

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, August 9, 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 - Marketing Plan, Terri Busch, Communications & Marketing Coordinator
5. Discussion and vote to approve or not approve the Minutes of the July 12, 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 #30225-30330 in the amount of \$105,241.15; Building Fund #30015-30034 in the amount of \$79,850.74; Payroll #70116-70141 in the amount of \$1,634,113.87).
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 new policy GKF, Use of Multiple Occupancy Restrooms and Changing Areas
9. Discussion and vote to approve or not approve Practical Nursing Student Handbook for 2022-23
10. Discussion and vote to approve or not approve the 2022-2023 Marketing Plan
11. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix A
12. Discussion and vote to approve purchases over \$10,000 as listed on Appendix B
13. Vote to approve or not approve the employment of Jayme Evans, Career and Guidance Counselor
14. New Business

15. Public Comment

16. 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, July 12, 2022 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order at 6:05 pm
2. Roll call and establish a quorum

Board Member Present:

Mr. Laurence Beliel
Ms. Debbie Leaming
Ms. Gay Norris

Absent Board Members:

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, Mike Orr, Jason Kubik, Wendy Burg and Allison Christy.

3. Flag salute and moment of silence
4. Vote to approve tour of Pioneer Technology Center's construction area

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

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Orva Rothgeb: Absent
Mr. J.D. Soulek: Absent
Yea: 3, Nay: 0, Absent: 2

J.D. Soulek arrived at 6:07 pm

Board started tour at 6:08 pm

Orva Rothgeb arrived at 6:11 pm

5. Board President acknowledgement of return to Board meeting at 6:42 pm
6. Discussion and vote to approve or not approve the Minutes of the June 14, 2022 regular Board of Education meeting

Motion to approve the Minutes of the June 14, 2022 regular Board of Education meeting 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, Absent: 0

7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (FY22 General Fund #21663-21666 in the amount of \$30,844.14; FY23 General Fund #30001-30224 in the amount of \$1,655,399.03; Building Fund #30001-30014 in the amount of \$1,481,221.69; Payroll #70001-70115 in the amount of \$6,466,469.75).

Motion to approve the Financial Reports, Activity Fund Report, Encumbrances and 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, Absent: 0

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

Traci Thorpe, Superintendent/CEO

June went by fast. Had a great vacation in CO. Kahle's committee for NCOCWE met. Next step is to engage some of our temporary staffing agencies. Upcoming meeting with whole group is on July 27. Summer academies ended early because of the issues with the construction. The group traveling for the SkillsUSA contest had a very interesting trip with canceled flights, luggage issues, etc. The group ended up driving to Atlanta. The Autry Tech bus took the student projects on their bus. The Pioneer Tech students won. Several new staff members starting soon. They are listed on tonight's agenda. Next week several, including Traci will be attending TCTW Summer Conference in Grapevine. We are a PaceSetter school. Erika Johnson made the poster and marketing added the design to the poster we're taking to the conference to present about our New Teacher Induction program. We received the Gold Star School Award again this year. We will be recognized at the Summit Conference Reception and Awards Banquet on Sunday evening in Tulsa. Traci spoke about some of the construction areas that are still being worked on. The project should be completed by the end of the month.

Kahle Goff, Executive Director, Full-Time Programs

Kahle reported the year-end review for the BIS team was 10,010 attendees, 567 Classes (Customized, AT&D, Safety, etc.), 53,556 Contact Hours and 1,510 Consults. BPOC (Basic Peace Officer Certification) program started on Monday with 8 officers receiving the training.

9. Discussion and vote to approve or not approve the full-time programs student handbook for 2022-23

Motion to approve student handbook for 2022-23 passed with a motion by Mr. Laurence Beliel and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea

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

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

Motion to approve purchases over \$10,000 as listed on Appendix A passed with a motion by Mr. J.D. Soulek 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, Absent: 0

11. Discussion and vote to approve or not approve opening a New Beginning Employment Specialist position

Motion to approve opening a New Beginning Employment Specialist position 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, Absent: 0

12. Discussion and vote to approve or not approve a contract with the Pioneer Technology Center Foundation for FY23

Motion to approve a contract with the Pioneer Technology Center Foundation for FY23 passed with a motion by Mr. Laurence Beliel and a second by Ms. Orva Rothgeb.

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

13. Discussion and vote to approve or not approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Community (Single-Occurrence) Event(s), Solicitation of donations - if a list of prospective donors is submitted with the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator

Motion to approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s),

Raffle(s), Community (Single-Occurrence) Event(s), Solicitation of donations, if a list of prospective donors is submitted with the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator passed with a motion by Ms. Debbie Leaming 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, Absent: 0

14. Discussion and vote to approve or not approve membership fees of \$2,995 and policy services fee of \$1,000 to OSSBA

Motion to approve membership fees of \$2,995 and policy services fee of \$1,000 to OSSBA (same as last year) 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, Absent: 0

15. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B-1 and B-2.

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B-1 and B-2. passed with a motion by Mr. Laurence Beliel 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, Absent: 0

16. Vote to approve or not approve employment of Jessica LaBlue, Children's Lab & Preschool Teacher

Move to approve employment of Jessica LaBlue, Children's Lab & Preschool Teacher 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, Absent: 0

17. Vote to approve or not approve employment of John Maupin, Evening Custodian

Motion to approve employment of John Maupin, Evening Custodian 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, Absent: 0

18. New Business

No New Business

19. Public Comment

No Public Comment

20. Board President Gay Norris adjourned the meeting at 7:35 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: 30225 to PO: 30330

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
30225	ELSEVIER	AT&D RESALE BOOKS	1,977.26	07/08/2022
30226	STAPLES ADVANTAGE	ACADEMIC/ASSESSMENT - SUPPLIES	633.40	07/08/2022
30227	STAPLES ADVANTAGE	RECEPTIONIST SUPPLIES	69.74	07/08/2022
30228	FIRST NATIONAL BANK OF OMAHA	FTP STAFF TRAVEL - LODGING	4,500.00	07/08/2022
30230	ULTIMATE PEST MANAGEMENT LLC	BLDG MAINT - EXTERMINATION SERVICES	755.00	07/11/2022
30232	CAREERTECH CONFERENCE ACCOUNT	BID ASSISTANCE - TRAVEL REGISTRATION	225.00	07/11/2022
30233	STAPLES ADVANTAGE	BUILDING MAINT - SUPPLIES	121.84	07/11/2022
30234	FIRST NATIONAL BANK OF OMAHA	FINANCE - TRAVEL LODGING	1,603.00	07/11/2022
30235	HYATT REGENCY - TULSA	FULL TIME PROGRAMS - TRAVEL LODGING	500.00	07/12/2022
30236	ACTION TRUCK PARTS	BLDG MAINT - REPAIRS	411.64	07/12/2022
30237	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	140.45	07/12/2022
30238	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	27.60	07/12/2022
30239	AMAZON CAPITAL SERVICES	STUDENT SERVICES COUNSELING - SUPPLIES	212.54	07/12/2022
30240	LABYRINTH LEARNING, INC	AT&D RESALE BOOKS	1,081.34	07/12/2022
30241	FIRST NATIONAL BANK OF OMAHA	BIS COORD - TRAVEL LODGING	258.00	07/12/2022
30242	MSC INDUSTRIAL SUPPLY CO	PRECISION MACHINING - SUPPLIES	3,173.52	07/12/2022
30243	COMMUNITY MATTERS, INC	MARKETING - ADVERTISING	723.00	07/12/2022
30244	LOWE'S HOME CENTER INC	CULINARY SERVICES EQUIPMENT	1,022.20	07/12/2022
30245	GALAXIE BUSINESS EQUIPMENT INC	ABE LOCAL EQUIPMENT	3,084.57	07/12/2022
30246	BADGEPASS	CENTRAL - SUPPLIES	552.48	07/12/2022
30247	HOBBY LOBBY	INSTRUCTIONAL DIR - SUPPLIES	23.05	07/12/2022
30248	AMAZON CAPITAL SERVICES	CHILD LAB & PRESCHOOL - SUPPLIES	119.97	07/12/2022
30249	AMERICAN HEART ASSOCIATION	PN SUPPLIES	16.00	07/12/2022
30250	AMAZON CAPITAL SERVICES	(ARP) HEERFIII - SUPPLIES	109.99	07/12/2022
30251	CAREER TECH PRINTING SERVICES	INSTRUCTIONAL DIR - SUPPLIES	602.50	07/12/2022



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 30225 to PO: 30330

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
30252	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	853.83	07/14/2022
30253	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	200.00	07/14/2022
30254	STAPLES ADVANTAGE	FINANCE - SUPPLIES	272.72	07/14/2022
30255	MERRIFIELD OFFICE PLUS	COSMO & BASIC PEACE OFFICER - EQUIP UNDER \$2500	1,485.00	07/14/2022
30256	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	41.51	07/14/2022
30257	UPPER STORY	MECHATRONICS - SUPPLIES	163.69	07/14/2022
30258	ASE	AUTO SERVICES - ACCRED FEES	1,250.00	07/14/2022
30259	TOUCH READY POS	FINANCE - SUBSCRIPTION & EQUIPMENT	5,354.63	07/14/2022
30260	RANCH DRIVE COOP	GROUNDS MAINT - SUPPLIES	552.08	07/18/2022
30261	STANDING BEAR FOUNDATION	MARKETING - ADVERTISING	75.00	07/18/2022
30262	LOWE'S HOME CENTER INC	BUILDING REPAIRS MAINT	180.45	07/18/2022
30263	MEEKS GROUP	MARKETING/PRINTING	9,960.71	07/18/2022
30264	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	362.25	07/18/2022
30265	WAL-MART COMMUNITY CARD	COSMO - SUPPLIES	130.12	07/18/2022
30266	THE FLIPPIN GROUP	STAFF DEVELOPMENT	24,500.00	07/18/2022
30267	RISE VISION	MARKETING/ADVERTISING	297.19	07/18/2022
30268	AAMP - AMERICAN ASSOCIATION OF MEDICAL PERSONNEL	STATE TANF STUDENT ASSISTANCE OTHER	100.00	07/19/2022
30269	UNIVERSITY OF OKLAHOMA - OUTREACH	CHILD LAB & PRESCHOOL - TRAVEL -REGISTRATION	80.00	07/19/2022
30270	AMAZON CAPITAL SERVICES	CHILD LAB & PRESCHOOL - SUPPLIES	169.59	07/19/2022
30271	TEACHER CREATED RESOURCES	CHILD LAB & PRESCHOOL - SUPPLIES	550.00	07/19/2022
30272	SCHOOLGIRL STYLE	CHILD LAB & PRESCHOOL - SUPPLIES	180.00	07/19/2022
30273	A+ PRINTING	MARKETING/ADVERTISING	58.00	07/19/2022
30274	DOUBLETREE-TULSA DOWNTOWN	AT&D COORDINATOR TRAVEL LODGING	258.00	07/20/2022
30275	SREB	TCTW STAFF TRAVEL REGISTRATION	80.00	07/20/2022
30276	NEWKIRK FAMILY HEALTH CENTER	BUS PHYSICALS/SHOTS	320.00	07/21/2022



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 30225 to PO: 30330

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
30277	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES	4,994.00	07/21/2022
30278	TECH LABS	IT&D RESALE SUPPLIES	2,030.00	07/21/2022
30279	ODCTE	STAFF TRAVEL REGISTRATION	1,450.00	07/21/2022
30280	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES	2,149.00	07/25/2022
30281	LOWE'S HOME CENTER INC	CULINARY SERVICES - CATER SUPPLIES	520.70	07/25/2022
30282	MSC INDUSTRIAL SUPPLY CO	PRECISION MACHINING SUPPLIES	67.25	07/25/2022
30283	NC3	AUTO SERVICE - SUBSCRIPTION	195.00	07/25/2022
30284	S/P 2	AUTO SERVICE - SUBSCRIPTION	349.00	07/25/2022
30285	S/P 2	COSMETOLOGY CURRICULUM	349.00	07/25/2022
30286	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	851.09	07/25/2022
30287	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	71.06	07/25/2022
30288	STAPLES ADVANTAGE	MARKETING/SUPPLIES	187.55	07/25/2022
30289	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	33.50	07/26/2022
30290	MURRAY WOMBLE	BLDG MAINT REPAIRS	369.00	07/26/2022
30291	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	20.00	07/26/2022
30292	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	800.00	07/27/2022
30293	DANNYS BBQ HEAD QUARTER, INC	CULINARY SERVICES - RESALE FOOD	290.00	07/27/2022
30294	FASTENAL COMPANY	BUILDING MAINT REPAIRS	8,017.82	07/27/2022
30295	GAVSON SALON CLASSICS	COSMETOLOGY SUPPLIES	372.14	07/27/2022
30296	WAL-MART COMMUNITY CARD	COSMETOLOGY SUPPLIES	216.86	07/27/2022
30297	KINNUNEN SALES	GROUNDS SUPPLIES	64.96	07/27/2022
30298	FIRST NATIONAL BANK OF OMAHA	BUILDING MAINT - SUPPLIES	136.70	07/27/2022
30299	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	67.47	07/27/2022
30300	STAPLES ADVANTAGE	BIS SOLUTIONS AND CENTRAL - SUPPLIES	280.46	07/27/2022
30301	STAPLES ADVANTAGE	STAFF DEVELOP - SUPPLIES	108.00	07/27/2022



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 30225 to PO: 30330

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
30302	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	234.10	07/27/2022
30303	AMAZON CAPITAL SERVICES	CHILD LAB & PRESCHOOL - SUPPLIES	190.54	07/28/2022
30304	HOBBY LOBBY	CHILD LAB & PRESCHOOL - SUPPLIES	350.00	07/28/2022
30305	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	40.00	07/28/2022
30306	LOWE'S HOME CENTER INC	CHILD LAB & PRESCHOOL - SUPPLIES	100.00	07/28/2022
30307	A+ PRINTING	CENTRAL - PRINTING	979.82	07/28/2022
30308	AMAZON CAPITAL SERVICES	STAFF DEVELOP - SUPPLIES	156.00	07/28/2022
30309	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	20.00	07/28/2022
30310	A+ PRINTING	MARKETING/ADVERTISING	58.00	07/28/2022
30311	TECH LABS	MECHATRONICS - BOOKS	305.00	07/28/2022
30312	MEEKS GROUP	MARKETING/PRINTING	967.90	07/28/2022
30313	STAPLES ADVANTAGE	STAFF DEVELOP - SUPPLIES	90.00	07/28/2022
30314	AAMP - AMERICAN ASSOCIATION OF MEDICAL PERSONNEL	TANF STUDENT ASSISTANCE OTHER	85.00	07/28/2022
30315	WAL-MART COMMUNITY CARD	CRIMINAL JUSTICE - SUPPLIES	615.37	07/28/2022
30316	FIRST NATIONAL BANK OF OMAHA	TANF TUITION	1,890.00	07/29/2022
30317	DISCOUNT SCHOOL SUPPLY	CHILD LAB & PRESCHOOL - SUPPLIES	2,069.92	07/29/2022
30318	BLACKWELL TOWING & WRECKER SERVICE	CULINARY SERVICES RENTAL	600.00	07/29/2022
30319	PONCA CUSTOM TEES	AT&D RESALE SUPPLIES	254.00	08/04/2022
30320	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	237.28	08/04/2022
30321	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	12.75	08/04/2022
30322	MEEKS GROUP	MARKETING/ADVERTISING	592.77	08/04/2022
30323	KELLE REPAIR AND TIRE CENTER	VECHILE MAINT REPAIRS	293.80	08/04/2022
30324	PONCA CUSTOM TEES	MARKETING - ADVERTISING	25.98	08/04/2022
30325	LOWE'S HOME CENTER INC	BUILDING MAINT SUPPLIES	219.00	08/04/2022
30326	LOWE'S HOME CENTER INC	WELDING SUPPLIES	550.00	08/05/2022
30327	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	76.00	08/05/2022
30328	VACU-MAID OF NORTHERN OKLAHOMA	BLDING MAINTENANCE SUPPLIES	418.50	08/05/2022



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 30225 to PO: 30330

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
30329	HIGHWAY 60 TIRE & SERVICE	BUS MAINT REPAIRS	150.00	08/05/2022
30330	WAL-MART COMMUNITY CARD	COSMETOLOGY SUPPLIES	250.00	08/05/2022
Current Encumbered			105,241.15	



PIONEER TECHNOLOGY CENTER

From: 08 Jul 2022 to: 05 Aug 2022

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

PO #	Vendor Name	General Description	Amount	Date
30027	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	2,875.00	07/01/2022
30028	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	3,900.00	07/01/2022
30067	TRAVEL (STAFF)	BLANKET PO	10,460.00	07/01/2022
30077	ASBO INTERNATIONAL	FINANCE MEMBERSHIP	-51.00	07/01/2022
30085	EDUCAUSE	WEB HOSTING/TECH SERVICES	-23.00	07/01/2022
30088	FIRST NATIONAL BANK OF OMAHA	CHILDREN'S LAB SUPPLIES	-200.00	07/01/2022
30091	FIRST NATIONAL BANK OF OMAHA	MARKETING SUBSCRIPTION	-12.00	07/01/2022
30099	HEALTHSTREAM INC	PN RESALE SUPPLIES/MISC	1,500.00	07/01/2022
30132	POSTER COMPLIANCE CENTER	SUBSCRIPTION	-28.04	07/01/2022
30133	POWERSCHOOL GROUP LLC	SOFTWARE SERVICES	135.00	07/01/2022
30141	SMART DEPLOY	SUBSCRIPTION COMPUTER SERVICES	125.00	07/01/2022
30148	TOUCH READY POS	MAINT CONTRACT	700.00	07/01/2022
30156	LAB RESOURCES	COMPUER SERVICES SUBSCRIPTION	-67.00	07/01/2022
30157	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES SUBSCRIPTION	450.00	07/01/2022
30160	FIRST NATIONAL BANK OF OMAHA	CA STAFF/STUDENT TRAVEL	-84.00	07/01/2022
30169	HOLT TRUCK CENTERS	BUS REPAIRS MAINT	7,000.00	07/01/2022
30178	OSSBA	STAFF & BOARD TRAVEL - REGISTRATION	-650.00	07/06/2022
30179	DAVIS FURNITURE AND APPLIANCE	BLDING MAINT. REPAIRS	-0.01	07/06/2022
30180	X-CEL BADGE & ENGRAVING C	MARKETING - ADVERTISING	-4.00	07/06/2022
30182	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	-14.66	07/06/2022
30184	CAREER TECH PRINTING SERVICES	MARKETING - PRINTING	-744.00	07/06/2022
30187	LOWE'S HOME CENTER INC	AUTO SERVICE - SUPPLIES	-11.55	07/06/2022
30189	MEEKS GROUP	MARKETING - PRINTING	-223.10	07/06/2022
30190	A+ PRINTING	MARKETING - ADVERTISING	6.95	07/06/2022
30197	AMERICAN HEART ASSOCIATION	SAFETY - RESALE SUPPLIES	-7.58	07/06/2022
30199	CHUCK HODDY GLASS	BUILDING MAINT REPAIRS	75.00	07/06/2022
30208	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	-30.00	07/07/2022
30214	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-70.06	07/07/2022



PIONEER TECHNOLOGY CENTER

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

From: 08 Jul 2022 to: 05 Aug 2022

PO #	Vendor Name	General Description	Amount	Date
30215	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-32.01	07/07/2022
30218	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-12.93	07/07/2022
30219	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-27.40	07/07/2022
30222	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL - LODGING	258.00	07/07/2022
GEN FUND-FOR OPERAT TOTAL:			25,192.61	
REPORT TOTAL:			25,192.61	



PIONEER TECHNOLOGY CENTER

Building
Encumbrance For Board Approval

From PO: 30015 to PO: 30034

BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
30015	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REMODEL REPAIR	7,450.00	07/12/2022
30016	ADAMS PLUMBING	BLDG MAINT - REPAIRS	907.64	07/12/2022
30017	LOCKE SUPPLY	BLDG MAINT - NEW CONSTRUCTION	21,250.02	07/13/2022
30018	ADAMS PLUMBING	BLDG MAINT - MAJOR REPAIRS REMODEL	5,802.30	07/13/2022
30019	MURRAY WOMBLE	BLDG MAINT REPAIRS	940.00	07/14/2022
30020	GALAXIE BUSINESS EQUIPMENT INC	NON-INSTRUCTIONAL EQUIPMENT	3,629.92	07/12/2022
30021	ANDERSON FLOORING	MAJOR REMODEL /REPAIRS	720.72	07/19/2022
30022	JOHN A TURVEY	BLDG MAINT - MAJOR REMODEL REPAIR	4,380.00	07/20/2022
30023	WATERMARKE PAINTING & DRYWALL	BLDG MAINT - MAJOR REPAIR REMODEL	3,191.00	07/21/2022
30024	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REMODEL REPAIRS	7,918.00	07/21/2022
30025	CAPTIVE AIRE SYSTEMS, INC	MAJOR REPAIRS/REMODEL - BLDG FUND	753.00	07/22/2022
30026	LOWE'S HOME CENTER INC	BLDG MAINT - REPAIRS	474.16	07/22/2022
30027	TOPCO DISTRIBUTING	BLDG MAINT - MAJOR REMODEL REPAIRS	3,627.00	07/26/2022
30028	AMERICAN TELEPHONE	NEW CONSTRUCTION SERVICES	4,460.00	07/26/2022
30029	BC COATINGS LLC	BLDG MAINT - MAJOR REMODEL REPAIRS	3,800.00	07/27/2022
30030	MURRAY WOMBLE	BLDG MAINT - MAJOR REMODEL REPAIRS	2,462.00	07/27/2022
30031	ANDERSON FLOORING	BLDG MAINT - MAJOR REMODEL REPAIRS	1,340.00	07/27/2022
30032	MEEKS GROUP	BLDG MAINT - REPAIRS	819.48	08/04/2022
30033	BC COATINGS LLC	BLDG MAINT - MAJOR REMODEL REPAIRS	4,380.00	08/04/2022
30034	PIONEER FIRE & SAFETY	BLD MAINTENANCE - REPAIRS	1,545.50	08/05/2022
Current Encumbered			79,850.74	

Payroll



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 70116 to PO: 70141

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70116	HOWARD, ROBERT A	PAYROLL ENCUMBRANCE	7,107.03	07/01/2022
70117	EVANS, LORI L	PAYROLL ENCUMBRANCE	1,880.88	07/06/2022
70118	MAUPIN, JOHN E	PAYROLL ENCUMBRANCE	39,542.49	07/27/2022
70119	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	79,895.98	07/27/2022
70120	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	96,697.21	07/27/2022
70121	BULLER, TROY J	PAYROLL ENCUMBRANCE	78,367.53	07/27/2022
70122	CLARK, CAITLYN J	PAYROLL ENCUMBRANCE	78,871.02	07/27/2022
70123	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	79,695.56	07/27/2022
70124	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	44,449.76	07/27/2022
70125	EVANS, JAYME	PAYROLL ENCUMBRANCE	81,446.05	07/27/2022
70126	EVANS, TYLER E	PAYROLL ENCUMBRANCE	50,581.72	07/27/2022
70127	GARRISON, SHONDA R	PAYROLL ENCUMBRANCE	78,910.62	07/27/2022
70128	HARDIMAN, CELESTINE	PAYROLL ENCUMBRANCE	57,558.57	07/27/2022
70129	HORNE, CORTNEY L	PAYROLL ENCUMBRANCE	76,203.93	07/27/2022
70130	IVIE, CINDY L	PAYROLL ENCUMBRANCE	49,493.13	07/27/2022
70131	JOHNSON, ERIKA D	PAYROLL ENCUMBRANCE	87,329.59	07/27/2022
70132	JONES, NANCY A	PAYROLL ENCUMBRANCE	55,428.66	07/27/2022
70133	KIRKENDALL, JAMES D	PAYROLL ENCUMBRANCE	87,759.48	07/27/2022
70134	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	86,319.91	07/27/2022
70135	LYNES, CAROL M	PAYROLL ENCUMBRANCE	86,482.34	07/27/2022
70136	MUNGER, JOHN R	PAYROLL ENCUMBRANCE	87,997.18	07/27/2022
70137	OFFICER, KARI D	PAYROLL ENCUMBRANCE	45,239.05	07/27/2022
70138	PHILLIPS, MELINDA S	PAYROLL ENCUMBRANCE	46,847.31	07/27/2022
70139	RABB, ADRIA F	PAYROLL ENCUMBRANCE	50,084.60	07/27/2022
70140	SMITH, LACEY D	PAYROLL ENCUMBRANCE	57,050.11	07/27/2022
70141	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	42,874.16	07/27/2022
		Current Encumbered	1,634,113.87	

Monthly Report

August 2022

Meetings and Activities

- **July** – 13 – Summer potluck/After Board Report meeting with Staff
- 14 - Area Superintendents' meeting
- 15 – Leadership Oklahoma Orientation
- 18 – PTC Westward Expansion Meeting
- 19 – 22 – TCTW Conference – Grapevine, TX
- 25 – Start of Year Inservice planning meeting; PTC Westward Expansion meeting
- 26 – Ponca City Chamber Board meeting
- 27 – NCOCWE Quarterly Meeting
- 28 – Tech Center Superintendents' Finance Committee Meeting
- 29 – Business After Hours at PCCC
- 31 – OkACTE Awards Banquet
- **August 1-2** – Oklahoma Summit
- 3 – Admin Team meeting; Start of Year Kickoff Inservice with All Staff
- 4 – University Center Board meeting; PC Chamber Education and Workforce Committee Meeting
- 8 – PTC Inservice/Work Day
- 9 – Ponca City Library Board Meeting; PTC Board Meeting

Full-Time Programs

- Kendra Knight, Ryan Burkett and Kahle Goff presented about PTC's New Teacher Induction program at the SREB Making Schools Work conference. Kendra Knight submitted our information, and PTC was recognized with the SREB Pacesetter's award at the conference.
- PTC's BPOC program started in July with 8 enrolled, one student withdrew to transition to another job, so we will be completing this first academy with seven participants.
- Kayla Randol was nominated by her peers in the by the OkACTE Trade and Industry Division and recognized at the Oklahoma Summit's opening general session as a recipient of the Dennis Portis Rising Star award.

Business and Industry Services

- The NCOCWE quarterly meeting was held at the end of July and gathered area business, chamber, economic development, education and industry professionals to hear from Dr. Marcie Mack and Scott Fry with Mid America Industrial Park. They shared about the park, the amenities available to businesses, partnerships and future expansion plans.
- Janet Schwabe was recognized at the Oklahoma Summit Awards banquet as an Outstanding Profession for OkACTE.
- Ben Evans is serving as the Post-secondary Adult Career Education (PACE) Division Treasurer for OkACTE.

Capital Planning

Electrical shunt trips were added to the breaker box for the production kitchen and troubleshooting for the shunt trips for culinary classroom has been completed. The culinary classroom teacher demo station was moved about six inches to better fit under the suppression heads and vent hood. The faulty motherboards for the new hoods were replaced, and the additional inspection from our local Fire Marshall for the vent hoods in both kitchens was performed, and the kitchens were approved for operation. We did receive clarification that a few of the suppression heads did not need to be moved

due to the appliance re-location, so everything under the hoods is now in its correct location. The Health Department Inspection of the kitchens was also completed and both areas passed. H&H still has one area remaining to finish but has been delayed due to weather. The curtains in the spray tan area for cosmetology have been completed. That will leave only a few final items to be completed: remaining punch items for the flooring, tile cleaning, painting and touch ups identified by the architect, completion of the cove lighting in the conference center and additional lighting in cosmetology (estimated 3-4 weeks out), the coiling doors to secure the cafeteria serving line area (3 weeks out), finishing the programming for the Acuity light sensors in the Conference Center, revision of the drain line for the water softener, and re-test and balance of the HVAC following installation of the return grills.

Retirements/Resignations/Staff Changes

- New Beginnings Employment Specialist - TBD

Upcoming Events

- August 11th – PTC Back to School Night
- August 12th – PCDA Groundbreaking at the Duke Spec. Building
- August 16th – PTC's First Day of School
- August 19th – Ponca City Chamber Annual Event @ Marland Mansion
- August 24-26th – Leadership Oklahoma Opening Retreat

Paperclips

July 2022

PAGE 6
THURSDAY, JULY 28, 2022

Joe E. Barnard
Owner Agent/Broker

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Fairfax, OK 74637

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LEGAL

FIRST PUBLICATION

Pioneer Technology Center Notification of Rights under FERPA

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

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

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

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

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

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

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- The student's extracurricular participation;
- The student's achievement awards or honors;
- The student's photograph; and

Friday

July 29, 2022

Vol. 129 - No. 212
poncacitynews.com



Students in the Child Development Credentialing class completed their coursework this summer and are awaiting testing and classroom observation. Pictured in the back row left to right LeighAn Sentel, Ponca City; Elizabeth Mills, Ponca City; Erica Russell, Ponca City; April Vap, Ponca City; Morshayla Dumas, Ponca City; Cailene Dunson, Shidler; Jenna Barr, Ponca City and Instructor Lora Walton. Pictured in the front row Aprile Hunter, Ponca City; Jamie Tillotson, Ponca City; Daisy Miller, Ponca City; Kiersten Knerl, Ponca City and not pictured was Alexis Mancha from Ponca City. Their next class begins September 6th. To find out more about child care courses, talk with the Adult Training and Development team, call 762-8336 or visit pioneertech.edu.

Saturday, July 30, 2022 | PCN HEALTH & WELLNESS PAGE 3

NOW ENROLLING
MEDICAL ASSISTING and PRACTICAL NURSING
Contact Student Services at 580.718.4234

Blackwell

Public Notice

Published in the Blackwell Journal-Tribune July 27, 2022(11)

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- The student's achievement awards or honors
- The student's photograph, and
- The school or school district the student attended before the student enrolled in this school district.

Published in the Blackwell Journal-Tribune July 27, 2022(11)

Pioneer Technology Center offers career and technical education training opportunities without regard to race, color, national origin, sex, gender, age, religion, disability or veteran status. Training is available in the areas of Architecture & Construction; Business, Management & Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Manufacturing; Science; Technology; Engineering & Mathematics; Transportation, Distribution & Logistics; Education; Law, Public Safety & Corrections. All individuals wishing to enroll in a full-time training program must provide evidence satisfying the program minimum academic requirements or undergo a free assessment to evaluate his/her skill level in the areas of reading, mathematics, and writing. The assessment process also includes an interest inventory. Inquiries concerning the application of this policy contact either Allison Christy, AllisonC@pioneeritech.edu (580) 718-4224 or Wendy Burg, WendyB@pioneeritech.edu (580) 718-4308. Compliance Officers/Title IX Coordinators or Lon Evans, LonE@pioneeritech.edu (580) 718-4313, 504/ADA Coordinator.

LEGAL

(Published in the New York Herald Journal Thursday July 28, 2022.)

(1t)

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Students from Pioneer Tech's Summer Horsepower Academy

enjoyed four days of learning how vehicles work from inside the engine to rotating tires. Brett Haas, with Pioneer Tech's Auto Service Technology program, gave the students hands-on experience with engines and more. Pictured left to right in the morning class (above) Boone Schickram, Ponca City; Crawford McCoy, Ponca City; Jagger Laughlin, Ponca City; and Instructor Brett Haas. Pictured left to right in the afternoon class (below) front row Benjamin Jackson Ponca City and Kenton Bliss, Newkirk. Back row left to right Mason McCleary, Ponca City; Kale Hopkins, Ponca City; Tracyn Meadows, Shidler; Logan Mirkes, Ponca City; Preston Jones, Tonkawa; Brett Haas, Instructor and not pictured Daniel Bergfield. For more information about Pioneer Tech Automotive Service program visit pioneertech.edu for more information.



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

(Published in The Tonkawa News, Tonkawa, Oklahoma, Thursday, July 28, 2022)

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(Published in The Tonkawa News, Tonkawa, Oklahoma, Thursday, July 28, 2022)

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*To subscribe to The
Tonkawa News
Call Janet at 628-2532*



Students from Pioneer Tech's Firefighter Summer Academy discovered how to perform basic firefighter skills such as fire dynamics, as well as search and rescue. Pictured left to right Gary Vap, Instructor; Payton Jowers, Ponca City; Gabriel Dixon, Ponca City; Christian Jones, Ponca City; Andi Massey, Ponca City; and Paetton Miller, Ponca City. Visit pioneertech.edu for more information about the Firefighter/EMT program, enrollment is underway.



Students representing the Pioneer Tech SkillsUSA chapter received first place for their display at the SkillsUSA National Conference in Atlanta, Georgia. More than 6,500 outstanding career and technical education students competed in 108 unique trade, technical and leadership fields. Kahle Goff, Executive Director of Full-Time Programs remarked, "These amazing students started with an idea and then worked as a team to design and construct the SkillsUSA Chapter Display. Winning the gold medal has been an incredible experience for the team, and their success is due to determination and dedication, as well as the support from PTC Instructors Kayla Randol, James Kirkendall, and Chuck Rector." Pictured left to right Cale Brady, Ponca City; Trinity LeGrand-Schanbacher, Wakita; and Alexis Mills from Ponca City. To learn more about Pioneer Tech's SkillsUSA chapter, go to pioneertech.edu.

Legals 0001

Legals 0001

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

ment of Education concerning alleged failures by Pioneer Technology Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901. Directory information may be released without student notification. Directory information at Pioneer Technology Center includes: The student's name; The names of the student's parents; The student's date of birth; The student's class designation (i.e., first grade, tenth grade, etc.); The student's extracurricular participation; The student's achievement awards or honors; The student's photograph; and The school or school district the student attended before the student enrolled in this school district.

Legals 0001

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

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

(3) The right to provide written consent before Pioneer Technology Center discloses personally identifiable information from the student's education re-

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

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

(4) The right to file a complaint with the U.S. Depart-

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7/23/22

PIONEER TECHNOLOGY CENTER

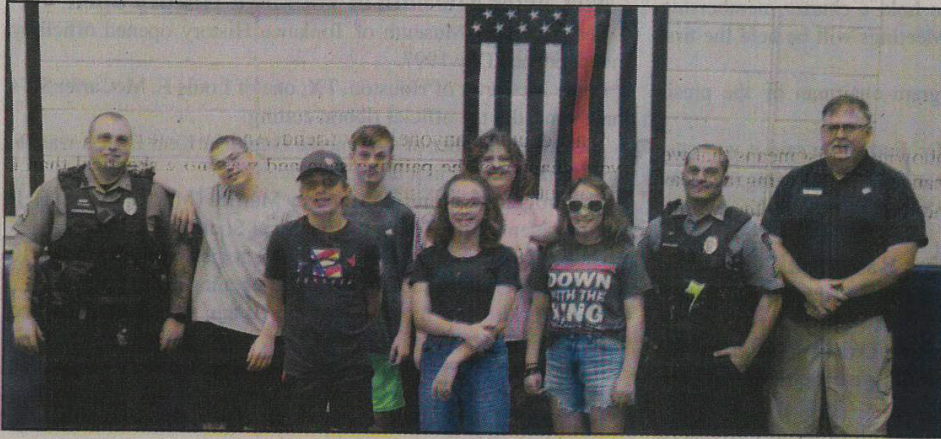
Notification of Rights under FERPA

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

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

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

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



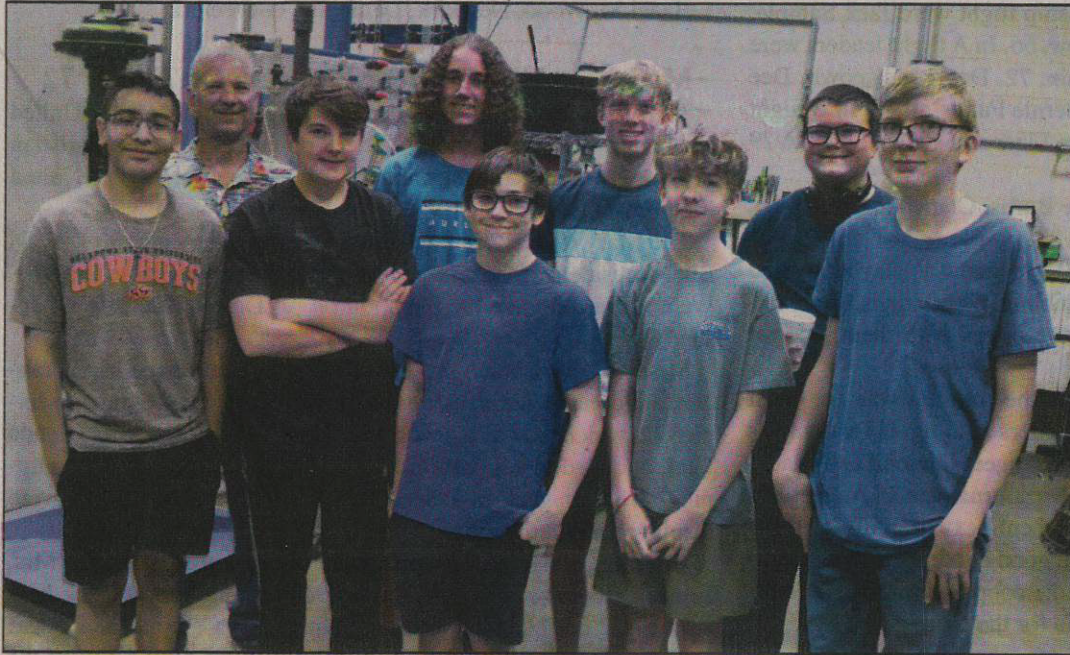
Pioneer Tech's Criminal Justice Academy

Students from Pioneer Tech's Criminal Justice Academy solved mysteries, learned about safety as well as police operations with instructor Tom Burg last week. Pictured left to right in the front row, Tristan Sattre, Bella McCoy, and Kaitlyn McCoy. Back row left to right Ponca City (PC) police officer Dakota Tomlinson; Payton Jowers, Dalton Kirchner, Sophia McMahon, PC police officer Marcus Kinkaid; and Pioneer Tech Criminal Justice program instructor Tom Burg. For more information about the programs and activities at Pioneer Tech go to pioneertech.edu.



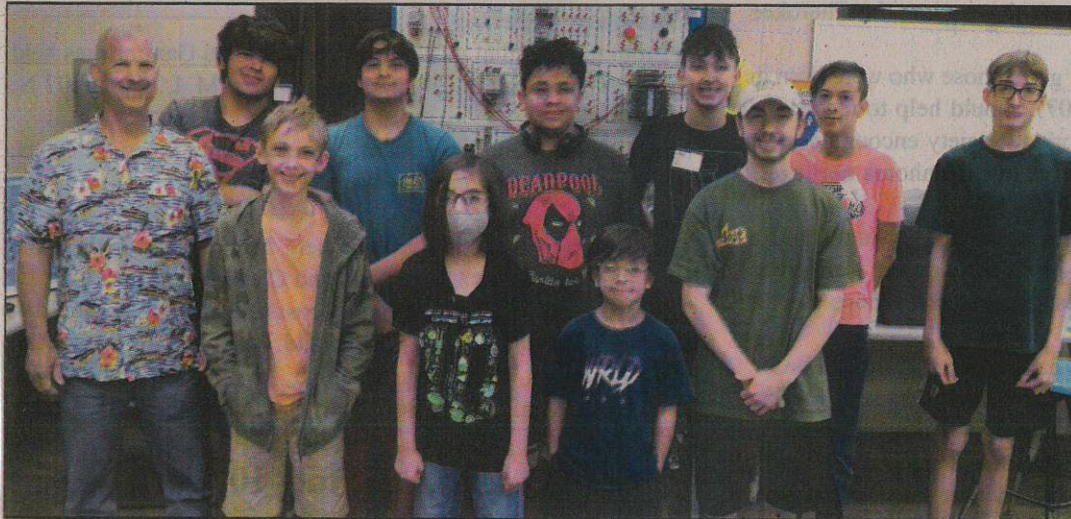
Culinary Academy at Pioneer Technology Center

The Culinary Academy at Pioneer Technology Center (PTC) allowed 8th, 9th, and 10th grade students to enter the world of food preparation with Brenda Pollak. They learned skills to create yummy treats. Pictured in the back row left to right Declan Hull, Ponca City; Javier Aguilar, Ponca City; Ethan Garcia, Ponca City and Lucinda Foreman, Ponca City. Front row left to right Lathan Haines, Ponca City; Allie Heinrich, Ponca City, and Layla Drager, Newkirk. For enrollment information for the Culinary Arts program at Pioneer Tech visit pioneertech.edu or call 580-762-8336.



Pioneer Tech's Mechatronics Academy

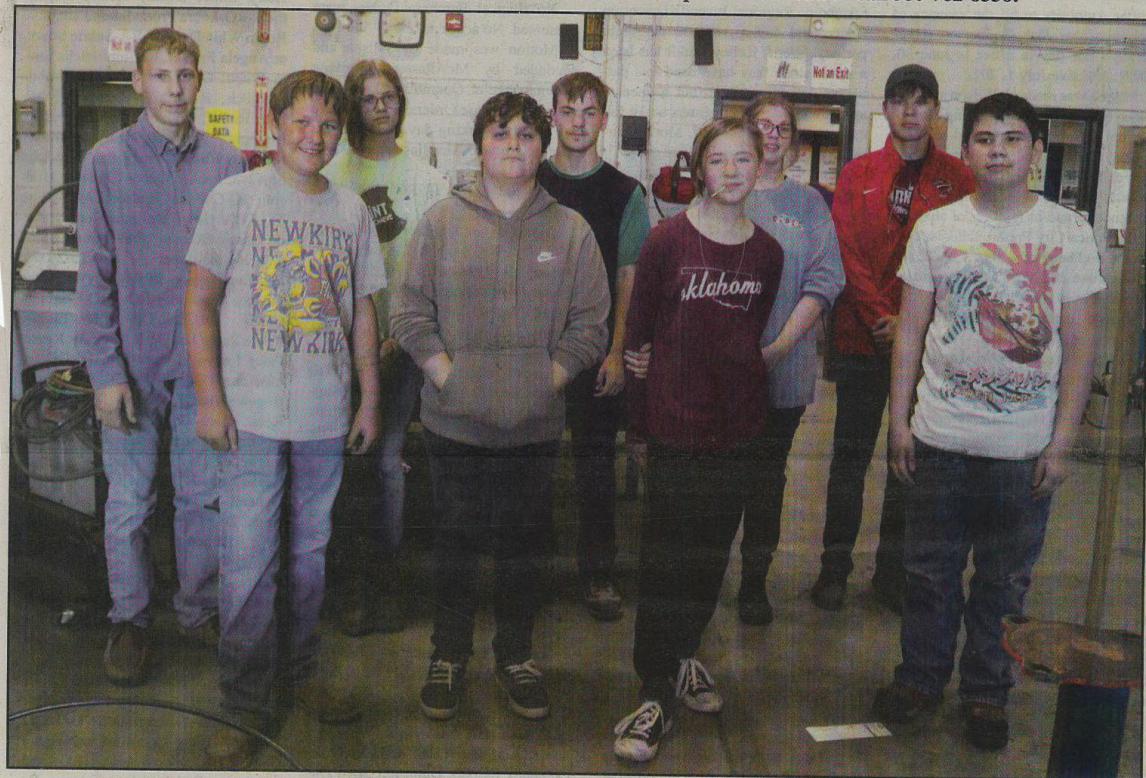
Students from Pioneer Tech's Mechatronics Academy explored developer concepts and used the SolidWorks computer program to build and print their customized 3D designs with instructor Chuck Rector. Morning session (top photo) back row left to right Chuck Rector, Instructor; Jackson Sheets, Ponca City; Harrison Poet, Ponca City; Declan Hull, Ponca City. Front row left to right Javier Aguilar, Ponca City; Konner Sherrill, Ponca City; Braxton Forebeck, Newkirk; Chase Shelby, Ponca City; and Randy Rogers, Ponca City. Afternoon session (bottom photo) back row left to right Juan Llanes, Ponca City; Brandon Pulido, Ponca City; Gabriel Dixon, Ponca City; Colby Daigre, Ponca City; Casey Daigre, Ponca City; and Solomon Stump, Ponca City. Front Row left to right Beryck Hester, Blackwell; Quinlan Bell, Ponca City; as well as Miles Scott, Ponca City; and Cale Brady, Ponca City. To enroll in the Mechatronics Program contact Student Services at Pioneer Tech, 762-8336 or visit pioneertech.edu.





The Welding Academy at Pioneer Technology Center

The Welding Academy at Pioneer Technology Center (PTC) allowed 8th, 9th, and 10th grade students to enter the world of welding under the instruction of Ian Freeman. Each student designed different creations from swords to metal plates. Pictured left to right in the morning class (top photo) back row Peyton Mashburn, Ponca City; Wyatt Dady, Ponca City; Noah Wagner, Ponca City; Jagger Laughlin, Ponca City; Blevin Summers, Ponca City; and Briar Rogers, Ponca City. Front row Paetton Miller, Ponca City; Diesel McGuire, Ponca City; Wyatt Magnus, Ponca City; Kooper Kramer, Ponca City and front row horizontal Lathan Haines from Ponca City. Afternoon class (bottom photo) back row left to right Daniel Bergfield, Ponca City; Addison Robinson, Ponca City; Dalton Kirchner, Ponca City; Adria Vaden, Ponca City; and Logan Mirkes, Ponca City. Front row left to right Kenton Bliss, Newkirk; Benjamin Jackson, Ponca City; Aeryn Orwig, Ponca City; and Francisco Longoria, Ponca City. For enrollment information for the Welding program at Pioneer Tech visit pioneertech.edu or call 580-762-8336.



Saturday

July 16, 2022

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The 35th Ponca City Leadership Class presents scholarship for nontraditional students

By DAILYN EMERY
dailyn@poncacitynews.com

Founded in 1986, Ponca City Leadership Class, a group of the Ponca City Chamber of Commerce, is apart of one of the oldest programs in the state of Oklahoma. The program is comprised of 24 citizens, chosen by an open selection process, that meet for 11 sessions spanning from Aug. through May and then followed by a graduation ceremony. After orientation, they have sessions with curriculum that is based around the state's current affairs, which includes history, civic and human resources, industry, arts and culture, county government, education, different levels of government, education, and economic development. Students have the opportunity to engage discussions with state leaders to deepen their understanding of the needs and resources of a various of industries in Oklahoma.

Their main objective is to develop a group of members that plan to be active participants in the community and help Oklahoma flourish. This is done by gathering members who have a commitment to serving the community and teaching



(See LEADERSHIP, Page 2A)



PTC.JUN

PTC Students



Students from Pioneer Tech's Mechatronics Academy explored developer concepts and used the SolidWorks computer program to build and print their customized 3D designs with instructor Chuck Rector. To enroll in the Mechatronics Program, contact student services at Pioneer Tech or visit pioneertech.edu.

ABOVE: Morning session, front row, from left: Javier Aguilar, Ponca City; Konner Sherrill, Ponca City; Braxton Forebeck, Newkirk; Chase Shelby, Ponca City; and Randy Rogers, Ponca City. Back row: Chuck Rector, instructor, Jackson Sheets, Ponca City; Harrison Poet, Ponca City; Declan Hull, Ponca City.

BELOW: Afternoon session, front row, from left: Beryck Hester, Blackwell; Quinlan Bell, Ponca City; as well as Miles Scott, Ponca City; and Cale Brady, Ponca City. Back row: Juan Llanes, Ponca City; Brandon Pulido, Ponca City; Gabriel Dixon, Ponca City; Colby Daigre, Ponca City; Casey Daigre, Ponca City; and Solomon Stump, Ponca City.
(Courtesy photos)





The Welding Academy at Pioneer Technology Center allowed eighth-, ninth- and 10th-grade students to enter the world of welding under the instruction of Ian Freeman. Each student designed different creations from swords to metal plates. For enrollment information for the Welding program at Pioneer Tech visit pioneertech.edu or call (580) 762-8336.

ABOVE: Morning class, front row, from left: Paetton Miller, Ponca City; Diesel McGuire, Ponca City; Wyatt Magnus, Ponca City; Kooper Kramer, Ponca City and front row horizontal: Lathan Haines from Ponca City. Back row: Peyton Mashburn, Ponca City; Wyatt Dady, Ponca City; Noah Wagner, Ponca City; Jagger Laughlin, Ponca City; Blevin Summers, Ponca City; and Briar Rogers, Ponca City.

BELOW: Afternoon class, front row, from left: Kenton Bliss, Newkirk; Benjamin Jackson, Ponca City; Aeryn Orwig, Ponca City; and Francisco Longoria, Ponca City. Back row: Daniel Bergfield, Ponca City; Addison Robinson, Ponca City; Dalton Kirchner, Ponca City; Adria Vaden, Ponca City; and Logan Mirkes, Ponca City. (Courtesy photos)



Pioneer Tech team receives top award

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.

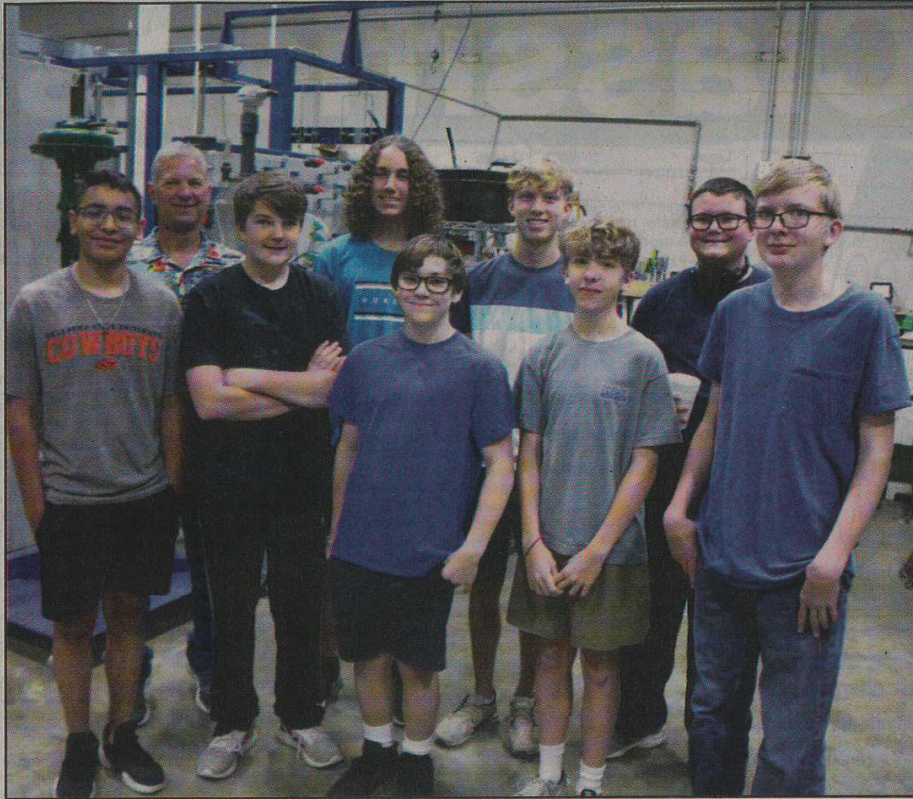
To further decrease turn-around time for the Bunkr, the Ponca City Development Authority (PCDA) worked hand-in-hand with Thornburgh to select a Cobot welder for use with district clients, including Triune, and assisted with troubleshooting the weldment fixtures needed to stabilize materials for welding 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.

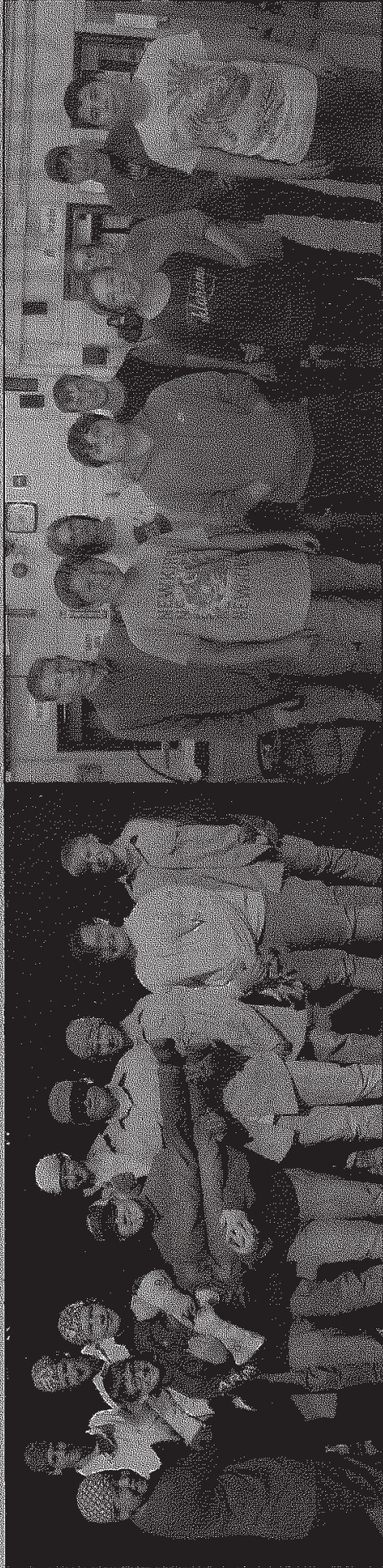


Pioneer Tech Team Members Johnny Thornburgh, Industrial Coordinator for Pioneer Technology Center (PTC) and Janet Schwabe, Business Incubator Manager Receive Award at PACE Conference



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PUBLISHED IN THE
PONCA CITY NEWS ON
7/9/2022 AND 9/3/2022
PUBLIC NOTICE
All having a claim against
the Pioneer Technology
Center Public School Dis-
trict #13 are notified that
all invoices and required
documentation pertaining
to an approved purchase
order for services rendered
or goods or materials
delivered pursuant to
that purchase order must
be recorded with the en-
cumbrance clerk of the
district on or before the
30th day of September,
2022, covering all debts,
now unpaid and incurred,
during the period of the
prior fiscal year beginning
on July 1, 2021, and end-
ing on June 30, 2022, or
the claim upon which the
invoices or purchase order
is based shall be void and
forever barred.



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PTC Skills



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ADULT STUDENTS •

NOW ENROLLING

FOR THE 2022-2023 SCHOOL YEAR

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



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

PAGE 6B - THE PONCA CITY NEWS, SATURDAY, JULY 23, 2022

Legals 0001

PUBLISHED IN THE
PONCA CITY NEWS
7/23/22

PIONEER TECHNOLOGY Center offers career and technical education training opportunities without regard to race, color, national origin, sex/gender, age, religion, disability or veteran status. Training is available in the areas of Architecture & Construction; Business, Management & Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Manufacturing; Science, Technology, Engineering & Mathematics; Transportation, Distribution & Logistics, Education; Law, Public Safety & Corrections. All individuals wishing to enroll in a full-time training program must provide evidence satisfying the program minimum academic requirements or undergo a free assessment to evaluate his/her skill level in the areas of reading, mathematics, and writing. The assessment process also includes an interest inventory. Inquiries concerning the application of this policy contact either Allison Christy,

AllisonC@pioneertech.edu
(580) 718-4224 or Wendy Burg,

WendyB@pioneertech.edu
(580) 718-4308, Compliance Officers/Title IX Coordinators, or Lori Evans,
LoriE@pioneertech.edu
(580) 718-4313, 504/ADA Coordinator.

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

Business & Industry Services & Safety

- The BIS team conducted 91 one-on-ones/consults for a total of 86.5 counseling hours and 14 marketing visits.
- The BIS team also logged
 - 1,001 Safety Contact Hours
 - 340 AT&D/Open Enrollment Contact Hours
 - 241 Customized Contact Hours (Type 31)
- The revenue generated from our Safety training is \$18,155.
- Our AT&D classes generated revenues of \$3,897.
- AT&D offered 12 on-campus classes, classes made 5, classes canceled 7, new classes 3, fulfilled registrations 36, enrollments in online classes 5.
- Of the 5 on-campus classes starting this month – 3 offer certification.

CNA	6
EMT	14
<u>CPR</u>	<u>6</u>
Total Students	26
- The BIS team met with the Fairfax in Action group to brainstorm economic development approaches for their area.
- Johnny Thornburgh recruited a new CDL Class B instructor, Eric Payne, to help us provide those classes in addition to our Class A Truck Driver training course on a regular basis.
- Lead by Corbin Dewitt and Brook Lindsay, the BIS team launched the podcast BIS Bytes. They are editing their first episode. You can listen to the trailer here: <https://t.co/hP5aDp5DKH>
- Janet Schwabe was recognized as one of OkACTE's New Professionals.
- During the month of July our team participated in over 25 area community foundations, committees and boards.
- Molly attended the Leadership Oklahoma Orientation for the 35th Class (Traci's Class!)
- Janet Schwabe facilitated the North Central Oklahoma Center for Workforce Excellence quarterly meeting. Dr. Marcie Mack with Mid America Industrial Park presented. Molly attended with Traci.
- Janet, Molly, Johnny, Kahle, and Ryan met to discuss options to help with the HVAC industry with incumbent training.
- Adult Training & Development enrollment for the fall starts August 10th.
- Our next CDL Class A truck driver training classes for the fall semester are all full.

Communications & Marketing

- Speak Now Video shoot for new instructors and Basic Peace Officer Certification Programs were done this month. This included shots at the RecPlex.
- Angie Ogden sent the AT&D scheduled to the printers and will drop in homes the 2nd week in August.

- The BIS Brochure is going to the printers as well all completed by Angie Ogden.
- Marketing Plan is completed and will be presented at Board meeting.
- Terri Busch attended the Tri-State Wesleyan Church Conf in Bartlesville in July, she assisted with registration as a volunteer and met with OKWU leadership.
- The funeral for Angie Ogden's mother was in July, Terri Busch attended.
- Eblast for BIS and AT&D were put together and sent out.
- Angie Ogden created ads for AT&D fall classes they will be running in area newspapers in August.
- The C&M team toured Meeks Publishing company this last month.
- Terri Busch volunteered at Connect Church VBS the last week in July.
- Assisted with the Back 2 School Event prep.
- Terri Busch did New Employee On-Boarding for 5 of the newest employees.
- Various press releases were ran for summer activities and to celebrate students
- Social Media was updated daily to promote enrollment, with specifics for Firefighter/EMT
- The 50th Celebration Committee has been put together, their first meeting will be the last week in August.
- Updates for new paint, Westward Expansion and summer projects were shared live by Terri Busch during the month.
- Yearly survey results were shared with AT&D, BIS, Full-Time Programs and ABE/HSE.
- C&M Team attended OK Summit and the Communications and Marketing Council Meetings.
- Marketing Update for In-Service was presented by the C&M Team.

Instructional Directors / Full Time Programs

Instructional Directors

- Kahle Goff, Ryan Burkett and Kendra Knight attended and presented at the Making Schools Work Conference in Dallas, TX. Pioneer Technology Center was awarded the Pacesetter School award during a ceremony at the conference.
- Kahle Goff participated in the Opportunity Center board meeting.
- Kahle Goff met with Mitchell Thomas, Program Specialist at ODCTE, to discuss Pioneer Technology Centers programs, student certifications, and Work Based Learning opportunities.
- Dr. Ryan Burkett and Kahle Goff participated in an HVAC Apprenticeship meeting.
- Kahle Goff worked with Michelle Tripp to review PN Accreditation documents.
- Kahle Goff presented to the Ponca City Noon Lions Club and shared the new programs and services offered at PTC.
- Kahle Goff and Kayla Randol provided a tour of the new Cosmetology program to Central Technology Center- Sapulpa administrators and counselors.
- Kendra Knight, Kahle Goff, and Dr. Ryan Burkett attended Oklahoma Summit in Tulsa.
- Kendra Knight, Kahle Goff, and Dr. Ryan Burkett welcomed Meridian Technology Center during the Capturing Kids Hearts training. The PTC Director Team wrote a Carl Perkins Grant which provided the training.
- Dr. Ryan Burkett attended the Pioneer Woman Museum and First Lutheran Church Elders Board meetings.

Practical Nursing

- Natalie Stewart from Humanity Hospice was the July Contract Day speaker. She provided information about the services hospice provides for the community.
- Michelle completed her Master's Degree in Nursing Education.
- The Sept 2021 cohort completed mental health clinical rotations at Billings Fairchild Center.
- 4 graduates successfully passed NCLEX in July.
- We have accepted for the September 2022 cohort 25 students and 1 returning student. We have started a waiting list in case any of the new students decided to defer.

Health, BITE and Special Programs

Children's Lab and Preschool

- Took a Field Trip to Sun-N-Fun.
Ice Cream Truck visited Friday, July 29 for the last day of our summer program.
End of the Year BBQ was held for the kids on the last day of the summer program. Parents were invited to attend.
- Lora Walton and Jessica LaBlue attended the "Planning for Transitions" training held by OK Oklahoma Human Services.
- Jessica LaBlue, Bailey King, and Gabryell Cadek are attending the series training on Focused Portfolios that will be held in 3 sessions throughout July, August, and September.
- Lora Walton hosted the North Central Oklahoma Childcare Association monthly meeting. Licensing Specialist Sarah Rich spoke on the new QRIS STARS application process and requirements. Kyla Carlson, Gaby Cadek, Bailey King, and Jessica LaBlue attended.

SHARE

- Have been enrolling new students and continuing to do so.
- Four students earned credits in summer school.

New Beginning

- Students are work key testing for Full Time Programs
- 20 students
- 2 new students for July
- 1 student became employed in their field of study
- Total – 21 students in July
- Students in follow up – 9
- Thank you, PTC Board, for approving the new position
- Several of the students are enrolled and ready for classes to start in August
- Continue to work on Soft Skills, Resume', Financial Literacy and Interviewing Skills

ABE/HSE

****In July, we have to reenroll all of our students as they come in so it looks like our numbers have dropped but we are slowly getting everyone back in**

- 53 students enrolled in the ABE and TANF programs
- In July, we had:
 - 29 new students enrolled
 - 2 students graduated and earned their high school diploma
 - 17 HiSET tests were passed

- Teachers attended virtual and face-to-face training
- 9 Instructional Needs of Adult Learners
- LACES training
- Director's Meeting

T&I and Service Programs

Automotive

- Setting up Canvas
- Set up timeclock for students
- Set up Shop Key Pro Certification for students

Construction

- Preparing Guard Shack student project for Dorada Foods
- Organizing the shop
- Ordering materials

Cosmetology

- Passed State Board of Cosmetology Inspection
- Organized area
- Working on curriculum updates

Criminal Justice

- Preparing the shop and classroom and working on curriculum for the upcoming school year.
- Reaching out to our area Chiefs of Police for their input into our program through attending the Oklahoma Chiefs of Police Conference in Durant. Chiefs from all over Oklahoma attended and we discussed the industry needs of Law Enforcement. They explained the Challenges they face in hiring applicants and what things we can do at the Technology Center level to better prepare students for their employment.

Culinary Arts

- Organizing new space
- Preparing curriculum

Firefighter/EMT

- PTC has taken delivery of the simulator manikin that was purchased through a partnership with Phillips 66 and the Fire and Life Safety Council.
- Pawnee and Cleveland Fire Departments are doing in house FF1 training. They will come to our facility for hands-on skills training on August 13th and for live fire evaluations at a later date.
- Winfield, KS Fire Department reached out to us wanting to come recruit potential firefighters from next year's program. They would like to come tour our facility and campus.

Fleet & Facilities Management

- Cleaned and reorganized back lot
- Helped with move of cosmetology
- Made repairs to several pieces of mowing equipment

Mechatronics

- Created 3D print lab to consolidate student locations and improve classroom management
- Working on curriculum updates

Precision Machining

- Attended Capturing Kids' Hearts training
- Working on curriculum and learning Canvas
- Learning the ropes at PTC

Welding

- Assembly of new equipment and continuing to learn about the robotic welder.
- Helped CSE Bliss with their robot education. They have purchased the same system that we have and have been coming in to learn the ins and outs of the machine.
- Implementation of the new process regarding advancement to the second year of welding. Completed the rubric and sent a letter to all new students and their parents/guardians explaining the new process.

Student Services

Student Services

- Jayme has started – yeah! Enrollment is in the final stages of changes and tweaks to begin the year. The Team attended Oklahoma Summit and is ready to kick off the year with the Back to School Event August 11th. Numbers are strong in the programs and we should be off to a good start!
- Lori also attended Making Schools Work Conference in July.
- All in all it was a very busy fast summer – we can't believe August is here and we are ready to welcome a new school year. Thank you for your continued support!

Career Center

- Nancy is back and preparing for the year. Lacey in on maturity waiting for the beautiful baby girl to arrive.

Career Development Facilitator

- Cortney has started – yeah!

Testing Specialist

- July was busy giving many assessments to prepare for the upcoming year for students and community required assessments for job placement. Denise also assisted with the moving into the new spaces and covering Student Services some this summer.

Disabilities Specialist/Job Placement Facilitator

- Carol is back from summer and already busy scheduling IEP meetings for incoming students so instructors are informed to meet their needs.

Plant/Facilities/Maintenance

- Routine summer deep cleaning. (carpet shampooing waxing etc.)
- Hosted over 100 participants for our annual bus driver 4 hr in-service training.
- Hosted bus drivers CDL training.
- Working with KCG on many punch list items.
- Cosmetology and Culinary have moved into new location.
- Certificate of Occupancy received.
- Bus fleet serviced and annual inspection.
- Completed annual campus security report.
- Campus wide fire extinguisher inspection completed.
- Existing T-com room remodel close to being completed.
- Carpet repairs in several classrooms.
- Irrigation system scheduled for installation starting August 22-26, 2002.

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex.

“Sex,” for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.

“Multiple occupancy restroom or changing area” is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

“Family restroom” is defined as a restroom designated by Pioneer Technology Center as a family restroom. Family restrooms shall be for the sole use of a parent or parents and their children.

“Individual,” for the purposes of this policy is defined as any student or employee of the District.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room. The District also has family restrooms available, as designated, to be used exclusively by parent(s) and their children.

If a student refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the student shall be disciplined pursuant to the District’s student behavior policy.

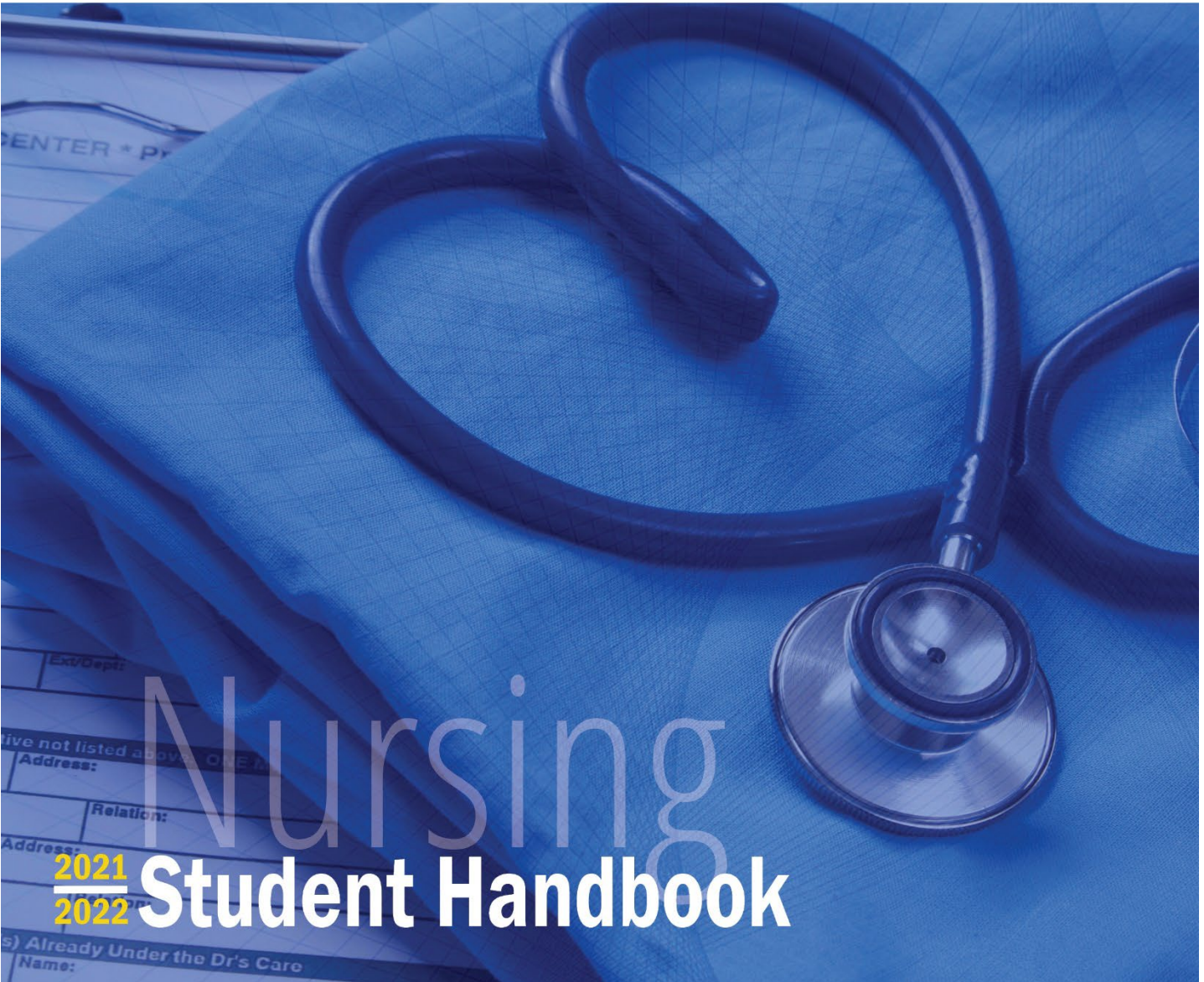
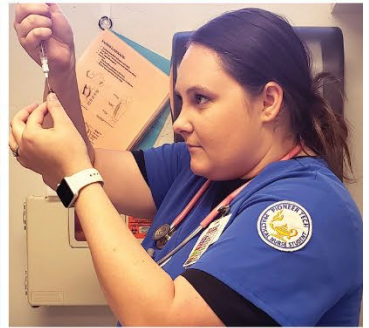
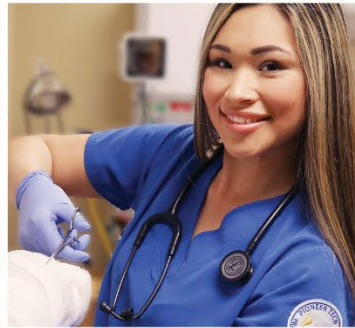
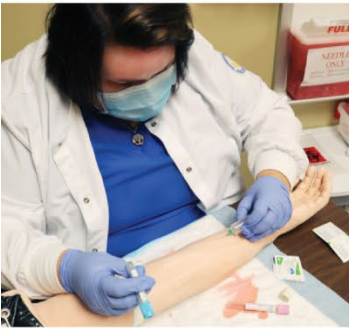
If a district employee refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the employee shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee’s position within the District.

Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. § 1375 and 1376.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.

Reference: OKLA. STAT. tit. 70 § 1-125



2021
2022 **Nursing Student Handbook**

WELCOME

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

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

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

Michelle Tripp, **BSN** **MSN**, RN
Coordinator

Kathryn Sullins, MS, RN
Instructor

Robbin Seymour, BSN, RN
Instructor

Alisa McCleary, **BSN**, RN
Instructor

LaRhonda Rudd
Teaching Assistant

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PIONEER TECHNOLOGY CENTER INFORMATION

NON-DISCRIMINATION/504/ADA COMPLIANCE NOTICE

Pioneer Technology Center does not discriminate on the basis of race, color, national origin, religion, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to ~~Pam Dickerson (580) 718-4295~~ or ~~Karl Lynes (580) 718-4281~~, **Wendy Burg (580) 718-4308** or **Allison Christy (580) 718-4224**, Co-Compliance Officers or at (866) 612-4782 or at 2101 N. Ash, Ponca City, OK.

This handbook is effective for Practical Nursing Students beginning September, **2022 2021.**

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

PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly pledge:

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

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

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

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

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

PRACTICAL NURSING PROGRAM INFORMATION

PRACTICAL NURSING POLICY AND PROCEDURES STATEMENT

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

PROGRAM ACCREDITATION/APPROVAL

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

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

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

PHILOSOPHY

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

Education

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

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

Problem Solving

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

Human Relations

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

Communication

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

Individual

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

Skills

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

Science

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

Ethics/Professionalism

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

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

Nursing Process

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

Practical Nurse/Team Member

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

CONCEPTUAL FRAMEWORK

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

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

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

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

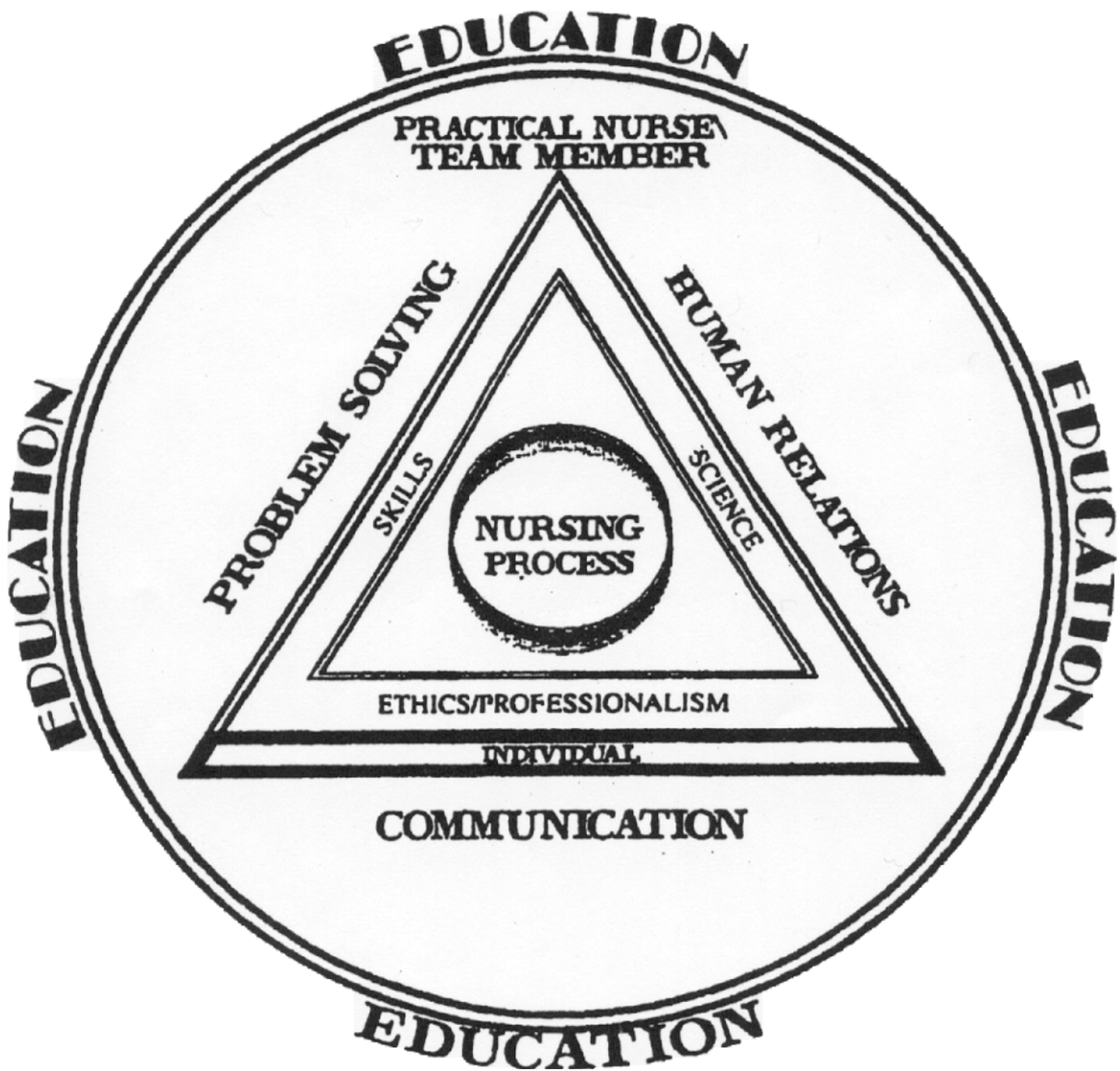
We believe that, along with nursing skills, knowledge is also vital. Theory in anatomy and physiology, nutrition, and growth and development is presented to reinforce holistic care. Ethics and professionalism are integrated throughout the curriculum. As the program continues to proceed to more complex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

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

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

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

CONCEPTUAL FRAMEWORK



PROGRAM OUTCOMES

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

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

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

Overall 80% employer satisfaction rate with graduates.

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

STUDENT OUTCOMES

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

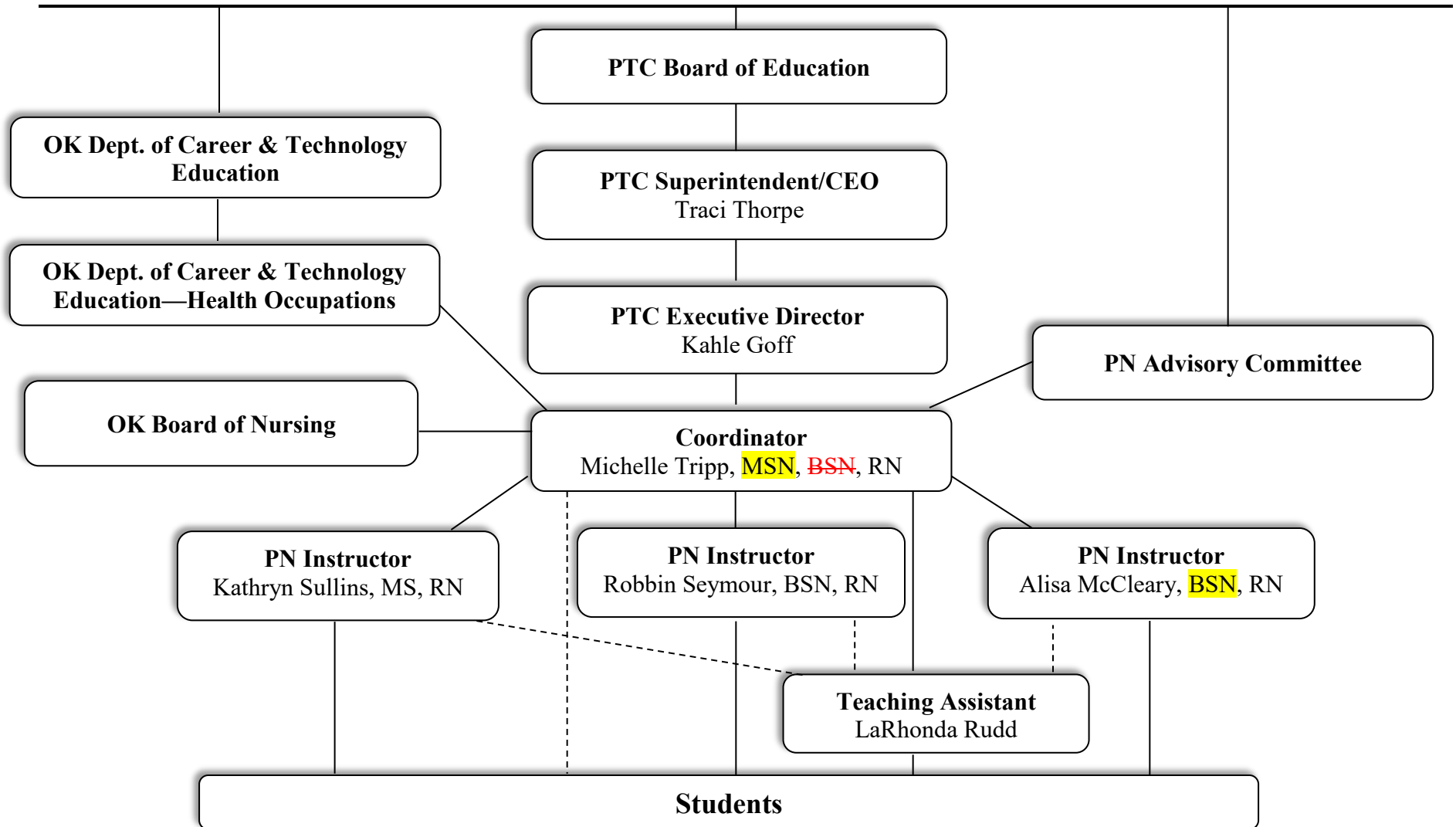
Utilize acquired knowledge, science, skill, and professional ethics to deliver nursing care according to:

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

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

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

Practical Nursing Program Organizational Chart



ACADEMIC INFORMATION

READMISSION POLICY FOR PN STUDENTS

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

Student who may qualify for readmission:

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

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

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

CLASS HOURS

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

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

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

STUDENT ORIENTATION

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

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

ATTENDANCE POLICY

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

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

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

ABSENCES

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

Theory

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

Clinical

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

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

Leave of Absence – not available for practical nursing students.

WITHDRAWAL/DROP

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

STUDENT-TEACHER CONFERENCES

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

Contract Breaches

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

DISMISSAL

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

APPEAL PROCESS

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

GRADING POLICIES AND PROCEDURES**Evaluation**

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

Grading Scale:

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

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

PROGRAM COMPLETION/NCLEX ELIGIBILITY

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

GRADUATION

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

HONORS GRANTED TO PRACTICAL NURSING STUDENTS

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

National Technical Honor Society (NTHS) and Guaranteed Graduate

Please refer to the Pioneer Technology Center Student Handbook.

Honor Graduate with Distinction

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

Honor Graduate

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

Pioneer Spirit Award

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

Florence Nightingale Award

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

TUITION POLICIES

Please refer to the Pioneer Technology Center Student Handbook.

EXPENSES AND FEES

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

FINANCIAL ASSISTANCE

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

APPROPRIATE SCHOOL ATTIRE

Please refer to the Pioneer Technology Center Student Handbook.

CHILDREN IN THE CLASSROOM

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

SOCIAL MEDIA AND ELECTRONIC DEVICES

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

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

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

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

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

CELL PHONES / SMART WATCHES

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

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

FIELD TRIPS

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

SMOKING & BREAKS

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

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

HEALTH

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

Contagious and Infectious Diseases

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

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

INCLEMENT WEATHER

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

RESEARCH

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

STUDENT COMPLAINTS

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

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

ETHICS/PROFESSIONALISM

STUDENT CONDUCT POLICY

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

Practical Nursing Conduct/Professional Behavior

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

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

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

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

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

Foul Language

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

CODE OF ETHICS FOR LICENSED PRACTICAL NURSES

The Licensed Practical and Licensed Vocational Nurse shall:

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

Resource: National Association of Licensed Practical Nurses website

STUDENT RESOURCES

COUNSELING AND GUIDANCE

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

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

CAREER CENTER and ASSESSMENT CENTER

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

PRACTICAL NURSING COMPUTER/TESTING ROOM

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

LIBRARY / VIDEO FACILITIES

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

EMPLOYMENT

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

STUDENT PLACEMENT

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

STUDENT ORGANIZATIONS

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

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

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

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

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

CLINICAL INFORMATION

CLINICAL ROTATIONS

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

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

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

SAFETY AND HEALTH GUIDELINES

A. PURPOSE

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

B. ACCIDENTS AND ERRORS

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

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

C. HEALTH INFORMATION

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

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

DRUG TESTING

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

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

DRUG TESTING POLICY

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

The purpose of this policy is to:

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

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

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

Substances Which May be Tested

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

Alcohol and Drug Use Tests—When Required

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

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

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

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

Procedures for Alcohol or Illegal Chemical Substance Testing

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

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

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

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

ADDITIONAL CLINICAL REQUIREMENTS

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

LPN LICENSURE

APPLICATION FOR THE LICENSURE EXAMINATION

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

CM
&M

MARKETING PLAN
2022 - 2023



Pioneer Technology Center Communications & Marketing Plan

2022 - 2023

MISSION: “Enhancing Lives Securing Futures”

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

VALUES: People Innovation Character Learning Economic Development

MARKETING OBJECTIVES 2022 - 2023:

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

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

Weekly Tactics

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



AUDIENCES AND STRATEGIES

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

Generational Marketing Tips to consider:

- **Boomers** – 78% have a Facebook account, 70% on Youtube, adopting more tech to stay in touch. (Ages 57 – 75)
- **Gen X** - Still read newspapers, magazines, listens to the radio, and watches TV. They are digitally savvy and spend roughly 7 hours a week on Facebook. (Ages 41-56)
- **Millennials/Gen Y** – 95% still watch TV, this generation is extremely comfortable with mobile devices, but 32% will still use a computer for purchases. They typically have multiple social media accounts. (Ages 25 – 40)
- **Gen Z** – Grown up in a hyper-connected world and the smartphone is their preferred method of communication. On average, they spend 3 hours a day on their mobile device. (Ages 10 – 24)
- **Gen A** - Alphas are being raised in homes with smart speakers and devices everywhere; technology is built into everyday items. (Ages 0 - 9)

INTERNAL MARKET STRATEGIES:

PTC EMPLOYEES and BOARD MEMBERS

Messages:

UNITED IN THE HUSTLE
MAKE TODAY COUNT
DO WHAT DRIVES YOU

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

CURRENT STUDENTS & CLIENTS

Messages:

REAL WORK, REAL REWARD
EARN YOUR FUTURE
HANDS ON, GET HIRED
EARN YOUR FUTURE

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

ADVISORY MEMBERS & EDUCATORS

Messages:

NOTHING TEACHES LIKE EXPERIENCE
SUCCESS TAKES PRACTICE

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

EXTERNAL MARKETING STRATEGIES:

POTENTIAL STUDENTS & PARENTS

Messages:

REAL WORK, REAL REWARD
HANDS ON, GET HIRED
PROS START HERE

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Produce print advertising in all schools when it is needed.	\$750	Angie	TIME: Through-out the year
Support Student Services and Career Development Facilitator in recruitment activities with promo items & design recruitment materials	3 rd grade promo items: \$1,500 (+\$50 for booths) 8 th grade promo items: \$1,800 Mid-school items: \$1,000 Sophomore promo items: \$1,000 (+\$200 for booths)	C&M Team	TIME: As Scheduled by recruitment team EVAL: Student Feedback; Target Market Research
Continue sending and placing information on the website geared towards adult students and parents.	\$60 Domain Hosting, \$5,000 for web changes	C&M Team; supported by staff for content and web solution company	TIME: Through-Out the Year
Enhance brand and "messages" with social media Twitter, Facebook & Instagram	\$0	C&M Team will act as clearing house but be supported with information for content.	TIME: Weekly/Daily if needed EVAL: Engagement Stats
Support Student/Parent Back to School Event	\$250 for signs, advertising, & materials. SignUpGenius	C&M Team help with supplies, survey students/parents	TIME: AUGUST EVAL: Number of student's pre-enrolled stay enrolled.
Work with EMT group and supply T-shirts for enrolling High School Students	\$4,100	EMT Team & C&M	TIME: April/May

BUSINESS & INDUSTRY

Messages:

LAUNCH YOUR BUSINESS FROM SQUARE ONE TRAIN YOUR WAY
MAKING CHALLENGES EASIER START YOUR SUCCESS STORY
EXPERTS, SAVING TIME AND MONEY
OUR EXPERTISE IS YOUR REWARD

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Have daily information posted for BIS Opportunities on social media. Promote BIS events.	\$0	C&M Team	TIME: Weekly EVAL: Engagement Stats
Produce flyers, brochures, stories, ads and videos to promote BIS specific efforts.	<i>Ads Included in advertising budget under "Community at Large" section</i>	C&M Team BIS Staff	TIME: As needed/requested EVAL: BIS event evaluations and follow-up
Email Blast	\$300	C&M Team BIS Staff	TIME: Monthly EVAL: Analytics of Clicks
Provide promo items for potential clients and business gatekeepers. (This will help them meet their goal of increasing market reach.)	\$5,000	C&M Team BIS Staff	TIME: August and on-going
Small Business Week assist in hospitality event to promote BIS Incubator & Coordinators.	\$750	BIS Staff	TIME: May
BBQ w/BIS event support.	\$750	C&M Team BIS Staff	TIME: May
1Million Cups on YouTube each month	\$0	C&M Team	TIME: On-Going
Support All BIS activities; B&I Breakfast, Employee Outreach Luncheon, Advisory Group, Lunch/Learns & more.	\$100 Flyers/Online Content	C&M Team	TIME: On-Going

POTENTIAL ADULT STUDENTS

Messages:

EARN YOUR FUTURE
PASSION GOES PRO
CHANGE UP YOUR CLASSROOM

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

COMMUNITY-AT-LARGE & STAKEHOLDERS

Messages:

REAL WORK, REAL REWARD
THE REAL WORK, RIGHT NOW
PRACTICE PAYS OFF
CHANGE UP YOUR CLASSROOM

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Participate in Chamber Business Resource Directories	~\$1500 PC	Angie	TIME: PC – Annually in fall, Blackwell – e/o year spring. EVAL: Informal feedback, # of inquiries from ad in resource guide
Produce and schedule ads for full-time programs, BIS, AT&D <ul style="list-style-type: none"> • Newspaper • Radio • School publications <small>(Ads include display ads, classifieds/position announcements, public and legal notices, and news briefs)</small>	\$5,000 +	Terri Angie	TIME: On-going EVAL: Informal staff/customer feedback. “How did you hear about us?” survey
Produce catalog that highlights all of PTC’s programs and services.	\$3,700	C&M Team	TIME: Print March EVAL: Informal feedback
Email Marketing Blast for BIS/AT&D	\$300	Angie	Weekly EVAL: Analytics
Coordinate marketing efforts with regional and statewide initiatives	\$13,750 Statewide Mktg Cooperative	C&M Team	TIME: On-going
Coordinate marketing efforts for CareerTech month	Printing, Giveaways, Videos	C&M Team	TIME: February
Host a booth at the Kay County Free Fair	Promo Items: \$1,500	PTC Staff	TIME: September EVAL: Feedback of visitors at booth
Assist in technology telling stories on Web/Lobby Display, News Media	\$500	Academic Center, C&M Team, HR, Placement Facilitator	TIME: As occur
Utilize LED sign for announcements & Marketing Opportunities	\$0	C&M Team	Time: As occur
Promote Summer Camp/buy T-shirts for staff for recruitment.	\$1,500	C&M Team, Student Services	May
Annual Parade support.	\$1,500	C&M Team, Student Services, Parade Committee	October
Westward Expansion promo items for Open House and Media Day.	\$1500	C&M Team	Fall of 2022

SOCIAL MEDIA MARKETING PLAN

Goals:

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

Goal 1 Tactics	Goal 2 Tactics	Goal 3 Tactics
<ol style="list-style-type: none"> 1. Each year create list of 10 - 15 parents and staff that are willing to re-share content on personal pages. "Brand Ambassadors," to share content. 2. Create at least 5 new pieces and 1 video each week using Canva to promote across social media networks. 3. Choose the top-performing post each month and measure engagement, then apply to future posts. 	<ol style="list-style-type: none"> 1. Post an estimated 3 times daily about FTP, AT&D & BIS 2. Set aside time each day to respond to comments and interactions. 	<ol style="list-style-type: none"> 1. Consistently do tactics from Goals 2 & 3 2. Use Canva to create consistent look. 3. Update social media planner with holidays and specific social media engagement days. Make a folder for holiday closure banners and greetings.

MARKETING TIMELINE:

2022

AUGUST:

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

SEPTEMBER:

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

OCTOBER:

- Construction Month – C&M
- Assist/Support for the Po-Hi Career Fair – *Student Services*
- Assist with Sophomore Visits - *Staff*
- Promote ABE/GED enrollment period – *Terri*
- Promote Fall Fest and Activities – *Terri*
- Holiday Market Planning – C&M
- Take Program photos – C&M
- Attend Foundation Roast, Take photos & Post – *Terri*
- Work with Foundation about Giving Tuesday – *Angie*
- Prepare to run ads as Testimonials in area Newspapers – C&M/BIS

NOVEMBER:

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

DECEMBER:

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

2023

JANUARY:

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

FEBRUARY:

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

MARCH:

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

APRIL:

- Talk with BIS about plans for Small Business Week – *C&M Team*
- Send AT&D summer schedule to printer and put on website – *Angie*

- Promote BBQ with BIS – C&M
- Start on Gold Star Award Application - *Terri*
- Continue Promotion for Summer Camp/TechConnectEd/Summer Academies – *Terri*
- Order t-shirts for new enrolling students – *Angie*
- Adjust Board Seats on the website - *Angie*
- Purchase Promote Items for Safety at Okie Contractor Fair (promo items) – *Angie*

MAY:

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

JUNE:

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

JULY:

- Capture Summer Academy moments and group photos run in all media– *C&M*
- Submit new marketing plan – *Terri*
- Design AT&D fall schedule – *Angie*
- Add Catalog graphics to website – *C&M*
- Prepare for In-Service Marketing Update – *Terri*

ON-GOING/AS NEEDED ACTIVITIES:

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

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
August 9, 2022 FY 2022/2023

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Ashton Armstrong	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Coleen Blevins	ABE/HSE Instructor	08/01 – 08/31 (10.50 hrs)	262.50
Steve Bookout	Evening Supervisor	07/16 – 08/15 (up to 40 hrs)	1,000.00
Steve Bookout	Evening Supervisor	08/16 – 09/15 (up to 40 hrs)	1,000.00
Steve Bookout	Evening Supervisor	09/16 – 10/15 (up to 40 hrs)	1,000.00
Steve Bookout	Evening Supervisor	10/16 – 11/15 (up to 44 hrs)	1,100.00
Steve Bookout	Evening Supervisor	11/16 – 12/15 (up to 36 hrs)	900.00
Carol Bottoms	ABE/TANF Instructor	08/01 – 08/31 (49 hrs)	1,225.00
Vicki Braden	ABE/HSE Instructor	08/01 – 08/31 (21 hrs)	546.00
Christina Chapman	ABE/HSE Instructor	08/01 – 08/31 (98 hrs)	2,450.00
Garrett Clark	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Nicholas Compala	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Tanner Crawford	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Robert Davis	BPOC Legal Block Instructor	07/13 – 07/21 (56.50 hrs)	2,825.00
Nicholas Dodge	Adjunct Crininal Justice Instructor	08/16 – 12/21 (up to 15 hrs/week)	2,250.00
Tom Duroy	Private Security Instructor	07/27 (3 hrs)	75.00
Tom Duroy	Security Guard Make-Up	08/01 – 08/20 (6 hrs)	150.00
Lori Evans	Administrator HiSet, GED Exams	08/17 – 12/14 (50 hrs / 4-8pm)	1,000.00
Lori Evans	Evening Supervisor	07/16 – 08/15 (up to 40 hrs)	1,000.00
Lori Evans	Evening Supervisor	08/16 – 09/15 (up to 48 hrs)	1,200.00
Lori Evans	Evening Supervisor	09/16 – 10/15 (up to 40 hrs)	1,000.00
Lori Evans	Evening Supervisor	10/16 – 11/15 (up to 44 hrs)	1,100.00
Lori Evans	Evening Supervisor	11/16 – 12/15 (up to 36 hrs)	900.00
Tyler Evans	School Bus Driver	07/01 – 07/20 (4 hrs)	126.80
Tyler Evans	School Bus Driver	07/21 – 08/20 (up to 30 hrs)	951.00
Jordan Farmer	Adjunct Criminal Justice Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Joella Francis	CNA Skills Check-off	07/11 – 07/20 (7.50 hrs)	187.50
Larry Godley	ABE/ESL Instructor	08/01 – 08/31 (4.50 hrs)	135.00
Hudson Haas	Lawn Maintenance	08/02 – 08/15 (up to 29 hrs/week)	12.00/hr
Cordell Hanebrink	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Elaine Harman	ABE/HSE Instructor	08/01 – 08/31 (49 hrs)	1,225.00
Britton Hodge	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Tonya Jackson	ABE/HSE Instructor	08/01 – 08/31 (35 hrs)	910.00
Donald James	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Alena Jennings	Pottery on the Wheel	07/08 – 07/29 (1-3pm)	704.00
Alena Jennings	Clay Hand Building	07/06 – 07/27 (6-7:30pm)	351.00
Jay Kirkendall	School Bus Driver	07/01 – 07/20 (37.25 hrs)	1,020.65
Jay Kirkendall	School Bus Driver	07/21 – 08/20 (up to 30 hrs)	822.00
Timothy Lawver	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Timothy Lawver	Paramedic Skills	07/28 – 08/20 (6 hrs)	150.00
Jeff Lockett	AG Business & Finance Consultant	07/20 – 08/15 (up to 48 hrs)	1,200.00
Steven Long	EMT Basic	08/01 – 08/31 (38 hrs)	858.33
Steven Long	EMT Basic	09/01 – 09/30 (38 hrs)	858.33
Steven Long	EMT Basic	10/01 – 10/31 (38 hrs)	858.33
Steven Long	Paramedic Skills Lab	07/20 – 08/10 (24 hrs)	600.00
Tristan Lopez	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Johnny Munger	Bus Driver Training	07/21 (4 hrs)	155.20
Diane Pendleton	ABE/HSE Instructor	08/01 – 08/31 (45.50 hrs)	1,137.50
Pam Powers	ABE/TANF Instructor	08/01 – 08/31 (77 hrs)	1,925.00
Pam Powers	ABE/HSE Instructor	08/01 – 08/31 (31.50 hrs)	787.50

Appendix A

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Chuck Rector	Excel Training Instructor	07/11 – 07/19 (10 hrs/6-8:30pm)	250.00
Kristi Reed	CMA Instructor	07/14 (8 hrs)	176.00
David Rush	School Bus Driver	07/01 – 07/20 (40.25 hrs)	1,010.50
David Rush	School Bus Driver	07/21 – 08/20 (up to 30 hrs)	750.00
Brooke Stanton	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Rebecca Stephens	ABE/HSE Instructor	08/01 – 08/31 (49 hrs)	1225.00
Rebecca Stephens	ABE/TANF Instructor	08/01 – 08/31 (49 hrs)	1225.00
Nikki True	Adjunct Criminal Justice Instructor	08/16 – 12/21 (up to 15 hrs/week)	2,250.00
Daniel Vap	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00
Gary Vap	CPR Instructor	07/14 (3 hrs/6-9pm)	75.00
Jacob Vap	Adjunct Firefighting Instructor	08/16 – 12/21 (up to 15 hrs/week)	3,000.00

ADDENDA TO CONTRACT

<u>Name</u>	<u>Previous FY23 Salary</u>	<u>Corrected FY23 Salary</u>	
Erika Johnson	1GL8-18 \$60,159	1GL10-18 \$61,659	Degree Change
Michelle Tripp	2GL8-32 \$76,046	2GL10-32 \$77,846	Degree Change

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
 Equipment/Furniture/Remodel or Repairs/Technology
 August 9, 2022

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Lottery Grant Basic Peace Officer Cert	VirTra	VirTra Virtual Use of Force Simulator includes equip, shipping, installation & training	\$43,813.00
<i>Other quotes: NONE – Sole Source Vendor</i>			
Lottery Grant Business & Industry Training	Lampton's	Lightweld 1500 Handled Laser Welding System includes equipment, shipping and handling	\$53,037.61
<i>Other quotes: NONE – Sole Source Vendor</i>			
Bldg Maintenance Major Repairs	Adams Plumbing	Drain line replacement for water softener in westward expansion	\$14,500.00
<i>Other quotes: Stolhand Wells – \$14,850</i>			

"OTHER EQUIPMENT" Request Forms FY 2023

Name:	Tucker Hodgson
Program:	BPOC Coordinator
Vendor Name:	VirTra
Vendor Address:	295 E. Corporate PL, Chandler, AZ, 85225
Vendor Phone:	800-455-8746

Code	Product	Description	Sales Price	#	Discount	Final Price
V-VICTA-01	VirTra Virtual Interactive Coursework and Training Academy™	VirTra-Virtual Interactive Coursework and Training Academy™ certified simulator training curriculum. V-VICTA™ is a progressive science based approach to the use of simulation as a training system.	\$0.00	1.00	10.00%	\$0.00
V-100LE-1	VirTra 100 LE (w/ 1 year warranty)	Includes projector, shot tracking equipment, low light kit, scenario authoring software, collapsible screen, laptop computer and a hard case for easy transport.	\$18,183.77	1.00	15.00%	\$15,456.20
V-100-INSTL	VirTra 100 Installation/Training	VirTra Installation and Training for one (1) V-100 System. Includes all travel and expenses in the CONUS.	\$3,031.60	1.00	15.00%	\$2,576.86
VTRK-G17-RK	VirTra Tetherless-Glock 17	Micro-switch activated tetherless handgun recoil kit for the Glock 17. Includes one Standard Magazine (All recoil kits convert real firearms which must be supplied by the customer).	\$4,844.73	1.00	15.00%	\$4,118.02
VTRK-G17-SM	VirTra Tetherless-Glock 17- Standard Magazine	Additional Standard magazine for use with the VTRK-G17 recoil kits.	\$642.47	1.00	10.00%	\$578.22
V-G17-SM-AP	VirTra Tetherless-Glock 17-Adapter Plate	Adapter plate for the VTRK-G17-SM (Requires VirTra refill station).	\$509.54	1.00	10.00%	\$458.59
NG-G17/22	Non Gun-SIRT Pistol-G17/22	SIRT Model 110 replica training pistol for Glock 17/22. Includes integrated programmable laser.	\$1,160.17	2.00	15.00%	\$1,972.29
NG-G17/22-MAG	Non Gun-SIRT Pistol-G17/22 Magazine	Additional Magazine for SIRT Model 110 replica training pistol for Glock 17/22.	\$63.99	1.00	10.00%	\$57.59
VNLW-OCC-MK3	OC Canister-MK3	Laser-based MK3 model OC training device. safe and adjustable electrical impulse to trainee.	\$2,273.70	2.00	10.00%	\$4,092.66
V-TF	V-Threat-Fire	VirTra's patented V-Threat-Fire™ return-fire-simulator device. Attaches via integrated belt clip to deliver a safe and adjustable electrical impulse to trainee enhances realism.	\$3,831.90	2.00	10.00%	\$6,897.42
VWSA-RFS	Refill Station	Table-top refill station for all refillable magazines. Includes automatic push button activation and one CO2 tank which must ship empty.	\$4,668.66	1.00	10.00%	\$4,201.79

“OTHER EQUIPMENT” Request Forms FY 2023

VNLW-TAS-X26/P	X26P TASER® Simulation Cartridge	TASER® X26 simulation cartridge. Fits both X26 and X26P live TASER® handles. (X26/P handles supplied by customer.)	\$1,704.69	1.00	5.00%	\$1,619.46
VNG-M16	VirTra-Non Gun-M16	VirTra non-gun M4 replica rifle. This simulated firearm activates a laser upon trigger depression, no recoil. Shipping and Handling	\$1,457.50	1.00	5.00%	\$1,384.63
						400.00
Total: \$43,813						
Justification:		Lottery Grant				
Replacement or Addition:		Additional				
Used by high school students:		Yes, Criminal Justice Students				
Other notes:		VirTra Use of Force Simulator				

*For purchases totaling over \$10,000:

Please attached quotes, state contract pricing number, or sole source vendor letter.

ADMINISTRATIVE ACTION

Approved By:	<i>Traci Thayer</i>
Coding:	
Date:	
PO Number:	

AKA
7/29/22

Save form to your computer and submit electronically to supervisor.
Once approved, supervisor will submit to Finance.



March 4th, 2021

For the purposes of creating a sole source justification for VirTra Inc's line of simulators, the following details regarding specific applications should be considered:

VirTra has been developing and producing a proprietary simulation system and software using multiple screens and real video for small arms and use of force training since 2001. Based upon our research, VirTra is the only manufacturer of firearms simulation equipment and proprietary software to incorporate real and interactive video seamlessly displayed and fully interactive across all screens at the same time. Video based characters and laser tracking equipment can be engaged and detected on each of the screens of the simulator at the same time or in series of events that trigger others to occur on different screens.

In addition, VirTra invented the **Threat-Fire™** Device and is the only manufacturer of this equipment throughout the world. VirTra has been awarded a **US Patents (#8,016,594, #8,267,691)** for the Threat-Fire device and is the only simulator company that can produce or sell any device using electronic impulses to simulate consequences during screen-based simulation training. The Threat Fire device can be added to any and all VirTra simulators after the initial purchase and at a later date.

VirTra has been awarded **US Patent #10,438,503**, which relates to VirTra's TASER® cartridge kits. VirTra is the only company in the United States that can produce or sell a specially triggered training cartridge for the TASER line of products by Axon, the global leader in connected public safety technologies. The patent covers VirTra's proprietary method of reliably triggering the training device based on the unique acoustic sound produced by a TASER Conducted Energy Weapon's (CEW) electrical arc. This innovation allows trainees to deploy the cartridges from a real TASER CEW during simulation training and avoid high-voltage feedback. It also allows trainees to practice with a TASER CEW's "ARC" and/or "Re-ARC" functions, which increases the realism of each training session. By using a live CEW while training in VirTra's simulators, trainees are able to improve their technique and develop proper habits that carry into real world situations. The patent applies to both legacy units and the latest multi-cartridge systems used for the TASER X2 and TASER 7 weapons.

"TASER CEWs have been classified as 'less-lethal' devices, and as such, require the same type of high quality, judgmental use-of-force simulation training as lethal devices like firearms," said Lon Bartel Director of Training and Curriculum at VirTra. "By combining live TASER CEW and VirTra training cartridges with VirTra's simulators and library of content, trainees have an opportunity to develop critical decision-making skills when under stress as well as further develop safe weapon handling by practicing the removal and replacement of cartridges during simulations that escalate."

VirTra has been awarded **US Patent #10,436,539**, which relates to mechanical malfunction of real firearms used in simulation training. VirTra is the only company in the United States that can produce or sell a specially designed kit that affordably converts a live firearm into a safe and reliable training tool that can simulate mechanical malfunction and therefore increase realism. This patent addresses the growing need to safely, affordably, and accurately reproduce the intricacies of real firearms for training purposes. Patent 10,436,539 expands VirTra's growing library of intellectual property related to affordably converting real firearms (whether pistol or rifle) into suitable training tools that can be used in realistic simulation training without the expense or hassle of modifying the original firearm.

VirTra has created a proprietary software package called **V-Author™**. The V-Author software allows for the creation of unique training content that can only be used on the VirTra line of simulation equipment. The V-Author software is the only known software allowing for the creation and display of real video-based assets on multiple, seamless screens where all are interactive. V-Author software and scenarios can be added to any and all VirTra simulators after the initial purchase and at a later date as requested by the customer.

VirTra's – Virtual Interactive Coursework Training Academy™ (**V-VICTA**)- delivers a program specifically for law enforcement departments that are designed to Teach, Train, Test and Sustain from an all-in-one solution. This program provides a nationally recognized certified curriculum and interactive virtual coursework that was developed exclusively with nationally recognized partnerships. Combined with VirTra's simulators, V-VICTA provides law enforcement departments all the necessary tools to instill proper training and knowledge transfer to its students that is not available anywhere else.

For over 28 years, VirTra has been an interactive partner for de-escalation, active shooter, judgmental use of force, situational awareness and firearms training for law enforcement, military, and educational markets. With V-VICTA™, we've developed an easy turn-key training program to provide and support law enforcement training programs in an efficient and cost-effective manner.

VirTra has ensured the integration of what the leading science discovers about Simulation and adult learning is woven into all of our material to help maximize the effects of training time and increase abilities learned in the scenarios. Please contact us for information about how to integrate V-VICTA into your department's training environment.

As of the date of this letter, VirTra's V-VICTA includes the following nationally certified courses with the VirTra Simulation Products:

Contact & Cover Concepts: **18119-1807**
Human Factors in Force Encounters: **18120-1808**
Injured Officer Handgun Manipulation: **18122-1808**
Tourniquet Application under Threat: **18123-1809**
Taser Targeting: **18126-1809**
High Risk Vehicle Stop: Communication to Custody: **18171-1901**

Active Threat/Active Killer (ATAK): Basic Principles- (Module 1): **19216 - 1910**
Weapon Transitions: **20228-2003**
Tourniquet Application Under Threat II: **20227-2002**
Special Populations: Autism: **20241-2005**
De-Escalation (Vistelar): **20254-2008**
Crisis De-Escalation: **20276-2011**
Mental illness Training: A Practical Approach: **20246-2007**

The Advanced Training Certification Course (ATCC) course includes the following accreditation:

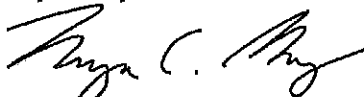
Simulation Science: Foundations of Simulated Event Module 1: **19172-1901**
Gap Analysis and Troubleshooting: **19175-1904**
Fundamentals of V-Marksmanship: **19176-1907**
VirTra Advanced V-Marksmanship: **19185-1906**

In summary:

- VirTra Simulators have the exclusive ability to simulate return fire and consequences, with our patented **Threat-Fire™** device, delivering electrical impulses to the trainee.
- VirTra is the only company in the United States that can produce or sell a specially triggered training cartridge for the TASER line of products by Axon, the global leader in connected public safety technologies.
- VirTra is the only company in the United States that can produce or sell a specially designed kit that affordably converts a live firearm into a safe and reliable training tool that can simulate mechanical malfunction and therefore increase realism
- VirTra Simulators seamlessly display real and completely interactive video across all multiple and interconnected screens.
- VirTra Simulators use an automatic 'table top' refill station with a liquid compression **pump** to recharge the liquid CO2 propellant used in the tether-less recoil systems. The refill station uses Adapter Plates custom made to fit specific magazines.
- The VirTra **V-Author™** scenario software can only be used on VirTra Simulators.
- The VirTra **V-VICTA™** coursework offers over 80 hours of nationally approved and certified training curriculum available with the VirTra Simulation Products
- VirTra Inc. is the only manufacturer of simulation equipment that offers an *Upgrade Path*.

VirTra is the only responsive and responsible source for the above-mentioned equipment and capabilities as they relate to incorporation with the VirTra V-100-LE equipment. This statement is supported by market research and exclusively fulfills the needs of the purchaser. VirTra Systems is the only manufacturer and directly offers the patented **Threat-Fire™**, the patented VirTra TASER® cartridge kits and mechanical malfunction kit for use in real firearms, **V-Author™** scenario software, **V-VICTA™** coursework and other products referenced in herein.

Ryan Bray



Director of US Sales, VirTra Inc.

**"OTHER EQUIPMENT" Request Forms
FY 2023**

Name:	Johnny Thornburgh
Program:	BIS – Industrial Coordinator
Vendor Name:	Lampton's Welding Supply
Vendor Address:	PO Box 765, Wichita, KS, 67201
Vendor Phone:	580-762-9351

Lightweld 1500 Handled Laser Welding System

IPG LightWELD 1500 with 5M Cable	1	20,660.00	-	20,660.00
CCA Gas Control Package W/10'Hose	1	333.00	-	333.00
IPG Cover Slides	1	250.00	-	250.00
IPG Nozzle Set	2	120.00	-	240.00
IPC Laser Glasses	4	200.00	-	800.00
IPC Wire Feeder Package	1	1,900.00	-	1,900.00
IPG Weld Hood	4	350.00	-	1,400.00
IPG Nozzle Extension 120MM	2	55.00	-	110.00
IPG Nozzle Extension 10MM	1	29.00	-	29.00
IPG Nozzle Extension 7MM	1	29.00	-	29.00
IPG Welding Cart	1	1,300.00	-	1,300.00
LAS Foldable Laser Safety Panel Unit	2	5,950.00	-	11,900.00
LAS Laser Safety Window 12"X14"	4	765.50	-	3,062.00
Magnetic Door Interlock Safety Switch	1	35.32	-	35.32
Fume Extractor for Laser Welder - Portable Weld Fume Filtration	1	9,739.29	-	9,739.29
Lightweld 1500 Handled Laser Welding System - Shipping & Handling	1	-	1,250.00	1,250.00
Total				53,037.61

**"OTHER EQUIPMENT" Request Forms
FY 2023**

Justification:	Lottery Grant
Replacement or Addition:	Additional
Used by high school students:	Yes, and Business/Industry
Other notes:	Lightweld 1500 Handled Laser Welding System

*For purchases totaling over \$10,000:

Please attached quotes, state contract pricing number, or sole source vendor letter.

ADMINISTRATIVE ACTION

Approved By:	<i>Darci Shoype</i>
Coding:	
Date:	
PO Number:	

K CVA
7/28/22

Save form to your computer and submit electronically to supervisor.
Once approved, supervisor will submit to Finance.



The Power to Transform®

Pioneer Technology Center
Johnny Thornburgh
Industrial Training Coordinator
2015 North Ash
Ponca City, OK 74601

Re.: Sole source for IPG LightWELD 1500

Mr. Thornburgh,

Lampton Welding Supply is the sole source for the IPG LightWELD 1500 for the central region of the United States that includes OK. Lampton is the only reseller authorized by IPG Photonics to demonstrate, train, and sell the LightWELD 1500 as well as provide any needed consumables required after purchase.

If you have any questions I can help with, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Arnold'.

Kevin Arnold, P.E.
Midwest Sales Manager
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