult students.

- Reference to “parent” in this policy refers to a student’s parent or legal guardian.
- Reference to “administrator” means Program Administrator or the Pioneer staff member to whom the administration has delegated the responsibility for student discipline.
- Reference to the “Superintendent” refers to the Superintendent of Schools or the Superintendent’s designee.
- Removal or dismissal refers to taking a student out of a course or program for a short period, a long period, or permanently.

General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Pioneer. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules and standards of conduct.

Student Conduct

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. The board also believes that reasonable standards of conduct must be established and that adherence to those standards must be insisted upon.

In accordance with the policy of the board of education, the following standards of conduct are established for the Pioneer Technology Center school system.

All students are expected to act as ladies and gentlemen with due consideration for the rights and needs of others. Individual language, grooming, dress, and conduct of good taste are essential qualities of successful employees. Therefore, only the best is expected of Pioneer Technology students.

For the purpose of this policy, a student is defined as any person regularly enrolled in a full-time educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function.

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school-owned, controlled, attended, or supervised premises.
4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.
5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled/dangerous substances, or any substance or material believed to be drugs, alcohol or any chemical substance, or any substance which is capable of causing or producing mood alteration or behavioral changes.
6. Conduct or speech that violates commonly accepted standards of society within the community.
7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Any student violating policies or regulations may be subject to warning, reprimand, probation, or suspension, expulsion or dismissal in addition to any civil or criminal proceedings or prosecution.

Adult students enrolled in full-time educational programs may attend class with high school students. It is of paramount importance that each adult enrolled in day classes be an example for secondary students in all areas, including attendance, dress, language, attitudes, and class and laboratory efforts. Adults enrolled in classes with high school students should be a positive, motivational force in the school life of their high school classmates.

Adults are held to standards of conduct that are not less than those for secondary students attending Pioneer. Educational opportunities available to adult students may be cut short or terminated in instances where an adult student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful program completion.

Adult students do not have due process rights pursuant to Pioneer Technology Center policy. Pioneer Technology Center administration will consider the best interest of the student in violation of the policy, the other students impacted by the violating student and the educational climate of the school when making decisions regarding discipline, suspension or dismissal of an adult student. The disciplinary decision(s) is final and cannot be appealed.

Behavior and Discipline Code

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension (secondary students) or including the possibility of dismissal (adult students):

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

1. Adjudication as a delinquent for an offense that is not a violent offense. For purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault;
2. Arson;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
5. Bullying; (see policy FNCD)
6. Cheating;
7. Conduct that threatens or jeopardizes the safety of others;
8. Cutting class, sleeping, or refusing to work in class;
9. Disruption of the education process or operation of the school;
10. Extortion;
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
12. Failure to comply with state immunization requirements;
13. False reports or false calls;
14. Fighting;
15. Forgery;
16. Gambling;
17. Hazing (initiations) in connection with any school activity;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, national origin, sex/gender, age, religion, disability or veteran status, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession or use of a caustic substance not related to course work;
27. Possession or distribution of obscene materials;
28. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.); (see policy FNCGA)
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer as defined by Oklahoma law, (i.e., 3.2 beer) and/or any controlled/dangerous substance, counterfeit drugs, or other abusable chemical substances as defined by policy FNCE-R (see also policies FO-R4, FNCE)
30. Possession or distribution of any controlled/dangerous substances as defined in the Uniform controlled Dangerous Substances Act; counterfeit drugs, or other abusable chemical substances as defined by policy FNCE-R (see also policies FNCE, FNCE-R)
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

33. Sexual or other harassment of individuals, including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions);
36. Truancy;
37. Use or possession of tobacco products and the use or possession of simulated tobacco products is specifically prohibited at Pioneer Technology Center. (see policy CKDA)
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, school employee, or the school;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
41. Vandalism;
42. Violation of the Board of Education or school policies, rules or regulations;
43. Vulgarity;
44. Willful damage to school property;
45. Willful disobedience of a directive of any school official.

Students suspended or dismissed for a violent offense directed toward an instructor shall not be allowed to return to the instructor's classroom without the instructor's prior approval. Whether an offense is considered a violent offense, requiring an instructor's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options, out-of-school suspension, expulsion or dismissal.

The Pioneer Technology Center Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. **The following are some examples of these circumstances:**

- The seriousness of the offense;**
- The effect of the offense on other students;**
- Whether the offense is physically or mentally injurious to other people;**

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

Whether the incident is isolated or habitual behavior;
The manifestation of a disability;
Any other circumstances which may be appropriately considered.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrator's appropriate means of discipline for specific infractions.

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

Dismissal of Students Because of Failure to Meet or Comply with Essential Program Requirements

Pioneer's program offerings include those that incorporate requirements essential to successful completion of the program. An example is the clinical hours which are a part of and necessary for completion of many health care programs. When a student cannot complete essential program requirements the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory parts of the program.

Adult Students Attending the Technology Center by Virtue of a Special Program

In some instances, adult students are participating in programs offered by Pioneer as a result of their eligibility established by terms of a federal or state program. In these instances, the programs establish eligibility requirements as well as minimum standards which students must meet in order to remain a part of the program and recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in these programs and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the program director. Whether to allow the student to return to the program, and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student's dismissal shall include written notice to the program or project director of the student's dismissal and the reasons for dismissal.

Immediate Removal of a Student

Whenever an alleged violation of the Student Conduct, Behavior and Discipline Code is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student's continued presence on campus would create, in the administrator's judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system. If dismissal is found necessary, the administrator shall document the justification in a report and immediately forward it to the Superintendent, and also immediately contact the student.

In instances involving a student's dismissal or removal from a program, Pioneer will utilize procedures that are fair and reasonable. The complete cooperation of students is encouraged to assure that all students have an opportunity to benefit from the educational opportunities available. Conduct which violates policies, rules and practices or which interferes with or disrupts learning must and will be addressed by school administration. Policy FOD-R, describes the procedure that will be used when it is necessary to remove a secondary student from a program. Removal may involve a short or long period or may involve a permanent removal.

Readmission

A dismissed student is eligible to be readmitted upon proper application for readmission. However, the administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for readmission.

Notification of Policy

Copies of any procedural regulations and the *Student Conduct, Behavior and Discipline Policy* shall be distributed to all students annually, and students are responsible for compliance with the school's behavior and conduct standards. Questions as to the interpretation of any part of the policy should be presented to the appropriate administrator.

STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)

Administrative Actions

Administrative actions called for in this policy may be taken by the administrator designated by this policy or the Superintendent. An administrator, whether a program administrator, superintendent, or other administrator in charge, may appoint a designee to act in his/her place. With the exception of the Superintendent, designees must be approved by the Superintendent.

REFERENCE: 10 O.S. §7115
70 O.S. §6-114
70 O.S. §24-101.3

POLICIES: FO-R4 - Secondary Student Discipline, Possession of Alcoholic Beverages or CDS, Regulation
FOD – Suspension of Secondary Students
FOD-R – Suspension of Secondary Students, Regulation
FNCE - Reporting Students Under the Influence
FNCE-R – Dangerous Weapons, Nonintoxicating Beverages, Intoxicating Beverages, Controlled Dangerous Substances, Counterfeit Drugs, or Other Abusable Substances
FNCF - Drug-Free Schools
FNF - Search of Students
FNF-R - Search of Students, Regulation
FNFBA - Drugs, Alcohol and Contraband Searches
FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation
CKDA – Smoking and Tobacco Free Campus

THIS POLICY REQUIRED BY LAW.

SUSPENSION OF SECONDARY STUDENTS

(Reference to “student” in this policy refers to secondary students)

The authority to suspend a student from school in this district is delegated to the superintendent who may delegate this duty to other certified designee if, in his/her discretion, to do so would be in the best interests of the district.

It is the policy of the Pioneer Technology Center Board of Education that the superintendent or designee may suspend a student for:

- Violations of policy or regulations, including repeated violations of the attendance policy and the tobacco use policy (See policies FO, CKDA and FDC)
 - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
 - Possession of a dangerous weapon or a illegal/abusable chemical substances while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE, FNCF and FNCGA)
 - Possession of a firearm shall result in out-of-school suspension at the discretion of the district (See policy FNCGA)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property, including, but not limited to:
 - Commission of an offense that would be classified as a felony or misdemeanor under state laws, including burglary, larceny, robbery, theft, arson, vandalism, or similar juvenile offense
 - Extortion, blackmail, or coercion of fellow students or faculty
 - Repeated classroom disturbances
 - Interfering with school employees through striking or threatening to strike or otherwise abusing school employees
 - Participating in unauthorized and disruptive demonstrations on school property
 - Failure to identify self to appropriate authority in a crisis situation
 - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
 3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
 4. Any student who has been adjudicated as a delinquent for any offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, other students, or faculty.
 5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student’s Individual

Education Plan. Consideration of a suspension of more than 10 days will be discussed with the special education teacher.

SUSPENSION OF SECONDARY STUDENTS (Cont.)

6. A student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Before a student is suspended out-of-school, the administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians of secondary students will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to administrators.

NOTE: 70 O.S. §24-104.1 and FERPA provides that a school district may request student discipline records, and a school district must provide student discipline records upon request by another school district.

POLICIES: FO- Student Conduct, Behavior and Discipline
FOD-R – Suspension of Secondary Students, Regulation

REFERENCE: 10 O.S. §7005-1.2
10 O.S. §7303-5.3
10 O.S. §7307-1.2
37 O.S. §163.2
70 O.S. §24-101, et seq.; §24-102, et seq.
70 O.S. §24-101.3, §24-102, §24-103, et seq.

**SUSPENSION OF SECONDARY STUDENTS
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school. **(See policy FOD – Suspension of Secondary Students)**

The authority to suspend a student from school in this district is delegated to the program administrators who may delegate this duty to other certified personnel if, in his/her discretion, to do so would be in the best interests of the district.

1. Any student may be suspended for:

- Violations of policy or regulations, including repeated violations of the attendance policy and the tobacco use policy (See policies CKDA and FDC)
- Possession of an intoxicating beverage, low point beer (37 O.S. §163.2) (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE, FNCF and FNCGA)
- Possession of a firearm shall result in out-of-school suspension at the discretion of the district (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property, including, but not limited to:
 - Commission of an offense that would be classified as a felony or misdemeanor under state laws, including burglary, larceny, robbery, theft, arson, vandalism, or similar juvenile offense
 - Extortion, blackmail, or coercion of fellow students or faculty
 - Repeated classroom disturbances
 - Interfering with school employees through striking or threatening to strike or otherwise abusing school employees
 - Participating in unauthorized and disruptive demonstrations on school property
- Failure to identify self to appropriate authority in a crisis situation
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)

3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent for any offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, other students, or faculty.

SUSPENSION OF SECONDARY STUDENTS, REGULATION (Cont.)

- 5. ~~Students suspended out of school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's Individual Education Plan. Consideration of a suspension of more than 10 days will be discussed with the special education teacher.~~
- 6. ~~A student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.~~

It is the intent of the Pioneer Technology Center administration to involve the parents of secondary students early in the discipline process. Parental support is encouraged and solicited. In the event a minor student is suspended, the parents shall be notified by telephone and a written report of the charged violation shall be delivered or mailed to the parents.

Procedural Steps to Suspension

Before a student is suspended from school, the program administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record. Other penalties that may be assigned include in-school detention, extra work that cannot be associated with class work, or other penalty agreed upon by the student and the administrator as appropriate for the offense.

- 1. Probation: A student may be placed on probation with or without additional disciplinary action. If probation is elected by the administrator as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
- 2. In-school Placement: In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's program administrator and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension committee.

3. Out-of-school Suspension:

A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the administrator must justify in writing why in-school placement was not appropriate.

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

SUSPENSION OF SECONDARY STUDENTS, REGULATION (Cont.)

- B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above (see also Policy FO), the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled.
- Core units, as applied to Pioneer Technology Center, consist of the minimum English, Mathematics, Science Social Studies and Art units required by the Oklahoma State Department of Education for high school graduation in grades nine through twelve. If the suspended student is not enrolled in any core units, no education plan is required.
 - The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed.
 - A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.
 - No education plan is necessary for act which involve the possession of a dangerous weapon or controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act.

Appellate Procedures

Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. If the suspension appeals committee does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

SUSPENSION OF SECONDARY STUDENTS, REGULATION (Cont.)

- D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
- A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

Suspension Appeals Committee

The suspension appeals committee will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

SUSPENSION OF SECONDARY STUDENTS, REGULATION (Cont.)

Appeal for Reinstatement

Students who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, at his/her discretion, schedule an informal hearing with the concerned administrator. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the appropriate administrator may recommend the reinstatement of the student or denial of reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.

SUSPENSION IMPOSED BY SENDING SCHOOL DISTRICT

When a sending school district suspends a student who, at the time of the suspension, is enrolled at Pioneer – the Superintendent or his/her designee shall promptly review the available information and determine whether the suspension shall also result in a suspension from Pioneer. In the event the student shall be suspended from Pioneer, for a reason involving suspension by the sending school, Pioneer shall follow its procedures for suspension including notice of the suspension, opportunity to respond, and (where applicable) right to a hearing. When Pioneer suspends a secondary student, it will likewise notify the sending school district of the suspension. Treatment accorded Pioneer’s suspension shall be the decision of the sending school district.

Records and Reports

The administrator or school official will keep written records of each suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis of rejection of alternative disciplinary options. Also, the administrator shall maintain records related to the Education Plan and the student and/or parent’s compliance or non-compliance with the Plan. (see policy FO-R1, Records of Student Disciplinary Actions and Procedures)

Return to School

Upon return to school after a suspension for disciplinary purposes, the student should report to the program administrator or the classroom instructor, if so assigned.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended 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 a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

**POLICIES: FO- Student Conduct, Behavior and Discipline
FOD – Suspension of Secondary Students
FA – Students Enrollment Requirements**

PIONEER TECHNOLOGY CENTER

2022 – 2023 School Calendar

August 1 & 2, 2022	OkACTE Oklahoma Summit Tulsa Cox Business Convention Center
August 3 – 15, 2022	In-Service/Staff Development
August 11, 2022	Evening – Back to School Night
August 16, 2022	First Day of School, First Grading Period
September 5, 2022	Labor Day Holiday (Campus Closed)
October 11, 2022	Evening Parent/Teacher Conferences
October 13, 2022	Parent/Teacher Conference Day – No Classes & End First Grading Period
October 14 & 17, 2022, Friday & Monday	Student Fall Break – No Classes
October 25, 2022	First Day Second Grading Period
November 21-25, 2022, Monday - Friday	Thanksgiving Holiday (Campus Closed)
December 21, 2023	End Second Grading Period/End First Semester
December 22, 2022 thru Jan. 2, 2023	Winter Break – No Classes
January 3, 2023	First Day Third Grading Period/Second Semester
January 16, 2023	Martin Luther King Jr. Day Holiday (Campus Closed)
February 17, 2023	Parent/Teacher Conference Day – No Classes
February 20, 2023	Presidents' Day Holiday (Campus Closed)
March 10, 2023	End Third Grading Period
March 13 – 17, 2023, Monday - Friday	Spring Break – No Classes
March 20, 2023	First Day Fourth Grading Period
April 7, 2023	Good Friday Holiday (Campus Closed)
May 23, 2023	Last Day of School /End Fourth Grading Period/Second Semester
May 29, 2023	Memorial Day Holiday (Campus Closed)

Inclement weather make-up days: April 7, May 24,25,26, 30, 31

2022-2023 Calendar Pioneer Technology Center

JULY 2022						
S	M	T	W	T	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

JANUARY 2023						
S	M	T	W	T	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28				

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

APRIL 2023						
S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

* **Holiday/ Campus Closed** * **In-Service/Staff Development** * **Student Breaks** * **Conferences** * **See List**

2022	
July	4 Fourth of July Holiday/ Closed
August	1-2 ORACTE Oklahoma Summit 3-10 In-Service / Professional Days 11 Evening—Back to School Event 16 First Day of School
September	5 Labor Day Holiday/ Closed
October	11 Evening P/T Conferences 20 P/T Conference Day / No Classes 13 End of First Grading Period 14 & 17 Fall Break / No Classes
November	21 -25 Thanksgiving Holiday / Closed
December	21 End of Second Grading Period 22 Winter Break / No Classes 23-30 Christmas Holiday / Closed



2101 N. Ash
Ponca City, OK 74601

We Value...
People
Innovation
Character
Learning
Economic Development

Approved 3/8/2022
Days Semester 1 - 83
Days Semester 2 - 92
Total Days: 175

2023	
January	2 Winter Break / No Classes 3 First Day of Second Semester 16 Martin Luther King Jr Day Holiday / Closed
February	17 P/T Conference Day / No Classes 20 Presidents' Day Holiday / Closed
March	10 End of Third Grading Period 13-17 Spring Break / No Classes
April	7 Good Friday Holiday / Closed
May	23 Last Day of School 29 Memorial Day Holiday / Closed
Inclement weather make-up days: April 7, May 24-26	

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

Whereas, Oklahoma School 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 2022/2023 plan year; and

Whereas, the quotation is acceptable to the District;

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

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

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

Date: _____

Pioneer Technology Center

By: President, Board of Education

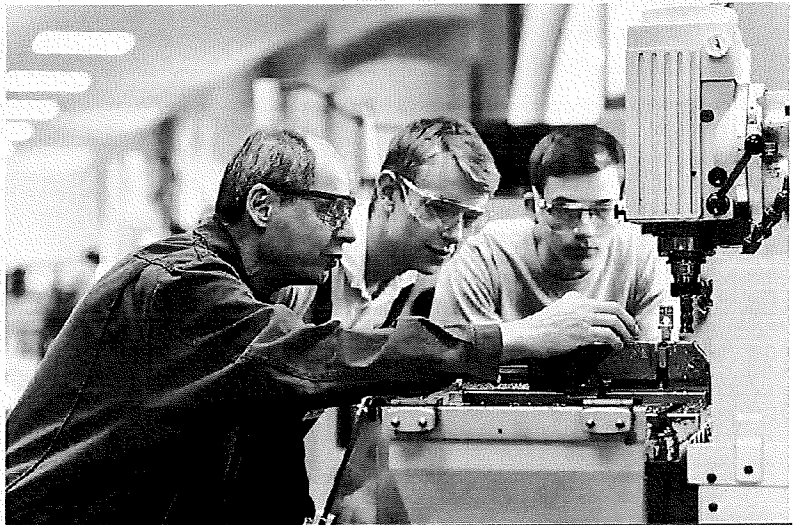
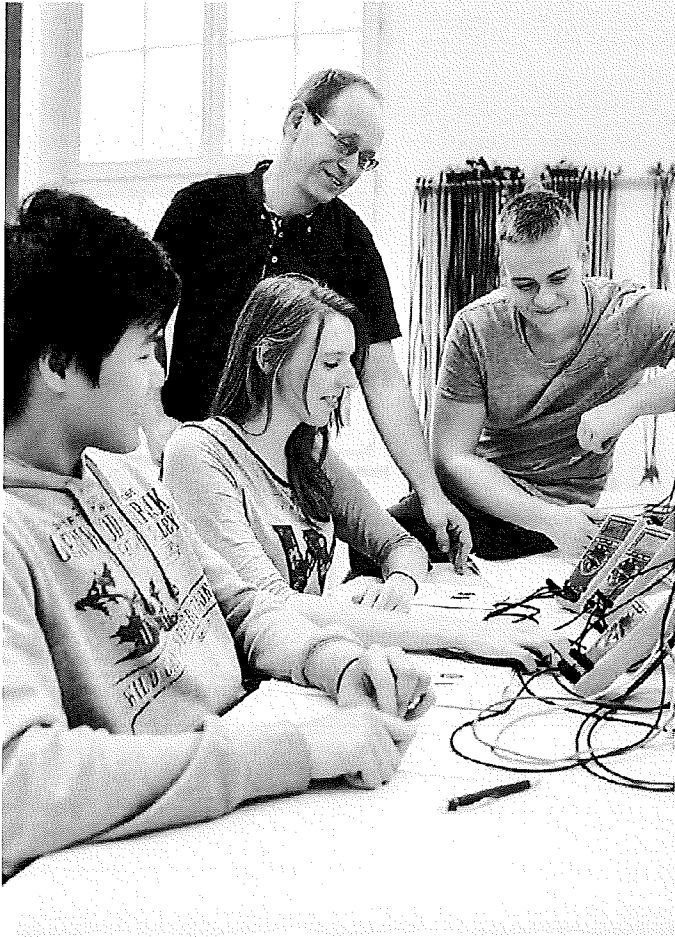
ATTEST:

Clerk, Board of Education

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

<u>Type</u>	<u>FY22</u> <u>Expiring</u>	<u>FY23</u> <u>Renewal</u>	<u>Change</u>
Workers Comp	29,752.00	29,929.00	+ 177.00
General Liability	1,052.00	1,032.00	- 20.00
Umbrella-Excess Limits	212.00	210.00	- 2.00
Educators Legal Liability	1,051.00	1,032.00	- 19.00
Auto/Fleet Physical/Liab	1,402.00	1,377.00	- 25.00
Auto Excess Physical	2,902.00	3,724.00	+ 822.00
Property	86,913.00	96,653.00	+ 9,740.00
Equipment Breakdown	448.00	553.00	+ 105.00
Crime	2,192.00	2,720.00	+ 528.00
Fiduciary Liability	1,222.00	1,222.00	0
Bailee's Liability	334.00	312.50	- 21.50
Student Accident	4,895.10	4,895.10	0
Cyber Liability	5,944.00	5,944.00 - TBD	0
Day Care General Liability	995.00	995.00 - TBD	0
OSIG TOTALS	139,314.10	150,598.60	+11,284.50
LIBERTY MUTUAL:			
Treasurer Bond	1,300.00	1,300.00	0

APPENDIX A



OKLAHOMA ASSOCIATION FOR CAREER AND TECHNOLOGY EDUCATION INSURANCE PLAN

INSURANCE PROPOSAL FOR
PIONEER TECHNOLOGY CENTER

Presented By:
Gary Rosenhamer
Tom Caraway

2022 - 2023 Premium Comparison

Coverages	21-22	22-23	% Change
Property	\$86,913	\$96,653	11%
All Other Peril Deductible (\$10,000)			
Wind/Hail/Tornado Deductible (\$25,000)			
Equipment Breakdown	\$448	\$553	23%
General Liability	\$1,052	\$1,032	-2%
Educators Legal Liability	\$1,051	\$1,032	-2%
Auto Liability	\$1,402	\$1,377	-2%
Auto Physical Damage	\$2,902	\$3,724	28%
Excess Liability	\$212	\$210	-1%
OSIG PREMIUM	\$93,980	\$104,581	11%
Workers' Compensation	\$29,752	\$29,929	1%
Crime	\$2,192	\$2,720	24%
Fiduciary	\$1,222	\$1,222	0%
Bailee's Liability	\$334	\$312.50	-6%
Day Care General Liability	\$995	TBD	
Student Accident	\$4,895.10	\$4,895.10	0%
Total Premium	\$133,370	\$143,660	8%

Property Deductible Options:

Deductible	Saves	Indicated Savings
All Peril 25K to 50K	5%	\$4,833
All Peril 25K to 100K	7.50%	\$7,249
All Peril 25K to 250K	15%	\$14,498
Deductible	Saves	Indicated Savings
W/H 50K to 100K	6.75%	\$6,524
W/H 50K to 250K	12%	\$11,598

Note:

Depending on the chosen deductible option, the indicated savings may be less due to final calculations.



Coverages

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

Property

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

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

Deductibles Optional increased deductible quotations are available upon request.

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



General Liability

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

School Board Legal Liability

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

Employee Benefit Liability

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

Automobile Liability

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

Automobile Physical Damage

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



Crime

No Coverage

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
 - \$2,000,000 Annual Aggregate Limit for Information Data and Network Liability
 - \$2,000,000 Annual Aggregate for Regulatory Defense and Penalties
 - \$2,000,000 Annual Aggregate for Payment Card Liability and Costs
 - \$2,000,000 Annual Aggregate for Media Liability
- Breach Response Cost
 - \$500,000 Annual Aggregate for Breach Response Cost
- First Party
 - \$750,000 Annual Aggregate for Cyber Extortion Loss
 - \$750,000 Annual Aggregate for Data Recovery Costs
 - \$750,000 Annual Aggregate for Business Interruption Resulting in Security Breach
 - \$500,000 Annual Aggregate for Business Interruption Resulting in System Failure
 - \$750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
 - \$100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- eCRIME
 - \$75,000 Annual Aggregate for Fraudulent Instruction
 - \$75,000 Annual Aggregate for Transfer Fraud
 - \$75,000 Annual Aggregate for Fraud
- Coverage Endorsements
 - \$100,000 Annual Aggregate for Reputation Loss
 - \$50,000 Annual Aggregate for Claims Preparation Costs for Reputation Loss Claims Only
 - \$100,000 Annual Aggregate for Computer Hardware Replacement Costs
 - \$100,000 Annual Aggregate for Invoice Manipulation
 - \$25,000 Annual Aggregate for Cryptojacking
- \$10,000 Deductible

School Violent Acts Protection

- \$25,000 Each Occurrence Limit
- \$250,000 Aggregate Limit (all members, all claims)
- No Deductible
- \$25,000 Property/Safety Improvements following School Violent Act
- Must notify OSIG within 10 days of receiving notice of a School Violent Act

Excess Liability

- Excess Primary Limits
- Follow Form Underlying - Excluding Employers Liability

\$1,000,000

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

WORKERS' COMPENSATION

Carrier	CompSource Mutual Insurance Company
Policy Number	Renewal of 03425471211
Policy Term	7-1-2022 to 7-1-2023
Annual Premium	\$ 29,929
Workers' Compensation Employer's Liability	Statutory Limits \$1,000,000 Each Accident \$1,000,000 Policy Limit \$1,000,000 Each Employee
Location	Per Schedule on file with carrier

Note: 2022-2023 policy is non-auditable.

Class	Payroll
8868 School: Professional Employees & Clerical (Teachers, Assistants, Clerical, IT, HR, Finance, Admin, Business Development, Counselors, Bookstore)	\$ 5,260,000
7380 School: Drivers, Messengers, Chauffeurs	\$ 66,500
9101 School: All Other Employees (Security, Maintenance, Groundskeeper, Cafeteria, Mechanics)	\$ 365,000
8869 School: Day Care	\$ 135,000

| CRIME

Carrier	Travelers Casualty and Surety Company of America
Policy Number	107113888
Policy Term	7-1-2022 to 7-1-2023
Premium	\$2,720 (3-Year Policy, Premium \$8,160)
Claims Made Form	
Revenues	* Per Expiring

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

Insureds Premises Covered: Worldwide

FIDUCIARY

Carrier	Federal Insurance Company - Chubb
Policy Number	8211-9057
Policy Term	7-1-2022 to 7-1-2023
Annual Premium	\$1,222

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

Retention Amounts

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

BAILEE'S LIABILITY COVERAGE

Carrier	Mid-Continent Casualty Company
Policy Number	04CIM000020582
Policy Term	7-1-2022 to 7-1-2023
Premium	\$312.50

Coverage	
(A) RV/Motorcycle/Watercraft/Construction Equipment	
(B) Repair, Modification &/OR Service	
(C) List of Scheduled Premise and Limits: On File with the Carrier	\$50,000
(D) Additional Limits of Insurance Transit Limit	\$50,000
(E) Deductibles	\$1,000
(F) Premium	\$312.50

GENERAL LIABILITY- DAY CARE

Carrier	Scottsdale Insurance Company
Policy Number	CPS3370656
Policy Term	7/1/2022 to 7/1/2023
Premium	TBD
Minimum Earned Premium	25%

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

COVERAGE PLAN:	Occurrence Basis
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DEDUCTIBLE(S):	None
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CLASS CODE

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

ADDITIONAL COVERAGES

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

STUDENT ACCIDENT

Carrier	United States Fire Insurance Company
Policy Number	TBD
Policy Term	7/01/2022 to 7/01/2023
Annual Premium	\$4,895.10

Class I.	Number Eligible
Work Based Experience Students	378
Description of Hazards	
Specific Activity – All Students enrolled in District Programs and are participating in sponsored work base experience training as part of their curriculum.	
Description of Benefits	
I. Accident Medical & Dental Primary	
II. Accidental Death, Dismemberment, Loss of Sight, Speech, Hearing, or Paralysis	
Principal Sum	
\$15,000 Maximum Benefit Limit	
\$10,000 AD&D	
Aggregate Limit of Liability	\$250,000 Per Accident

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

DISCLOSURES

Compensation Disclosure to our Customers

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

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

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

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

Property Schedule

Report Printed: 06/06/2022 10:33 pm

Pioneer Technology Center

Location	Occupied As	Bldg Value	Contents Val
1500 South Waverly	Contents Only	\$0	\$47,343
2101 North Ash	Bus Building	\$2,149,161	\$89,439
2101 North Ash	Cosmo Building	\$328,116	\$73,694
2101 North Ash	EMS Training Tower (No Contents)	\$819,420	\$0
2101 North Ash	Main Building	\$20,813,932	\$4,537,807
2101 North Ash	Sign	\$140,468	\$0
		<u>\$24,251,097</u>	<u>\$4,748,283</u>

Floater Limit	<u>\$150,000</u>	Auto Values:	<u>\$1,209,946</u>
EDP Limit	<u>\$1,000,000</u>	Total Values:	<u>\$32,609,326</u>
Extra Expense Limit	<u>\$1,250,000</u>		

Auto Schedule

Report Printed: 06/06/2022 10:33 pm

Pioneer Technology Center

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2001	Ford	F-250	3	1FTNF20L551EB43461	\$6,550
2	1992	Callen	Trailer	0	1C9UU3820NC440083	\$67,000
3	2002	Ford	E-150 Van	2	1FTRE1427HB81449	\$5,587
4	2004	Bluebird	Bus	53	1BAKCKKH04F216769	\$15,000
5	2001	Chevrolet	MiniBus	8	1GBHG31R911193889	\$5,000
6	2003	Dodge	Caravan	8	1D4GP243638311874	\$3,450
7	2004	Chevrolet	Silverado	3	1GCHC23U24F178838	\$15,150
8	2006	Dodge	Gr. Caravan	8	X2D46P44LX6R616327	\$5,150
9	2003	Jackson	CarHauler	0	1J9FS182731033435	\$2,925
10	2006	Dodge	Caravan	8	2D4GP44L66R827279	\$5,950
11	2006	Bluebird	Bus	35	1BAKCKKH66F232400	\$24,000
12	2007	Freightliner	TrkTor		1FVAFCDK0747458598	\$80,000
13	2009	International	Bus	65	4DRBUSKP09B664359	\$40,000
14	2008	Dodge	Caravan	7	1D8HN44H98B177174	\$8,925
15	2009	Cargo	Trailer		406EG26239C022973	\$15,400
16	2011	Chrysler	200	5	1C3BC1FB2BN531306	\$12,125
17	2013	Dodge	Caravan		2C4RDGCG4DR549290	\$16,725
18	2015	IC	Bus		4DRNZSKH9FB645958	\$78,125
19	2015	Top Hat Bumper	Dump Trailer		4R7BD142XFT145216	\$6,627
20	2016	Chevy	Impala		2G1WA5E36G1103244	\$17,529
21	1996	Daihatsu	Mini Truck		S110P076979	\$0
22	2018	International	Bus		4DRBUC8N7JB518817	\$99,000
23	2017	Chevy	Suburban		1GNSCKEC1HR302281	\$37,835
24	2018	Chevy	Impala		2G11X5S39J9110114	\$21,239
25	2019	International	Special Needs Bus	71	4DRBUC8PXKB595135	\$97,025
26	1985	Spartan	Fire Truck		S29MT6C00FC423791	\$14,500
27	1999	Ford	Crown Victoria		2FAFP71W0XX173097	\$2,000
28	2018	Ford	Expedition		1FMJK1FT8JEA53602	\$39,000
29	2019	Dodge	Caravan		2C4RDGBG4KR568503	\$21,566
30	2020	International	Bus	71	4DRBUC8P6LB422875	\$93,685
31	2020	Sundowner	Cargo Trailer		13SCG3022L1CA3831	\$128,800
32	2020	Ford	Fusion		3FA6P0G78LR112046	\$16,978
33	2008	Ford	Ambulance		1FDWF36R88ED58439	\$110,000
34	2022	International	Bus	71	4DRBUC8N4NB244692	\$97,100

Total Value of All Autos for Pioneer Technology Center: \$1,209,946

IMPORTANT EXPOSURE AND COVERAGE ITEMS

- BBPI limit 10% of building value for Blanket Coverage to apply. If you have a location with less than 10% limits, you should consider increasing those limits to at least 10% of the building value

The items listed below either require additional coverage, have coverage provided in the technology center program, or are discussion items.

- **Daycare Facilities** - If daycare operations are provided, separate general liability coverage needs to be in place.
- **Gun Ranges** -If a gun range is present, separate general liability coverage needs to be in place.
- **CLEET Program** - Many technology centers are offering these programs. As long as it's curriculum based programs, that exposure is covered in the OSIG policy
- **Crime Coverage** - The OSIG policy does not provide crime coverage. We can provide crime coverage to the technology centers through other sources. We're suggesting a separate crime policy
- **Bailee's** – Covers non-owned autos - \$50,000 Limit
- **Construction Cost** - You'll notice on the next page of the proposal that construction costs have risen dramatically. There's a need to discuss this information with your technology center and adjust construction costs accordingly.
- **Out of state employees** -Should out of state employees exist, we need to know the state and amount of payroll. We can include them on the work comp coverage.
- **Drones** -We need more information about this program. It may need to be covered separately.
- **Cyber Liability** - OSIG offers a cyber form. Several technology centers are choosing to insure cyber liability separately and rely on OSIG as an excess form. If coverage is being pursued outside OSIG, security measures including Multi-Factor Authentication need to exist.
- **Claim Reporting: Windstorm or Hail** - There's a requirement in the policy for 365 day reporting from date of occurrence for windstorm or hail claims. If you've had a windstorm or hail or believe you've had such at the technology center, this claim needs to be reported as practically soon as possible.

365-DAY NOTICE/FORFEITURE PROVISION APPLICABLE TO WINDSTORM AND HAIL ENDORSEMENT

THIS ENDORSEMENT CHANGES THE PLAN. PLEASE READ IT CAREFULLY.

Notwithstanding any provision within the Plan to the contrary, the following notice provision shall apply to any covered loss arising out of the occurrence of either (1) windstorm or (2) hail:

Coverage will apply on the condition that the Member gives OSIG notice of any loss arising out of windstorm or hail as soon as possible, but in no event more than 365 days from the date of the loss. Because time is of the essence, the Member agrees that this notice provision is a condition precedent to coverage for loss for windstorm or hail, that it is a substantial and material breach of this Plan by the Member to report any windstorm or hail loss more than 365 days from the date of the loss, and that therefore coverage for such a loss is forfeited, and as a result will not be available, if late notice occurs.

For purposes of this provision, notice of the loss shall be given to Oklahoma Schools Insurance Group, P.S. Box 3068, Tulsa, OK 74104, Phone—866-444-0061.

Overview

Background

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

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 18 years, OSIG's membership has grown to 536 and the program insures more than \$20 Billion in school property across Oklahoma.

Structure

OSIG is a **non-profit, member-owned**, public entity program whose management is completely controlled by a Board of your peers.

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

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

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

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

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

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



Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/21 was more than \$13.9 million and our assets were more than \$34 million.

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

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

<i>Statement of Net Assets</i>	
<i>As of 6/30/21</i>	
Cash	\$ 15,215,888
Other Assets	\$ 18,794,907
Total Assets	\$ 34,010,795
Total Liabilities	\$ 20,101,976
Total Net Assets/Surplus	\$ 13,908,819

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



Important Plan Information

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

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

Actuarial Review

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

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

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 2022/2023 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

Loss Control & Risk Services Overview

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

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

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

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

How We Can Help You

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

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

Specific Loss Control Programs Offered

Fleet Safety Compliance

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

OSHA Compliance:

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

Additional Loss Control Programs & Services

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

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

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

The Impact of Rising Construction Costs



Data Elements and Sources

2017 vs. 2021

Materials



Average lumber cost:
2017 - \$343 / 1,000 ft.

Average ready mix
concrete cost
2017 - \$117.02 / cubic yard

146% increase

Source: bls.org, NAHB.org

8% increase

Source: NRMCA.org,
Rockproducts.com, bls.org

Average lumber cost:
2021 - \$847 / 1,000 ft.

2021 - Topped \$1,500 / 1,000 ft.

Average ready mix concrete cost
2021 - \$125.88 / Cubic Yard

Labor



Average construction
job openings:
2017 - 200,000 job openings
Unemployment rate - 5.9

Average labor wages:
2017 - \$28.88 / hour

72% increase

Source: U.S. Bureau of Labor
Statistics, data.bls.gov

14% increase

Source: U.S. Bureau of Labor
Statistics, data.bls.gov

Average construction
job openings:

2021 - 343,000 job openings
Unemployment rate - 5.0

Average labor wages:
2021 - \$32.88 / hour

Transportation



Cost per mile:
(Based on contract rate)
2017 - \$2.40 / mile

38% increase

Source: DAT Solutions, Dat.com

Cost per mile:
(Based on contract rate)
2021 - \$3.31 / mile

Cost



Cost of building:
2017 - \$1,000,000

31% increase

18% of the overall 31%
was within the year
1/2021 - 1/2022

Source: FM Global,
Marshall & Swift CoreLogic

Cost of building:
2021 - \$1,310,000

2022-2023 OSIG PROGRAM UPDATE

Program Insights for OSIG Agents

YE 2021 Results

As of June 30

	2021	2020	2019
Assets:			
Cash, cash equivalents and investments	\$ 15,215,888	\$ 20,821,106	\$ 23,003,506
Net reinsurance receivable	18,758,799	10,651,653	4,787,340
Other	36,108	91,657	82,405
Total assets	\$ 34,010,795	\$ 31,564,416	\$ 27,873,251

Liabilities:			
Net unpaid losses and loss adjustment expenses	\$ 17,997,166	\$ 15,416,602	\$ 12,724,860
Prepaid member contributions	2,039,372	2,286,484	1,768,368
Other	65,438	86,361	1,535,354
Total liabilities	\$ 20,101,976	\$ 17,789,447	\$ 16,028,582

Net position:			
Investment in capital assets	\$ -	\$ -	\$ -
Unrestricted	13,908,819	13,774,969	11,844,669
Total net position	\$ 13,908,819	\$ 13,774,969	\$ 11,844,669



Oklahoma Schools Insurance Group

Current Renewal Expectations

- Since YE 2015, OSIG has incurred over \$274M million in property losses in the program.
- \$214 million of these losses have been on the back of our reinsurer while paying them only \$126 million in premiums.
- This is a 217% loss ratio. Reinsurers strive to keep their accounts at a 65% loss ratio.
- OSIG had over \$127 million in losses in a 1 year period. (2019-2020)

For the 2022-2023 year, rate has increased 12%. This 12% increase is an average and members who have had a substantial change to their loss ratio may have a lesser or greater % increase.

Building Appraisals

- Started building appraisals in 2019-2020 policy term for new members.
- Started building appraisals in 2020-2021 policy term for current members.
- 5 Year plan to complete appraisals.
- Approximately 1200 buildings appraised per year.
- Appraising buildings \geq 250K in value.
- Our goal is to make sure the buildings are accurately insured to value.
- Over the past few years construction cost have steadily increased, and now with the supply chain issues caused by COVID-19 we are also seeing a substantial increase in materials.

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
Equipment/Furniture/Remodel or Repairs/Technology
June 14, 2022

FY 2021-2022

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Bldg Maintenance	Locke Supply	(35) 8110-G2 Flush Valves	\$16,245.95
		(10) 8186-G2 Flush Valves	<u>\$ 4,801.20</u>
		TOTAL	<u>\$21,047.15</u>
	<i>Other quotes: Adams Plumbing \$25,958.25</i>		

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
 Equipment/Furniture/Remodel or Repairs/Technology
 June 14, 2022

FY 2022-2023

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Grounds Maintenance	Rainmaker Sprinkler	Automatic Irrigation System	\$54,378.00
		Alternate #1&3: underground boring & sleeves	<u>\$ 3,600.00</u>
		TOTAL	<u>\$57,978.00</u>

Other quotes: KRS Lawn Sprinkler \$91,000.

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

CONTRACT FOR AUDIT OF TECHNOLOGY CENTERS
2021-2022 SCHOOL YEAR

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

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the technology center district specified below. The audit period shall cover the 2021-2022 fiscal year beginning July 1, 2021, and ending June 30, 2022.

This audit contract was approved by the Board and entered in the minutes of its meeting on the _____ day of _____, 2022.

ATTEST:

CLERK

PRESIDENT

PIONEER TECHNOLOGY CENTER
DISTRICT

KAY
COUNTY

036AVT13
COUNTY/DISTRICT NO.

APPROVED THIS 29th **DAY OF** April **2022.**

Putnam & Company, PLLC
AUDITING FIRM

Putnam CPA
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

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

SEND DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION COPY TO:

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

MUST BE FILED NO LATER THAN JUNE 30, 2022

Contracts dated prior to January 21, 2022, will **not** be accepted

Contracts which do not contain **all** of the above provisions **will not** be accepted.



ROSENSTEIN FIST & RINGOLD

**Education Law
2021 Billing Rates**

Years of Practice as Attorney:

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



ROSENSTEIN FIST & RINGOLD

Schedule of Reimbursed Expenses

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



ROSENSTEIN FIST & RINGOLD

**Governmental
2022 Billing Rates
Effective July 1, 2022**

Years of Practice as Attorney:

30+ Years	\$300
25-29 Years	\$270
20-24 Years	\$260
15-19 Years	\$250
10-14 Years	\$210
6-9 Years	\$180
3-5 Years	\$165
0-2 Years	\$155
Law Clerks	\$100
Paralegals	\$115

Billing rates may increase on July 1 of each subsequent year to adjust for inflation as determined by the previous year's Social Security Cost of Living Adjustment. Any increases will be made in \$5.00 per hour increments rounded to the nearest \$5.00.



ROSENSTEIN FIST & RINGOLD

Schedule of Reimbursed Expenses

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

ROSENSTEIN, FIST & RINGOLD

ATTORNEYS AT LAW

JOHN G. MOYER, JR.
JERRY L. ZIMMERMAN
FREDERICK J. HEGENBART
ERIC P. NELSON
JOHN E. PRIDDY
BRYAN K. DRUMMOND
KENT B. RAINEY
ERIC D. WADE
SAMANTHIA S. MARSHALL
BRIAN J. KUESTER

M. SCOTT MAJOR
ADAM T. HEAVIN

PARK CENTRE
525 SOUTH MAIN, SUITE 700
TULSA, OKLAHOMA 74103-4508
(918) 585-9211

FACSIMILE
(918) 583-5617

INTERNET WEB SITE:
www.rfrlaw.com

OKLAHOMA CITY OFFICE:
UNION PLAZA BUILDING
3030 NW EXPRESSWAY, SUITE 200
OKLAHOMA CITY, OKLAHOMA 73112
(405) 521-0202

C.H. ROSENSTEIN (1893-1990)
HENRY L. FIST (1893-1976)
DAVID L. FIST (1931-2008)
A.F. RINGOLD (1931-2021)

OF COUNSEL
ADAM S. BREIPOHL
EMILY C. KRUKOWSKI
ALISON A. VERRET

June 9, 2022

VIA ELECTRONIC MAIL

Traci Thorpe, Superintendent/CEO
Pioneer Technology Center
TraciT@pioneertech.edu

Re: RFR Engagement Letter 2022-2023

Dear Ms. Thorpe:

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

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

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

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

Traci Thorpe, Superintendent/CEO
Pioneer Technology Center
June 9, 2022
Page 2

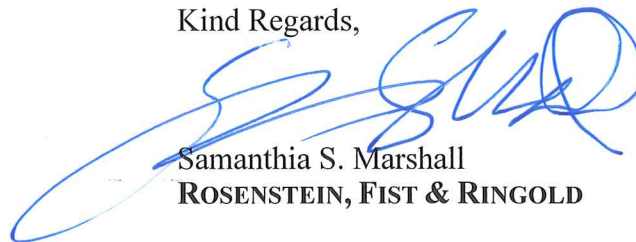
On or about the 15th of each month, the Center will receive an invoice for services rendered the previous month along with a statement of cash advanced. If you have any questions regarding any invoice which you receive, please call it to my attention immediately.

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

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

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

Kind Regards,



Samanthia S. Marshall
ROSENSTEIN, FIST & RINGOLD

SSM/cnw

Enclosures: 2021 RFR Rate Sheet (Currently in Effect)
2022 RFR Rate Sheet (Effective 7/1/2022)

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

Entered into by the Technology Center this _____ day of _____, 2022.

President, Board of Education

Clerk

**APPLICATION FOR APPROVAL
OF TEMPORARY APPROPRIATIONS
FOR THE FISCAL YEAR 2022-23**

BE IT RESOLVED: that, in accordance with the provisions of 68 O.S., Section 3020, the County Excise Board is respectfully requested to approve the temporary appropriations listed below for the funds of the hereinafter named school district. It is certified that the amounts so requested do not exceed 100% of the School's Estimate of Needs for 2021-22.

	<u>REQUESTED APPROPRIATIONS</u>
General Fund	
Current Expense	\$ <u>10,500,000</u>
Building Fund	
Erecting, remodeling, or repairing school buildings and purchase of equipment	\$ <u>4,500,000</u>

Approved this 14th day of June, 2022.

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

ATTEST:

CLERK

PRESIDENT

COUNTY EXCISE BOARD

Approved by the Kay County Excise Board this _____ day of _____, 2022.

ATTEST:

CHAIRMAN

MEMBER

SECRETARY OF KAY COUNTY
EXCISE BOARD

MEMBER

**PIONEER TECHNOLOGY CENTER
2101 NORTH ASH
PONCA CITY, OKLAHOMA
FY 2022-23**

RESOLUTION

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

Approved and dated this 14th day of June, 2022.

BOARD PRESIDENT

BOARD CLERK

**PIONEER TECHNOLOGY CENTER
ACTIVITY FUND – LIST OF SUBACCOUNTS
FY 2022 – 2023**

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

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
June 14, 2022 FY 2021/2022

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Cara Bodick	Summer Camp	06/01 – 06/03 (15 hrs)	522.00
Cara Bodick	BioMed Instructor-Summer Duties	06/06 – 06/10 (40 hrs)	1,392.00
Cara Bodick	HOSA International Competition	06/21 – 06/26 (6 days)	1,672.20
Mike Boon	Front End Loader Safety	06/22 – 6/23 (25 hrs)	750.00
Vicki Braden	ABE/HSE Instructor	06/01 – 06/30 (52.5 hrs)	1,365.00
Lori Brown	Culinary Services Coordinator	06/01 – 06/30 (up to 176 hrs)	6,142.40
Christina Chapman	ABE/HSE Instructor	06/01 – 06/30 (35 hrs)	875.00
Caitlyn Clark	Summer Camp	06/01 – 06/03 (15 hrs)	514.50
Caitlyn Clark	Train the Trainer for LTC	06/22 (8 hrs)	274.40
Melody Denke	Culinary Serv. Asst./Bus Driver	06/01 – 06/30 (up to 176 hrs)	3,660.80
Tom Duroy	Cleet Security Phase 1 & 2	06/02 – 06/30 (21 hrs)	525.00
Ashley Eddinger	Summer Camp	06/01 – 06/03 (15 hrs)	522.00
Ashley Eddinger	HOSA International Competition	06/21 – 06/26 (6 days)	1,670.40
Tyler Evans	School Bus Driver	04/21 – 05/20 (3.50 hrs)	96.95
Tyler Evans	OAPT Conference	06/05 – 06/08 (32 hrs)	886.40
Mandy Farmer	Culinary Services Cook	06/01 – 06/30 (up to 176 hrs)	3,256.00
Maya Gentry	Temp-Children's Lab Teach. Asst.	06/01 – 06/30 (up to 129 hrs)	10.00/hr
Larry Godley	ABE/HSE Instructor	06/01 – 06/30 (21 hrs 4:30-6:30pm)	630.00
Judy Gose	MAT Full Course	05/19 – 5/20 (16 hrs)	288.00
Celeste Hardiman	Summer Camp	06/01 – 06/03 (15 hrs)	327.00
Ella Haas	Temp-Children's Lab Teach. Asst.	06/01 – 06/30 (up to 129 hrs)	10.00/hr
Hudson Haas	Lawn Maintenance	05/23 – 06/30 (up to 29 hrs/week)	12.00/hr
Elaine Harman	ABE/HSE Instructor	06/01 – 06/30 (38.5 hrs)	962.50
Karli Irwin	Temp-Children's Lab Teach. Asst.	06/01 – 06/30 (up to 129 hrs)	10.00/hr
Tonya Jackson	ABE/HSE Instructor	06/01 – 6/30 (28 hrs)	728.00
Alena Jennings	Pottery on the Wheel	06/03 – 06/24 (1-3pm)	880.00
Jill Jordan	Clinical Skills Training	05/18 – 05/19 (1.25 hrs)	31.25
Jay Kirkendall	School Bus Driver	04/21 – 05/20 (11.25 hrs)	281.25
Jeff Lockett	Ag Business Consultant	05/20 – 06/19 (up to 48 hrs)	1,200.00
Carol Lynes	Disabilities Specialist	06/01 (8 hrs)	297.60
Alisa McCleary	CNA Skills Check Off	05/16 – 05/20 (1.25 hrs)	31.25
Ethan Meyer	Temp-System's Support	06/01 – 06/30 (up to 29 hrs/week)	10.00/hr
John Munger	Summer Camp	06/01 – 06/03 (15 hrs)	582.00
John Munger	SHARE Instructor-Summer School	06/20 – 06/23 (32 hrs)	1,241.60
Kari Officer	Summer Camp	06/01 – 06/03 (15 hrs)	237.00
Ashley O'Hara	CNA Skills Check Off	05/18 – 5/19 (6.90 hrs)	172.50
James Page	Bus Driver Examiner	04/21 – 05/20 (2.5 hrs)	62.50
Melinda Phillips	Summer Camp	06/01 – 06/03 (15 hrs)	249.75
Diane Pendleton	ABE/HSE Instructor	06/01 – 06/30 (56 hrs)	1,400.00
Pam Powers	ABE/HSE Instructor	06/01 – 06/30 (38.5 hrs)	962.50
Pam Powers	ABE/TANF Instructor	06/01 – 06/30 (56 hrs)	1,400.00
Fae Rabb	Summer Camp	06/01 – 06/03 (15 hrs)	273.00
Kristi Reed	CNA Long Term Care Aid	05/01 – 05/10 (46.75 hrs)	1,028.50
Kristi Reed	CNA Long Term Care Aid	05/23 – 06/15 (93.50 hrs)	2,057.00
Lacey Smith	Summer Camp	06/01 – 06/03 (15 hrs)	312.00
Lacey Smith	Culinary Arts Summer Academy	06/13 – 06/16 (20 hrs)	416.00
Brittany Sprueill	Phlebotomy	06/07 – 06/30 (T/TH 6-9pm)	600.00
Rebecca Stephens	ABE/HSE Instructor	06/01 – 06/30 (14 hrs)	350.00
Rebecca Stephens	ABE/TANF Instructor	06/01 – 06/30 (77 hrs)	1,925.00
Colton Tripp	Temp-System's Support	06/01 – 06/30 (up to 29 hrs/week)	10.00/hr
Anthony Valentin	Beginning Welding	06/07 – 06/30 (24 hrs)	600.00
Lora Walton	Providing for Children's Health #3	04/21 – 04/25 (10 hrs 4:30-9:30pm)	250.00
Lora Walton	Providing an Environment #3	04/26 – 05/02 (15 hrs 4:30-9:30pm)	375.00
Lora Walton	Child Growth & Development #4	05/03 – 05/19 (30 hrs 4:30-9:30pm)	750.00
Lora Walton	Ensuring Developmentally Appropriate Practice #5	05/23 – 06/06 (25hrs 4:30-9:30pm)	625.00
Lora Walton	Guiding Children #6	06/07 – 06/14 (15 hrs 4:30-9:30pm)	375.00
Lora Walton	Involving Families & Community #7	06/16 – 06/20 (10 hrs 4:30-9:30pm)	250.00
Lora Walton	Program Planning & Record Keeping #8	06/21 – 06/23 (10 hrs 4:30-9:30pm)	250.00
Lora Walton	Developing as a Professional #9	06/25 (10 hrs 7:30am-5:30pm)	250.00
Lora Walton	Putting it all Together #10	06/27 – 06/30 (15 hrs 4:30-9:30pm)	375.00

Pioneer Technology Center Career and Guidance Counselor Proposal



Introduction

During the last 15 years, PTC has moved from staffing three full-time counselors and has since reduced that number to 1 full-time Counselor/Student Services Coordinator. With the responsibilities associated with PTC's full-service and student focused Student Services Office, it's difficult for the current Counselor/Student Services Coordinator to allocate the necessary time to meet multitude of students need while fulfilling the Student Services Coordinator responsibilities. Currently Counselor/Student Services responsibilities include: Student Attendance Review, Student Mental Health/Counseling, Student D/F Grades Review, Adult and High School Student Enrollment, Student Recruitment, Supervise 6 Staff Members, Staff Time Sheets, PTC Foundation, National Technical Honor Society/Guaranteed Graduate Advisor, Testing Center Back Up, and HiSet Coordinator. (Additional factors stretching the time availability of the Counselor/Student Services Coordinator are, PTC added three instructional programs over the previous six years which include Criminal Justice, Fire Fighter, and the new Basic Peace Officer Certification program.) The current Counselor/Student Services Coordinator is fully vested in the Oklahoma Teacher's Retirement System and may soon elect to retire. She is committed to remaining in service with PTC on a year-by-year basis. The addition of a Career and Guidance Counselor position will provide PTC the opportunity to cross train staff members and provide a succession plan for the Student Services Office. Additionally, PTC has five partner schools, and over the past three years the district began serving out of district schools. Students from Frontier, Medford and Shidler participate in PTC recruitment and enrollment activities. As an outcome of out of district student participation, during FY 22 PTC served 10 out of district students at a tuition rate of \$16,823 per student for a total tuition payment of \$168,230. Looking forward to FY23, PTC has 14 prospective out of district students requesting enrollment. The out of district tuition rate for FY 23 is \$19,425 for a total tuition payment of \$271,950.

In the wake of the pandemic Pioneer Technology Center (PTC) students have experienced numerous mental health emergencies ranging from abuse, trauma, depression, anxiety, self-harm, and suicide intervention. Over the previous two years PTC has identified a need to provide additional mental health support to students. Our current Counselor/Student Services Coordinator, Lori Evans, has been inundated with student mental health crisis intervention. Through her intervention processes more than 15 students have been referred to local Licensed Practical Counselors (LPC) to receive counseling services regularly. PTC provides private locations on campus to allow for counseling services. In addition to student mental health needs, an emerging trend of students' apathy towards attendance requirements and curriculum completion requires counseling support. The student apathy is directly associated with the lack of personal accountability toward schoolwork beginning in March of 2020 and continued through the 2020-2021, and 2021-2022 school years. As an example of student apathy towards attendance requirements and curriculum completion; During the Fall 2021 Semester, 75 students were in danger of failing PTC or high school course and/or in violation of PTC's attendance policy which may eliminate the student from participating in PTC the following semester. The number of students returning to the high school due to attendance violations and/or grades negatively impacts the district's student retention rate and may put Gold Star School status in jeopardy.

It is clear to see the increased demands placed upon PTC's, Counselor/Student Services Coordinator. Couple those demands with student mental health and performance interventions, additional student counseling support is warranted. Ultimately by PTC adding an additional Guidance Counselor the students will receive support needed for continued student success.

Career and Guidance Counselor Responsibilities

The proposed Guidance Counselor will assume responsible for the following activities/projects:

- Provide one on one counseling with students needing assistance.
- Intervene in mental health emergencies and provide support to students.
- Schedule counseling services with outside agencies for students in crisis.
- Conduct attendance conferences with students who have excessive absences.
- Conduct intervention meetings with students on the D & F grade report.
- Participate in the enrollment process allowing PTC to make student placement earlier.
- Communicate with high school Counselors ensuring student graduation requirements.
- Schedule parent/guardian/teacher meetings for students struggling at PTC.

Career and Guidance Counselor Qualifications

- Required – Master's degree in School Counseling from an accredited university
- Required – School Counseling Certification
- Preferred – Licensed Practical Counselor (LPC)
- Preferred – Three years classroom instruction and or Counseling experience; or equivalent combination of education and experience

Facilities/Office

- Office Space: Currently there is an office available in the Student Services Office Suite
- Suite Location: B110

District Costs

Counselor Salary and Benefits Estimate:

- 10 Month Contract (Step10) Master's Degree – \$58,215
- Benefits 36% of salary – \$20,957
- Total: \$79,172

- 12 Month Contract (Step10) Master's Degree – \$65,806
- Benefits 36% of salary – \$23,690
- Total: \$89,496