

Pioneer Technology Center Board of Education
Special Meeting
Thursday, January 12, 2023, 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 - Board Recognition Month
5. Discussion and vote to approve or not approve the Minutes of the December 13, 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 #30851-30912 in the amount of \$38,517.92; Building Fund #30074-30080 in the amount of \$14,812.74; Payroll #70161-70164 in the amount of \$57,357.91).
7. Administrative Reports 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 individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix A
9. Discussion and vote to approve or not approve employment of Testing Specialist
10. Discussion and vote to approve or not approve employment of Maintenance Technician/Bus Driver
11. Proposed Executive Session to discuss the employment and evaluation of Traci Thorpe, Superintendent/CEO Okla. Stat. Title 25, 307(B)(1)
12. Vote to convene in Executive Session
13. Acknowledge return of the Board to Open Session
14. Board President statement of Executive Session minutes
15. Motion to approve contract renewal for Traci Thorpe, Superintendent/CEO

16. Public Comment

17. 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, December 13, 2022 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order (6:00 pm)
2. Roll call and establish a quorum

Board Members Present:

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

Board Members Absent:

Mr. Laurence Beliel

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

3. Flag salute and moment of silence
4. Reports and Presentations - Follow-Up Statistics, Kahle Goff, Executive Director, Full-Time Programs

Kahle talked about the Oklahoma Department of CareerTech Education Follow-up Report and stated each program completes reports for students. Kahle gave a handout with numbers and percentages.

5. Discussion and vote to approve or not approve the Minutes of the November 8, 2022 regular Board of Education meeting

Motion to approve the Minutes of the November 8, 2022 regular Board of Education meeting passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

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

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #30742-30850 in the amount of

\$70,856.11; Building Fund #30070-30073 in the amount of \$22,870.27; Payroll #70160 in the amount of \$6,518.21).

Motion to approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists as presented passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

7. Administrative Reports regarding facilities, district policy issues, community issues and/or personnel or student needs

Traci Thorpe, Superintendent/CEO

Traci commended Kahle for his work with the follow-up reporting and training the new teachers. It has been really busy in the last month even with a week off for Thanksgiving. We hosted approximately 250 for Thanksgiving Dinner and the Holiday Market was very successful, making \$7,300 for our student organizations. Johnny, Kahle and Traci talked to Central Tech about truck driver training for high school students. Planning for an orientation in May, then start later in May after school is out. We can take 6 students at a time. Possibly try to do in June and July next year. Talking about the possibility of some of our short-term programs qualifying for Pell - 150 hours if federal legislation passes. Several other meetings - Bridgeway, looking at having more interaction with them. Possibly getting some of their people into our truck driver training program. We made them more aware of what we offer. Molly, Kahle, Markesha, Janet and Johnny had a conversation about critical needs in our community that we might need to look at for some short-term training. The laser welder was set up today. We had an Incubator Advisory meeting today. We looked at the business plan for a baking company. Jerry Wisdom is the 3rd party evaluator for county assessors. ODCTE is looking at potential for schools' tax dollar loss from the wind farm judgement. We are working on several job openings and a few more items on the punch list. Next month will be the Supt. evaluation.

Kahle Goff, Executive Director, Full-Time Programs

Kahle reported the BIS team conducted 116 one-on-ones/consults for a total of 105.75 counseling hours. Ben Evans, Brook Lindsay, Dawn Brakey, and Jeff Locket provided technical assistance to clients, resulting in 5 client awards/client savings of approximately \$1,903,605. The Blackwell Chamber had their annual retreat here at Pioneer Tech. Terri is working on the 50th anniversary video. Taylor Evans is working as the math teacher for the remainder of the school year.

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

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

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

9. Discussion and vote to approve or not approve surplus items as listed on Appendix B

Motion to approve surplus items as listed on Appendix B passed with a motion by Ms. Orva Rothgeb and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

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

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

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

11. New Business – No New Business

12. Public Comment No Public Comment

13. Board President Gay Norris adjourned the meeting at 6:50 pm

General



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 30851 to PO: 30912

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
30851	AUTOZONE INC	TANF - STUDENT ASSISTANCE OTHER	8.69	12/09/2022
30852	AMAZON CAPITAL SERVICES	HCC I SUPPLIES	87.82	12/09/2022
30853	OKACTE/STEM	BIO MED - TRAVEL REGISTRATION	50.00	12/09/2022
30854	AMAZON CAPITAL SERVICES	ACADEMIC MATH - SUPPLIES	68.96	12/09/2022
30855	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	137.35	12/12/2022
30856	AMAZON CAPITAL SERVICES	AUTOMOTIVE - SUPPLIES	77.99	12/12/2022
30857	PONCA CITY CHAMBER OF COMMERCE	CHAMBER BANQUET TICKETS	650.00	12/12/2022
30858	AMERICAN HEART ASSOCIATION	STAFF DEVELOPMENT SUPPLIES	102.00	12/12/2022
30859	TEACHERSPAYTEACHERS.COM	HCC2 SUPPLIES	12.60	12/12/2022
30860	MSC INDUSTRIAL SUPPLY CO	PRECISION MACHINING SUPPLIES	424.41	12/12/2022
30861	FIRST NATIONAL BANK OF OMAHA	VISUAL COMM SUPPLIES	768.06	12/12/2022
30862	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSITANCE OTHER	155.42	12/12/2022
30863	A+ PRINTING	CHILD LAB & PRESCHOOL - SUPPLIES	125.09	12/12/2022
30864	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	200.00	12/12/2022
30865	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	453.60	12/13/2022
30866	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES LOCAL SHARE	137.92	12/13/2022
30867	GRAINGER	BUILDING MAINT REPAIRS	759.48	12/13/2022
30868	QUILL CORPORATION	FINANCE SUPPLIES	52.77	12/13/2022
30869	A+ PRINTING	FINANCE SUPPLIES	223.64	12/13/2022
30870	MOHAWK MATERIALS	MECHATRONICS - SUPPLIES	202.50	12/14/2022
30871	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	83.46	12/14/2022
30872	RAINMAKER SPRINKLERS	BLDING MAINT REPAIRS	500.00	12/14/2022
30873	US BANK EQUIPMENT FINANCE	MAINT AGREEMENTS - COPIER LEASE	6,100.00	12/14/2022
30874	RK BLACK INC	MAINTENANCE AGREEMENT - COPIER SERVICE	7,000.00	12/14/2022
30875	PROJECT LEAD THE WAY (PLTW)	BIOMED SUPPLIES	285.50	12/15/2022
30876	PROJECT LEAD THE WAY (PLTW)	BIO MED SUPPLIES	687.00	12/15/2022



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 30851 to PO: 30912

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
30877	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - DHS GRANT EQUIP UNDER \$2500	724.49	12/16/2022
30878	HOBBY LOBBY	CHILD LAB & PRESCHOOL - SUPPLIES	21.29	12/16/2022
30879	BLICK ART MATERIALS	CHILD LAB & PRESCHOOL - SUPPLIES	347.84	12/16/2022
30880	DISCOUNT SCHOOL SUPPLY	CHILD LAB & PRESCHOOL - SUPPLIES	240.00	12/16/2022
30881	STAPLES ADVANTAGE	STUDENT SERVICES COUNSELING - SUPPLIES	150.00	12/16/2022
30882	AMAZON CAPITAL SERVICES	FULL TIME PROGRAMS - SUPPLIES	103.80	12/16/2022
30883	WAL-MART COMMUNITY CARD	TEACHER PREPARATION - SUPPLIES	27.50	12/19/2022
30884	THERMACUBE, LLC	CHILDRENS LAB - TRAVEL REGISTRATION	20.00	12/20/2022
30885	STAR NAIL INTERNATIONAL	COSMETOLOGY SUPPLIES	2,004.70	12/21/2022
30886	LINCOLN ELECTRIC COMPANY	AT&D WELDING - RESALE SUPPLIES	1,242.80	12/21/2022
30887	BREAKOUT, INC.	LEADER/TEAM TRAINING - SUPPLIES	214.00	12/21/2022
30888	AMAZON CAPITAL SERVICES	BUILDING MAINT/ SUPPLIES	209.99	12/22/2022
30889	LEGACY SIGNS	BUILDING MAINT REPAIRS	500.00	12/22/2022
30890	TEACHERSPAYTEACHERS.COM	VISUL COMM CURRICULUM	107.99	01/02/2023
30891	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	158.42	01/02/2023
30892	FENCE RESTORATIONS, LLC	BUILDING MAINT REPAIRS	1,500.00	01/02/2023
30893	PONCA CITY REC PLEX	BPOC INSTRUCT AND RESALE SUPPLIES	1,260.00	01/03/2023
30894	SCREENCASTIFY LLC	BIOMED - SUBCRIPTION	75.00	01/03/2023
30895	STAPLES ADVANTAGE	TANF DURABLE SUPPLY & SOFTWARE	130.00	01/03/2023
30896	AMAZON CAPITAL SERVICES	CHILD LAB & PRESCHOOL - SUPPLIES	201.40	01/03/2023
30897	AMAZON CAPITAL SERVICES	CAREER DEVELOPMENT - SUPPLIES	54.97	01/03/2023
30898	FIRST NATIONAL BANK OF OMAHA	CULINARY SERVICES - SERVE/CATER SUPPLIES	1,747.62	01/03/2023
30899	FIRST NATIONAL BANK OF OMAHA	ACADEMIC MATH - TUITION	115.00	01/04/2023
30900	AMAZON CAPITAL SERVICES	PRECISION MACHINING SUPPLIES	499.86	01/04/2023



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 30851 to PO: 30912

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
30901	PONCA IRON & METAL, INC.	WELDING SUPPLIES	1,650.00	01/04/2023
30902	LOWE'S HOME CENTER INC	FFM SUPPLIES	555.28	01/04/2023
30903	LOWE'S HOME CENTER INC	CONSTRUCTION TECH SUPPLIES	2,500.00	01/04/2023
30904	AMAZON CAPITAL SERVICES	CONSTRUCTION TECH SUPPLIES	125.00	01/04/2023
30905	A+ PRINTING	CENTRAL PRINTING	819.84	01/04/2023
30906	AMAZON CAPITAL SERVICES	AT&D COORD - SUPPLIES	71.92	01/05/2023
30907	TEACHERSPAYTEACHERS.COM	TEACHER PREP SUPPLIES	122.98	01/05/2023
30908	STAPLES ADVANTAGE	TEACHER PREP SUPPLIES	250.96	01/05/2023
30909	UNIVERSITY OF TEXAS AT ARLINGTON	SAFETY / TRAVEL REGISTRATION	995.00	01/05/2023
30910	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	120.02	01/05/2023
30911	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	56.00	01/05/2023
30912	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL - LODGING	240.00	01/05/2023
		Current Encumbered	38,517.92	



PIONEER TECHNOLOGY CENTER

From: 09 Dec 2022 to: 05 Jan 2023

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

PO #	Vendor Name	General Description	Amount	Date
30005	FAIRFAX CHIEF	BLANKET PO	-5.00	07/01/2022
30025	EVCO	BLANKET PO	-4,000.00	07/01/2022
30026	FARHA WHOLESALE COMPANY INC	BLANKET PO	7,000.00	07/01/2022
30027	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	25.00	07/01/2022
30071	WAL-MART COMMUNITY CARD	BLANKET PO	5,500.00	07/01/2022
30075	AMERICAN RESCUE PLAN	STUDENT ASSISTANCE (COVID)	10,448.68	07/01/2022
30140	SALON IRIS	SUBSCRIPTION COSMO	-6.00	07/01/2022
30173	ORKIN	BLDG MAINT - EXTERMINATION SERVICES	-75.00	07/05/2022
30181	DEAN MEADOR PUBLISHING	MARKETING - ADVERTISING	-979.00	07/06/2022
30200	HARLAND'S DIESEL SERVICE	BUS MAINT REPAIRS	-472.34	07/06/2022
30269	UNIVERSITY OF OKLAHOMA - OUTREACH	CHILD LAB & PRESCHOOL - TRAVEL -REGISTRATION	-40.00	07/19/2022
30283	NC3	AUTO SERVICE - SUBSCRIPTION	-195.00	07/25/2022
30305	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-40.00	07/28/2022
30309	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-20.00	07/28/2022
30314	AAMP - AMERICAN ASSOCIATION OF MEDICAL PERSONNEL	TANF STUDENT ASSISTANCE OTHER	-85.00	07/28/2022
30396	HOLT TRUCK CENTERS	BUS MAINT REPAIRS	-1,000.00	08/17/2022
30461	FIRST NATIONAL BANK OF OMAHA	SUPERINTENDENT TRAVEL - LODGING	115.00	08/29/2022
30516	MOTION INDUSTRIES	MECHATRONICS - REPAIRS	-147.52	09/07/2022
30520	MOTION INDUSTRIES	MECHATRONICS - SUPPLIES	-529.50	09/08/2022
30532	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-100.00	09/09/2022
30559	NEWKIRK MAIN STREET	ENTREPRENEURIAL SERVICES COORD - TRAVEL REGISTRATION	-225.00	09/16/2022
30573	FAIRFIELD INN & SUITES	FULLTIME/DIR INSTR - TRAVEL LODGING	-330.00	09/20/2022
30576	OKLA BUSINESS INCUBATOR ASSOCIATION	SUBSCRIPTION - ENTREPRENEURIAL SERVICES	-150.00	09/20/2022
30640	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	450.00	10/05/2022
30683	JENKINS & PRICE	BUILDING MAINT - SUPPLIES	-5.50	10/19/2022



PIONEER TECHNOLOGY CENTER

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

From: 09 Dec 2022 to: 05 Jan 2023

PO #	Vendor Name	General Description	Amount	Date
30689	WAL-MART COMMUNITY CARD	CENTRAL SUPPLIES	-187.95	10/20/2022
30690	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-60.00	10/20/2022
30709	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSISTANCE OTHER	-70.00	10/27/2022
30713	MERIDIAN TECHNOLOGY CENTER	BIS STAFF TRAVEL REGISTRAION	-79.00	10/27/2022
30720	DIAMEDICAL USA	PN SUPPLIES	-428.89	10/31/2022
30729	MERRIFIELD OFFICE PLUS	FINANCE SUPPLIES	-147.37	11/01/2022
30745	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	-38.85	11/09/2022
30756	LOWE'S HOME CENTER INC	CONSTRUCTION TECH SUPPLIES	-312.08	11/09/2022
30775	WAL-MART COMMUNITY CARD	CENTRAL SUPPLIES	-100.00	11/14/2022
30784	STAPLES ADVANTAGE	CHILD LAB & PRESCHOOL - SUPPLIES	-29.95	11/15/2022
30789	FIRST NATIONAL BANK OF OMAHA	BIS ADMIN - SUPPLIES	-4.93	11/16/2022
30792	MEEKS GROUP	MARKETING/PRINTING	-31.66	11/17/2022
30802	WAL-MART COMMUNITY CARD	CENTRAL SUPPLIES	-60.00	11/18/2022
30806	HOLT TRUCK CENTERS	BUS MAINT REPAIRS	-13.77	11/28/2022
30816	WAL-MART COMMUNITY CARD	IT&D RESALE FOOD	-0.92	11/30/2022
30817	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-18.75	12/01/2022
30819	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	-1.32	12/01/2022
30821	AMAZON CAPITAL SERVICES	VISUAL COMM SUPPLIES	-4.00	12/01/2022
30825	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	-5.17	12/02/2022
30829	ADAMS PLUMBING	BLDG MAINT - REPAIRS	-325.00	12/06/2022
30832	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	-1.01	12/06/2022
30833	WAL-MART COMMUNITY CARD	IT&D - RESALE SUPPIES	-46.87	12/06/2022
30843	WAL-MART COMMUNITY CARD	CENTRAL - SUPPLIES	-150.00	12/07/2022
30844	WAL-MART COMMUNITY CARD	AT&D - RESALE SUPPLIES	-12.91	12/07/2022
30847	FIRST NATIONAL BANK OF OMAHA	CULINARY SERVICES EQUIPMENT	752.80	12/08/2022
30848	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	-10.00	12/08/2022
30850	OKACTE	SUPERINTENDENT SUPPLIES	100.00	12/08/2022



PIONEER TECHNOLOGY CENTER

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

From: 09 Dec 2022 to: 05 Jan 2023

PO #	Vendor Name	General Description	Amount	Date
GEN FUND-FOR OPERAT TOTAL:			13,846.22	
REPORT TOTAL:			13,846.22	



PIONEER TECHNOLOGY CENTER

Building
Encumbrance For Board Approval

From PO: 30074 to PO: 30080

BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
30074	SPIVA PAINTING & DRYWALL LLC	BLDG MAINT - MAJOR REPAIRS REMODEL	4,500.00	12/13/2022
30075	MURRAY WOMBLE	BLDG MAINT - MAJOR REMODEL REPAIRS	4,916.00	12/14/2022
30076	ADAMS PLUMBING	BLDG MAINT - MAJOR REMODEL REPAIRS	2,500.00	12/14/2022
30077	BRANDTS ACE HARDWARE	BUILDING MAINT - REPAIRS	1,409.85	12/15/2022
30078	AMAZON CAPITAL SERVICES	BLDG MAINT - REPAIRS	486.89	01/03/2023
30079	ADAMS PLUMBING	BLDG MAINT - REPAIRS	500.00	01/04/2023
30080	ADAMS PLUMBING	BLDG MAINT - REPAIRS	500.00	01/04/2023
		Current Encumbered	14,812.74	



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From: 09 Dec 2022 to: 05 Jan 2023



CHANGE ORDER REPORT
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
30042	ADAMS PLUMBING	BLDG MAINT REPAIRS	492.78	08/19/2022
	BUILDING FUND TOTAL:		492.78	
	REPORT TOTAL:		492.78	

Payroll



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 70161 to PO: 70164

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70161	ROBBINS, JEFFREY	PAYROLL ENCUMBRANCE	27,027.60	01/03/2023
70162	BURKETT, RYAN L	PAYROLL ENCUMBRANCE	5,529.78	01/04/2023
70163	FIELDS, LAURA	PAYROLL ENCUMBRANCE	23,209.30	01/04/2023
70164	EVANS, LORI L	PAYROLL ENCUMBRANCE	1,591.23	01/04/2023
		Current Encumbered	57,357.91	

January 2023

Meetings and Activities

- **December** – 14 – After Board Report meeting with Staff
- 15 – Nancy Jones Retirement Celebration; PTC Westward Expansion meeting; PTC Children's Christmas Party
- 16 – PTC B&I Breakfast with Continental Carbon; Russell Hollingsworth Retirement Party; PTC Christmas Staff Party
- 19 – OkACTE Workforce Development Committee meeting; November/December Staff Birthday Luncheon
- 20 – State CWE Conveners' meeting hosted at PTC; 2nd Interviews for Maintenance Technician position
- 21 – NWOSU/PTC Teacher Education Pathway meeting; PTC Paramedic program meeting
- 22 – Jan 1 – Christmas Break
- **Jan 3** – Admin Team meeting; Chart Business Consulting lunch meeting with Rachel Hutchings and Molly Kyler;
- 4 – Heartland Medical Direction meeting with Gary Vap, Molly Kyler, Markesha Duggan; PTC Westward Expansion meeting
- 5 - 6 – Leadership Oklahoma – OKC – Health, Innovation and Philanthropy
- 9 – BPOC Academy January Class welcome; Noon Rotary presentation; 2nd Interview Testing Specialist position
- 10 – HR Manager/Admin Asst. Interviews; Ponca City Library Board meeting; PTC Board meeting

Full-Time Programs

- We were notified by SREB that we have been selected again as a Pacesetter School and will be recognized at the summer conference in Orlando, Florida in July. We have also been selected to present at the summer "Making Schools Work" conference – "Not Just Another Data Tool" - about our Instructional Area Planning Tool and making data-driven decisions.
- The ambulance simulator we were donated by OSU-OKC has arrived and is in process of installation and updating. We're so excited to be able to start using it with our students.
- The second BPOC Academy started on 1/9. We have six participants from the following agencies: Payne County, Kay County Detention Center, Kay County Sheriff Department, and Otoe-Missouria Police Department.

Business and Industry Services

- Pioneer Tech hosted the statewide CWE conveners' quarterly meeting in December. Several of the other Centers of Workforce Excellence conveners participated, and we heard from Lyle Roggow, with Duncan's Center presented their best practices. We also discussed the re-certification process, which will happen in 2023/24 as well as gathering information to share in an upcoming Governor's Workforce Council meeting about our current activities as CWE's, gaps and impacts.
- We are working on communicating with our area high schools about the upcoming HS Truck Driver Transition program that we will be offering in May/June. We are partnering with Central Tech to provide an opportunity for six graduating students, at least 18 years of age, to participate in a CDL-A training program.

Capital Planning

While a few of the items scheduled over Christmas break have been completed, there are some contractors remaining to be scheduled: kitchen equipment troubleshooting (refrigerator shutoff in teaching classroom), stainless-steel revision in dish pit, conference center lighting program adjustments and HVAC programming, flooring (cleaning, tile repair and vinyl flooring revisions, concrete (revision in West parking lot and repair of spalling areas), the coiling doors to secure the cafeteria dish pit area, HVAC ductwork and thermostat in B-131 (impacted with the renovation of the cafeteria and production

kitchen areas), and other minor punch items that Kyler will be completing. Work for painting and flooring is scheduled for this coming weekend, and the other contractors are communicating with Larry Hand on setting dates for completion of their work scopes.

Retirements/Resignations/Staff Changes

- Working to interview candidates for HR Manager/Admin Asst; and continuing to accept applications for Children's Lab and Preschool Teacher

Upcoming Events

- January 16 – MLK Jr. Day, No School
- January 17 – Newkirk Chamber Banquet
- January 17-18 – CTE Superintendents' meeting – Durant
- January 19 – Tonkawa Chamber Banquet
- January 20 – NCOCWE Quarterly meeting
- January 26 – Ponca City Chamber Banquet

**Directors' Report to the PTC Board of Education – January 2023
(Alphabetic by Area)**

Business & Industry Services & Safety

- The BIS team conducted 83 one-on-ones/consults for a total of 78.75 counseling hours and 10 marketing visits.
 - The BIS team also logged
 - o 805 Safety Contact Hours
 - o 231 AT&D/Open Enrollment Contact Hours
 - o 344 Customized Contact Hours (Type 31)
 - The revenue generated from our Safety training is \$2,510.
 - Our AT&D classes generated revenues of \$13,278.
 - AT&D offered 5 on-campus classes, classes made 5, classes canceled 0, new classes 1 offered, new classes made 1, fulfilled registrations 116, enrollments in online classes 0.
 - Of the 5 on-campus classes starting this month – 3 offer certification.

Advanced CMA	05
CMA-CE	03
First Aid	03
Total Students	11
 - The incubator advisory board met last month and approved Batter Than Good baking company as the official newest tenant to the facility. The owner is Bex Casillas with her husband Jessie.
 - Pioneer Tech hosted the Oklahoma Department of Commerce's Center for Workforce Excellence Conveners Group's December meeting.
 - Sylvia took the Tonkawa Chamber Board on a tour of Pioneer Tech.
 - This past month, in addition to clients served, the BIS team participated in and/or supported the following organizations' activities: Blackwell Chamber, OkPACE, PC Chamber, OkSBDC, Tonkawa Chamber, Hospice of NCO, Oklahoma Business Incubator Association, PC Main Street, Santa's Cause, Leadership Ponca City, Child Development Center, PC Rotary, Newkirk Chamber, OkPTAC, PCDA, PC Tourism, Cherokee Strip Credit Union, Newkirk Main Street, Oklahoma Centers for Workforce Excellence, Fairfax Medical Facilities, local Fire Chiefs, Ponca Tribal Youth, United Way of North Central Oklahoma, ODCTE TechCAP, ODCTE BIS Certification Pro, Leadership Oklahoma, and Work Ready Oklahoma.
- On the horizon...**
- February 1 One Million Cups – Chad Winslow, Oklahoma Labels
 - February 22 Canva 2.0 – Taught by Terri Busch

Communications & Marketing

- Happy School Board Recognition month, the team is celebrating our wonderful school board on social media this month!
- December Students of the Month were highlighted by the C&M Team.
- Terri Busch took photos and attended the Children's Christmas Party and the Employee Christmas Party.

- Angie Ogden created invites for all Christmas Celebrations.
- Terri Busch put together the Holiday Greeting Video for social media which ran over the holiday.
- Angie Ogden created numerous flyers and email blasts for several programs.
- The C&M Team assisted at Nancy Jones Retirement Party and at Russel Hollingsworth's retirement party. All photos were posted to Social Media.
- The C&M Team put together new racks for the Conf. Center Tablecloths and organized the space to store them.
- Appreciation gifts were given to all staff from the C&M team wishing them a Merry Christmas and Happy New Year.
- Testimonial photos were taken by Terri Busch and Angie Ogden created ads to promote the CNA and CMA programs for AT&D.
- The Wall of Fame project has begun for 2023, Terri Busch has provided info to all instructors.
- Ugly Sweater dress-up day was promoted for special connected for students and staff.
- The C&M Team has begun work on CareerTech month activities and promotions.

Instructional Directors / Full Time Programs

Instructional Directors

- Kahle Goff had the privilege of playing Santa Clause at the PTC Children's Christmas Party organized by Wendy Burg, Phylisha Kimbrel, Katie Holman, and Brisa Medrano.
- Dr. Ryan Burkett provided entertainment for the Staff Christmas party with his band Chads and Dads.
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett attended Russell Hollingworth's and Nancy Jones' Retirement Parties.
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett attended the Capital Planning Meeting.
- Traci Thorpe, Kendra Knight, Kahle Goff, and Vicki Braden met with Northwestern Oklahoma State University staff member Dr. James Bell to discuss articulation agreements with PTC's Teacher Preparation program.
- Kahle Goff, Kendra Knight, Vicki Braden, and Lora Walton visited Gordon Cooper Technology Center's Early Learning Lab to review processes and procedures that could improve services at PTC.
- Kahle Goff, Lori Evans, and Traci Thorpe conducted a second interview for the Testing Specialist position.
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett greeted the Area Special Education Teachers meeting.
- Dr. Ryan Burkett attended the B&I Breakfast with Continental Carbon's Donnie Curfman from the Co-Gen group.
- Dr. Ryan Burkett, Traci Thorpe, Molly Kyler, Gary Vap, and Markesha Collins met with Heartland Medical to research opportunities to improve EMT Paramedic course offerings.
- Dr. Ryan Burkett toured Precision Metal Fab, Centerline, and K&C with the Precision Machining program.

Practical Nursing

- The Sept 22 cohort is busy starting basic hospital and specialty clinical rotations. The students are progressing well through theory and skill development to meet the qualifications for attending clinicals.

- The PN students and faculty enjoyed a Christmas potluck celebration before the break. It was fun for the students to visit and enjoy time together.
- The PN faculty and Michelle are finishing up the self-evaluation report for the OBN survey that is scheduled for Feb 14-16th. The report is due to the board by Jan 14th
- Enrollment packets are being sent out for the March 2023 cohort. 20 students have been accepted into this cohort, and a waiting list has been started for Sept 2023.

Basic Peace Officer Certification (BPOC)

- Tucker Hodgson is scheduled to start the second BPOC Academy on January 9th

Health, BITE and Special Programs

Medical Assisting

- Students jumped right into second semester with all new courses. They are currently starting curriculum in Word Applications, Simulation, Phlebotomy, and Coding/Insurance.
- Students are also sticking staff for live Phlebotomy draws.
- Multiple speakers are also scheduled for this month.

Academic Math

- Taylor Evans has agreed to be the instructor for Academic Math for this semester. He has classes in Math of Finance, Algebra 2, Geometry and Pre-Calculus

Teacher Prep

- Students are working on portfolios and being ready for WBL.

Children's Lab and Preschool

- Received notification that the Children's Lab has achieved accreditation with NAEYC for another 5 years.
- Interviewing for the current opening in the Pre-school classroom.

HCC1

- HCC I will be learning how to do vital signs. I am wanting to go to an elementary school after they have mastered the skills to practice on students.
- Many of my students are wanting to tour college campuses. UCO and OSU-OKC have been requested to tour which we will attend at least one when the weather is a little warmer.
- Mrs. Garrison will be taking three classes to work toward my bachelor's degree in nursing this semester. After this semester only 1 year until graduation. Taking classes has given me new ideas and topics to discuss with students.

HCC2

- Students are continuing in the curriculum and preparing for upcoming clinical rotations.

ABE/HSE

- 114 students enrolled in the ABE and TANF programs
- In December, we had:
 - 9 new students enrolled
 - 3 students graduated and earned their high school diploma
 - 17 HiSET tests were passed
 - 2 students earned a level gain
- Teachers attended virtual and face-to-face training:
 - 5 Ways to Move From Examples to Exemplary
 - Get Students Connected

Aztec Insight Features and Teacher Tools

SHARE

- SHARE had 3 students finish this month and we have added 3 new students.

New Beginning

-

BITE

- Students continue work in their respective career majors and toward completion.

Biomed

- During the month of December the first-year students finished up the forensic unit and have now begun exploring what it is like to be a part of a medical clinic. We have learned how to take someone's vital signs. We've also researched other routine tests that can often be performed during an exam. Students are learning how to create a good rapport with patients and express empathy in a clinical setting.
- In January, we are looking forward to drawing blood and diagnosing some different diseases exploring a patient's inheritance and genetics.
- My second-year students finished up the second Biomed course, Human Body Systems, by taking an in depth look at the digestive system and the urinary system. We finished the course by taking the EOC (End of Course) exam in which all the students did well.
- The second-year students will be starting the third Biomed course this month, Medical Interventions.

T&I and Service Programs

Automotive

- 114 ASE certification tests passed between the morning and afternoon classes last semester
- Final Re-Accreditation inspection by ASE on January 27th
- 14 SnapOn Multimeter certifications passed

Construction

- Finishing last details of storage building
- Beginning commercial construction applications
- Incorporating a time clock to strengthen simulated workplace

Cosmetology

- December 9th: 12 Cosmo students went to Camp Horizon in Ark City and gave microdermabrasion facials and hand treatments to participants of the Ponca Tribe Behavioral Retreat
- December 16th: 10 students from East Middle School came and received haircuts from the 2nd year students as a community outreach project

Criminal Justice

- Students are working with the live fire simulator
- Students are conducting vehicle stops and working in Police One curriculum

Culinary Arts

- Working to find WBL opportunities for 2nd year students
- Students are preparing and researching recipes for upcoming competitions

Firefighter/EMT

- FF students have completed their Hazmat Operations certification, and are beginning Firefighter 2
- Simulator Solutions completed the delivery, setup and training this week for the ambulance simulator that was donated to our EMT programs from OSU-OKC
- EMT students are 3/4 the way through the curriculum and will be ready to take their national registry exams in March, they will begin their clinical ride outs with Ponca City Fire this month

Fleet & Facilities Management

- Preparing for Hospitabilities tests
- Students working on individual projects

Mechatronics

- Adult student transferred to High Plains to continue Wind Energy training
- Adult student started WBL his week
- Had first student complete the new Motor Trainer (the one we got from High Plains).

Precision Machining

- Students transitioning to CNC
- Practicing for SkillsUSA competitions
- Toured K&C, Centerline, & Precision Metal Fab

Welding

- Students completing bike rack project for PTC
- Starting gate project for Hartford entrance
- 12 students earned their Steam Card certification

Student Services

Student Services

- The semester ended with a few schedule changes. Grades and attendance for all students was reviewed for 2nd semester planning. Complete report on programs will be ready for February meeting.
- Planning for PTC Preview Night February 13th is under way.
- PTC Foundation Scholarships are being awarded to 20 adult students totaling \$9200.
- Lori is helping cover the Testing Center in the transition.
- The team hosted Nancy Jones retirement reception

Career Center

WorkKeys:

- Nancy has officially retired and Denise is transitioning to this position.
- Current students were tested in December if ready to complete certification.

Employability Skills:

- Employ-ability soft skills- student set smart goals. A goal that could be achieved in about 6 weeks. This is great so they know how to set short term goals that are achievable inside a workplace. We also talked about being a good time manager as well as avoiding distractions inside the workplace.
- Begin cross training for work based learning responsibilities

Career Development Facilitator

- Collaborated with Pioneer Tech instructors to create hands on activities for 8th graders that showcase the corresponding career clusters
- Developed 8th grade career development curriculum for the spring semester

- Followed up with 6th grade gifted and talented students from West Middle School to do an interest inventory

Counselor

- Continued to meet with students regarding grades and attendance
- Continued to support students and instructors in areas of grades and attendance

Testing Specialist

- Automotive students began their first round of ASE certification tests in December concluding with 179 certification tests administered. The testing center gave a total of 360 assessments during the month of December. 2665 total assessments have been given since August 1 of 2022.
- Denise is currently transitioning to the Career Center and will be training the new staff member upon hire for the Testing Center.

Disabilities Specialist/Job Placement Facilitator

-

Plant/Facilities/Maintenance

- Interviewed for the maintenance technicians' position
- Started the storage room project in the west side of the seminar center
- Installed new hot water tank at BIS
- Working on furniture requests for 2023
- Installing electric for ambulance simulator in FF/EMT
- Celebrated Russell's retirement of 22 years
- Installing new guide wheels on south gate

Paperclips

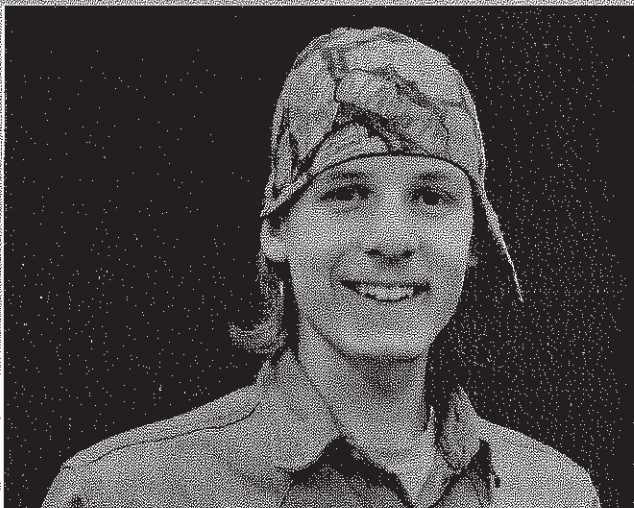
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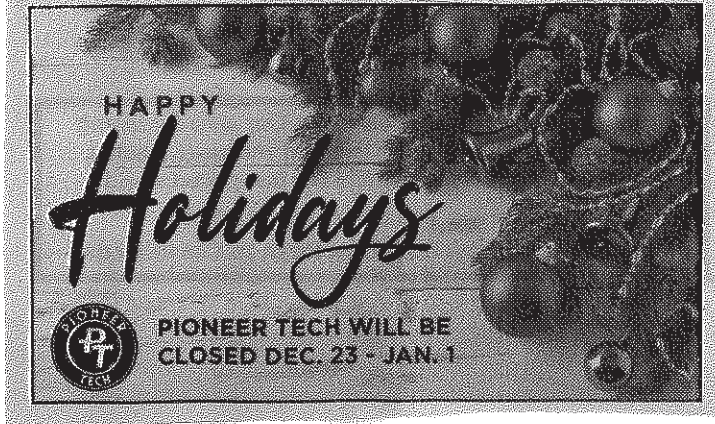
Savonah Kimbrel, Will Simmons, and Codyak Wyatt are the Pioneer Technology Center (PTC) December Students of the Month. Kimbrel is an adult student from Ponca City in the Medical Assisting Program. Her instructor calls her hard-working and says she is always looking to broaden her knowledge. Will Simmons is with the Practical Nursing Program, he's from Tonkawa. His instructor calls him an outstanding leader who demonstrates professionalism in and outside of the classroom. Codyak Wyatt, from the Welding Technology Program, is a senior at POHI. Being the first student to get started and the last to finish, his instructor praises him for his positive influence in the shop. He also is helpful, and respectful to others. These celebrated PTC students can fill up their Student of the Month cups with their favorite beverages at no cost for the entire month. For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website www.pioneertech.edu.




PTC Students of the Month

Savonah Kimbrel, Will Simmons and Codyak Wyatt are the Pioneer Technology Center December Students of the Month. Kimbrel is an adult student from Ponca City in the medical assisting program. Her instructor says she is working and always looking to broaden her knowledge. Simmons, from Tonkawa, is with the practical nursing program. His instructor calls him an outstanding leader who demonstrates professionalism in and outside of the classroom. Wyatt, from the welding technology program, is a senior at Ponca City High School. The first student to get started and the last to finish, Wyatt is praised by his instructor for being a positive influence in the shop. He also is helpful and respectful to others. These celebrated PTC students can fill up their Student of the Month cups with their favorite beverages at no cost for the entire month.

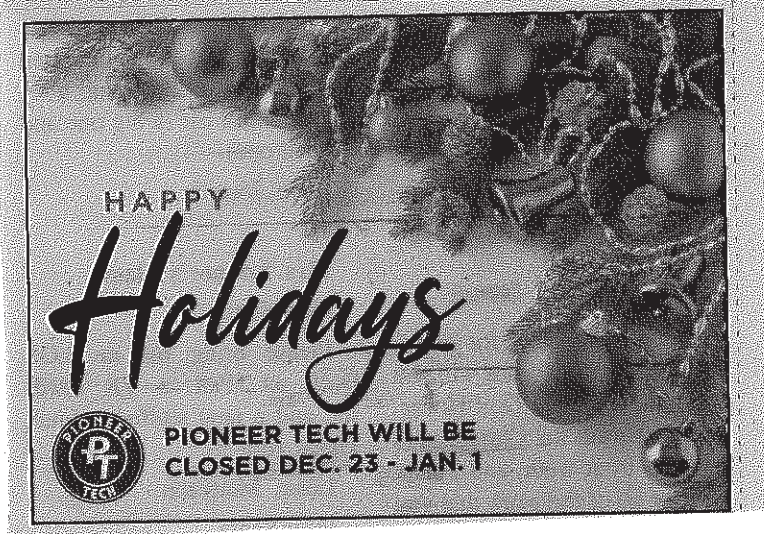
(Courtesy photos)




HAPPY
Holidays



PIONEER TECH WILL BE
CLOSED DEC. 23 - JAN. 1



HAPPY
Holidays



PIONEER TECH WILL BE
CLOSED DEC. 23 - JAN. 1



HAPPY

Holidays



PIONEER TECH WILL BE
CLOSED DEC. 23 - JAN. 1

PTC nursing students awarded

Pioneer Technology Center Practical Nursing program students were awarded Community Health Foundation scholarships. **FRONT ROW, FROM LEFT:** Kaylie Pearson, Ponca City; Wilma Kindred, Perkins; Shantil Cain, Rylee Criner and Reina Cameron, all from Ponca City. **BACK ROW:** Bailey Battles, Glencoe; Madison Layman, Ponca City; Tiffini McPherson, Perry; Will Simmons, Ponca City; and James Yeager, Winfield. *(Courtesy photo)*



Ponca City

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HAPPY
Holidays



PIONEER TECH WILL BE
CLOSED DEC. 23 - JAN. 1

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Pioneer Technology Center (PTC) Practical Nursing (PN) program students were awarded Community Health Foundation scholarships. Pictured left to right in the back row Bailey Battles, Glencoe; Madison Layman, Ponca City; Tiffini McPherson, Perry; Will Simmons, Ponca City; and James Yeager, Winfield. Front row left to right Kaylie Pearson, Ponca City; Wilma Kindred, Perkins; Shantil Cain, Rylee Criner, and Reina Cameron all from Ponca City. The Community Health Foundation was formed in 2006. Its mission exists to improve the health of the citizens of Kay County through programming, education, scholarships, partnerships, and grants. The Foundation sponsors scholarships for the PN program every Fall and Spring semester. For enrollment information for the nursing program visit pioneertech.edu and find out more information.

Thursday, Dec. 8, 2022 -- Page 3

THE TONKAWA NEWS • Tonkawa, Oklahoma



Pioneer Tech students of the month

Lindsey Alvarez, Logan McMahan, and Nathan Kreger are the Pioneer Technology Center (PTC) November Students of the Month. Alvarez is a Health Career Certification student from Ponca City. Her instructor calls her a hard-working leader who is running for state officer with the HOSA student organization. Logan McMahan is with the Automotive Services program as well as a senior at POHI. His instructor praises his ability to take on big projects and celebrates the fact that he has passed several certifications. Nathan Kreger, from the Criminal Justice program, is a junior at POHI. His instructor says he has a positive attitude and is always prepared for class. These celebrated PTC students can fill up their Student of the Month cups with their favorite beverages at no cost for the entire month. Pictured left to right Nathan Kreger, Logan McMahan, and Lindsey Alvarez.

Thursday
December 8, 2022

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1 Million Cups hosts Skydance Brewing Company

By **CALLEY LAMAR**

calley@poncacitynews.com

1 Million Cups met on Wednesday, Dec. 7 for their monthly presentation at Pioneer Technology Center (PTC). 1 Million Cups is a free monthly program that was developed by the Kauffman Foundation to allow entrepreneurs, innovators, funders and other community members to get together, network and hear a presentation from a speaker about their business.

This month's speaker was Rod Alexander with Skydance Brewing Company.

Rod Alexander is the PGA Director of Golf at Wentz Golf Course. He was approached by Jake Keyes who wanted to talk about a business proposal about opening a brewery. Alexander loved the pitch and Keyes' story.

Jake Keyes is registered with the Iowa Tribe of Oklahoma and a descendant of the Osage Nation and Otoe-Missouria tribe. He was raised in Little Axe by a single father who had a knack for brewing. When Keyes was a child, we would get into his father's brews and throw stuff in them. His father eventually figured out what



Rod Alexander was the speaker for 1 Million Cups to talk about Skydance Brewing Company. Alexander was presented with an orange cup that is given to speakers at 1 Million Cups events. (Photo by Calley Lamar)

was happening to his batches and took the opportunity to educate his son on the art of brewing.

"He learned how to make all these recipes that we now make at the brewery," said Alexander. "Jake has taken what he learned from his father, and has expanded it to become one of the better

(See 1 MILLION, Page 2)

1 Million Cups...

Con't from Page 1

brewers in the state."

Skydance Brewing Company was founded in late 2018 and is located in Automobile Alley in Oklahoma City at 1 N.E. 7th Street.

The primary beer brewed by Skydance is an IPA (India pale ale) called "Fancy Dance" and it is their number one seller. It is sold across the state at the Paycom Center, Ody's, Old West Liquor Store, Ponca Plaza, and several restaurants.

Not only do they brew IPAs, but they also have stouts and sours.

Skydance has won best beer competitions in Tulsa and Oklahoma City; and was voted one of the top five breweries in the state of Oklahoma.

Labels for the beers are made from various native artists as a way of showcase the native tone that Skydance strives for. The labels are printed by A+ Printing in Ponca City.

"For us, we've been fortunate enough to tell our story, to tell Jake's story, through beer," said Alexander. "I'm a big believe that everyone has a story to tell and everybody just tells it different."

The COVID-19 pandemic proved to be a big challenge for the company due to businesses having to close. This didn't stop Keyes and the workers at Skydance, as they had the initiative to announce on Facebook several pop-up locations for people to pick up their beer.

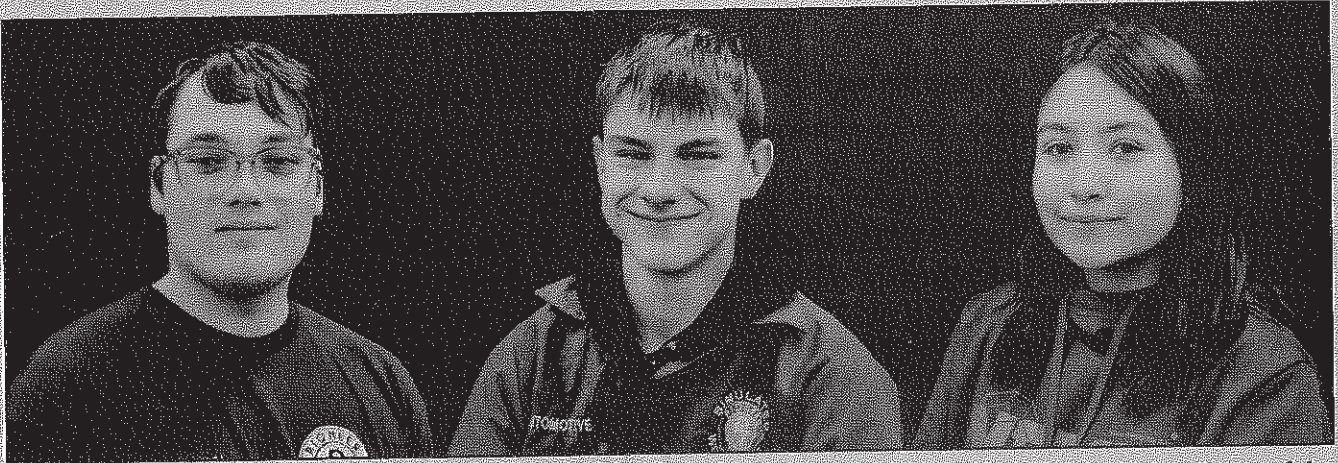
Skydance does things differently from other brewers and only produces three core beers. These beers include the aforementioned Fancy Dance, an American blonde ale called Rez Dog, and an amber called Indian Time.

Skydance releases a new beer every week on Friday. They do several special releases for a limited time and have not duplicated a single recipe.

"With the limited amount of breweries in the state, and the native theme that we have, and the way we went with that. Is the reason we are successful," said Alexander.

Following his presentation, Alexander was presented with an orange cup. This cup is given to speakers at 1 Million Cups events. Although he was unable to make the presentation in time, Jake Keyes was also given an orange cup.

PTC Students of the Month



Lindsey Alvarez, Logan McMahan and Nathan Kreger are the Pioneer Technology Center November Students of the Month. Alvarez is a health career certification student from Ponca City. Her instructor calls her a hard-working leader. She is running for state officer with Health Occupations Students of American. Ponca City High School senior Logan McMahan is with the automotive services program. His instructor praises his ability to take on big projects and celebrates that he has passed several certifications. Nathan Kreger, from the criminal justice program, is a junior at Ponca City high. His instructor says he has a positive attitude and is always prepared for class. The students can fill up their Student of the Month cups with their favorite beverages at no cost for the entire month. From left: Nathan Kreger, Logan McMahan and Lindsey Alvarez. (Courtesy photo)

PAGE 2 - THE PONCA CITY NEWS, TUESDAY, December 6, 2022



Ponca City 8th Graders visited Pioneer Technology Center (PTC) on Friday, Dec. 2 to walk through all of the 15 programs that were featured. This is part of a two-day period that provided tours to over 700 extra students of the PTC campus from area partner schools. (Photos by Calley Lamar)



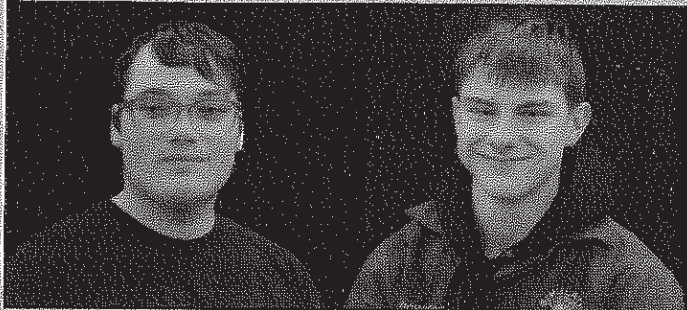
The Newkirk Herald Journal
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Enhancing Lives
Securing Futures

"Pioneer Tech has provided me with great guidance and skills I will be able to use for future educational purposes."

MAYA GENTRY | TEACHER PREPARATION

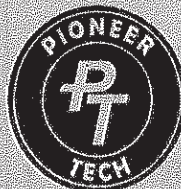


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with their favorite beverages at no cost for the entire month. Pictured left to right Nathan Kreger, Logan McMahan, and Lindsey Alvarez. For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website www.pioneertech.edu.

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MAINTENANCE TECHNICIAN/ BUS DRIVER

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a **Maintenance/Bus Driver** for the facilities maintenance department. This position is on a 12-month contract.

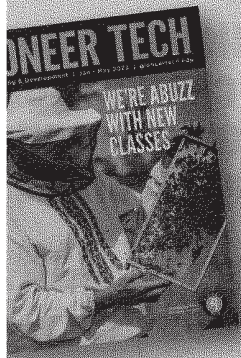
Are you someone who is moved by the satisfaction of a job well done, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, loyal, team-focused, accurate, detailed-oriented and responsible. You must also have a High School Diploma, or equivalency, and possess (or be able to obtain within 6 months) a valid Class B Commercial Driver's License with passenger/Air break/school bus endorsement. Additionally, you must have 2+ years of related experience and/or training in general minor construction, plumbing, electrical repairs, the ability to build relationships and relate to students, and be able to pass a drug test, driving records check, and a criminal background check. Proficiency with computer technology and record keeping is also a requirement. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and can prove it, you could be a great fit for our facilities team.

Pioneer Technology Center offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization.

Salary is commensurate with experience and qualifications.

Complete your application at www.pioneertech.edu.

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



Enrolling Now for Winter/Spring Adult Short-term Classes at Pioneer Tech

pioneertech.edu/classes

Motivational and Driver Training

Bus Training
M-F 5-9 pm \$399
Curriculum and permit must be completed by 2/17.

M-F 5-9 pm \$399
Curriculum and permit must be completed by 4/10.

M-F 5-9 pm \$399
Curriculum and permit must be completed by 5/7.

Complete on-line curriculum and acquire permit to in this class. Ask about H.E.E.R.F Grant.

CDL
M-F 7 am - 4 pm \$1,580
M-F 7 am - 4 pm \$1,580
M-F 7 am - 4 pm \$1,580
M-F 7 am - 4 pm \$1,580

Course, must have Class B CDL permit prior to start date of class. Call contact call at 580-718-4222. **Ask about H.E.E.R.F Grant.**

Computers & Technology

Computer Savvy
M-T 6-8:30 pm \$135

Photography 1 & 2
M/W 6-9 pm \$185
SLR manual mode, working with memory cards, transfer, exposure, triangle, natural, indoor light, position basics. You will explore semi-automatic, manual, file resolution, compression, white balance, raw, and image output to printers and the web. **20**

Based QuickBooks
M-T 9 am - 1 pm \$155
will introduce the basics of using QuickBooks online, if day-to-day functions for an administrator to workers, vendors, employees and banking transactions for a big the Initial QuickBooks online application. This level have you create a new company, add customers and work with bills/pay bills, invoicing your customers, entering and working with your bank accounts and transactions.

Lightroom/Photoshop
M/W 6-9 pm \$165
Balance between Lightroom and Photoshop, learn to use your own workflow to maximize time as well as your photos like a pro. This class will cover exposure, white balance, color correction, sharpening and cropping, and advanced techniques in Photoshop such as removal, liquify and head swapping.

Quilting (2019) Level 1
M-T 6-8:30 pm \$79

Quilting (2019) Level 2
M-T 6-8:30 pm \$79

Light Works - Working with Light - NEW!
M/W 6-9 pm \$105

comes in depth with outdoor and indoor natural light, control your light in any situation with using your natural mode. This class includes lots of hands-on practice different lighting styles and techniques as well with diffusers and reflectors. Learn about controlling low light situations and how artificial light will effect light situation.

Arts

Scones Day Scones - NEW MENU!
W 6-9 pm \$35
M 6-9 pm \$35

welcome way to start your day and the perfect make or breakfast. You will learn how to make scones with 5-like Strawberry and milk. You will make Chocolate/Apple, Chocolate Cherry Delight Scones and Cherry Vanilla Scones. **On Class.**

Enroll in the Kitchen - NEW!

Diabetic Cooking - NEW MENU!
5/2 T 6-9 pm \$35
People living with diabetes can still enjoy cozy comfort foods. Learn how a few swaps can lower carbs, calories and sodium without losing flavor. You will make an EVERYTHING Salad - loaded with Grilled Chicken or Steak, Tomatoes, Onions, Peppers, Broccoli etc. Cabbage-Stir Fry and Low Carb Pizzas. **Hands On Class.**

Meat Certification Programs Online Curriculum
For more information or to enroll contact: James Gordon-James.gordon@careertech.ok.gov 800.522.5810. okcareer.tech/meatcerts

AMSA Food Safety and Science Certification (\$75)
The American Meat Science Association Food Safety and Science Certification verifies individuals possess an in-depth knowledge of food safety procedures and standards necessary to thrive in the food industry.

AMSA Meat Evaluation Certification (\$75)
The American Meat Science Association Meat Evaluation Certification verifies individuals are better prepared to enter fields related to the meat animal industry, which includes production and processing.

AMSA Culinary Meat Selection and Cookery Certification (\$75)
The American Meat Science Association Culinary Meat Selection and Cookery Certification verifies individuals possess the knowledge and skills needed to thrive within the restaurant and culinary industries.

Health, Medical & Wellness

Anatomy & Physiology Online
Online Call if taking for LPN placement! \$169

CNA-Long Term Care Nurse Aide
1/9-2/1 M-F 8:30 am-2:30 pm \$555
Cost does not include testing fees, OSBI check or TB test. (No Class on 1/16/23) **Ask about H.E.E.R.F Grant.**

2/13-3/8 M-F 8:30 am-2:30 pm \$555
Cost does not include testing fees, OSBI check or TB test. (No Class on 1/16/23) **Ask about H.E.E.R.F Grant.**

4/7-5/9 M-F 8:30 am-2:30 pm \$555
Cost does not include testing fees, OSBI check or TB test. **Ask about H.E.E.R.F Grant.**

EMT
1/24-7/2023 - Varies Varies \$1,599
Call 580-718-4296 for Entrance Requirements/Prerequisites **Ask about H.E.E.R.F Grant.**

CMA - Advanced Blood Glucose
2/6-2/8 M-T-W 8 am-4 pm \$145
4/10-4/12 M-T-W 8 am-4 pm \$145

CMA Continuing Ed
2/10 F 8 am-4:30 pm \$45
5/12 F 8 am-4:30 pm \$45

BLS CPR for Health Care Providers
2/21-2/22 T-W 9 pm-9 pm \$65
5/15-5/16 T-W 9 pm-9 pm \$65

CPR - American Heart Association
2/22 W 6-9 pm \$45
4/19 W 6-9 pm \$45
For non health care providers.

Phlebotomy
3/7-4/27 T,Th 6-9 pm \$285

CMA - Certified Medication Aide
3/20-3/31 M-F 8:30 am-2:30 pm \$435
5/15-5/26 M-F 8:30 am-2:30 pm \$435
Cost does not include test fee. **Ask about H.E.E.R.F Grant.**

First Aid
3/22 W 6-9 pm \$39
5/7 W 6-9 pm \$39

MAT Courses
For Full MAT & MAT Update times/dates call - 580-718-4296

Medical Terminology
Online Call if taking for LPN placement! \$65

Industry Trades

Early Care & Education

Child Development Associate - Pathway to Your National Credential
1/21-7/15 - varies 5:30 pm-9:00 pm \$675
The Child Development Associate Credential is the most widely recognized credential in early childhood education. Earn your CDA in either center-based care and in-home child care programs. Does not include testing fees. **Ask about H.E.E.R.F Grant.**

Special Interest

Family History - Beyond Basics - NEW!
1/10-2/28 T 6-9 pm \$95
This class is for those who want to take their family history research further. You will look at the basics of tree building and then go beyond to make progress in your research. By the end of this eight week class you will identify specific goals, make targeted research plans, assess evidence and combine the information to create a fuller picture of your ancestors. Must have completed Beginning Genealogy.

Gearing Up for Tax Season - Individual Edition - NEW!
1/23 M 6-9 pm \$35

Preparing your 1040 Tax return can feel like wading through a maze. The forms, schedules and mail that you receive make important tax information often generate stress, dread and confusion. A Certified Public Accountant will provide a step-by-step walk-through of form 1040 and it's common related forms and schedules. Gain a basic understanding of how information is reported on form 1040 individual tax return, how the forms and schedules work together and where to get the information needed to complete the forms. This class will make preparing your taxes clearer and bring you a new level of comfort for your tax journey.

Pioneer Fit
1/23-5/24 M/W 4:30-5:30 pm \$105

This course will strengthen cardiovascular and muscular systems for those that like moderate to high intensity workouts. You will engage in aerobic, weight-bearing and resistance work from staple basic movements like squats to fast-paced boxing. All major muscle groups will be targeted.

NOTE: Stretching will be included so bring your mats!
NO CLASS 2/20 - 10 more sessions

Pioneer Fit "Lite"
1/24-5/9 T,Th 10:30-11:30 am \$105

A low impact, muscle-filled exercise to build balance, strength and stamina. You will utilize bodyweight exercises, dumbbells, bands as well as some mild aerobic activity. From chair-specific exercises etc. this course was designed for those that want to remain active but require a low impact exercise option. **10 more sessions**

Quilting with Confidence - NEW!
1/24-3/14 T 6:00-8:30 pm \$85

Are you interested in becoming a Quilter? This class is designed for those students wishing to learn how to make a quilt from the very beginning. Learn the basics of how to make a quilt including understanding your sewing machine, sewing in a straight line, quarter inch seam, choosing fabrics, rotary cutting, piecing, basting, quilting, binding and labeling. Students will make a sampler quilt by the end of the course provided the assigned homework is completed. Must have own sewing machine. Supply list for class.

"Okay Applique" Quilting - NEW!
1/26-3/5 Th 6-9 pm \$75

You will explore at least 6 different methods of applique. Includes applique done by sewing machine, fusing, and by hand. By introducing many different kinds (methods), students will find a kind that they like best!

Gearing Up for Tax Season - Small Business Owners Edition - NEW!
1/30 M 6-9 pm \$35

is preparing your tax return your least favorite part of owning a small business? A Certified Public Accountant will walk through schedule C active trade or business activities, Schedule E rental activities, and Schedule F farming activities. You will discuss best practices for record keeping applicable to small business types as well as how to know when to allow a tax professional to handle your return. This class will make the process less overwhelming by providing the basis of how to report small business activity on your personal 1040 tax return.

Drafting Your Own Will

2/27 M 6-10 pm \$45
Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drawn up can be expensive. The first half of this course will provide you with the detailed knowledge of what will do, whether or not you need one, and how to make sure your will survives a legal challenge. The instructor also teaches how to draft a will, so that after the class students will be empowered to draft their very own will. During the second half of the course, students will have the opportunity to draft their will with the instructor available for questions during the drafting process. **VIA ZOOM**

Wood Gnome Creations - NEW!
3/6-3/7 M-T 6-8:00 pm \$45

Stories symbolize hope, luck and goodwill and everyone should have a few. In this class you will assemble, paint and decorate a wooden gnome. Decorate your porch or yard with a Spring Gnome as well as bring home luck and goodwill. Gnome will be about 36 inches tall.

Introduction to Grants and Grant Writing - NEW!
3/7-4/13 T,Th 5-8 pm \$159

This class will provide tips and tricks on seeking, evaluating and writing for grant opportunities. Topics covered will include grant types and eligibility, how to evaluate grant solicitations, writing style tips and tricks, grant review, basic budget preparation and overall introduction to the grant writing world. **Half of sessions will be in person on campus and the other half will be via Zoom**

Acting for Beginners - NEW!
1/22-5/24 W 5:30-8:30 pm \$125

Calling all aspiring actors! A University of Southern California film and production degree instructor will introduce you to the basics of acting including improvisation, cold reads, film/TV, sides preparation, scene, character study and monologues. Through this course you will gain confidence, effective skills in stage acting, scene character breakdown and auditioning.

Trusting Trusts for your Estate Plan

1/27 M 6-10 pm \$45
Most Americans who own a home, a car, or another titled/decided asset can benefit from a trust. Anyone who wishes to help protect or control their assets during life and after death can benefit from a trust. But what kind of trust does one need? What are the tax implications of a trust? Can someone change their trust after it's created? Can someone else change my trust after I die? People are full of questions surrounding this area of estate planning, and many of the beliefs and information readily available are simply not true. This course will teach you the basics of trusts, such as what a trust is, how it works, the benefits of trusts, and the major types of trusts. The instructor for this course is an experienced attorney who will answer your questions and help you better understand these estate planning tools. **VIA ZOOM**

Warp & Weft Weaving - NEW!
2/28-3/20 T,W,Th 6-8 pm \$50

Have you ever wanted to weave a basket and woven? Sure how to start? Using a style known as warp and weft, some rope and colorful yarn, this class you will teach you how to make your own basket.

Start a Garden - NEW!
3/30 Th 6-9 pm \$45
4/13 Th 6-9 pm \$35

Growing flowers, plants and herbs is a real blend of science and artistic expression. Get your herb and flower garden ready for Spring. This class will provide hands-on instruction in equipment, supplies, leveling, soil, planting and watering. You will learn how to start a Herb Garden, start seeds for vegetables, as well as pot flowers like Panacea, Pelumias, etc.

Adventures in Babysitting - NEW!
4/5-4/19 W,Th 6:30 pm-8:30 pm \$85

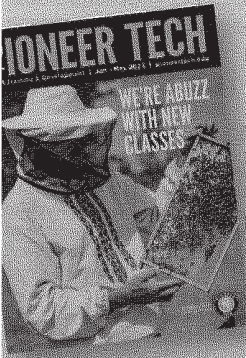
Learn to be a better babysitter, be more prepared to start your babysitting journey. Learn practical skills of providing child care to children of all ages, best practices when supervising children, proper feeding/diaper changing, developmental stages and more. All participants will receive certified CPR/A training, a tote bag - which will include information binder, first-aid kit and more.

NOTE: New Parents Welcome

Watercolor 101
4/5 W 6-9 pm \$25

Red Puppy is one of the key productions of Georgia O'Keeffe. Paint a Georgia O'Keeffe inspired painting. You will paint an enlarged Red Puppy with watercolors.

Become a Bee Keeper - NEW!



Enrolling Now for Winter/Spring Adult Short-term Classes at Pioneer Tech

pioneertech.edu/classes

Automotive and Driver Training

Class of Bus Training				
18	M-F	5-9 pm	\$399	
Curriculum and permit must be completed by 2/17.				
28	M-F	5-9 pm	\$399	
Curriculum and permit must be completed by 4/10.				
38	M-F	5-9 pm	\$399	
Curriculum and permit must be completed by 5/1.				

Must complete on-line curriculum and acquire permit to test in this class. Ask about H.E.E.R.F. Grant.

B CDL

M-F	7 am - 4 pm	\$1,580
M-F	7 am - 4 pm	\$1,580
M-F	7 am - 4 pm	\$1,580
M-F	7 am - 4 pm	\$1,580

Course must have Class B CDL permit prior to start date of enrollment contact Gail at 580-718-4222. Ask about H.E.E.R.F. Grant.

Computers & Technology

Computer Savvy	M/T	6-8:30 pm	\$135
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Digital Photography 1 & 2

1	M/W	6-9 pm	\$115
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Based QuickBooks

M/T	9 am - 1 pm	\$155
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Lightroom/Photoshop

M/W	6-9 pm	\$165
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Lightroom (2019) Level 1

M/T	6-8:30 pm	\$79
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Lightroom (2019) Level 2

M/T	6-8:30 pm	\$79
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Light Works - Working with Light - NEW!

M/W	6-9 pm	\$105
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Photography Arts

Photography Day Scores - NEW MENU!			
W	6-9 pm	\$35	
M	6-9 pm	\$35	

Welcome way to start your day and the perfect make or breakfast! You will learn how to make stones with...

Soul Food - NEW MENU!

4/26	W	6-9 pm	\$35
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You will learn to cook delicious ethnic cuisine: Smoked Turkey Wings, Collard Greens, Sweet Potatoes, Cornbread and Apple Turnovers. Hands On Class.

Diabetic Cooking - NEW MENU!

5/2	T	6-9 pm	\$35
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People living with diabetes can still enjoy cozy comfort foods. Learn how a few swaps can lower carbs, calories and sodium without losing flavor. You will make an EVERYTHING Salad - loaded with Grilled Chicken or Steak, Tomatoes, Onions, Peppers, Broccoli etc. Cabbage-Sriracha Fry and Low Carb Pizzas. Hands On Class.

Meat Certification Programs Online Curriculum

For more information or to enroll contact: James Gordon, James.gordon@acertecrtek.ok.gov 800.522.5810, jgordon@acertecrtek.ok.gov

AMSA Food Safety and Science Certification (\$75)

The American Meat Science Association (Food Safety and Science Certification) verifies individuals possess an in-depth knowledge of food safety procedures and standards necessary to thrive in the food industry.

AMSA Meat Evaluation Certification (\$75)

The American Meat Science Association Meat Evaluation Certification verifies individuals are better prepared to enter fields related to the meat animal industry, which includes production and processing.

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

The American Meat Science Association Culinary Meat Selection and Cookery Certification verifies individuals possess the knowledge and skills needed to thrive within the restaurant and culinary industries.

Health, Medical & Wellness

Anatomy & Physiology Online

Online	Call if taking for LPN placement!	\$169
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CNA - Long Term Care Nurse Aide

1/9-2/1	M-F	8:30 am - 2:30 pm	\$555
Cost does not include testing fees; OSBI check or TB test.			
(No Class on 1/16/23) Ask about H.E.E.R.F. Grant.			
2/13-3/8	M-F	8:30 am - 2:30 pm	\$555
Cost does not include testing fees; OSBI check or TB test.			
(No Class on 2/20/23) Ask about H.E.E.R.F. Grant.			
4/17-5/9	M-F	8:30 am - 2:30 pm	\$555
Cost does not include testing fees; OSBI check or TB test.			
Ask about H.E.E.R.F. Grant.			

EMT

1/24-3/20/23	Varies	Varies	\$1,500
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Call 580-718-4296 for Entrance Requirements/Pre-requisites Ask about H.E.E.R.F. Grant.

CMA - Advanced Blood Glucose

2/6-2/8	M-T-W	8 am - 4 pm	\$145
4/10-4/12	M-T-W	8 am - 4 pm	\$145

CMA Continuing Ed

2/10	F	8 am - 4:30 pm	\$45
5/12	F	8 am - 4:30 pm	\$45

BLS CPR for Health Care Providers

2/21-2/22	T-W	5 pm - 9 pm	\$65
5/15-5/16	T-W	5 pm - 9 pm	\$65

CPR - American Heart Association

2/22	W	6-9 pm	\$45
4/19	W	6-9 pm	\$45

For non health care providers

Phlebotomy

3/7-4/27	T/Th	6-9 pm	\$285
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CMA - Certified Medication Aide

3/20-3/21	M-T	8:30 am - 2:30 pm	\$435
5/15-5/16	M-T	8:30 am - 2:30 pm	\$435

Cost does not include test fee. Ask about H.E.E.R.F. Grant.

First Aid

3/22	W	6-9 pm	\$39
5/17	W	6-9 pm	\$39

MAT Courses

For Full MAT & MAT Update times/dates call 580-718-4296

Medical Terminology

Online	Call if taking for LPN placement!	\$65
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Private Security - Phase 3 (Security Guard)

CALL FOR DATE/TIME		
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Early Care & Education

Child Development Associate - Pathway to Your National Credential

3/21-7/15	Varies	5:30 pm - 9:00 pm	\$675
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The Child Development Associate Credential is the most widely recognized credential in early childhood education. Earn your CDA in either center-based care and in-home child care programs. Does not include testing fees. Ask about H.E.E.R.F. Grant.

Special Interest

Family History - Beyond Basics - NEW!

1/10-2/28	T	6-9 pm	\$95
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This class is for those who want to take their family history research further. You will look at the basics of tree building and then go beyond to make progress in your research. By the end of this eight week class you will identify specific goals, make targeted research plans, assess evidence and combine the information to create a fuller picture of your ancestors. Must have completed Beginning Genealogy.

Gearing Up for Tax Season - Individual Edition - NEW!

1/23	M	6-9 pm	\$35
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Preparing your 1040 tax return can feel like wandering through a maze! The forms, schedules and mail that you receive marked "Important tax information" often generate stress, dread and confusion. A Certified Public Accountant will provide a step by step, walk-through of form 1040 and its common related forms and schedules. Gain a basic understanding of how information is reported on form 1040, individual tax return, how the forms and schedules work together and where to get the information needed to complete the forms. This class will make preparing your taxes clearer and bring you a new level of comfort for your tax journey.

Pioneer Fit

1/23-5/24	M/W	4:30-5:30 pm	\$105
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This course will strengthen cardiovascular and muscular systems for those that like moderate to high intensity workouts. You will engage in aerobic, weight-bearing and resistance work. From staple basic movements like squats to fast-paced boxing, all major muscle groups will be targeted.

NOTE: Stretching will be included so bring your mats!
NO CLASS 2/20 - 10 more sessions

Pioneer Fit "Lite"

1/24-5/9	T/Th	10:30-11:30 am	\$105
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A low impact, muscle-filled exercise to build balance, strength and stamina. You will utilize bodyweight exercises, dumbbells, bands as well as some mild aerobic activity. From chair specific exercises etc., this course was designed for those that want to remain active but require a low impact exercise option... 10 more sessions

Quilting with Confidence - NEW!

1/24-3/14	T	6:00-8:30 pm	\$85
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Are you interested in becoming a Quilter? This class is designed for those students wishing to learn how to make a quilt from the very beginning. Learn the basics of how to make a quilt including understanding your sewing machine, sewing in a straight line, quarter inch seam, choosing fabrics, rotary cutting, piecing, basting, quilting, binding and labeling. Students will make a sampler quilt by the end of the course providing the assigned homework is completed. Must have own sewing machine - Supply List for Class.

"Okay Applique" Quilting - NEW!

1/26-3/9	Th	6-9 pm	\$75
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You will explore at least 6 different methods of applique - includes applique done by sewing machine, fusing, and by hand. By introducing many different kinds (methods), students will find a kind that they like best!

Gearing Up for Tax Season - Small Business Owners Edition - NEW!

1/20	M	6-9 pm	\$35
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Is preparing your tax return your least favorite part of owning a small business? A Certified Public Accountant will walk through schedule C, active trade or business activities, Schedule E, rental activities, and Schedule F, farming activities. You will discuss "best practices" for record keeping applicable to small business types as well as how to know when to allow a tax professional to handle your return. This class will make the process less overwhelming by providing the basics of how to report small business activity on your personal 1040 tax return.

Drafting Your Own Will

3/27	M	6-10 pm	\$45
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Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drawn up can be expensive! The first half of this course will provide you with the detailed knowledge of what wills do, whether or not you need one, and how to make sure your will survives a legal challenge. The instructor also teaches how to draft a will, so that after the class students will be empowered to draft their very own will. During the second half of the course, students will have the opportunity to draft their will with the instructor available for questions during the drafting process. VIA ZOOM

Wood Gnome Creations - NEW!

3/6-3/7	M/T	6-8:00 pm	\$45
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Gnomes symbolize Hope, Luck and Goodwill and everyone should have a few. In this class you will assemble, paint and decorate a wooden gnome. Decorate your porch or yard with a Spring Gnome as well as bring hope, luck and goodwill. Gnome will be about 36 inches tall.

Introduction to Grants and Grant Writing - NEW!

3/7-4/13	T/Th	5-8 pm	\$155
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This class will provide tips and tricks on seeking, evaluating and writing for grant opportunities. Topics covered will include grant types and eligibility, how to evaluate grant solicitations, writing style tips and tricks, grant review, basic budget preparation and overall introduction to the grant writing world.

Half of sessions will be in person on campus and the other half will be via Zoom

Acting for Beginners - NEW!

3/22-5/24	W	5:30-8:30 pm	\$125
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Calling all aspiring actors! A University of Southern California film and production degree instructor will introduce you to the basics of acting including improvisation, cold reads, film/sides preparation, scene, character study and monologues. Through this course you will gain confidence, effective skills in stage acting, scene character breakdown and auditioning.

Trusting Trusts for your Estate Plan

3/27	M	6-10 pm	\$45
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Most Americans who own a home, a car, or another titled/deeded asset can benefit from a trust. Anyone who wishes to help protect or control their assets during life and after death, can benefit from a trust. But what kind of trust does one need? What are the tax implications of a trust? Can someone change their trust after it's created? Can someone else change my trust after I die? People are full of questions surrounding this area of estate planning, and many of the beliefs and information readily available are simply not true. This course will teach you the basics of trusts, such as what a trust is, how it works, the benefits of trusts, and the major types of trusts. The instructor for this course is an experienced attorney who will answer your questions and help you better understand these estate planning tools. VIA ZOOM

Warp & Weft Weaving - NEW!

3/28-3/30	T W/Th	6-8 pm	\$50
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Have you ever wanted to weave a basket and weren't sure how to start? Using a style known as warp and weft, some rope and colorful yarn, this class you will teach you how to make your own basket.

Start a Garden - NEW!

3/30	Th	6-9 pm	\$35
4/13	Th	6-9 pm	\$35

Growing flowers, plants and herbs is a real blend of science and artistic expression. Get your herb and flower garden ready for Spring. This class will provide hands on instruction in equipment, supplies, leveling/soil, planning and watering. You will learn how to start an Herb Garden, start seeds for vegetables, as well as pot flowers like Pansies, Petunias etc.

Adventures in Babysitting - NEW!

4/5-4/19	W/Th	6:30 pm - 8:30 pm	\$85
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Learn to be a better babysitter, be more prepared to start your babysitting journey. Learn practical skills of providing child care to children of all ages, best practices when supervising children, proper feeding/diaper changing, developmental stages and more. All participants will receive certified CPR/A training, a tote bag, which will include: information binder, first-aid kit and more.

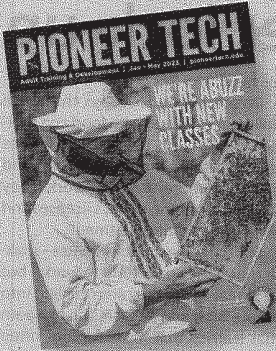
Watercolor 101

4/5	W	6-9 pm	\$25
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Red Poppy is one of the key productions by Georgia O'Keeffe. Paint a Georgia O'Keeffe inspired painting. You will paint an enlarged Red Poppy with watercolors.

Become a Bee Keeper - NEW!

4/10-4/27	M/Th		
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Enrolling Now for Winter/Spring Adult Short-term Classes at Pioneer Tech

pioneer.tech.edu/classes

Automotive and Bus Driver Training

School Bus Training
2/27-3/10 M-F 5-9 pm \$399
On-line curriculum and permit must be completed by 2/17

4/17-4/28 M-F 5-9 pm \$399
On-line curriculum and permit must be completed by 4/10

5/8-5/19 M-F 5-9 pm \$399
On-line curriculum and permit must be completed by 5/1

NOTE: Must complete on-line curriculum and acquire permit to be enrolled in this class. Ask about H.E.E.R.F. Grant.

Class B CDL
1/9-1/23 M-F 7 am-4 pm \$1,580
2/6-2/20 M-F 7 am-4 pm \$1,580
4/10-4/24 M-F 7 am-4 pm \$1,580
5/8-5/22 M-F 7 am-4 pm \$1,580
Two-week course, must have Class B CDL permit prior to start date of class. To enroll contact Call at 580-718-4222.
Ask about H.E.E.R.F. Grant.

Computers & Technology

Become Computer Savvy
1/23-2/7 M/F 6-8:30 pm \$145

Digital Photography 1 & 2
2/5-2/27 M/W 6-9 pm \$115
Learn Digital SLR manual mode, working with memory cards and image transfer, exposure (triangle, natural), indoor lighting and composition basics. You will explore semi-automatic modes, file format, file resolution, compression, white balance, color temperature and image output to printers and the web.
NO CLASS 2/20

Cloud-Based QuickBooks
2/6-2/11 M/T 9 am-1 pm \$155
This course will introduce the basics of using QuickBooks online. It will present day-to-day functions for an administrator to work with customers, vendors, employees, and banking transactions for a business using the built-in QuickBooks online application. This level 1 course will have you create a new company, add customers and vendors, work with bills, pay bills, invoice your customers, entering transactions, and working with your bank accounts and transactions in QuickBooks.

Adobe Lightroom/Photoshop
3/6-4/1 M/W 6-9 pm \$165
Learn the difference between Lightroom and Photoshop, learn how to create your own workflow to maximize time as well as learn to edit your photos like a pro. This class will cover exposure, contrast, white balance, color correction, sharpening and cropping. Learn some fun and advanced techniques in Photoshop such as background removal, liquify and head swapping.

Excel Training (2019) Level 1
3/20-3/28 M/T 6-8:30 pm \$79

Excel Training (2019) Level 2
4/5-4/11 M/T 6-8:30 pm \$79

How Light Works - Working with Natural Light - NEW!
4/24-5/3 M/W 6-9 pm \$105
This course goes in depth with outdoor and indoor natural light. Learn how to control your light in any situation with using your camera's manual mode. This class includes lots of hands-on exercises to practice different lighting styles and techniques as well as working with diffusers and reflectors. Learn about controlling your light in low light situations and how artificial light will effect your natural light situation.

Culinary Arts

Valentines Day Scones - NEW MENU!
2/1 W 6-9 pm \$35
2/3 M 6-9 pm \$35
Scones are a welcome way to start your day and the perfect make-ahead snack or breakfast. You will learn how to make scones with pantry staples like Bisquick and milk. You will make Chocolate Chocolate Chip, Chocolate Cherry Delight Scones and Cherry Vanilla Tarts. **Hands-On Class.**

Tailgating in the Kitchen - NEW!
2/9 Th 6-9 pm \$35

Diabetic Cooking - NEW MENU!
2/1 T 6-9 pm \$35
People living with diabetes can still enjoy cozy comfort foods. Learn how a few swaps can lower carbs, calories and sodium without losing flavor. You will make an EVERYTHING Salad, loaded with Grilled Chicken or Steak, tomatoes, onions, Peppers, Broccoli etc. Cabbage Slurry and Low Carb Pizza. **Hands-On Class.**

Meat Certification Programs
Online Curriculum
For more information or to enroll contact James Gordon, James.gordon@careerschool.edu, 800-522-5819, jkgare@pioneer.tech

AMSA Food Safety and Science Certification (\$75)
The American Meat Science Association Food Safety and Science Certification verifies individuals possess an in-depth knowledge of food safety procedures and standards necessary to thrive in the food industry.

AMSA Meat Evaluation Certification (\$75)
The American Meat Science Association Meat Evaluation Certification verifies individuals are better prepared to make decisions related to the meat animal industry, which includes production and processing.

AMSA Culinary Meat Selection and Cookery Certification (\$75)
The American Meat Science Association Culinary Meat Selection and Cookery Certification verifies individuals possess the know-Edge and skills needed to thrive within the restaurant and culinary industries.

Health, Medical & Wellness

Anatomy & Physiology Online
Online Call for taking for LPN placement \$169

CNA- Long Term Care Nurse Aide
1/9-3/1 M/F 8:30 am-2:30 pm \$559
Cost does not include testing fees, OSBI check or TB test. (No Class on 2/16/23) **Ask about H.E.E.R.F. Grant.**

2/13-2/19 M/F 8:30 am-2:30 pm \$559
Cost does not include testing fees, OSBI check or TB test. (No Class on 2/20/23) **Ask about H.E.E.R.F. Grant.**

4/17-5/4 M/F 8:30 am-2:30 pm \$559
Cost does not include testing fees, OSBI check or TB test. **Ask about H.E.E.R.F. Grant.**

EMT
1/24-2/20/23 Varies Varies \$1,500
Call 580-718-4296 for Entrance Requirement. The Requisites **Ask about H.E.E.R.F. Grant.**

CMA - Advanced Blood Glucose
2/6-2/8 M-T-W 8 am-4 pm \$145
4/10-4/12 M-T-W 8 am-4 pm \$145

CMA Continuing Ed
2/10 T 8 am-4:30 pm \$45
5/12 T 8 am-4:30 pm \$45

BLS CPR for Health Care Providers
2/21-2/22 T-W 5 pm-9 pm \$65
5/9-5/10 T-W 5 pm-9 pm \$65

CPR- American Heart Association
2/22 W 6-9 pm \$45
4/19 W 6-9 pm \$45
For non health care providers.

Phlebotomy
3/7-4/27 T/Th 6-9 pm \$285

CMA - Certified Medication Aide
3/20-3/31 M-F 8:30 am-2:30 pm \$435
5/15-5/26 M-F 8:30 am-2:30 pm \$435
Cost does not include test fee. **Ask about H.E.E.R.F. Grant.**

First Aid
3/22 W 6-9 pm \$39
5/17 W 6-9 pm \$39

MAT Courses
For full MAT & MAT Update times/dates call - 580-718-4296

Medical Terminology
Online Call for taking for LPN placement \$65

Industry Trades

Early Care & Education

Child Development Associate Pathway to your National Credential
2/21-7/15 Varies 5:30 pm-9:00 pm \$675
The Child Development Associate Credential is the most widely recognized credential for early childhood education. Earn your CDA in either center-based care and in-home child care programs does not include testing fees. **Ask about H.E.E.R.F. Grant.**

Special Interest

Family History - Beyond Basics - NEW!
1/30-2/28 M 6-9 pm \$95
This class is for those who want to take their family history research further. You will look at the uses of tree building and then go beyond to make progress in your research. By the end of this eight week class you will identify specific goals, make targeted research plans, assess evidence and combine the information to create a fuller picture of your ancestors. Must have completed Beginning Genealogy.

Gearing Up for Tax Season - Individual Edition - NEW!
1/21 M 6-9 pm \$35

Preparing your 2022 tax return can feel like wandering through a maze! The forms, schedules, and mail that you receive make "important" tax information often generate stress, dread and confusion. A Certified Public Accountant will provide a step by step walk through of your 1040 and the common related forms and schedules. Gain a basic understanding of how information is reported on your 2019 individual tax return, how the forms and schedules work together and where to get the information needed to complete the forms. This class will make preparing your taxes clearer and bring you a new level of comfort for your tax journey.

Pioneer Fit
1/23-2/20 M/W 4:30-5:30 pm \$105

This course will strengthen cardiovascular and muscular systems for those that like moderate to high intensity workouts. You will engage in aerobic, weight-bearing and resistance work on simple basic movements like squats to fast-paced boxing. All major muscle groups will be targeted.
NOTE: Stretching will be included so bring your mats!
NO CLASS 2/20 10 minute sessions.

Pioneer Fit "Lite"
1/24-5/9 T/Th 10:30-11:30 am \$105
A low impact music filled exercise to build balance, strength and stamina. You will utilize heavy weight exercises, dumbbells, bands, as well as some mild aerobic activity. Learn chair specific exercises etc. This course was designed for those that want to remain active but require a low impact exercise option. 10 minute sessions.

Quilting with Confidence - NEW!
1/24-3/14 T 6:00-8:30 pm \$85
Are you interested in becoming a Quilter? This class is designed for those students wishing to learn how to make a quilt from the very beginning. Learn the basics of how to make a quilt including understanding your sewing machine, sewing in a straight line, quarter inch seam, choosing fabrics, rotary cutting, piecing, basting, quilting, binding and labeling. Students will make a sampler quilt by the end of the course provided the assigned home work is completed. Must have own sewing machine - supply list for class.

"Okay Applique" Quilting - NEW!
1/26-3/9 Th 6-9 pm \$75
You will explore at least 6 different methods of applique. Includes applique done by sewing machine, fusing, and by hand. By introducing many different kinds (methods), students will find a kind that they like best!

Gearing Up for Tax Season - Small Business Owners Edition - NEW!
1/30 M 6-9 pm \$35
If preparing your tax return your least favorite part is entering a small business. Accredited Public Accountant will walk through Schedule C, tax code or business activities, Schedule E rental activities, and Schedule F farming activities. You will discuss best practices to record keeping applicable to small business types as well as how to know when to allow a tax professional to handle your return. This class will make the process less overwhelming by providing the basics of how to report small business activity on your personal 1040 tax return.

Forming an LLC

Drafting Your Own Will
3/27 M 6-10 pm
Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drafted is expensive. The first half of this course will provide detailed knowledge of what will do, whether or not, and how to make sure your will survives a legal challenge. Your instructor also teaches how to draft a will, so that students will be empowered to draft their very own for the second half of the course, students will have the opportunity to draft their will with the instructor available for the drafting process. **VIA ZOOM**

Wood Gnome Creations - NEW!
3/6-5/7 M/F 6-8:00 pm
Gnomes symbolize Hope, Luck and Goodwill and can have a few. In this class you will assemble, paint and decorate your wooden gnome. Decorate your porch or yard with a gnome as well as bring hope, luck and goodwill. Gnome w/ 6 inches tall.

Introduction to Grants and Grant Writing - NEW!
3/7-4/10 T/Th 5-9 pm
This class will provide tips and tricks on seeking, evaluating and writing for grant opportunities. Topics covered: grant types and eligibility, how to evaluate grant opportunities, writing style tips and tricks, grant review, grant preparation and overall introduction to the grant process. **Half of sessions will be in person on campus and half will be via Zoom**

Acting for Beginners - NEW!
3/22-5/24 W 5:30-8:30 pm
Calling all acting at all! A University of Southern California and production degree instructor will introduce the basics of acting including improvisation, cold reads, preparation, scene, character study and monologue. This course you will gain confidence, effective skills, scene character breakdown and auditioning.

Trusting Trusts for your Estate Plan
3/27 M 6-10 pm
Most Americans who own a home, a car, or another asset can benefit from a trust. Anyone who wishes to control their assets during their life and after death can create a trust. But what kind of trust does one need? What are the implications of a trust? Can someone change their trust? Are there any questions surrounding this area of estate planning that you are full of questions surrounding this area of estate planning? This course will teach you the basics of trusts, what a trust is, how it works, the benefits of trusts, types of trusts. The instructor for this course is an attorney who will answer your questions and help you understand these estate planning tools. **VIA ZOOM**

Warp & Weft Weaving - NEW!
3/28-3/30 T-W/Th 6-8 pm
Have you ever wanted to weave a basket and weren't sure how to start? Using a style known as warp and weft, so colorful yarn, this class you will teach you how to make a basket.

Start a Garden - NEW!
3/30 Th 6-9 pm
4/13 Th 6-9 pm
Growing flowers, plants and herbs is a real blend of artistic expression. Get your herb and flower garden started this Spring. This class will provide hands on instruction in supplies, leveling, soil, planting and watering. You will start an Herb Garden, start seeds for vegetables, flowers, like Pansies, Petunias etc.

Adventures in Babysitting - NEW!
4/5-4/19 W/Th 6:30 pm-8:30 pm
Learn to be a better babysitter, be more prepared to babysitting journey. Learn practical skills of providing to children of all ages, best practices when supervising proper feeding/diaper changing, developmental stages. All participants will receive certified CPR/FA training, which will include information binder, first-aid kit etc. **NOTE: New Parents Welcome**

Watercolor 101
4/5 W 6-9 pm
Red Poppy is one of the key productions by Georgia O'Keefe. Georgia O'Keefe inspired painting. You will paint a Poppy with watercolor.

Become a Bee Keeper - NEW!
4/16-4/27 M/Th 6 am-9 am



Enrolling Now for Winter/Spring Adult Short-term Classes at Pioneer Tech

pioneer.tech/classes

Automotive and Bus Driver Training

School Bus Training			
2/27-3/10	M-F	5-9 pm	\$399
On-line curriculum and permit must be completed by 2/17.			
4/17-4/28	M-F	5-9 pm	\$399
On-line curriculum and permit must be completed by 4/10.			
5/8-5/19	M-F	5-9 pm	\$399
On-line curriculum and permit must be completed by 5/1.			

NOTE: Must complete on-line curriculum and acquire permit to be enrolled in this class. Ask about H.E.E.R.F. Grant.

Class B C DL

1/9-1/23	M-F	7 am - 4 pm	\$1,580
2/6-2/20	M-F	7 am - 4 pm	\$1,580
4/10-4/24	M-F	7 am - 4 pm	\$1,580
5/8-5/22	M-F	7 am - 4 pm	\$1,580

Two-week course, must have Class B C DL permit prior to start date of class. To enroll contact Gail at 580-718-4222.
Ask about H.E.E.R.F. Grant.

Computers & Technology

Become Computer Savvy			
1/23-2/7	M/T	6-8:30 pm	\$135

Digital Photography 1 & 2			
2/6-2/27	M/W	6-9 pm	\$115

Learn Digital SLR, manual mode, working with memory cards and image transfer, exposure triangle, natural, indoor lighting and composition basics. You will explore semi-automatic modes, file format, file resolution, compression white-balance, color temperature and image output to printers and the web.
NO CLASS 2/20

Cloud-Based QuickBooks			
2/6-2/7	M/T	9 am-1 pm	\$155

This course will introduce the basics of using QuickBooks online. It will present day-to-day functions for an administrator to work with customers, vendors employees and banking transactions for a business using the Intuit QuickBooks online application. This level 1 course will have you create a new company, add customers and vendors, work with bills/pay bills, invoicing your customers, entering transactions, and working with your bank accounts and transactions in QuickBooks.

Adobe Lightroom/Photoshop			
3/6-4/12	M/W	6-9 pm	\$165

Learn the difference between Lightroom and Photoshop, learn how to create your own workflow to maximize time as well as learn to edit your photos like a pro. This class will cover exposure, contrast, white-balance, color correction, sharpening and cropping. Learn some fun and advanced techniques in Photoshop such as background removal, liquify and head swapping.

Excel Training (2019) Level 1			
3/20-3/28	M/T	6-8:30 pm	\$79

Excel Training (2019) Level 2			
4/3-4/11	M/T	6-8:30 pm	\$79

How Light Works - Working with Natural Light - NEW!			
4/24-5/3	M/W	6-9 pm	\$105

This course goes in depth with outdoor and indoor natural light. Learn how to control your light in any situation with using your camera's manual mode. This class includes lots of hands on exercises to practice different lighting styles and techniques as well as working with diffusers and reflectors. Learn about controlling your light in low light situations and how artificial light will effect your natural light situation

Culinary Arts

Valentines Day Scones - NEW MENU!			
2/1	W	6-9 pm	\$25
2/13	M	6-9 pm	\$25

Scones are a welcome way to start your day and the perfect make ahead snack or breakfast! You will learn how to make scones with pantry staples like Bisquick and milk. You will make Chocolate/Chocolate Chip, Chocolate Cherry Delight Scones and Cherry Vanilla Tarts. **Hands On Class.**

Tailgating in the Kitchen - NEW!			
2/9	Th	6-9 pm	\$35

Make your favorites for all sports gatherings! Cheer on your team

Diabetic Cooking - NEW MENU!			
5/2	T	6-9 pm	\$35

People living with diabetes can still enjoy cozy comfort foods. Learn how a few swaps can lower carbs, calories and sodium without losing flavor. You will make an EVERYTHING Salad - loaded with Grilled Chicken or Steak, Tomatoes, Onions, Peppers, Broccoli etc. Cabbage Stir Fry and Low Carb Pizzas. **Hands On Class.**

Meat Certification Programs			
Online Curriculum			
For more information or to enroll contact James Gordon: James.gordon@careertech.ok.gov 800.522.5810, okcareer.tech/meatcerts			

AMSA Food Safety and Science Certification (\$75)			
The American Meat Science Association Food Safety and Science Certification verifies individuals possess an in-depth knowledge of food safety procedures and standards necessary to thrive in the food industry.			

AMSA Meat Evaluation Certification (\$75)			
The American Meat Science Association Meat Evaluation Certification verifies individuals are better prepared to enter fields related to the meat animal industry, which includes production and processing.			
AMSA Culinary Meat Selection and Cookery Certification (\$75)			
The American Meat Science Association Culinary Meat Selection and Cookery Certification verifies individuals possess the knowledge and skills needed to thrive within the restaurant and culinary industries.			

Health, Medical & Wellness

Anatomy & Physiology Online			
Online	Call if taking for LPN placement!		\$169

CNA-Long Term Care Nurse Aide			
1/9-2/1	M-F	8:30 am-2:30 pm	\$555
Cost does not include testing fees, OSBI check or TB test. (No Class on 1/16/23) Ask about H.E.E.R.F. Grant.			

CMA - Advanced Blood Glucose			
2/13-3/8	M-F	8:30 am-2:30 pm	\$555
Cost does not include testing fees, OSBI check or TB test. (No Class on 2/20/23) Ask about H.E.E.R.F. Grant.			

CMA - Certified Medication Aide			
4/17-5/9	M-F	8:30 am-2:30 pm	\$555
Cost does not include testing fees, OSBI check or TB test. Ask about H.E.E.R.F. Grant.			

EMT			
1/24-7/2023	Varies	Varies	\$1,500
Call 580-718-4296 for Entrance Requirements/Pre-Requisites Ask about H.E.E.R.F. Grant.			

CMA - Advanced Blood Glucose			
2/6-2/8	M-T-W	8 am-4 pm	\$145
4/10-4/12	M-T-W	8 am-4 pm	\$145

CMA Continuing Ed			
2/10	F	8 am-4:30 pm	\$45
5/12	F	8 am-4:30 pm	\$45

BLS CPR for Health Care Providers			
2/21-2/22	T-W	5 pm-9 pm	\$65
5/9-5/10	T-W	5 pm-9 pm	\$65

CPR- American Heart Association			
2/22	W	6-9 pm	\$45
4/19	W	6-9 pm	\$45
For non health care providers			

Phlebotomy			
3/7-4/27	T/Th	6-9 pm	\$285

CMA - Certified Medication Aide			
3/20-3/31	M-F	8:30 am-2:30 pm	\$435
5/15-5/26	M-F	8:30 am-2:30 pm	\$435
Cost does not include test fee. Ask about H.E.E.R.F. Grant.			

First Aid			
3/22	W	6-9 pm	\$39
5/17	W	6-9 pm	\$39

MAT Courses			
For Full MAT& MAT Update times/dates call - 580-718-4296			

Medical Terminology			
Online	Call if taking for LPN placement		\$65

Industry Trades

Industrial Maintenance			
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Early Care & Education

Child Development Associate - Pathway to Your National Credential			
3/21-7/15	varies	5:30 pm-9:00 pm	\$675

The Child Development Associate Credential is the most widely recognized credential in early childhood education. Earn your CDA in either center-based care and in home child care programs. Does not include testing fees. Ask about H.E.E.R.F. Grant.

Special Interest

Family History - Beyond Basics - NEW!			
1/10-2/28	T	6-9 pm	\$95

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Gearing Up for Tax Season - Individual Edition - NEW!			
1/23	M	6-9 pm	\$35

Preparing your 1040 tax return can feel like wandering through a maze! The forms, schedules and mail that you receive marked "important tax information" often generate stress, dread and confusion. A Certified Public Accountant will provide a step by step, walk through of form 1040 and its common related forms and schedules. Gain a basic understanding of how information is reported on form 1040 individual tax return, how the forms and schedules work together and where to get the information needed to complete the forms. This class will make preparing your taxes clearer and bring you a new level of comfort for your tax journey.

Pioneer Fit			
1/23-5/24	M/W	4:30-5:30 pm	\$105

This course will strengthen cardiovascular and muscular systems for those that like moderate to high intensity workouts. You will engage in aerobic, weight-bearing and resistance work. From staple basic movements like squats to fast-paced boxing, all major muscle groups will be targeted.
NOTE: Stretching will be included so bring your mats!
NO CLASS 2/20 10 more sessions

Pioneer Fit "Lite"			
1/24-5/9	T/Th	10:30-11:30am	\$105

A low impact muscle-filled exercise to build balance, strength and stamina. You will utilize bodyweight exercises, dumbbells, bands as well as some mild aerobic activity. From chair specific exercises etc., this course was designed for those that want to remain active but require a low impact exercise option. 10 more sessions

Quilting with Confidence - NEW!			
1/24-3/14	T	6:00-8:30 pm	\$85

Are you interested in becoming a Quilter? This class is designed for those students wishing to learn how to make a quilt from the very beginning. Learn the basics of how to make a quilt including understanding your sewing machine, sewing in a straight line, quarter inch seam, choosing fabrics, rotary cutting, piecing, basting, quilting, binding and labeling. Students will make a sampler quilt by the end of the course provided the assigned homework is completed. Must have own sewing machine - Supply List for Class.

"Okay Applique" Quilting - NEW!			
1/24-3/9	Th	6-9 pm	\$75

You will explore at least 6 different methods of applique. Includes applique done by sewing machine, fusing, and by hand. By introducing many different kinds (methods), students will find a kind that they like best!

Gearing Up for Tax Season - Small Business Owners Edition - NEW!			
1/30	M	6-9 pm	\$35

Is preparing your tax return your least favorite part of owning a small business? A Certified Public Accountant will walk through schedule C-active trade or business activities, Schedule E-rental activities, and Schedule F-farming activities. You will discuss "best practices" for record keeping applicable to small business types as well as how to know when to allow a tax professional to handle your return. This class will make the process less overwhelming by providing the basics of how to report small business activity on your personal 1040 tax return.

Forming an LLC			
1/30	M	6-10 pm	\$45

Drafting Your Own Will

Drafting Your Own Will			
2/27	M	6-10 pm	

Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drawn up can be expensive. The first half of this course will provide you with the details knowledge of what wills do, whether or not you need one, to make sure you will survive a legal challenge. The instructor teaches how to draft a will, so that after the class student is empowered to draft their very own will. During the second course, students will have the opportunity to draft the instructor available for questions during the drafting or via Zoom.

Wood Gnome Creations - NEW!			
3/6-3/7	M/T	6-8:00 pm	

Gnomes symbolize Hope, Luck and Goodwill and everyone has a few. In this class you will assemble, paint and decorate wooden gnomes. Decorate your porch or yard with a Spring, as well as bring hope, luck and goodwill. Gnome will be about 10 inches tall.

Introduction to Grants and Grant Writing - NEW!			
3/7-4/13	T/Th	6-8 pm	

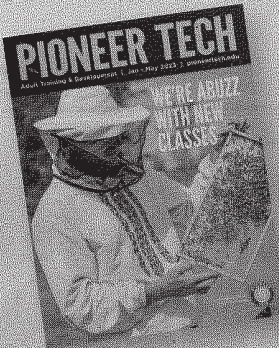
This class will provide tips and tricks on seeking, evaluating and writing for grant opportunities. Topics covered will include grant types and eligibility, how to evaluate grant solicitations, writing style tips and tricks, grant review, basic budget preparation and overall introduction to the grant writing world. **Half of sessions will be in person on campus and the other half will be via Zoom**

Acting for Beginners - NEW!			
1/22-5/24	W	5:30-8:30pm	

Calling all aspiring actors! A University of Southern California film and production degree instructor will introduce you to the basics of acting including: improvisation, cold reads, film preparation, scene, character study and monologues. Through course you will gain confidence, effective skills in stage and character breakdown and auditioning.

Trusting Trusts for your Estate Plan			
3/27	M	6-10 pm	

Most Americans who own a home, a car, or another titled asset can benefit from a trust. Anyone who wishes to help or control their assets during life and after death can benefit from a trust. But what kind of trust does one need? What are the implications of a trust? Can someone change their trust after it's created? Can someone else change my trust after I die? If you're full of questions surrounding this area of estate planning, this asset can benefit from a trust. Anyone who wishes to help or control their assets during life and after death can benefit from a trust. But what kind of trust does one need? What are the implications of a trust? Can someone change their trust after it's created? Can someone else change my trust after I die? If you're full of questions surrounding this area of estate planning, this asset can benefit from a trust. Anyone who wishes to help or control their assets during life and after death can benefit from a trust. But what kind of trust does one need? 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On-line curriculum and permit must be completed by 4/10.			
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On-line curriculum and permit must be completed by 5/1.			

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Class B CDL			
1/9-1/23	M-F	7 am - 4 pm	\$1,580
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Learn Digital SLR, manual mode, working with memory cards and image transfer, exposure, triangle, natural, indoor lighting and composition basics. You will explore semi-automatic modes, file format, file resolution, compression, white balance, color, temperature and image output to printers and the web. NO CLASS 2/20			

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This course will introduce the basics of using QuickBooks online. It will present day to day functions for an administrator to work with customers, vendors, employees and banking transactions for a business using the Intuit QuickBooks online application. This level 1 course will have you create a new company, add customers and vendors, work with bills, pay bills, invoicing your customers, entering transactions, and working with your bank accounts and transactions in QuickBooks.			

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Scones are a welcome way to start your day and the perfect make ahead snack or breakfast! You will learn how to make scones with pantry staples like Bisquick and milk. You will make Chocolate, Chocolate Chip, Chocolate Cherry Delight Scones and Cherry Vanilla Tarts. **Hands On Class.**

Tailgating in the Kitchen - NEW!			
2/9	Th	6-9 pm	\$35
Make your favorites for all sports gatherings! Cheer on your team.			

Diabetic Cooking - NEW MENU!			
5/2	T	6-9 pm	\$35
People living with diabetes can still enjoy cozy comfort foods. Learn how a few swaps can lower carbs, calories and sodium without losing flavor. You will make an EVERYTHING Salad - loaded with Grilled Chicken or Steak, Tomatoes, Onions, Peppers, Broccoli etc. Cabbage, Stir Fry and Low Carb Pizzas. Hands On Class.			

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Cost does not include testing fees, OSBI check or TB test. (No Class on 1/16/23) Ask about H.E.E.R.F. Grant.			

2/13-3/8	M-F	8:30 am - 2:30 pm	\$555
Cost does not include testing fees, OSBI check or TB test. (No Class on 2/20/23) Ask about H.E.E.R.F. Grant.			

4/17-5/9	M-F	8:30 am - 2:30 pm	\$555
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EMT			
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5/12	F	8 am - 4:30 pm	\$45

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2/21-2/22	T-W	5 pm - 9 pm	\$65
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CPR - American Heart Association			
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4/19	W	6-9 pm	\$45
For non health care providers.			

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Industry Trades

Industrial Maintenance			
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Early Care & Education

Child Development Associate - Pathway to your National Credential			
3/21-7/15	Varies	5:30 pm - 9:00 pm	\$675

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Special Interest

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This class is for those who want to take their family history research further. You will look at the basics of tree building and then go beyond to make progress in your research. By the end of this eight week class you will identify specific goals, make targeted research plans, assess evidence and combine the information to create a fuller picture of your ancestors. Must have completed Beginning Genealogy

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Pioneer Fit			
1/23-5/24	M/W	4:30 - 5:30 pm	\$105

This course will strengthen cardiovascular and muscular systems for those that like moderate to high intensity workouts. You will engage in aerobic, weight bearing and resistance work. From staple basic movements like squats to fast-paced boxing, all major muscle groups will be targeted. **NOTE: Stretching will be included so bring your mats!** **NO CLASS 2/20** - 10 more sessions

Pioneer Fit "Lite"			
1/24-5/9	T/Th	10:30 - 11:30am	\$105

A low impact music-filled exercise to build balance, strength and stamina. You will utilize body weight exercises, dumbbells, bands as well as some mild aerobic activity. From chair specific exercises etc, this course was designed for those that want to remain active but require a low impact exercise option. 10 more sessions

Quilting with Confidence - NEW!			
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Are you interested in becoming a Quilter? This class is designed for those students wishing to learn how to make a quilt from the very beginning. Learn the basics of how to make a quilt including understanding your sewing machine, sewing in a straight line, quarter inch seam, choosing fabrics, rotary cutting, piecing, basting, quilting binding and labeling. Students will make a sampler quilt by the end of the course provided the assigned homework is completed. Must have own sewing machine. Supply list for class.

"Okay Applique" Quilting - NEW!			
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You will explore at least 6 different methods of applique. Includes applique done by sewing machine, fusing, and by hand. By introducing several different kinds (methods), students will find a kind that they like best!

Gearing Up for Tax Season - Small Business Owners Edition - NEW!			
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Forming an LLC			
1/30	M	6-10 pm	\$45

Drafting Your Own Will

2/27	M	6-10 pm
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Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drawn up can be expensive. The first half of this course will provide you with the detailed knowledge of what wills do, whether or not you need one, and how to make sure your will survives a legal challenge. The instructor teaches how to draft a will, so that after the class students will be empowered to draft their very own will. During the second half of the course, students will have the opportunity to draft their will; the instructor available for questions during the drafting process. **VIA ZOOM**

Wood Gnome Creations - NEW!

3/6-3/7	M/T	6-8:00 pm
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Gnomes symbolize Hope, Luck and Goodwill and everyone should have a few. In this class you will assemble, paint and decorate a wooden gnome. Decorate your porch or yard with a Spring Gnome as well as bring hope, luck and goodwill. Gnome will be about 9 inches tall

Introduction to Grants and Grant Writing - NEW!

3/7-4/13	T/Th	5-8 pm
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This class will provide tips and tricks on seeking, evaluating and writing for grant opportunities. Topics covered will include grant types and eligibility, how to evaluate grant solicitations, writing style tips and tricks, grant review, basic budget preparation and overall introduction to the grant writing world. **Half of sessions will be in person on campus and the other half will be via Zoom**

Acting for Beginners - NEW!

3/22-5/24	W	5:30 - 8:30 pm
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Calling all aspiring actors! A University of Southern California film and production degree instructor will introduce you to the basics of acting including improvisation, cold reads, film/TV/SB preparation, scene, character study and monologues. Through this course you will gain confidence, effective skills in stage acting, character breakdown and auditioning.

Trusting Trusts for your Estate Plan

3/27	M	6-10 pm
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Most Americans who own a home, a car, or another titled/deed asset can benefit from a trust. Anyone who wishes to help protect or control their assets during life and after death can benefit from a trust. But what kind of trust does one need? What are the legal implications of a trust? Can someone change their trust after it's created? Can someone else change my trust after I die? People full of questions surrounding this area of estate planning, and the of beliefs and information readily available are simply not there. This course will teach you the basics of trusts, such as what a trust is, how it works, the benefits of trusts, and the major types of trusts. The instructor for this course is an experienced attorney who will answer your questions and help you better understand these estate planning tools. **VIA ZOOM**

Warp & Weft Weaving - NEW!

3/28-3/30	T-W/Th	6-8 pm
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Have you ever wanted to weave a basket and weren't sure how to start? Using a style known as warp and weft, some rope and a loom, this class you will teach you how to make your own basket.

Start a Garden - NEW!

3/30	Th	6-9 pm
4/13	Th	6-9 pm

Growing flowers, plants and herbs is a real blend of science and artistic expression. Get your herb and flower garden ready for Spring! This class will provide hands on instruction in equipment, soil, leveling, soil, planting and watering. You will learn how to start Herb Garden, start seeds for vegetables, as well as pot flowers Pansies, Petunias etc.

Adventures in Babysitting - NEW!

4/5-4/19	W/Th	6:30 pm - 8:30 pm
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Learn to be a better babysitter, be more prepared to start your babysitting journey. Learn practical skills of providing child care children of all ages, best practices when supervising children, feeding/diaper changing, developmental stages and more. All participants will receive certified CPR/FA training, a tote bag, will include information binder, first-aid kit and more. **NOTE: New Parents Welcome**

Watercolor 101

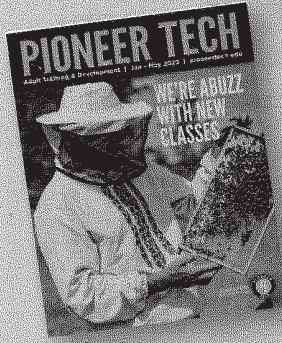
4/5	W	6-9 pm
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Red Poppy is one of the key productions by Georgia O'Keeffe. In this class you will learn about the Georgia O'Keeffe inspired painting. You will paint an enlarged Poppy with watercolors.

Become a Bee Keeper - NEW!

4/10-4/27	M/Th	6pm - 9pm
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You will be introduced to the basics of Bee Keeping, the benefit



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2/13-3/8 M-F 8:30 am-2:30 pm \$555

Cost does not include testing fees, OSBI check or TB test. (No Class on 2/20/23) Ask about H.E.E.R.F. Grant.

4/17-5/9 M-F 8:30 a.m. 2:30 pm \$555

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2/22 W 6-9 pm \$45
4/19 W 6-9 pm \$45
For non health care providers

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3/7-4/27 1/Th 6-9 pm \$285

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Drafting Your Own Will

2/27 M 6-10 pm
Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drawn up can be expensive. The first half of this course will provide you with the detailed knowledge of what wills do, whether or not you need one, to make sure you will survive a legal challenge. The instructor teaches how to draft a will, so that after the class students are empowered to draft their very own will. During the second half of the course, students will have the opportunity to draft the instructor available for questions during the drafting process. VIA ZOOM

Wood Gnome Creations - NEW!

2/6-3/7 M/T 6-8:00 pm
Gnomes symbolize Hope, Luck and Goodwill and everyone has a few. In this class you will assemble, paint and decorate wooden gnomes. Decorate your porch or yard with a Spruce as well as bring hope, luck and goodwill. Gnomes will be a fun addition to your yard.

Introduction to Grants and Grant Writing - NEW!

3/2-4/13 T/Th 5-8 pm
This class will provide tips and tricks on seeking, evaluating and writing for grant opportunities. Topics covered will include grant types and eligibility, how to evaluate grant solicitations, writing style tips and tricks, grant review, basic budget preparation and overall introduction to the grant writing world. **Half of sessions will be in person on campus and the other half will be via Zoom**

Acting for Beginners - NEW!

3/22-5/24 W 5:30-8:30pm
Calling all aspiring actors!! A University of Southern California film and production degree instructor will introduce you to the basics of acting including improvisation, cold reads, film preparation, scene, character study and monologues. This course you will gain confidence, effective skills in stage and character breakdown and auditioning.

Trusting Trusts for your Estate Plan

3/27 M 6-10 pm
Most Americans who own a home, a car, or another thing of value can benefit from a trust. Anyone who wishes to help or control their assets during life and after death can benefit from a trust. But what kind of trust does one need? What are the implications of a trust? Can someone change their trust after it has been created? Can someone else change my trust after I die? Full of questions surrounding this area of estate planning, the benefits and information readily available are simple. This course will teach you the basics of trusts, such as what is, how it works, the benefits of trusts, and the major types. The instructor for this course is an experienced attorney that will answer your questions and help you better understand the planning tools. VIA ZOOM

Warp & Weft Weaving - NEW!

3/28-3/30 T-W-Th 6-8 pm
Have you ever wanted to weave a basket and weren't sure how to start? Using a style known as warp and weft, some one-of-a-kind yarn, this class you will learn how to weave your own items.

Start a Garden - NEW!

3/30 Th 6-9 pm
4/13 Th 6-9 pm
Growing flowers, plants and herbs is a real blend of scientific expression. Get your herb and flower garden ready for this class will provide hands on instruction in equipment, leveling, soil, planting and watering. You will learn how to start a Herb Garden, start seeds for vegetables, as well as potting Pansies, Petunias etc.

Adventures in Babysitting - NEW!

4/5-4/19 W/Th 6:30 pm-8:30 pm
Learn to be a better babysitter, be more prepared to start babysitting journey. Learn practical skills of providing children of all ages, best practices when supervising child, feeding/diaper changing, developmental stages, and more. Participants will receive certified CPR/FA training, a tote bag will include information binder, first-aid kit and more. **NOTE: New Parents Welcome**

Watercolor 101

4/5 W 6-9 pm
Red Poppy is one of the key productions by Georgia O'Keeffe. Georgia O'Keeffe inspired painting. You will paint an entire Poppy with watercolors.

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
January 12, 2023 FY 2022/2023

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Ashton Armstrong	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Coleen Blevins	ABE/HSE Instructor	01/01 – 01/31 (24.5 hrs)	612.50
Steve Bookout	Evening Supervisor	12/16 – 01/15 (up to 28 hrs)	700.00
Steve Bookout	Evening Supervisor	01/16 – 02/15 (up to 52 hrs)	1,300.00
Steve Bookout	Evening Supervisor	02/16 – 03/15 (up to 36 hrs)	900.00
Steve Bookout	Evening Supervisor	03/16 – 04/15 (up to 40 hrs)	1,000.00
Steve Bookout	Evening Supervisor	04/16 – 05/15 (up to 44 hrs)	1,100.00
Carol Bottoms	ABE/TANF Instructor	01/01 – 01/31 (49 hrs)	1,225.00
Vicki Braden	ABE/HSE Instructor	01/01 – 01/31 (31.5 hrs)	819.00
Ryan Burkett	Academic Math / Extra Duty	01/04 – 05/19 (126 hrs)	4,410.00
Christina Chapman	ABE/HSE Instructor	01/01 – 01/31 (35 hrs)	875.00
Aimee Clark	ABE/HSE Instructor	01/01 – 01/31 (10.5 hrs)	262.50
Garrett Clark	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Nicholas Compala	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Tanner Crawford	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Nick Duggan	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Lori Evans	Evening Supervisor	12/16 – 01/15 (up to 28 hrs)	756.00
Lori Evans	Administrator HiSet GED Exams	01/11 – 05/11 (47 hrs)	1,269.00
Lori Evans	Evening Supervisor	01/16 – 02/15 (up to 36 hrs)	972.00
Lori Evans	Evening Supervisor	02/16 – 03/15 (up to 40 hrs)	1,080.00
Lori Evans	Evening Supervisor	03/16 – 04/15 (up to 44 hrs)	1,188.00
Lori Evans	Evening Supervisor	04/16 – 05/15 (up to 40 hrs)	1,080.00
Taylor Evans	Adjunct Math Instructor	01/03 – 05/24 (up to 360 hrs)	12,600.00
Larry Godley	ABE/HSE Instructor	01/01 – 01/31 (28 hrs)	840.00
Jerry Hall	Adjunct Criminal Justice Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Cordell Hanebrink	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Elaine Harman	ABE/HSE Instructor	01/01 – 01/31 (24.5 hrs)	612.50
Elaine Harman	ABE/TANF Instructor	01/01 – 01/31 (14 hrs)	350.00
Britton Hodge	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Tonya Jackson	ABE/HSE Instructor	01/01 – 01/31 (38.5 hrs)	1,001.00
Donald James	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Julie Lawrence	ABE/Corrections Instructor	01/01 – 01/31 (14 hrs)	350.00
Timothy Lawver	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Allyson Leonard	ABE/HSE Instructor	01/01 – 01/31 (20 hrs)	500.00
Tristan Lopez	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Joni Murphy	ABE/HSE Instructor	01/01 – 01/31 (14 hrs)	350.00
Diane Pendleton	ABE/HSE Instructor	01/01 – 01/31 (28 hrs)	700.00
Pam Powers	ABE/HSE Instructor	01/01 – 01/31 (28 hrs)	700.00
Pam Powers	ABE/TANF Instructor	01/01 – 01/31 (63 hrs)	1,575.00
Kristi Reed	CPR Class & LTC Training	11/09 – 12/16 (11 hrs)	253.00
Kristi Reed	CMA Instructor	12/12 – 12/14 (24 hrs)	552.00
Kristi Reed	CMA Continuing Ed Instructor	12/16 (8 hrs)	184.00
Brooke Stanton	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Rebecca Stephens	ABE/HSE Instructor	01/01 – 01/31 (42 hrs)	1,050.00
Rebecca Stephens	ABE/TANF Instructor	01/01 – 01/31 (28 hrs)	700.00
Jamie Stolhand	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Mary Ann Sudberry	ABE/Corrections Instructor	01/01 – 01/31 (17.5 hrs)	437.50
Nikki True	Adjunct Criminal Justice Instructor	01/11 – 05/23 (up to 150 hrs)	2,250.00
Daniel Vap	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Jacob Vap	Adjunct Firefighting Instructor	01/11 – 05/23 (up to 150 hrs)	3,000.00
Angel Wade	Ponca Tribe Retreat Team Building	12/08 – 12/09 (10 hrs)	600.00

Appendix A