

Pioneer Technology Center Board of Education

Regular Meeting

Tuesday, June 13, 2023, 6:00 PM

Seminar Center West

2101 N. Ash St.

Ponca City, Oklahoma 74601

The Board will meet for a snack supper in Seminar Center West 5:30 p.m. No school board action will be discussed or taken; therefore, no agenda items are listed in connection with this period prior to convening of the board of education meeting.

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations - CTSO Contest Results, Ryan Burkett, Instructional Director
5. Discussion and vote to approve or not approve the Minutes of the May 9, 2023 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 #31552-31788 in the amount of \$111,500.58; Building Fund #30104-30110 in the amount of \$45,882.18; Payroll #70178 in the amount of \$3,799.39).
7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
  - 7.A. Traci Thorpe, Superintendent/CEO
  - 7.B. Kahle Goff, Executive Director, Business & Industry Services
8. Discussion and vote to approve or not approve revisions to the following policies: FNCA-R - Student Conduct, Dress Code (Regulation), DEE - In- and Out-of-State Travel, DEB - All Leave, DECBH - Family Leave, DED - Sick Leave Bank Program, GK - Use of school Facilities and GKA - Alcohol at special events
9. Discussion and vote to approve or not approve the 2023-24 Basic Peace Officer Certification handbook.
10. Discussion and vote to approve or not approve opening a new position, AT&D Health Programs Facilitator
11. Discussion and vote to approve or not approve employment of a Health Careers Certification Instructor
12. Discussion and vote to approve or not approve surplus items as listed on Appendix A

13. Discussion and vote to approve or not approve the revised ADPC software License and Support Agreement for FY24 (upgraded to cloud base \$960/month).
14. Discussion and vote to approve or not approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold. This is an agreement for legal services, including, but not limited to, legal advice, consultation and representation for FY24
15. Discussion and vote to approve or not approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2023-24. This resolution authorizes filing of the Form 471 application(s) for funding year 2023-24 and the payment of the applicant's share upon approval of funding and receipt of services
16. Discussion and vote to approve or not approve a Resolution requesting FY24 Temporary Appropriations for General Fund and Building Fund; and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY24
17. Discussion and vote to approve or not approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2023. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local).
18. Discussion and vote to approve or not approve Activity Fund Subaccounts for FY24 as listed on Appendix B
19. Discussion and vote to approve or not approve the appointment of Stacey Rush as School Treasurer; Amanda Perez-Vargas as Deputy Treasurer; Erin Mercer as Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY24
20. Discussion and vote to approve or not approve Kellie Johnson as the Board minutes clerk and Stacey Rush as the Deputy Board minutes clerk for FY24.
21. 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
22. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY24, as listed on Appendix D
23. Proposed Executive Session to discuss the FY24 salary schedules and staffing plan Okla. Stat. Title 25, 307(B)(1).
24. Acknowledge return of the Board to Open Session
25. Board President statement of Executive Session minutes
26. Motion and vote to approve FY24 salary schedules and staffing plan

- 27. New Business
- 28. Public Comment
- 29. 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 Kellie Johnson, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting  
Tuesday, May 9, 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

Board Members Present:

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

Absent Board Member:

Mr. J.D. Soulek

Also in attendance were Traci Thorpe, Ryan Burkett, Kendra Keelin, Kahle Goff, Stacey Rush, Molly Kyler, Kellie Johnson, Terri Busch and Allison Christy. Special guest and presenter was Kari Widener, Blackwell Public Schools.

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

Kari Widener- I have added a few electives so we have a few less students. I have 2 robotics classes, with 36 students that are both 7<sup>th</sup> & 8<sup>th</sup> graders. There are 2 Gateway classes which are also combined with 37 students. I will be in Engineering essentials training over the summer. Blackwell currently has 28 students that attend Pioneer Technology Center. Our program received a \$10,000 grant from Phillips 66. We made it to in person Nationals for the first time since 2018.

5. Discussion and vote to approve or not approve the Minutes of the April 11, 2023 regular Board of Education meeting

Motion to approve the Minutes of the April 11, 2023 regular Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea  
Ms. Debbie Leaming: Yea  
Ms. Gay Norris: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Absent  
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 #31366-31551 in the amount of \$379,501.36; Building Fund #30092-30103 in the amount of \$205,880.27; Payroll #70166-70177 in the amount of \$33,426.40).

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

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

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

Traci Thorpe, Superintendent/CEO

Traci just completed Leadership Oklahoma where her class made the coins she gave the Board members tonight. Traci said she made a lot of lifetime friends during Leadership Oklahoma. It was an amazing experience. We started graduation season, with the National Technical Honor Society, Guaranteed Graduates and the 2<sup>nd</sup> class of Basic Peace Officer Certification last week. We hosted about 550 3<sup>rd</sup> graders last week. They all had a lot of fun. Toured P66 a few months ago and talked about connecting better with Pioneer Tech. P66 will be here next week with panelists who will talk about potential job opportunities for our students. We have a new incubator client coming at the end of May – Talk To Me Speech Therapy, LLC, speech and occupational therapists. Molly is on her way to Lawton for TechCap graduation. Molly went to the Senate and was confirmed as a member of the University Center Board. We still have a few items on the construction punch list. Still working on some applications for open positions. Conducting some interviews this week. Kyla Carlson received credentials so she can be the coordinator for the Children’s Lab & Preschool starting Monday. Weld for Work starts tomorrow. MJ&H will be here. Our year-end celebration will be Friday, May 26. The all (Full-time programs) graduation is Thursday, May 18. Other sending schools’ graduations are this week and next week. Our upcoming speaker event, “The Hero Effect” with Kevin Brown is May 24. The Elected Officials’ picnic is on the 15<sup>th</sup> at Evans Ranch. We have an interesting end to the legislative session.

Kahle Goff, Executive Director full time programs

Pioneer Tech Graduation is on May 18<sup>th</sup>, we would like to have board members on stage to hand out diplomas. Please let us know if you plan to be there. We expect it to be a very big event. It is CareerTech Student Organization contest season. Ryan Burkett will report on contest results next month.

8. Discussion and vote to approve or not approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2022-23. This resolution authorizes filing of the Form 471 application(s) for funding year 2022-23 and the payment of the applicant's share upon approval of funding and receipt of services

Motion to approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2022-23. This resolution authorizes filing of the Form 471 application(s) for funding year 2022-23 and the payment of the applicant's share upon approval of funding and receipt of services. Tabled with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

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

9. Discussion and vote to approve or not approve FY24 resource allocations to support Blackwell Gateway Partnership Program

Motion to approve FY24 resource allocations to support Blackwell Gateway Partnership Program passed with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

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

10. Discussion and vote to approve or not approve FY24 resource allocations to support Woodland Gateway Partnership Program

Motion to approve FY24 resource allocations to support Woodland Gateway Partnership program. passed with a motion by Mr. Laurence Beliel and a second by Ms. Gay Norris.

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

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

12. Discussion and vote to approve or not approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY24 (\$1,087.00 increase from last year for a total of 5,526.00).

Motion to approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY24 (\$1,087.00 increase from last year for a total of 5,526.00). passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

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

13. Discussion and vote to approve or not approve a contract with Statewide Marketing Cooperative Agreement for FY24 (\$13,750 - same as last year).

Motion to approve a contract with Statewide Marketing Cooperative Agreement for FY24 (\$13,750 - same as last year) passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

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

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

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B passed with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

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

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

Motion and vote to approve contact renewals for employees listed on Appendix C (Instructors & Facilitators) passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

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

16. New Business

17. Public Comment

Board president adjourned the meeting at 7:07 p.m.

Respectfully submitted,

*Allison N. Christy*

Allison N. Christy  
Board Minutes Clerk

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President, Board of Education

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Clerk, Board of Education

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Date of Approval

Motion:

Second:

Vote:

*General*



**PIONEER TECHNOLOGY CENTER**

**Encumbrance For Board Approval**

From PO: 31522 to PO: 31788

**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
31522	AMAZON CAPITAL SERVICES	HCC2 SUPPLIES	202.38	05/02/2023
31523	FIRST NATIONAL BANK OF OMAHA	CHILDRENS LAB TRAVEL REGISTRATION	20.00	05/02/2023
31524	FIRST NATIONAL BANK OF OMAHA	CHILDRENS LAB TRAVEL REGISTRATION	25.00	05/02/2023
31525	STAPLES ADVANTAGE	SUPPLIES ACADEMIC/ASSESSMENT	520.67	05/02/2023
31526	AMAZON CAPITAL SERVICES	SUPPLIES- INSTRUCTIONAL DIRECTORS	150.68	05/02/2023
31527	HARTMAN PUBLISHING INC	HCC BOOKS	797.79	05/02/2023
31528	CAREER SAFE ONLINE	RESALE BOOKS MEDICAL SERVICES	320.00	05/02/2023
31529	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	15.54	05/02/2023
31530	OKLAHOMA SKILLS USA	STAFF TRAVEL - MECHATRONICS - REGISTRATION	300.00	05/02/2023
31531	FIRST NATIONAL BANK OF OMAHA	STAFF/STUDENT TRAVEL - MECHATRONICS LODGING	1,200.00	05/02/2023
31532	FIRST NATIONAL BANK OF OMAHA	STAFF/STUDENT TRAVEL - MECHATRONICS AIRFARE	778.34	05/02/2023
31533	FIRST NATIONAL BANK OF OMAHA	STAFF/STUDENT TRAVEL - MECHATRONICS - GROUND TRANSPORTATION	1,500.00	05/02/2023
31534	FIRST NATIONAL BANK OF OMAHA	STAFF/STUDENT TRAVEL - MECHATRONICS - MEALS/PARKING/FUEL/LUGGA GE	1,575.00	05/02/2023
31535	ASBO INTERNATIONAL	FINANCE - STAFF TRAVEL REGISTRATION	760.00	05/02/2023
31536	SPEAK NOW FILM CO.	PROFESSIONAL SERVICES- INSTRUCTIONAL DIRECTORS	1,500.00	05/02/2023
31537	FIRST NATIONAL BANK OF OMAHA	FINANCE - STAFF TRAVEL LODGING	377.00	05/02/2023
31538	FIRST NATIONAL BANK OF OMAHA	FINANCE - TRAVEL AIRFARE	550.00	05/02/2023
31539	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	573.11	05/02/2023
31540	S&K DIRECT STEEL	BUILDING MAINT. REPAIR	55.00	05/03/2023
31541	HOBBY LOBBY	MARKETING/SUPPLIES	10.91	05/03/2023
31542	RANCH DRIVE COOP	GROUNDS SUPPLIES	216.78	05/04/2023
31543	HIGHWAY 60 TIRE & SERVICE	VEHICLE MAINT - REPAIRS	565.80	05/04/2023
31544	FIRETROL PROTECTION SYSTEMS INC	BUILDING MAINT - REPAIRS	450.00	05/04/2023



PIONEER TECHNOLOGY CENTER

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From PO: 31522 to PO: 31788

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
31546	FIRST NATIONAL BANK OF OMAHA	CHILDREN'S LAB STAFF TRAVEL REGISTRATIONS	20.00	05/05/2023
31547	FIRST NATIONAL BANK OF OMAHA	CHILDREN'S LAB STAFF TRAVEL REGISTRATION	25.00	05/05/2023
31548	FIRST NATIONAL BANK OF OMAHA	CHILDREN'S LAB STAFF TRAVEL REGISTRATION	25.00	05/05/2023
31549	GROWTH TRAINING CONSULTING LLC	IT&D - RESALE SUPPLIES	833.00	05/05/2023
31550	A PLUS TREE SERVICE	LAWN CARE SERVICES/ GROUNDS	3,700.00	05/05/2023
31551	JUNIOR'S LOCK & ALARM	BUILDING MAINT REPAIRS	275.00	05/05/2023
31552	AMERICAN HEART ASSOCIATION	FIREFIGHTER - SUPPLIES	299.25	05/08/2023
31553	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	13.10	05/08/2023
31554	FIRE PROTECTION PUBLICATIONS	EMS/FIREFIGHTER BOOKS	654.22	05/08/2023
31555	FIRE PROTECTION PUBLICATIONS	RESALE EMS BOOKS	1,759.00	05/08/2023
31556	OSU CEAT CONTINUING EDUCATION	SAFETY - TRAVEL REGISTRATION	689.00	05/09/2023
31557	AMAZON CAPITAL SERVICES	AT&D - RESALE BOOKS	205.89	05/09/2023
31558	STERLING BROADCASTING	MARKETING - ADVERTISING	250.00	05/09/2023
31559	VILLAGE SCREEN PRINT	SUMMER CAMP - RESALE SUPPLIES	1,484.05	05/09/2023
31560	STAPLES ADVANTAGE	PN SUPPLIES	260.00	05/09/2023
31561	PIONEER TECH FOOD SERVICE	SHARE - STUDENT ASSISTANCE	400.00	05/09/2023
31562	GROWTH TRAINING CONSULTING LLC	IT&D - RESALE SUPPLIES	343.00	05/10/2023
31563	AMAZON CAPITAL SERVICES	MARKETING - SUPPLIES	22.98	05/10/2023
31564	WAL-MART COMMUNITY CARD	SHARE - INSTRUCTIONAL SUPPLIES	81.82	05/10/2023
31565	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	77.60	05/10/2023
31566	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	144.52	05/10/2023
31567	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	20.00	05/10/2023
31568	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	128.94	05/10/2023
31569	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	229.33	05/10/2023
31570	HOBBY LOBBY	SUMMER CAMP - SUPPLIES	21.58	05/10/2023
31571	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	473.57	05/10/2023

**PIONEER TECHNOLOGY CENTER****Encumbrance For Board Approval**

From PO: 31522 to PO: 31788

**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
31572	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	20.00	05/10/2023
31573	AMAZON CAPITAL SERVICES	SUPPLIES -SUMMER CAMP	547.15	05/10/2023
31574	WAL-MART COMMUNITY CARD	SUPPLIES SUMMER CAMP	983.19	05/10/2023
31575	FIRST NATIONAL BANK OF OMAHA	STATE TANF STUDENT ASSISTANCE OTHER	20.00	05/10/2023
31576	AMAZON CAPITAL SERVICES	INSTRUCTIONAL DIRECTORS- SUPPLIES	169.89	05/10/2023
31577	PROVISIONS COFFEEHOUSE & EATERY	CULINARY SERVICES - RESALE FOOD	210.00	05/10/2023
31578	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	146.77	05/10/2023
31579	CLUTCH SOLUTIONS	ABE TANF - DURABLE SUPPLIES/TECHNOLOGY	1,988.00	05/10/2023
31580	NEWKIRK HIGH SCHOOL YEARBOOK	MARKETING/ADVERTISING	50.00	05/10/2023
31581	AMAZON CAPITAL SERVICES	CHILDREN'S LAB SUPPLIES	56.66	05/10/2023
31582	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	144.16	05/10/2023
31583	AMAZON CAPITAL SERVICES	SUPPLIES - MECHATRONICS	216.48	05/11/2023
31584	HOBBY LOBBY	INSTRUCTIONAL DIRECTORS - SUPPLIES	251.23	05/11/2023
31585	WAYMAKERS FLORAL	INSTRUCTIONAL DIRECTORS - SUPPLIES	63.00	05/11/2023
31586	ATWOODS	BPOC SUPPLIES	929.91	05/11/2023
31587	FIRST NATIONAL BANK OF OMAHA	CHILDREN' LAB STAFF TRAINING	20.00	05/11/2023
31588	VILLAGE SCREEN PRINT	MARKETING/ADVERTISING	4,672.26	05/11/2023
31589	FIRST NATIONAL BANK OF OMAHA	TANF TUITION	2,835.00	05/11/2023
31590	OKLAHOMA SKILLS USA	MECHATRONICS/MEDICAL ASSISTING TRAVEL REGISTRATION	600.00	05/11/2023
31591	AMERICAN HEART ASSOCIATION	PN SUPPLIES	50.15	05/12/2023
31592	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	608.18	05/12/2023
31593	WAL-MART COMMUNITY CARD	SUMMER CAMP - SUPPLIES	22.91	05/12/2023
31594	WAYMAKERS FLORAL	CENTRAL - SUPPLIES	120.00	05/12/2023
31595	AMERICAN TELEPHONE	COMPUTER SERVICES - REPAIRS	1,200.00	05/12/2023
31596	AMAZON CAPITAL SERVICES	BPOC SUPPLIES	298.32	05/12/2023



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 31522 to PO: 31788

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
31597	BOOTLEG HILL FIREARMS LLC	BPOC SUPPLIES	249.00	05/12/2023
31598	FIRST NATIONAL BANK OF OMAHA	CHILDRENS LAB STAFF TRAINING	20.00	05/12/2023
31599	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	405.68	05/12/2023
31600	MEEKS GROUP	MARKETING/PRINTING	6,286.05	05/12/2023
31601	SAVVAS LEARNING COMPANY	RESALE BOOKS EMS/FIREFIGHTING	1,212.82	05/12/2023
31602	SAVVAS LEARNING COMPANY	EMS/FIREFIGHTING BOOK	1,212.82	05/12/2023
31603	BEN E. KEITH FOODS-OKLAHOMA	SUMMER CAMP - SUPPLIES	223.49	05/12/2023
31604	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	527.78	05/12/2023
31605	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	174.76	05/12/2023
31606	AMAZON CAPITAL SERVICES	AT&D COORD - SUPPLIES	378.72	05/15/2023
31607	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - SUPPLIES	121.00	05/15/2023
31608	HARTMAN PUBLISHING INC	AT&D - RESALE BOOKS	33.13	05/15/2023
31609	BRACE BOOKS & MORE	STAFF DEVELOP - SUPPLIES	411.87	05/15/2023
31610	STAPLES ADVANTAGE	FINANCE SUPPLIES	719.28	05/15/2023
31611	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	142.75	05/15/2023
31612	FIRST NATIONAL BANK OF OMAHA	TANF TUITION	995.00	05/15/2023
31613	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	1,125.61	05/16/2023
31614	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	108.79	05/16/2023
31615	OSU FIRE SERVICE TRAINING	FIREFIGHTTER TRAINING - TUITION	475.00	05/16/2023
31616	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	113.98	05/16/2023
31617	POCKET NURSE	PN SUPPLIES	1,016.47	05/16/2023
31618	AMAZON CAPITAL SERVICES	FINANCIAL AID - SUPPLIES	12.98	05/16/2023
31619	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	144.78	05/16/2023
31620	STAPLES ADVANTAGE	TANF STATE STUDENT ASSISTANCE OTHER	133.47	05/16/2023
31621	COMPUTER SOLUTIONS UNLIMITED	COMPUTER SERVICE -- REPAIRS	1,965.00	05/17/2023
31622	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	129.29	05/17/2023



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 31522 to PO: 31788

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
31623	OKLAHOMA HOSA	BIOMED MEDICAL ASSISTING STAFF/STUDENT TRAVEL REGISTRATION	540.00	05/17/2023
31625	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	145.73	05/17/2023
31626	KRISTA SCAMMAHORN LLC	PROF SERVICES - IT&D INSTRUCTION	750.00	05/18/2023
31627	HIGHWAY 60 TIRE & SERVICE	VEHICLE MAINTENANCE REPAIR	269.95	05/18/2023
31628	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	509.80	05/18/2023
31629	YOU SCIENCE	RESALE SUPPLIES	140.00	05/19/2023
31630	FIRST NATIONAL BANK OF OMAHA	BIOMED MEDICAL ASSISTING STAFF/STUDENT TRAVEL LODGING	4,800.00	05/19/2023
31631	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	31.91	05/19/2023
31632	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	31.91	05/19/2023
31633	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	101.44	05/19/2023
31634	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	137.49	05/19/2023
31635	ATWOODS	TANF STUDENT ASSISTANCE OTHER	110.00	05/19/2023
31636	FRANCIS TUTTLE TECH CENTER	IT&D - PROF SERVICES	360.00	05/22/2023
31637	AUDIOMETRICS, INC	SAFETY - REPAIRS	3,205.00	05/22/2023
31638	CLUTCH SOLUTIONS	COMPUTER SERVICES -- SUPPLIES	1,904.00	05/22/2023
31639	ULTIMATE PEST MANAGEMENT LLC	BLDG MAINT - EXTERMINATION SERVICES	755.00	05/22/2023
31640	S&S STRIPING AND SEALCOATING	BUILDING MAINT. REPAIR	2,255.00	05/22/2023
31641	WAL-MART COMMUNITY CARD	TANF MEDICAL/DENTAL	142.87	05/23/2023
31642	AMAZON CAPITAL SERVICES	TANF STUDENT ASSISTANCE OTHER	2,301.74	05/23/2023
31643	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	138.35	05/23/2023
31644	TANF STUDENT ASSISTANCE	TANF DUES/FEES CERTIFICATES	50.00	05/23/2023



PIONEER TECHNOLOGY CENTER

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From PO: 31522 to PO: 31788

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
31645	BARGAIN BALLOONS USA	STUDENT SERVICES/COUNSELING - SUPPLIES	195.00	05/23/2023
31646	WAL-MART COMMUNITY CARD	TANF MEDICAL/DENTAL	143.36	05/23/2023
31647	CIMC-CCS	TANF STUDENT ASSISTANCE OTHER	1,420.00	05/23/2023
31648	WAL-MART COMMUNITY CARD	SUMMER CAMP - SUPPLIES	181.58	05/23/2023
31649	AMAZON CAPITAL SERVICES	ACADEMIC/ASSESSMENT - SUPPLIES	190.01	05/23/2023
31650	WAL-MART COMMUNITY CARD	TANF CONSUMABLE SUPPLY	14.86	05/23/2023
31651	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	50.00	05/23/2023
31652	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	50.00	05/23/2023
31653	AMAZON CAPITAL SERVICES	BUILDING MAINT. REPAIR	219.99	05/24/2023
31654	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	58.41	05/24/2023
31655	STAPLES ADVANTAGE	BIS COORD/BID ASST/CENTRAL - SUPPLIES	404.82	05/24/2023
31656	MERRIFIELD OFFICE PLUS	FINANCE SUPPLIES	128.94	05/24/2023
31657	STAPLES ADVANTAGE	PN SUPPLIES	131.55	05/25/2023
31658	STAPLES ADVANTAGE	MARKETING/SUPPLIES	52.53	05/26/2023
31659	WAL-MART COMMUNITY CARD	SUPPLIES SUMMER CAMP	68.73	05/30/2023
31660	HOBBY LOBBY	SUPPLIES SUMMER CAMP	53.75	05/30/2023
31661	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	143.83	05/30/2023
31662	AAMP - AMERICAN ASSOCIATION OF MEDICAL PERSONNEL	TANF STUDENT ASSISTANCE OTHER	125.00	05/30/2023
31663	UNITED COMMUNITY ACTION PROGRAM, INC	TANF STUDENT TRANSPORTATION ASSISTANCE	1,500.00	05/30/2023
31664	EARNHEART STATIONS	TANF STUDENT TRANSPORTATION ASSISTANCE	1,500.00	05/30/2023
31665	FIRST NATIONAL BANK OF OMAHA	TANF DUES/FEES	50.00	05/30/2023
31666	AMAZON CAPITAL SERVICES	CENTRAL SUPPLIES	373.48	05/30/2023
31667	AZTEC SOFTWARE, LLC	CONSUMABLE SUPPLIES FOR TANF	2,988.00	05/30/2023
31668	4 IMPRINT INC	MARKETING/ADVERTISING	1,257.04	05/31/2023
31669	STAPLES ADVANTAGE	MARKETING/SUPPLIES	61.03	05/31/2023

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PO #	Vendor Name	General Description	Amount	Date
31670	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	4.69	06/01/2023
31671	KRISTA SCAMMAHORN LLC	BIS SOLUTION - STAFF TRAVEL REGISTRATION	500.00	06/01/2023
31672	CLUTCH SOLUTIONS	COMPUTER SEVICES - SUPPLIES	1,092.00	06/01/2023
31673	AAMP - AMERICAN ASSOCIATION OF MEDICAL PERSONNEL	TANF STUDENT ASSISTANCE OTHER	125.00	06/01/2023
31674	CLUTCH SOLUTIONS	TANF DURABLE SUPPLY	1,680.00	06/01/2023
31675	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/01/2023
31676	FAMILY DISCOUNT PHARMACY	TANF MEDICAL/DENTAL	500.00	06/01/2023
31677	FIRST NATIONAL BANK OF OMAHA	TANF TUITION	75.00	06/01/2023
31678	FIRST NATIONAL BANK OF OMAHA	TANF TUITION	75.00	06/01/2023
31679	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - REPAIRS	2,219.55	06/01/2023
31680	BLACKWELL DENTISTRY	TANF MEDICAL/DENTAL	28.77	06/01/2023
31681	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	146.94	06/01/2023
31682	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	120.66	06/01/2023
31683	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	109.96	06/01/2023
31684	MED-VET INTERNATIONAL	PN SUPPLIES	169.70	06/01/2023
31685	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	55.00	06/01/2023
31686	POCKET NURSE	PN SUPPLIES	1,431.71	06/01/2023
31687	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	135.99	06/01/2023
31688	WAL-MART COMMUNITY CARD	PN SUPPLIES	40.71	06/01/2023
31689	STAPLES ADVANTAGE	LEADER DEVELOP - SUPPLIES	247.00	06/01/2023
31690	AMAZON CAPITAL SERVICES	CAREER DEVELOPMENT - SUPPLIES	1,030.00	06/01/2023
31691	STAPLES ADVANTAGE	STUDENT SERVICES - SUPPLIES	625.00	06/01/2023
31692	HOBBY LOBBY	STUDENT SERVICES/COUNSELING - SUPPLIES	50.00	06/01/2023
31693	A+ PRINTING	STUDENT SERVICES/COUNSELING - SUPPLIES	300.00	06/01/2023



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From PO: 31522 to PO: 31788

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
31694	THE GENERAL INSURANCE	TANF STUDENT ASSISTANCE OTHER	147.83	06/01/2023
31695	AMAZON CAPITAL SERVICES	TANF STUDENT ASSISTANCE OTHER	921.29	06/01/2023
31696	TANF STUDENT ASSISTANCE	TANF TUITION	145.00	06/02/2023
31697	TANF STUDENT ASSISTANCE	TANF TUITION	145.00	06/02/2023
31698	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31699	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31700	TANF STUDENT ASSISTANCE	TANF TUITION	145.00	06/02/2023
31701	TANF STUDENT ASSISTANCE	TANF TUITION	145.00	06/02/2023
31702	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31703	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31704	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31705	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31706	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31707	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31708	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31709	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31710	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31711	TANF STUDENT ASSISTANCE	TANF TUITION	145.00	06/02/2023
31712	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31713	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31714	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31715	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31716	TANF STUDENT ASSISTANCE	TANF TUITION	285.00	06/02/2023
31717	TANF STUDENT ASSISTANCE	TANF TUITION	285.00	06/02/2023
31718	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31719	TANF STUDENT ASSISTANCE	TANF TUITION	105.00	06/02/2023
31720	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31721	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31722	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31723	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023



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PO #	Vendor Name	General Description	Amount	Date
31724	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31725	TANF STUDENT ASSISTANCE	TANF TUTION	65.00	06/02/2023
31726	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31727	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31728	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31729	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31730	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31731	TANF STUDENT ASSISTANCE	TANF TUITION	65.00	06/02/2023
31732	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31733	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31734	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31735	TANF STUDENT ASSISTANCE	TANF TUTION	50.00	06/02/2023
31736	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31737	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31738	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31739	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31740	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31741	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31742	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31743	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31744	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31745	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31746	TANF STUDENT ASSISTANCE	TANT TUITION	50.00	06/02/2023
31747	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31748	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31749	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31750	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31751	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31752	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31753	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31754	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31755	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023



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From PO: 31522 to PO: 31788

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PO #	Vendor Name	General Description	Amount	Date
31756	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31757	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31758	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31759	TANF STUDENT ASSISTANCE	TANF TUITION	50.00	06/02/2023
31760	TANF STUDENT ASSISTANCE	TANF DUES/FEES/ CERTIFICATES	10.00	06/02/2023
31761	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	10.00	06/02/2023
31762	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	10.00	06/02/2023
31763	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	10.00	06/02/2023
31764	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	10.00	06/02/2023
31765	TANF STUDENT ASSISTANCE	TANF TUITION	285.00	06/02/2023
31780	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATES	19.00	06/02/2023
31781	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	300.00	06/02/2023
31782	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	500.00	06/02/2023
31783	HOBBY LOBBY	AT&D - RESALE SUPPLIES	500.00	06/02/2023
31784	AZTEC SOFTWARE, LLC	ABE TANF - BOOKS	1,186.27	06/02/2023
31785	OKLAHOMA ASSOCIATION FOR PUPIL TRANSPORTATION	BLDG MAINT - STAFF TRAVEL REGISTRATION	100.00	06/07/2023
31787	AMAZON CAPITAL SERVICES	BUILDING MAINT - REPAIRS	298.78	06/07/2023
31788	KRISTA SCAMMAHORN LLC	EXISTING INDUSTRY - PROF SERVICES	1,600.00	06/07/2023
<b>Current Encumbered</b>			<b>111,500.58</b>	



PIONEER TECHNOLOGY CENTER

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~~X~~ CHANGE ORDER REPORT  
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PO #	Vendor Name	General Description	Amount	Date
30003	PONCA CITY NEWS	BLANKET PO	-0.05	07/01/2022
30004	TONKAWA NEWS	BLANKET PO	-39.00	07/01/2022
30005	FAIRFAX CHIEF	BLANKET PO	-5.92	07/01/2022
30006	ADPC	BLANKET PO	-1,480.00	07/01/2022
30007	AF PLAN SERVE	BLANKET PO	-105.00	07/01/2022
30008	AMC URGENT CARE PLUS	BLANKET PO	-125.00	07/01/2022
30009	ARMSTRONG MCCALL	BLANKET PO	-24.14	07/01/2022
30010	AT&T	BLANKET PO	-793.79	07/01/2022
30011	AT&T LONG DISTANCE	BLANKET PO	-422.84	07/01/2022
30012	AT&T MOBILITY	BLANKET PO	-2,100.00	07/01/2022
30014	BEN E. KEITH FOODS-OKLAHOMA	BLANKET PO	3,380.00	07/01/2022
30015	BRANDTS ACE HARDWARE	BLANKET PO	-29.39	07/01/2022
30016	BRIDGEWAY INC.	BLANKET PO	-1,158.00	07/01/2022
30017	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	-1.21	07/01/2022
30018	BURMAX COMPANY, INC.	BLANKET PO	-7.13	07/01/2022
30019	CARYS SEPTIC LLC	BLANKET PO	-120.00	07/01/2022
30020	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	1,000.00	07/01/2022
30021	COMPLIANCE RESOURCE GROUP	BLANKET PO	-282.00	07/01/2022
30025	EVCO	BLANKET PO	750.00	07/01/2022
30026	FARHA WHOLESALE COMPANY INC	BLANKET PO	-506.73	07/01/2022
30027	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	-1,822.75	07/01/2022
30028	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	-1,634.97	07/01/2022
30029	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	-1,500.00	07/01/2022
30030	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	-1,366.77	07/01/2022
30032	GALAXIE BUSINESS EQUIPMENT INC	BLANKET PO	-2,026.58	07/01/2022
30033	GREAT AMERICAN FINANCIAL SERVICES	BLANKET PO	-4,584.77	07/01/2022
30034	HAT'S AUTO SUPPLY	BLANKET PO	300.00	07/01/2022
30037	MARIANNA, INC.	BLANKET PO	-80.20	07/01/2022
30039	NORTHERN SAFETY & INDUSTRIAL	BLANKET PO	1,000.00	07/01/2022
30041	ODCTE	BLANKET PO	100.00	07/01/2022
30045	O'REILLY AUTOMOTIVE INC	BLANKET PO	-0.79	07/01/2022



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From: 06 May 2023 to: 08 Jun 2023

PO #	Vendor Name	General Description	Amount	Date
30048	PDG+CREATIVE	BLANKET PO	-2,918.75	07/01/2022
30052	PUBLIC SURPLUS	BLANKET PO	-100.00	07/01/2022
30054	QUADIENT FINANCE USA, INC	BLANKET PO	-200.00	07/01/2022
30055	QUALITY WATER BY CULLIGAN	BLANKET PO	-290.00	07/01/2022
30056	REGISTERBLAST	BLANKET PO	-100.00	07/01/2022
30058	HEALTH AND SAFETY COUNCIL	BLANKET PO	2,000.00	07/01/2022
30059	SEOG - STUDENT AID	BLANKET PO	-4,920.00	07/01/2022
30060	STAPLES ADVANTAGE	BLANKET PO	-680.39	07/01/2022
30061	STATE BEAUTY SUPPLY-PONCA CITY	BLANKET PO	-75.10	07/01/2022
30062	STRATA LEADERSHIP LLC	BLANKET PO	-46.92	07/01/2022
30064	T-MOBILE	BLANKET PO	-600.00	07/01/2022
30065	TANF STUDENT ASSISTANCE	BLANKET PO	-4,836.48	07/01/2022
30066	TANKERSLEY	BLANKET PO	1,000.00	07/01/2022
30067	TRAVEL (STAFF)	BLANKET PO	-5,368.53	07/01/2022
30068	UNIVERSAL PREMIUM FLEET CARD	BLANKET PO	-3,649.86	07/01/2022
30071	WAL-MART COMMUNITY CARD	BLANKET PO	-300.00	07/01/2022
30081	BLACKWELL PUBLIC SCHOOLS	PROFESSIONAL SERVICES	-2,000.00	07/01/2022
30083	CASTLE BRANCH INC	PN RESALE SUPPLIES	-2,329.25	07/01/2022
30084	CRYSTAL CLEAN	WASTE REMOVAL AST/MTT	-371.43	07/01/2022
30106	KAY COUNTY ELECTION BOARD	ELECTION SERVICES	-10,000.00	07/01/2022
30111	LARRY MURPHY INSUR	INSURANCE POLICIES	-7,390.50	07/01/2022
30153	YORK ELECTRONIC SYSTEMS	BUILDING MAINT SUPPLIES	-120.00	07/01/2022
30154	FARONICS TECHNOLOGIES USA INC	COMPUTER SERVICES SUBSCRIPTION	-1,500.00	07/01/2022
30461	FIRST NATIONAL BANK OF OMAHA	SUPERINTENDENT TRAVEL - LODGING	-134.03	08/29/2022
30522	BEN E. KEITH FOODS-OKLAHOMA	CULINARY SERVICES EQUIPMENT	-2,801.00	09/08/2022
30671	SGC FOODSERVICE	BLANKET PO	416.87	10/13/2022
30828	EDUCATIONAL TESTING SERVICE	RESALE - SUPPLIES	-110.00	12/06/2022
30873	US BANK EQUIPMENT FINANCE	MAINT AGREEMENTS - COPIER LEASE	-2,000.00	12/14/2022
30874	RK BLACK INC	MAINTENANCE AGREEMENT - COPIER SERVICE	-4,588.60	12/14/2022



PIONEER TECHNOLOGY CENTER

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From: 06 May 2023 to: 08 Jun 2023

PO #	Vendor Name	General Description	Amount	Date
30893	PONCA CITY REC PLEX	BPOC INSTRUCT AND RESALE SUPPLIES	-598.50	01/03/2023
30935	MOTION INDUSTRIES INC.	MECHATRONICS - SUPPLIES	248.49	01/10/2023
30943	SHANGRI-LA RESORT	STAFF TRAVEL LODGING - ENTREPRENEURIAL SERVICES COORDINATOR	-294.00	01/11/2023
31092	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL - LODGING, MEALS, TRANSPORTATION	-492.85	02/08/2023
31125	AMAZON CAPITAL SERVICES	STUDENT SERVICES/COUNSELING - SUPPLIES	-1.45	02/15/2023
31184	CENTER FOR EARLY CHILDHOOD PROFESSIONAL DEVELOPMEN	TEACHER PREP- BOOKS	-180.00	03/03/2023
31212	HYATT REGENCY - TULSA	STAFF/STUDENT TRAVEL LODGING - SKILLS USA STATE	-426.00	03/09/2023
31215	HOLIDAY INN EXPRESS-EL RENO	PRECISION MACHINING STAFF/STUDNET TRAVEL - LODGING	8.00	03/09/2023
31235	FASTENERS PLUS	CONSTRUCTION TECH SUPPLIES	-272.52	03/14/2023
31244	AED SUPERSTORE	EMERGENCY SERVICES EQUIPMENT	-272.70	03/14/2023
31246	AMAZON CAPITAL SERVICES	EMERGENCY SERVICES EQUIPMENT	-192.01	03/14/2023
31257	APPLE INC	STUDENT SERVICES EQUIPMENT	-10.00	03/14/2023
31260	BRACE BOOKS & MORE	SUPPLIES - STAFF DEVELOP	-400.00	03/14/2023
31283	B&H PHOTO-VIDEO	SAFETY/AT&D/SYSTEMS EQUIPMENT	-1,422.57	03/21/2023
31305	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	13.75	03/23/2023
31325	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	-649.23	03/28/2023
31327	AMAZON CAPITAL SERVICES	CENTRAL SUPPLIES	-22.04	03/28/2023
31328	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	-6.91	03/29/2023
31347	CARYS SEPTIC LLC	BUILDING MAINT REPAIRS	-900.00	04/03/2023
31355	FIRST NATIONAL BANK OF OMAHA	DIRECTOR/ CULINARY STAFF/STUDENT TRAVEL - GROUND TRANSPORTATION/LUGGAGE/ STAFF MEALS	-1,537.01	04/05/2023
31377	LOWE'S HOME CENTER INC	BPOC SUPPLIES	-9.52	04/10/2023



PIONEER TECHNOLOGY CENTER

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From: 06 May 2023 to: 08 Jun 2023

PO #	Vendor Name	General Description	Amount	Date
31379	LOWE'S HOME CENTER INC	CONSTRUCTION SUPPLIES	-126.60	04/10/2023
31382	B&H PHOTO-VIDEO	VISUAL COMM SUPPLIES	-7.78	04/10/2023
31404	AMAZON CAPITAL SERVICES	CAREER DEVELOPMENT SUPPLIES	-6.99	04/12/2023
31407	FIRST NATIONAL BANK OF OMAHA	MARKETING/SUPPLIES	-36.00	04/12/2023
31412	WAL-MART COMMUNITY CARD	MARKETING/ADVERTISING	-140.50	04/13/2023
31414	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL - LODGING	-1,536.00	04/13/2023
31418	STAPLES ADVANTAGE	HCC2 - SUPPLIES	-0.30	04/13/2023
31419	LOWE'S HOME CENTER INC	TANF STUDENT ASSISTANCE OTHER	-18.00	04/13/2023
31420	STOLHAND-WELLS GROUP	BLDG MAINT - REPAIRS	-1,370.00	04/13/2023
31426	AAMP - AMERICAN ASSOCIATION OF MEDICAL PERSONNEL	TANF STUDENT ASSISTANCE OTHER	-45.00	04/18/2023
31427	AAMP - AMERICAN ASSOCIATION OF MEDICAL PERSONNEL	TANF STUDENT ASSISTANCE OTHER	-45.00	04/18/2023
31431	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	-32.50	04/18/2023
31436	STAPLES ADVANTAGE	ABE/TANF - CONSUMABLE SUPPLIES	-0.54	04/18/2023
31452	FIRST NATIONAL BANK OF OMAHA	TEACHER PREP BOOKS	-73.00	04/21/2023
31453	MARIANNA, INC.	RESALE COSMETOLOGY RESALE	-2,079.78	04/21/2023
31455	CENGAGE LEARNING	RESALE COSMETOLOGY BOOKS	39.63	04/21/2023
31461	HARTMAN PUBLISHING INC	HCC BOOKS	-351.95	04/21/2023
31463	STUKENT, INC	VISUAL COMMUNICATIONS BOOKS	-1,700.00	04/21/2023
31467	ELSEVIER	RESALE MEDICAL SERVICES BOOKS	-1,611.98	04/21/2023
31468	CENGAGE LEARNING	RESALE MEDICAL SERVICES BOOKS	-66.75	04/21/2023
31472	G & H BUSINESS SOLUTIONS	SAFETY - SUPPLIES	15.00	04/21/2023
31475	OATC SUPERINTENDENTS ACCT	STAFF TRAVEL-REGISTRATION	-200.00	04/24/2023
31483	GOODHEART-WILLCOX CO., IN	TEACHER PREP BOOKS	-703.91	04/24/2023
31487	FIRST NATIONAL BANK OF OMAHA	VISUAL COMMUNICATIONS - SUPPLIES	-47.82	04/24/2023
31490	TANGANYIKA WILDLIFE PARK	STUDENT AMBASSADOR TRAVEL REGISTRATIONS	-208.00	04/25/2023



PIONEER TECHNOLOGY CENTER

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

From: 06 May 2023 to: 08 Jun 2023

PO #	Vendor Name	General Description	Amount	Date
31493	STAPLES ADVANTAGE	EDUCATOR RISING - SUPPLIES	-4.98	04/25/2023
31503	AMAZON CAPITAL SERVICES	INSTRUCTIONAL DIRECTORS - SUPPLIES	-10.02	04/27/2023
31504	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	5.77	04/27/2023
31508	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	-0.30	04/28/2023
31514	WAL-MART COMMUNITY CARD	CAREER DEVELOPMENT - SUPPLIES	-38.60	04/28/2023
31517	STAPLES ADVANTAGE	DISABILITY/PLACEMENT - SUPPLIES	-2.92	05/01/2023
31518	WAL-MART COMMUNITY CARD	COSMETOLOGY SUPPLIES	-51.67	05/01/2023
31519	HUGHES LUMBER CO.	CONSTRUCTION SUPPLIES	-3,800.00	05/01/2023
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>-89,374.56</b>	
<b>REPORT TOTAL:</b>			<b>-89,374.56</b>	



PIONEER TECHNOLOGY CENTER

*Building*  
Encumbrance For Board Approval

From PO: 30104 to PO: 30110

BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
30104	S&S STRIPING AND SEALCOATING	PARKING LOT IMPROVEMENTS	2,600.00	05/08/2023
30105	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT - REPAIRS	437.18	05/09/2023
30106	KYLER CONSTRUCTION	BLDG MAINT - MAJOR REMODEL REPAIRS	22,700.00	05/16/2023
30107	ADAMS PLUMBING	BLDG MAINT - MAJOR REMODEL REPAIRS	9,000.00	05/17/2023
30108	STUEVER DIRTWORKS LLC	GROUNDS / PARKING - REPAIRS	4,370.00	05/19/2023
30109	STUEVER DIRTWORKS LLC	GROUNDS / PARKING - REPAIRS	1,275.00	05/30/2023
30110	PONCA CITY BROADBAND	BULIDING MAING MAJOR REMODEL/REPAIR	5,500.00	06/07/2023
		<b>Current Encumbered</b>	<b>45,882.18</b>	



PIONEER TECHNOLOGY CENTER

From: 06 May 2023 to: 08 Jun 2023

~~Encumbrance~~ For Board Approval  
CHANGE ORDER REPORT  
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
30001	OKLAHOMA NATURAL GAS COMPANY	BLANKET PO	-1,200.00	07/01/2022
30002	BLUEMARK ENERGY, LLC	BLANKET PO	-17,500.00	07/01/2022
30003	PONCA CITY UTILITY AUTHORITY	BLANKET PO	-1,000.00	07/01/2022
30004	WINTERROWD TALLEY ASSOCIATES	BLANKET PO	-3,000.00	07/01/2022
30102	AMAZON CAPITAL SERVICES	BUILDING MAINT - REPAIRS	-5.00	05/03/2023
BUILDING FUND TOTAL:			<b>-22,705.00</b>	
REPORT TOTAL:			<b>-22,705.00</b>	



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 70178 to PO: 70178

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70178	CRAMER, TESSA	PAYROLL ENCUMBRANCE	3,799.39	06/06/2023
		<b>Current Encumbered</b>	<b>3,799.39</b>	

# June 2023

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## Meetings and Activities

- **May**– 10 – Weld For Work; Senate Committee on Budget and Economic Development; After Board Meeting report to PTC staff;
- 11 – Area Superintendent meeting
- 12 – PTC Foundation Quarterly meeting; BBQ with BIS; Executive Team meeting – EOY Celebration Planning; Woodland Graduation
- 13 – Tonkawa Graduation
- 15 – P66 Career Event at PTC; CTE Superintendent Legislative Committee Zoom
- 17 – Special Olympics Send Off @ PTC; PTC Westward Expansion Meeting
- 18 – OMPA Breakfast @ PCCC; RCB Bank Community Advisory Board meeting; PTC Graduation
- 19 – Newkirk Graduation
- 22 – PTC Awards Ceremony; CTE Superintendent Legislative Committee Zoom
- 23 – PC Chamber Board meeting
- 24 – Kevin Brown – The Hero Effect Luncheon
- 25 – CTE Superintendent Zoom; Ian/Lindsay Freeman – Baby Shower; Business After Hours @ PCCC
- 26 – Business and Industry Breakfast – Transportation Sector; PTC EOY Celebration; PoHi Graduation
- 30 – PC Broadband Site Survey; May/June Birthday Luncheon
- 31 – PTC Summer Camp; Shelley Arrott Retirement Reception
- **June 1** – PTC Summer Camp; ODCTE Accreditation Advisory Committee
- 2 – PTC Summer Camp
- 5 – Admin Team meeting; Teen Truck Driver Training;
- 7 – 1 Million Cups; PC Public Safety Center Tour
- 8 – Director Retreat
- 9 – PTC Westward Expansion meeting

## Full-Time Programs

- PTC hosted our incoming 6<sup>th</sup>-7<sup>th</sup> grade summer camp. We had 125 attendees who participated in a rotation of programs, with two different tracks to select from.
- We have kicked off our Summer Academies with Criminal Justice and the Horsepower Academies. Throughout June and July, PTC will provide Culinary, Computer Animation, Welding, Firefighter, Babysitting, Engineering, E-Sports, Salon and Metalworks Academies. These events are for 8-10<sup>th</sup> grade students and will provide a more immersive experience for these exploration pathways.
- The Kaw Nation has expressed interest in donating a law enforcement vehicle to our Criminal Justice Program. This unit will have the standard equipment still intact, which will let our students experience more realistic simulation scenarios for the skills related to their training in arrests, traffic stops and traffic management.

## Business and Industry Services

- PTC BIS staff hosted the annual BBQ with BIS partner and client appreciation event. We had over XX attendees join us for some amazing food and fellowship.
- The teen truck driver training class kicked off their daily classes June 5. We have five young men and a young woman participating in the CDL-A program.

## Capital Planning

A few remaining punch list and warranty items are still remaining to complete. The contractors have returned to begin working on the HVAC revision in B131 and should have that wrapped up in the next couple of weeks. The flooring contractors only have left to revise some of the vinyl sheet flooring with bubbling but are waiting on one item to be relocated before returning to finish that work. The plumbers have returned to address a leak at the Cosmetology water tank as well investigate hot water circulation in that area. Kyler has been on campus to finish some final punch items and some parking lot crack chase and seal. They will be working with H&H to complete some curbing revision as well as bringing crew to finish conduit painting in Cosmetology. The plumber has returned to investigate a few concerns and will be back to address some drain line extensions and the hot water circulation in the production kitchen.

## Retirements/Resignations/Staff Changes

- We are working on setting up interviews for the Leadership Development Coordinator Position and Kitchen/Teaching Assistant for the CLP and Teacher Preparation. We are still collecting applicants to interview for the open evening Custodial/Maintenance.

## Upcoming Events

- June 12-15 – Culinary and Computer Animation Academies
- June 19-21 – CTE Superintendent June Planning Conference
- June 19-22 – Welding, Firefighter and Babysitting Academies
- June 26-29 – Engineering and E-Sports Academies
- June 23-July 3 – Traci Vacation
- July 10-13 – Salon and Metalworks Academies
- July 13 – Allison Christy Retirement Reception @ 2:00 pm

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

**Business & Industry Services & Safety**

- The BIS team conducted 156 one-on-ones/consults for a total of 175.25 counseling hours and 16 marketing visits.
- Ben Evans, Brook Lindsay, Dawn Brakey, and Janet Schwabe provided technical assistance to clients, saving approximately \$1,717,961.
- The BIS team also logged
  - 1,581 Safety Contact Hours
  - 528 AT&D/Open Enrollment Contact Hours
  - 1,030 Customized Contact Hours (Type 31)
- The revenue generated from our Safety training is \$11,840.
- Our BIS classes generated revenues of \$3,560.
- Our AT&D classes generated revenues of \$13,500.
- AT&D offered 8 on-campus classes, classes made - 3, classes canceled - 5, fulfilled registrations -30, enrollments in online classes - 1.
- Of the 8 on-campus classes starting this month – 3 offer certification.

CMA/CE	08
CMA	04
Early Care Unit 10	11
Total Students	23
- May is National Small Business Month and that determines when the team hosts their world-renowned BBQ with BIS event. We had over 120 customers and partners attend.
- Members of the BIS team assisted with third grade tours, PTC Graduation extravaganza, the Kevin Brown – Hero Effect event, PC Business After Hours, ribbon cuttings and the Special Olympics send off.
- The BIS Team had their May outreach lunch at Limbaugh's in Blackwell.
- The majority of Ben Evans' is related to business plan development and business structure (forming LLCs). He has been working with the Farm Bureau on judging submissions for the Activate Program.
- Ben also participated in the Small Business Development Center staff meeting, PC Chamber Business Council, PCDA's Business on the Balcony, Blackwell Chamber's night golf event, PC Chamber's Community Development Committee, and OkACTE's PACE Summit planning.
- Brook Lindsay's client work for the month was focused around rebranding, logo, website, social media, and individual training guidance.
- Brook facilitated the Kaufman Foundation's 1 Million Cups event (June 6 DMP Media) and participated in Ponca City Rotary, Standing Bear Foundation, Child Development Center Board, PC Main Street's Organization Committee, and AMBUCs Charity Angels meetings.
- The Safety team hosted an interactive booth at P66's OKIES safety celebration.
- Out of the 47 consults Dawn Brakey had this past month, over 25 were related to government contracting.

- Dawn attended the Newkirk Chamber Meeting, the state Main Street Banquet, DISC training, SE Procurement Conference in McAlester, Newkirk Main Street board and committee meetings, and Ponca City tourism.
- Janet has been working with clients on grant assistance, start-up assistance, OIEP check-ins, welcoming our newest incubator tenant, Central Therapy (Talk to Me Speech Therapy Services). She is key in the coordination of the B&I breakfast sector format.
- Janet also participated in the following: NERA board and activities, Oklahoma Department of Commerce industry updates, PC Chamber Education and Workforce committee, Business on the Balcony, DISC training, PCDA board meetings, PC Chamber Community Development, Mindful Leadership workshop, Oklahoma Business Incubator Association.
- Johnny Thornburgh coordinated training for the Turnpike Authority along with confined space training for D&P Tank and Tanker Safety for volunteer fire departments.
- Johnny also assisted with the Teen Truck Driver Training orientation, supported the safety training center. He attended the Fire Life & Safety Council, Business on the Balcony, CTIMS, UW Day of Giving, and Opportunity Center Board meetings.
- Jeff Lockett continues to do work with Wheatland Resource and Conservation, Fairfax Medical Facilities, and Oklahoma Association of Conservation Districts.
- Markesha Duggan participated in a radio interview on WBBZ.
- Sylvia Urioste spends a lot of time setting up and developing training programs for our tribal partners. This past month she also participated on the Tonkawa Chamber Board, PC Ambassadors committee and the North Central Oklahoma Latino Association.
- Molly and Gail attended the Teen Truck Driver Training orientation. Molly also attended the Basic Peace Officer Certification program graduation
- Molly was appointed by the governor and confirmed by the Senate as a trustee to the University Center Board.
- Molly graduated from ODCTE's TechCAP leadership program.
- Molly facilitated a Strengthsfinder Session for All State Insurance and another session for Pioneer Tech's new employees.
- Molly helped organize the end of the year team goals activity and the entire team participated in the day's activities.
- Molly took and passed the International Economic Development Council's Certified Economic Developer exam. There are currently about 1,200 active CECDs in the U.S.

On the horizon...

- 6/1-7/31 – Anatomy & Physiology Online
- 6/1-7/31 – Medical Terminology Online
- 6/1-7/27 – Phlebotomy
- 6/5-7/26 – Beginning Welding
- 6/5-27 & 7/3-26 – CNA-Long Term Care Nurse Aide
- 6/6-29 & 7/5-27 – Small Engine Repair

- 6/12-29 – Become a Bee Keeper
- 6/12-13 & 7/17-18 – Cloud-Based QuickBooks
- 6/13 – Cricut for Beginners
- 6/13-14 & 7/11-12 – CPR & First Aid/AED
- 6/15, 7/13 & 8/10 – First-Time Home Buyer
- 6/15 – Cool Summer Gatherings
- 6/19-28 – Warp & Weft Weaving
- 6/19-28 – Landscape Photography
- 6/22 - Lunch & Learn – Mental Health in the Workplace
- 6/26-30 & 7/17-28 – School Bus Driver
- 6/29 – Firework Food
- 6/30 – CMA Continuing Ed
- 7/10-19 – Learning Portrait Photography
- 7/11 – Chalk Pastels for Beginners
- 7/13 – Getting the most out of your DNA
- 7/25 – Fruit and Veggie Works
- 8/11 – CMA Continuing ED
- 8/14-25 – CMA-Certified Medication Aide

### **Communications & Marketing**

- Angie Ogden assisted the directors with gift tags for Teacher Appreciation Week.
- Terri Busch showed the Weld for Work competition on Facebook Live and posted information to Social Media. Angie Ogden took photos of participants.
- Terri Busch assisted with A/V for the P66 Pathways event for AM/PM students
- Terri Busch attended the Tri-State District Board of Administration meeting for the Wesleyan Church; via zoom.
- The C&M Team helped set-up in the conference center for the PTC Graduation.
- The C&M Team took photos during graduation, ran the A/V during the ceremony, and posted to social media.
- The C&M team assisted with the PTC Student Awards Assembly with photos and A/V.
- Terri Busch attended the Marland Estate Commission meeting.
- The C&M team assisted with table set-up for the Hero Effect. Placemats were made by Angie Ogden and we helped cut out table decor.
- Terri Busch assisted with POHI Baccalaureate held at Connect Church, 53 seniors in attendance.
- Terri Busch attended PO HI Graduation.
- Speak Now completed a video for PTC graduation, it is uploaded to the YouTube channel.
- The clean uniform website is being used by all staff to order recruitment shirts. This partnership is going well.
- Postcard was created for adult students in FTP and will drop in homes the first week in June.
- The C&M Team assisted with Summer Camp registration and crowd control. Pictures were placed on social media.
- Angie Ogden assisted directors/superintendent with end of year activity items. Terri Busch helped facilitate end of year strategic plan activity.

- Numerous press releases were sent during the month of May by Terri Busch.
- Several eblasts were sent in the month of May for BIS and AT&D.
- Angie Ogden helped make several flyers for BIS.
- Terri Busch created a reservation form to fill the cafeteria this summer.
- The C&M Team continues to help fill Summer Academies.

## **Instructional Directors / Full Time Programs**

### **Instructional Directors**

- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett celebrated our teachers with Teacher Appreciation breakfast, pop rocks, ice cream sandwiches, and Sonic drinks
- Dr. Ryan Burkett and Kahle Goff provided tours for Cowley College Upward Bound Students
- Kahle Goff and Dr. Ryan Burkett helped host the Weld 4 Work competition
- Dr. Ryan Burkett taught the Construction class during PTC's Summer Camp
- Kahle Goff and Dr. Ryan Burkett attended the P66 Pathways presentation
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett attended the Special Olympics send off celebration
- Dr. Ryan Burkett hosted the PTC Awards Program
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett helped set up and attended the Hero Effect event
- All PTC staff participated in PTC's Graduation Ceremony
- Kahle Goff participated in the Opportunity Center's Board Meeting
- Kahle Goff represented PTC during Blackwell Public Schools Graduation Ceremony
- Dr. Ryan Burkett and Kahle Goff participated in PTC's Business and Industry Breakfast focusing on the transportation industry

### **Practical Nursing**

- Michelle, Alisa, and Robbin met with the board of nursing to discuss the site survey results. The board was very complimentary of the instructors and the program. The board gave full approval to the program for five years.
- The March 23 cohort attended the OBN meeting on May 25<sup>th</sup>. The students enjoyed the meeting and learned that the purpose of the nursing board is to protect the public from unethical nursing practices. They witnessed hearings, and the students could ask the board members questions to understand the importance of the board proceedings.
- Two students from the March 22 class took the new NEXT Gen NCLEX and passed on the first try.
- The program has a current 100% NCLEX pass rate for the year.
- Ashley is training and getting ready for the start of the PN select program.
- The March 23 cohort is progressing through theory, and several are starting hospital clinical rotations this month.
- Greenbrier Village from Enid sent representatives to present during contract day about their facility.

## Health, BITE and Special Programs

### Medical Assisting

- MA Students finished up with certifications
- Shonda Garrison and Ashley Eddinger have started to move rooms
- Organizing/ moving furniture in PN Select classroom
- Last minute planning done for HOSA ILC in Dallas in June
- Completing check-out forms for MA
- Curriculum/Syllabus updates for PN Select

### Teacher Prep

- We always enjoy the 3rd grade tours!
- Dr Janet Davidson from Cowley came to assist with enrollment
- Completed certification testing and registered the certifications with the CECPD
- Completed the portfolios and work for our first High School CDA requirements. Students now apply for observation and assessment

### Children's Lab and Preschool

- Children's Lab had an End of the Year BBQ for all families 5/25 at Ponca Lake Park.
- Children's Lab had a field trip to Tanganyika 5/19, we had 22 family members join us for this field trip!
- Summer program began 5/30
- Maya Gentry designed the balloon arch for Graduation

### HCC1

- A large majority of the first year HCC students plan on returning to either medical services, PN Select or another PTC program.
- Shonda Garrison will be attending training for the new curriculum in July.
- Ashley Eddinger and Shonda Garrison have switched rooms. I am currently working on setting everything up for the new school year.

### HCC2

- Students finished the school year completing the HCCI Curriculum and finalizing certifications with testing! We are so proud of our 2 new veterinary assistants and our 2 students moving on to the Practical Nursing program here at Pioneer Tech!
- Instructors are working hard to establish new curriculum for the transition to Medical Services and PN Select from Health Careers. We have been working on Pacing Guides, Syllabus, Career Major Outlines, and other content for End of the Year Checkout.

### ABE/HSE

- 109 students enrolled in the ABE and TANF programs
- 3 new students enrolled
- 25 HiSET tests were passed
- 8 students earned a level gain
- 7 students earned their High School Equivalency Diploma
- Teachers and Coordinator attended virtual and face-to-face training:
  - SREB Coaching for Change Conference

### SHARE

- The last 5 students finished all their core classes with the SHARE program.
- We graduated 19 students this year.

- We already have 6 new prospects for next year.

#### New Beginning

- 14 students
- 7 students graduated from their full-time programs
- 1 student passed her Long-Term Nurse Aide test !! so excited for her
- Working on Resume's, applications and interview skills

#### BITE

- The BITE programs recently celebrated our students at the end of the year with classroom parties. We had many 22 Career Major Completers this school year.
- Pioneer Tech's Student of the Year, Ty Jansma, came from the Info Tech class.
- Zac Ladner and Troy Buller have wrapped up the year and are looking forward to welcoming kids back in the fall.

#### Biomed

- This has been a fun ending to an already fun year of biomed learning! This month my students were able to help with 3rd grade tours. They helped students make different microorganisms out of clay. They helped students make different microorganisms out of clay and view different organisms under the microscope.
- My first students were able to do a 'control the bleed' simulation lab. They learned how to stop an arterial bleed and apply a tourniquet. My second-year students got to try their hand at suturing! We also took a deeper look at how genetic engineering works by growing glowing bacteria!
- In anatomy and physiology, we dissected fetal pigs. This is always a student favorite because they actually get to see all the systems that we have in our bodies and how they all piece together to make such a fine tuned "machine".
- Finally, I am excited to announce that one of the biomed students will be competing this summer at the HOSA International Leadership Conference in Dental Science. We are going with the instructor for Medical assisting, Ashley Eddinger, and one of her post-secondary students who will also be competing. This event will be in Dallas, TX in June. We are all looking forward to the opportunity to compete and participate in this once in a lifetime event!!

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

##### Automotive

- 88% of both AM & PM classes passed at least 1 ASE certification
- 8 students passed all 10 ASE exams
- All 25 students passed HVAC 609 exam

##### Construction

- 10-month program
- Summer Camp helped 5<sup>th</sup> and 6<sup>th</sup> graders build toolboxes and/or bird houses

##### Cosmetology

- In the salon this school year from August to May our students completed 588 services on clients.
- All 2nd-year students have taken their state board written and practical exams. They have all passed their written exam and are awaiting their practical scores.
- On May 11th the cosmetology students face painted at Edwin Fairs May Fest.
- Six of the thirteen graduates have officially accepted jobs in salons.

##### Criminal Justice

- Students Continued to intern with the Ponca City Police Department and participate in Work Based Learning at the Kay County Detention Facility, Tonkawa Police Department and the 8th District Attorney's Office in Newkirk.
- Students participated in the Oklahoma National Guard Physical Fitness Challenge in Norman, Oklahoma.
- Students participated in the fork lift training.
- Students Participated in Drone Training sponsored by the Kay County Sheriff's Department.

#### Culinary Arts

- Professional development for Hospitabilities
- Planning advisory meeting
- Working on a summer internship at P66 for a student

#### Firefighter/EMT

- FF/EMT students finished out the school year with Wildland FF Training and Emergency Vehicle Driver Training
- All but one EMT student have received their National Registry Certification. Several are applying and testing for employment with area fire departments
- CPR was taught to the Criminal Justice students here at PTC, as well as for White Eagle Clinic Healthcare providers in May

#### Fleet & Facilities Management

- Updating curriculum for Service Careers
- Cleaning out the shop and moving to the new area
- Working with Ms. Rabb to develop contacts and lesson plans

#### Mechatronics

- Mr. Rector earned 4 Silver SACA certs, and 3 Gold. Hope to get the other 4 Gold this summer.
- Graduated every 2nd year kid, with the exception of one that came in late (and one that dropped due to medical)
- I have another SkillsUSA District Officer this year

#### Precision Machining

- Mr. Lesemann passed his NOCTI test
- Brycen Hester got hired on at K&C Manufacturing
- New CNC Lathe set up and running

#### Welding

- 4 students working at CME and one at Johnston Welding in Newkirk, one at MJ&H, one at Mertz, and another starting the Teen Truck Driver course
- I will be working this summer to figure out how best to start the dock project for the Parks and Rec department

### **Student Services**

#### Student Services

- It has been super busy in Student Services! Finished out the year with current students – they'll be missed, but we are looking forward to summer. All staff go home except Karen, Laura and I.
- Enrollment is ongoing for August, but we have a great start and high school students are placed.
- The team all helped with The Hero Effect – Kevin Brown
- Summer camp was a great success, led by Cortney, with over 120 6<sup>th</sup>/7<sup>th</sup> graders registered

- Thank you for all your support this year! Student Services appreciates each of you. - Lori  
Career Center

WorkKeys:

- The month of May saw 7 students obtain their WorkKeys certificates. Those students brought the total number of certificates earned during the 2022-2023 school year to 239 certificates. The Career Center was able to offer extra support to students who had obtained a WorkKeys certificate but were needing to obtain a higher-level certificate to meet the PN Select Program enrollment criteria.

Employability Skills:

- Completed mock interviews with industry professional for students
- Trained for WBL data collection

Career Development Facilitator

- Organized summer camp event
- Assisted with PTC graduation
- Adjusted 8th grade career development curriculum
- Organized Blackwell Middle School visit to PTC (Gateway to PTC)

Counselor

- Continued to meet with and support students/instructors with student grades
- Assisted with summer camp planning and event
- Assisted with graduation planning, set up and event
- Attended parent/student meetings
- Assisted with and attended HERO Effect event

Testing Specialist

- The Testing Center proctored 357 in the month of May, bringing our total to 4,113. We proctored end of year assessments for several programs: HCC1, HCC2, Medical Assisting, BioMedical Sciences, Culinary, Construction, Criminal Justice, Teacher Prep, Visual Communications, & IT.
- The testing center continues to serve the community by offering proctoring services to NOC students, along with individuals requiring testing through PSI, HiSet, PearsonVue, WorkKeys, and Health & Professional Certifications.

Disabilities Specialist/Job Placement Facilitator

- Hosted and attended IEP/504 meetings with sending schools.
- Provided read-aloud accommodations for students taking certification tests.
- Collected and recorded 4th quarter WBL data from Instructors.
- All WBL data entered into CTIMS with lots of help from Cortney, Lacey and Denise.
- Updated all IEP/504 files and paperwork.

**Plant/Facilities/Maintenance**

- Parking lot resurfacing project complete.
- Scheduled installation of the rain gutter to allow drainage of water off the new BIS parking lot into the ditch. Includes rip-rap.
- BIS irrigation system being installed, and will be completed this week.
- Jay Kirkendall to attend the OPTA conference June 11-14<sup>th</sup>, 2023.
- Acoustic panels for the conference room arrived and being scheduled for installation.
- C-hallway bathroom remodel project is underway, and Tile installation will begin on June 12<sup>th</sup>, 2023.

- Flex lab space in B-115 is under remodel construction with grinding the concrete, concrete repair, and painting. Expected to be completed before August 1<sup>st</sup>, 2023.
- Demo of the old playground equipment schedule next week, anticipating remodel of this area to start on June 19<sup>th</sup>, 2023.
- Installation scheduled this month for new plank flooring in early care playroom, C-102A & B classrooms.

# **Paperclips**

## **May 2023**



## **BUSINESS & INDUSTRY SERVICES (BIS) LEADERSHIP DEVELOPMENT COORDINATOR**

**Pioneer Technology Center, a leader in business and industry services, is looking for a Leadership Development Coordinator!**

Are you someone who is motivated by planning, organizing and implementing training programs to promote leadership development and professional growth in others? To be successful in this position, you must be results focused, flexible, and detail and action oriented. This position is designed for a unique person who has excellent skills in the following areas:

- Leadership
- Business acumen
- Relationship building
- Problem solving
- Project management
- Communication
- Teamwork and collaboration
- Presentations and consulting
- Computer software, digital media, and technology

Three years minimum of successful experience in related training and/or business and industry. Experience in leadership and/or management required. Bachelor's degree preferred. You must have the ability to work with a team that values excellence, service, innovation and cooperation. If this is you, and you can prove it, you could be a great fit for our team.

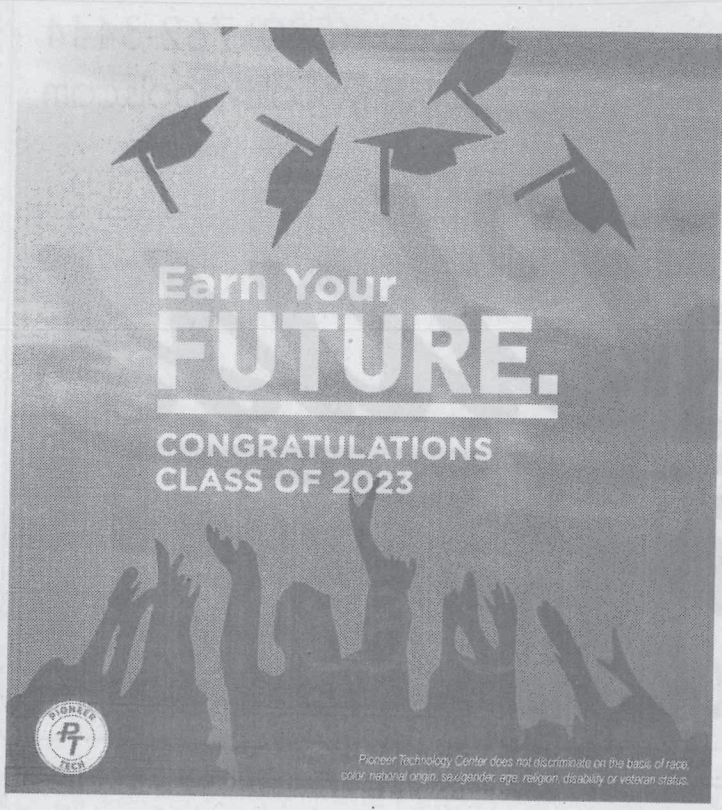
PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on talent and fit. Apply only if you meet our performance and abilities guidelines. It is recommended to request a full Performance Profile for this position. Find our application information at [www.pioneertech.edu](http://www.pioneertech.edu).

Salary is commensurate with experience and qualifications.

Open until a suitable applicant is found.

Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

• Oklahoma State Bureau of Investigation records check required upon employment.





## GRADUATES CELEBRATE SUCCESS IN SHARE PROGRAM

Pioneer Technology Center's (PTC) SHARE program recently recognized 18 graduates for the 2022 - 2023 school year. SHARE stands for Sharing Hope and Redefining Education. The SHARE program opens doors to new futures for participating students. This unique program combines the academic with specific career and technology training.

Graduates pictured in back row left to right Jacob Lawson, Ponca City; Ty Ryan, Ponca City; Damien Gardipee, Ponca City; and Trinity Parcell, Ponca City; Cutler Beville, Ponca City; and Lane Fairless, Tonkawa. Middle row left to right Gavin Furnas, Ponca City; Shelby Garrison, Tonkawa; Liv Hurst, Blackwell; Jori Thompson, Ponca City; Ethan Qualls, Ponca City; and Hunter Alley, Ponca City. Front row left to right Adica Lacy, Ponca City; Ariana Penseneau, Ponca City; Lorena Summers, Ponca City; Cassius Stout, Ponca City; Alondra Garcia, Ponca City; and Garrett Downs, Ponca City.

For more information on Pioneer Technology Center's SHARE program, call 580-718-4281 or visit [pioneerotech.edu](http://pioneerotech.edu).

# Thursday

May 25, 2023

Vol. 130 - No. 167  
poncacitynews.com

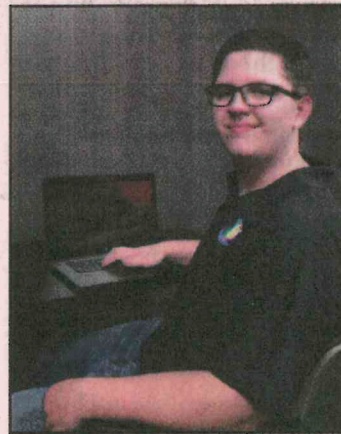
## Jansma Selected as PTC Student of the Year

Ty Jansma was selected as the Pioneer Technology Center (PTC) Student of the Year. Pioneer Tech chooses a student of the year from the list of students recognized as a student of the month through the current school year. It was difficult for the administration to choose a winner this year due to the numerous qualified candidates.

According to Jansma's instructor, he is always caught up on his work and takes on extra projects on a regular basis. His classmates enjoy his sense of humor and say he is a pleasure to be around.

Jansma volunteers at NERA and assisted in setting up a new computer system. He placed 4th in Financial Math for BPA in 2022, earned 2nd place in Computer Security at the BPA State Conference, and represented Pioneer Tech at Nationals in Anaheim, CA.

He attends college at NOC through concurrent enrollment and plans to enroll at Cowley College next year as he has earned 32 college hours that transfer from PTC. Jansma will then attend OSU IT after completing his associate's degree.



He is a member of the CyberPatriot team that advanced to the semi-finals as well as a member of the Oklahoma Cup (Oklahoma's CyberPatriot).

Jansma was honored as PTC's March 2023 Student of the Month. Additionally, he has earned NTHS recognition for two consecutive years and was listed as one of the top 20 in PO-HI's 2023 graduating class.

For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website [www.pioneeritech.edu](http://www.pioneeritech.edu).



### *National Technical Honor Society members*

Pioneer Tech recognized the National Technical Honor Society members for the 2022 – 2023 school year. NTHS inductees received a certificate and their cords for graduation. First row left to right, James Swenson, Ponca City; Madison Layman, Ponca City; Lexie Reilly, Medford; and Taylor Bedore, Newkirk. Second row left to right, Maggie Hodgson, Shidler; Trista Stormer, Blackwell; Neheava Woolsey-Oldham, Tonkawa; and Joshua Douglas, Ponca City. Third row left to right, Braden Paker, Tonkawa; Jase Caughlin, Ponca City; Nathaly Duarte, Blackwell; Jared Ball, Ponca City; and Bryce Klinger, Ponca City. Fourth row left to right Madalynn Jernigan, Ponca City; Daniel Jimenez-Garcia, Ponca City; Jakob Harrison, Blackwell; and Ty Jansma, Ponca City. Not pictured but also honored was Kramer Britton. For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website [www.pioneertech.edu](http://www.pioneertech.edu).



### *2022 - 2023 Guaranteed Graduates*

In a ceremony last week, Pioneer Tech recognized the 2022 - 2023 Guaranteed Graduates. The initiative was created eight years ago. "The Guaranteed Graduate Initiative is a tool created to benefit industry partners. The high achievement expected from these students means quality employees in the workplace, which ultimately results in successful companies for our district," said Traci Thorpe, Superintendent/CEO. Area employers can feel confident in hiring Pioneer Tech graduates who qualify for the guarantee. The rigorous screening process includes outstanding attendance, an excellent grade point average, completion of their training program, and achievement of an industry licensed credential or certification. Pioneer Tech stands by the graduates and as part of the guarantee will retrain skills if employers are not pleased with the graduates' job performance. Pictured in the first row left to right, Hunter Ailey, Ponca City; Alondra Garcia, Ponca City; Kalley Horn, Ponca City; and Karlie Irwin, Ponca City. Second row, Jason Chen, Ponca City; Trysta Adkins, Fairfax; Trista Stormer, Blackwell; and Brenton Bliss, Newkirk. Third row, Nolan Cadek, Blackwell; Dierks South, Shidler; Nathaly Duarte, Blackwell, and Axel Paige, Blackwell. Fourth row, Madalynn Jernigan, Ponca City; Ryan Shelton, Medford; Joeseth Lake, Ponca City; and Ty Jansma, Ponca City. Not pictured but recognized were Karissa Abello, Noah Abello, Abbigail Corbin, Jillian Crossland, Tyler Gilbert, Aaron Gray, Kaleese Hardy, Andrew Murray, and Andon Woodvine. For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website [www.pioneertech.edu](http://www.pioneertech.edu).



### *Pioneer Technology Center's Basic Peace Officer Certification*

(BPOC) class celebrated their graduation with a ceremony and reception last week. They are pictured front row left to right, Brandon Schuster, Kay County Sheriff's Office; Danny Chouteau, Otoe-Missouri Police Department.; Jerry Burtner, Kay County Sheriff's Office. Back row left to right Treyton Keeling, Payne County Sheriff's Office; Treston Suppes, Kay County Detention Center; and Colt Tucker, Kay County Detention Center. BPOC hands-on training provides realistic training scenarios from highly qualified instructors. Students are held to the highest standard and evaluated on their ability to demonstrate their competency and ability for all aspects of the program. Enrollment is open for the July class. Applications are due by June 15th, contact Tucker Hodgson, BPOC Coordinator, for more information at 580-762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu).

Blackwell

Page 2B

May 17, 2023

Earn Your  
**FUTURE.**

**CONGRATULATIONS  
CLASS OF 2023**



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

## PTC Honor Society Students



Last week Pioneer Technology Center recognized the National Technical Honor Society members for the 2022-23 school year. NTHS inductees received a certificate and their cords for graduation. **FRONT ROW, FROM LEFT:** James Swenson, Ponca City; Madison Layman, Ponca City; Lexie Reilly, Medford; and Taylor Bedore, Newkirk. **SECOND ROW:** Maggie Hodgson, Shidler; Trista Stormer, Blackwell; Neheava Woolsey-Oldham, Tonkawa; and Joshua Douglas, Ponca City. **THIRD ROW:** Braden Paker, Tonkawa; Jase Caughlin, Ponca City; Nathaly Duarte, Blackwell; Jared Ball, Ponca City; and Bryce Klinger, Ponca City. **FOURTH ROW:** Madalynn Jernigan, Ponca City; Daniel Jimenez-Garcia, Ponca City; Jakob Harrison, Blackwell; and Ty Jansma, Ponca City. Not pictured but also honored was Kramer Britton. For more information about PTC's programs and services, call (580) 762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu). (Courtesy photo)



**KITCHEN/TEACHING ASSISTANT,  
CHILDREN'S LAB & PRESCHOOL/  
TEACHER PREP**

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for Kitchen/Teaching Assistant, Children's Lab and Preschool/Teacher Prep

Are you someone who is moved by developing and maintaining a cost-effective food budget and purchase food products as well as provide support and direction to children of all ages? To be successful in this job you must be a caregiver, includer, facilitator and a peacemaker. You must also have a High School Diploma or High School Equivalency (HSE) and have or be willing to obtain a ELCCT certification and a Food Handler's card. Additionally, you must have 2+ years of related experience and/or training, a clear criminal background check, and the ability to build relationships and relate to children. An Associate's Degree is preferred, but not required.

PTC 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.

Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

Salary is commensurate with experience and qualifications. Oklahoma State Bureau of Investigation records check required upon employment.

A complete job description, list of qualifications, and application can be found at [www.pioneertech.edu/about/employment](http://www.pioneertech.edu/about/employment)



PIONEER TECHNOLOGY Center (PTC)'s Business & Industry Services (BIS) held their "Barbecue with BIS" event on Friday, May 12 from 11 am to 12 pm. This event is a way of thanking all those who support PTC. (Photos by Calley Lamar)

# Earn Your **FUTURE.**

CONGRATULATIONS  
CLASS OF 2023



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

# Earn Your **FUTURE.**

CONGRATULATIONS  
CLASS OF 2023



Pioneer Technology Center does not discriminate on the basis of race

# Earn Your **FUTURE.**

CONGRATULATIONS  
CLASS OF 2023



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

## PTAC honors National Technical Honor Society members

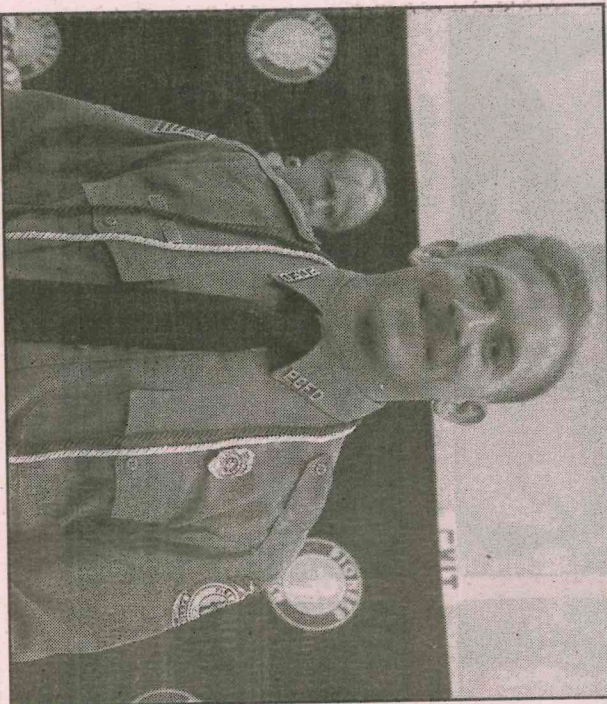


Courtesy Photo

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AMONG THE students inducted into the National Technical Honor Society Tuesday evening at Pioneer Technology Center was Jared Ball. Jared was hired at Ponca City Fire Department after a career of military service. After several months working on the ambulance and with the citizens of Ponca City, Ball chose to further his level of training to better serve the community by attending paramedic school. The induction of Jared into the NTHS has proven he has gone above and beyond during his training and course work, maintaining a high GPA throughout the entirety of the course. Photo provided.

# Saturday

May 6, 2023

Vol. 130 - No. 154  
poncacitynews.com



## Education and Workforce meeting held on May 4

By CALLEY LAMAR  
calley@poncacitynews.com

The Ponca City Chamber of Commerce Education and Workforce Committee held their regular monthly meeting on Thursday, May 4 at 4 pm. This is the final meeting for this committee before the summer break.

Kelly Cross called the meeting to order.

Chamber members were reminded to consider becoming a sponsor for this year's Party at the Palace/Chamber Auction. Unlike other Chambers, the Ponca City Chamber of Commerce only has one fundraiser every other year, with other years focused on membership.

Committee members then provided their updates. Ponca City Public Schools (PCPS) Superintendent, Shelley Arrott, provided an update.

There is tension at the capitol over a tax-credit and school funding plan passed as a bill. The Senate came up with their own plan that differed from the House's mostly with regard to funding. Governor Kevin Stitt has sided with the House of Representative's plan and vetoed 20 Senate bills on Thursday, April 27. The Senate retaliated by not approving two members of the governor's executive cabinet. Thus far, there has been no compromise on the education plan.

PCPS is recognizing their top 20 students, 10 valedictorians and 10 salutatorians.

The Class of 1962 donated \$10,000, \$5000 to a girl and \$5000 to a boy, as a part of the scholarship celebrations.

The awards banquet, and the Senior Meeting Assembly will be on Wednesday, May 17.

March the Halls will be on different days as both First Lutheran and McCord both get out of school earlier than PCPS.

Baccalaureate will be on Thursday, May 25.

Graduation will be on Friday, May 26.

PCPS is still in need of teachers, and the Board has voted for PCPS to have emergency certified teachers with a degree, as well as adjunct teachers with a high school degree and an expertise in their area. This does not apply to Special Education teachers which must be standardly certified.

Janet Schwabe with Pioneer Technology Center (PTC) provided an update.

Basic Peace Officer graduation was held on Thursday, May 4.

PTC hosted third grade career fair day on May 4 and 5.

A panel of presenters from Philips 66 will be speaking to students about career pathways on Monday, May 15.

PTC will hold their first combined graduation due to the Conference Center space on Thursday, May 18 with 160 graduates.

Summer camps and academies are open for registration and will start on May 31.

Barbecue with BIS will be held on Friday, May 12 from 11 am to 1 pm. The event offers free food until it is gone.

Mindful Leadership will be on Tuesday, May 23 from 10 am to 12 pm.

The Hero Effect with speaker Kevin Brown will be on Wednesday, May 24.

PTC will be hosting a lunch and learn on Wednesday, May 31 from 12 pm to 1 pm on mental health in the workplace.

Rachel Kirk with Northern Oklahoma College (NOC) provided an update.

NOC held its graduations on Saturday, May 6.

A ceremony will be held to honor the livestock judging team, who were awarded the Junior College Livestock Judging Team of the Year award. Livestock judging coach, Jennifer Bedwell, won Coach of the Year and is the first woman to do so in the nation.

Enrollment is up at NOC with double the numbers of what they had last year.

University Center (UC) CEO, Robyn Armstrong, provided an update.

Enrollment is currently up from last year.

UC has wrapped up their After School LEGO program last week.

There were 35 Northern graduates and 22 Northwestern graduates this semester at the UC.

Kelly Cross then provided the Chamber update.

Shelley Arrott, Tiffany Hermann and Kelly Cross are currently attending the MAKO Conference in Branson, Missouri from May 1 to May 3. This conference is a meeting between chambers in Missouri, Arkansas, Kansas, and Oklahoma for the opportunity to network and share ideas.

(See EDUCATION, Page 9A)

# PIONEER TECH

ADULT TRAINING & DEVELOPMENT  
SUMMER 2023



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

[pioneertech.edu/classes](http://pioneertech.edu/classes)

### Automotive and Bus Driver Training

#### School Bus Training

6/26-6/30 M-F 8 am - 5 pm \$399  
*On-line curriculum and permit must be completed by 6/19*

7/17-7/28 M-F 5-9 pm \$399  
*On-line curriculum and permit must be completed by 7/10*

#### Class B CDL

6/12-6/26 M-F 7 am - 4 pm \$1,580  
Must have Class B CDL permit prior to start date of class. To enroll contact Gail at 580-718-4222 - test date 6/26

8/7-8/18 M-F 7 am - 4 pm \$1,580  
Must have Class B CDL permit prior to start date of class. To enroll contact Gail at 580-718-4222 - test date 8/21

*On-line curriculum and permit must be completed before enrollment*

#### Small Engine Repair

6/6-6/29 T/Th 6-9 pm \$109  
7/5-7/27 W/Th 6-9 pm \$109

Please bring safety glasses and gloves.

### Computers & Technology

#### Cloud-Based QuickBooks

6/12-6/13 M/T 9 am-1 pm \$155  
7/17-7/18 M/T 9 am-1 pm \$155

Learn 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.

#### Landscape Photography - NEW!

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Learn specifics and composition techniques to achieving your best landscape photos.

#### Learning Portrait Photography - NEW!

7/10-7/19 M/W 6-9 pm \$115  
Amateur photographers welcome! Gain more confidence and knowledge photographing people.

### Culinary Arts

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Grill boneless vs. bone-in chicken, with roasted potatoes, asparagus with a dusting of Parmesan.

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Dress a box cake to impress! Learn simple tricks for a beginner baker and make a box mix the most indulgent, delicious cake!

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Enjoy a fresh chicken salad with a deviled egg twist served on King Hawaiian rolls, with pepperoni pasta salad and layered Oreo pudding dessert.

#### Baked Breads with Miracle Enninga - NEW CLASS!

6/21 W 5-8 pm \$35  
This class provides a beginner's recipe to a versatile quick rise bread. Pair it with any seasonal spices and menu.

### Health, Medical & Wellness

#### CMA -Advanced Blood Glucose

5/31-6/2 W-Th-F 8:00 am- 4:00 pm \$145

#### CMA - Certified Medication Aide

8/14-8/25 M-F 8:30 am -4:30 pm \$435

*Cost does not include test fee.*

#### CMA Continuing Ed

6/30 F 8 am - 4:30 pm \$45  
8/11 F 8 am - 4:30 pm \$45

#### CNA-Long Term Care Nurse Aide

6/5-6/27 M-F 8:30 am-2:30 pm \$555  
7/3-7/26 M-F 8:30 am -2:30 pm \$555

No Class 7/4/2023

*Cost does not include testing fees, OSBI check or TB test.*

#### CPR-/First Aid/AED

6/13-6/14 T/W 6-9 pm \$65  
7/1-7/12 T/W 6-9 pm \$65

American Heart Association, For non health care providers

#### Phlebotomy

6/1-7/27 T/Th 6-9 pm \$285  
No Class 7/4

#### MAT Full Course

For times & Dates call 580-718-4296

#### MAT Update

For times & Dates call 580-718-4296

#### Medical Terminology

Online Call if taking for LPN placement! \$65

### Industry Trades

#### Industrial Maintenance

Please all for more information

#### Beginning Welding

6/5-7/31 M/W 6-9 pm \$415

#### Advanced Welding

6/6-7/27 T/Th 6-9 pm \$415

No Class 7/4

#### Industrial Tech. Career Training

Call for details 6-9 pm varies

#### Electrical Contractor CE Renewal

[anytimecertification.com](http://anytimecertification.com)

### Security Guard

#### Private Security: Phases 1 & 2 (Security Guard)

6/5-7/24 M/W 5-8 pm \$215

*Cost does not include test fees.*

#### Private Security: Phase 3 (Security Guard)

CALL FOR DATE/TIME

### Special Interest

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SUMMER 2023



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Getting the Most out of your DNA Test

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This class provides a beginner's recipe to a versatile quick rise bread. Pair it with any seasonal spices and menu.

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Grill the best Buffalo Chicken wings and hot links, make

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**MAT Full Course**  
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7/13 Th 6-9 pm \$25  
Solve your secrets questions by using DNA strategies that

# PIONEER TECH

ADULT TRAINING & DEVELOPMENT  
SUMMER 2023



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

[pioneertech.edu/classes](http://pioneertech.edu/classes)

### Automotive and Bus Driver Training

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6/26-6/30 M-F 8 am - 5 pm \$399  
*On-line curriculum and permit must be completed by 6/19*

7/17-7/28 M-F 5-9 pm \$399  
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**Class B CDL**  
6/12-6/26 M-F 7 am - 4 pm \$1,580  
Must have Class B CDL permit prior to start date of class. To enroll contact Gail at 580-718-4222 - test date 6/26

8/7-8/18 M-F 7 am - 4 pm \$1,580  
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*On-line curriculum and permit must be completed before enrollment*

**Small Engine Repair**  
6/6-6/29 T/Th 6-9 pm \$109  
7/5-7/27 W/Th 6-9 pm \$109  
Please bring safety glasses and gloves.

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Flavorful Food with Aletha Kearney -

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Getting the Most out of your DNA Test Results - NEW CLASS!

# ←← SUMMER ACTIVITIES GUIDE 2023 →→



## Pioneer Tech Summer Academies

Pioneer Technology Center, 2101 N Ash St., Ponca City, OK 74601  
Enroll at [www.pioneertech.edu/summer-academies](http://www.pioneertech.edu/summer-academies) or call 762-8336

### Criminal Justice Academy

**Dates:** June 5-8  
**Time:** 8-11 a.m.  
**Grades:** Students going into 8th-10th Grade  
Solve issues and learn about police operations. Deadline for enrollment is May 31. Late applications not accepted; class limited to 10 students per class and 2 academies per participant. Depending on demand, afternoon session may be offered.

### Horsepower Academy

**Dates:** June 5-8  
**Time:** 8-11 a.m.  
**Grades:** Students going into 8th-10th Grade  
Learn the ins and outs of how a vehicle actually works. Deadline for enrollment is May 31. Late applications not accepted; class limited to 10 students per class and 2 academies per participant. Depending on demand, afternoon session may be offered.

### Culinary Academy

**Dates:** June 12-15

**Time:** 8-11 a.m.  
**Grades:** Students going into 8th-10th Grade  
Learn skills to create yummy treats. Deadline for enrollment is June 7. Late applications not accepted; class limited to 10 students per class and 2 academies per participant. Depending on demand, afternoon session may be offered.

### Computer Animation Academy

**Dates:** June 12-15  
**Time:** 8-11 a.m.  
**Grades:** Students going into 8th-10th Grade  
Experience digital art through graphic design and computer animation. Deadline for enrollment is June 7. Late applications not accepted; class limited to 10 students per class and 2 academies per participant. Depending on demand, afternoon session may be offered.

### Welding Academy

**Dates:** June 19-22  
**Time:** 8-11 a.m.  
**Grades:** Students going into 8th-10th Grade  
Learn the basics of an oxy fuel cutting torch, plasma torch and GMAW/MIG process. Deadline for enrollment is June 14. Late applications not accepted; class limited to 10 students per class and 2 academies per participant. Depending on demand,

afternoon session may be offered.

### Firefighting Academy

**Dates:** June 19-22  
**Time:** 8-11 a.m.  
**Grades:** Students going into 8th-10th Grade  
Discover basic firefighting skills. Deadline for enrollment is June 14. Late applications not accepted; class limited to 10 students per class and 2 academies per participant. Depending on demand, afternoon session may be offered.

### Babysitting Academy

**Dates:** June 19-22  
**Time:** 8-11 a.m.  
**Grades:** Students going into 8th-10th Grade  
Develop the skills needed to safely supervise and manage children. Deadline for enrollment is June 14. Late applications not accepted; class limited to 10 students per class and 2 academies per participant. Depending on demand, afternoon session may be offered.

### Engineering Academy

**Dates:** June 26-29  
**Time:** 8-11 a.m.  
**Grades:** Students going into 8th-10th Grade

Explore engineering concepts and use SolidWorks to print your designs on a 3D printer. Deadline for enrollment is June 21. Late applications not accepted; class limited to 10 students per class and 2 academies per participant. Depending on demand, afternoon session may be offered.

### Esports Academy

**Dates:** June 26-29  
**Time:** 1-4 p.m.  
**Grades:** Students going into 8th-10th Grade  
Build and play on the perfect PC for Esports competitions. Deadline for enrollment is June 21. Late applications not accepted; class limited to 10 students per class and 2 academies per participant.


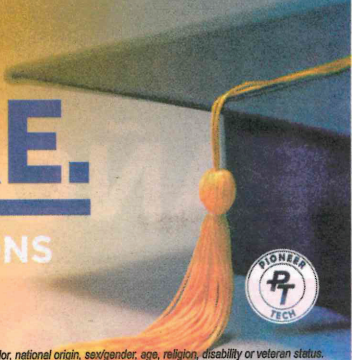
### Salon Academy

**Dates:** July 10-13  
**Time:** 8-11 a.m.  
**Grades:** Students going into 8th-10th Grade  
Practice the fine arts of nail polishing, hair styling, skin care and makeup. Enroll at [pioneertech.edu/summer-academies](http://pioneertech.edu/summer-academies) or call 762-8336. Deadline for enrollment is July 5. Late applications not accepted; class limited to 10 students per class and 2 academies per participant. Depending on demand, afternoon session may be



Earn Your  
**FUTURE.**

CONGRATULATIONS  
CLASS OF 2023



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



# PIONEER TECH

ADULT TRAINING  
& DEVELOPMENT

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SUMMER 2023



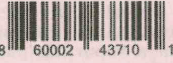
Pioneer Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status.

SUMMER ENROLLMENT BEGINS MAY 1 | [pioneertech.edu/classes](https://pioneertech.edu/classes)

# Thursday

May 4, 2023

Vol. 130 - No. 152  
poncacitynews.com



## 1 Million Cups hosts Grand Mental Health

By CALLEY LAMAR  
calley@poncacitynews.com  
1 Million Cups held their regular monthly presentation at Pioneer Technology Center (PTC) to listen to speakers share information about their business on Wednesday, May 3. 1 Million Cups was founded as a way to bring entrepreneurs in front of their communities with other entrepreneurs to share their stories.

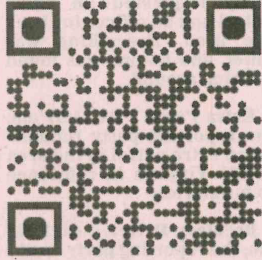
This month, representatives from Grand Mental Health, Operation Director Samantha Goodno and Clinical Director Jacque Blackwell, were present to speak with the group.

Grand Mental Health exists within 12 different counties across Oklahoma with multiple clinics. Here in Kay County, there exists two clinics, one in Ponca City and another in Blackwell.

When they first opened in Ponca City in 2017, Grand Mental Health had two employees serving eight clients. Since then, the company has grown to having over 160 employees and serve 1500 residents. At present, they have 32 therapists with at least two people under them. Clients are roughly an even split between child and adults.

Grand Mental Health also has two therapists that are Spanish speaking, and other Spanish speaking team members.

"We're growing constantly. We have about 1500 clients currently in Kay County," said Samantha Goodno. "About a year and a half ago, we had three BHCs (Behavioral Health Coaches, those are the ones in schools.



THIS QR code can be scanned to see a list of services offered by Grand Mental Health.

Today, we have 12 BHCs. So very quickly, we've got these people placed in schools to help out our teachers and principals so they can truly teach and do what they need to do. And not be pulled away for deescalation."

Last year, they moved into their new location at 407 W. South Ave. which includes the adult program, children program, and medical services. They also have a building in Blackwell located at 1313 W. Ferguson Avenue.

Grand Mental Health has about 130 new clients come in monthly. An appointment is not need, as walk-ins are accepted from 8 am to 5 pm, Monday through Friday. On Tuesdays, Grand Mental Health is open till 7 pm.

"Mental health services here in Kay County are so important. The Health Department recently came out with a survey, and the survey results had said that mental health is the number one need in Kay County," said Jacque Blackwell. "And that includes substance

(See 1 MILLION, Page 2)



REPRESENTATIVES FROM Grand Mental Health were present to speak at 1 Million Cups on Wednesday, May 3. Pictured from left to right: Samantha Goodno, Brook Lindsay with Pioneer Tech BIS, and Jacque Blackwell. (Photo by Calley Lamar)

# Wednesday

May 3, 2023

Vol. 130 - No. 151  
poncacitynews.com



Jason Bock and Delaney Colquhoun are the Pioneer Technology Center (PTC) April Students of the Month. Jason Bock is a senior at PO-HI enrolled in the Mechatronics program. His instructor praises his hard work and dedication to the class. He completes his work on time and is an inspiration to fellow classmates. Delaney Colquhoun is a Newkirk junior and participates in the Visual Communication program. Her instructor commends her strong work ethic and helpfulness to other students. She also takes math and accounting classes at PTC, but maintains the pace of her program classes well. Students of the month are given a Pioneer Tech refill cup and a certificate of achievement. Students can fill up their 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](http://www.pioneertech.edu).

## Speaker Kevin Brown presents “The HERO Effect” at Pioneer Technology Center

By CALLEY LAMAR  
calley@poncacitynews.com

Pioneer Technology Center (PTC) hosted motivational speaker and author, Kevin Brown, at an event on Wednesday, May 24 from 11 am to 1 pm at the PTC Conference Center.

Brown was invited to come speak at PTC after Kelly Johnson, owner/president of Quality Pools and Spas in Ponca City, attended one of Brown's speaking events at a convention in Hawaii and was so influenced and touched by the presentation that he felt that Brown needed to come share his message in Ponca City.

Johnson returned to Ponca City and went about finding a venue for Brown to speak at. Pioneer Technology Center was eventually chosen as the location, and a committee was put together to arrange the necessary details. Before long, the event also garnered sponsors including Bobby Garrett, Renfro Family Foundation, First National Bank, Ponca City Development Authority (PCDA), Quality Pools & Spas, RCB Bank, Evans & Associates, and Pioneer Technology Center, whose financial support helped to make the presentation a reality.

Kevin Brown is a highly sought-after keynote speaker and has spoke to a variety of organizations including American Express, Delta Airlines, PayPal, ExxonMobil, Nationwide, H&R Block, Sprint, Ernst & Young, Million Dollar Round Table, Merck, Booz Allen Hamilton, and many more.

“I never in a million years thought I'd be doing this. I am an introvert by nature, I'm perfectly content behind the scenes,” said Kevin Brown. “But I got pushed onto the stage in my corporate life back in 2002, and something clicked, something happened and my life has never been the same since.”

Brown's presentation, *The HERO Effect*, is based upon his book of the same name and focuses on a simple philosophy that separates world-class organizations and high-performance people from everybody else.

His presentation focuses on the heroes in his own life that have shape his own life such as his wife Lisa, and his son, Joshua “Josh-Brown”.

“The heroes in my life, the heroes who helped me. I've been homeless more than once, I dropped out of



**MOTIVATIONAL SPEAKER, Kevin Brown, came to Pioneer Technology Center on Wednesday, May 24 to present “The HERO Effect” presentation. Pictured his Brown, signing copies of his book *Unleashing Your Hero*, all those in attendance were provided with a free copy of the book. (Photo by Calley Lamar)**

school in the 9th grade, never made it college. I'm the father of a special needs son who is absolutely amazing, and I married a hero. So I started talking about heroes and it took on a life of its own,” said Brown. “I tell people all the time: the story keeps writing itself. It keeps revealing itself to me. When I first started talking about heroes, if you asked anybody on the planet to define a hero, they'd say ‘heroes are ordinary people who do extraordinary things’, and I thought that too when we started. About a year into this journey that we've been on, my wife and I realized we were wrong. Heroes are not ordinary people doing extraordinary things, because if you believe that, you have to first convince yourself you are ordinary in the first place. So we changed it. We believe heroes are extraordinary people who chose not to be ordinary. I think everybody was born extraordinary, just a lot of people don't act like it.”

When Brown started out with his presentation, he would discuss the four principles of the HERO effect: heroes help people...with no strings

attached; heroes create an exceptional experience for the people around them; they take responsibility for their life; and they see life through the lens of optimism.

“And [optimism] is a really interesting one for me because I'm not positive by nature. A lot of people out there are “positive thinkers”, and I think they are the great pretenders. Because they look at a problem and they see a challenge, and they look away. They put their head in the sand and they deny it even exists. They say ‘oh, it's not raining, suns out’, even though it is pouring down rain,” said Brown. “But an optimist, they see what everyone else sees, but they process it differently. They see there's a problem, they see there's a challenge, but they know it is temporary, and they know there is a solution. So they've trained themselves to think differently.”

Brown defines optimism as muscle and a skill set that one has to work at.

“The trauma I went through as a

(See THE HERO EFFECT, Page 2)

## “The HERO Effect” at Pioneer Technology Center...

Con't from Page 1

kid, I've had to put more stuff that is positive into my brain, I have to be around positive people. I read a lot, I listen to audiobooks because I have to work at it. We live in a negative world. We're bombarded everyday with news, and crisis, and change, and all of the things going on. So I feel we have to be diligent and persistent in putting stuff in our mind, and that's been a huge take-away for me,” said Brown. “I can't stand on stage and give what I don't have. And the same is true for parenting, and leaders, spouses, significant others. We can't give what we don't have and so we have to continually feed our mind, and create new thoughts, new energy, new actions that produce new results. Because the people around us are counting on us to give them new stuff, and when we don't, they leave us. When we no longer have anything to give them, they leave us. And so, those things keep crystalizing themselves to me, but this optimism muscle is really, really important because how we see the world out there, is exactly what we give back in return. There is an old saying ‘I'll believe it when I see it’, I think it's the other way around: ‘I'll see it, when I believe it’, and so it is what we believe and what we see that we attract to us.”

In his experience, he has encounter people who claim to not be a hero, because many believe that a heroes is someone that does big world changing things, but

Brown's axiom is that heroes just make life better.

“From my perspective, it is just the everyday things we do with good intention. It's those everyday things we do with excellence. Those are the hero effects,” said Brown. “My wife, a hero to our son, gave up her career to make sure that he got everything that he needed. Sometimes just making lunch for your kid, and making sure they get to school safely, and making sure they get back home...that's pretty heroic, but we dismiss it. And so, heroes make life better, that's it. Whatever that looks like at home, at work, in the community. Just make life better. Sometimes you never know when just a kind word, or a smile can brighten someone's day, lighten the load, and maybe give them a little something they needed that day. You never know when something is going to fall out of our mouth and land on someone's heart.”

Brown's presentation has taken him around the world to places as far away as Guatemala and Australia, with some of his presentations seeing crowds that number around 10,000 people.

“I still get really nervous when I take the stage. I said to my wife: ‘do you think that will go away’, because I was actually kind of frustrated by it. And she said ‘you better hope it never goes away’ and I said ‘what do you mean’, and she said ‘the fact that you're nervous means you still care about the peo-

ple sitting out there. The minute that you're no longer nervous, then it's about you and not about them.’ So I'm okay with the nerves now,” said Brown.

Through his experience in presenting around the world, Brown has come to realize how important it is to share his story, and the effect it has upon those that are dealing with their own struggles.

“I never realized how many people in this world are hurting, struggling, trying to overcome circumstances. And a friend of mine once said to me ‘you never know when your story will become someone else's survival guide’, and so all of the things I went through as a kid, the things my son has gone through, the things my wife has gone through. That story, as it evolves, as we tell more of it...we get cards, and emails, and letter from people who tell us their story. And they tell us about, may be their kid's struggling, or their struggle, and in some weird way, I think it gives people permission to not be okay all the time,” said Brown. “And to confront those things that they feel like they need to work on, maybe it's hurts, past failures, insecurities, all of those things and we never thought that our little story could be a catalyst to find hope and find changes that they wanted to make. I feel an extraordinary responsibility to keep doing this, to keep telling the story, to keep getting better at telling

the story. Because if I can make just a little, tiny difference in the world, then I can sleep better at night.”

Those in attendance for the presentation also received a free copy of Brown's book: *Unleashing Your Hero*.

“Ponca City is amazing. It is one of the side benefits of this job that is have is that I get to see parts of the world that I would have never seen before. To be able to come to Ponca City and meet, today, with the leaders of Ponca City, Kay County, to talk to leaders that have been here and poured their life into this,” said Brown. To talk to emerging leaders. Sometimes doing our jobs, we lose sight of the impact we actually have. Because work is work a job is a job and sometimes we get lost in the mechanics of the job and lose perspective. You look at everything in Ponca City and Kay County, the progress and economic development, everything that's happening started with a vision. It started with a plan, people who were committed to this community and each other. And I think that is pretty heroic. I've been hanging out in Ponca City meeting heroes everywhere I go, because the truth is they show up in gas stations, grocery stores, classrooms, casinos, restaurants. They show up everywhere, and if we're looking for them... we'll find them. But if our heads are down and our thumbs are moving, we'll miss them.”

**STUDENT CONDUCT  
DRESS CODE  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the Pioneer Technology Center school system.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school or student safety will not be permitted.

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

Clothing and jewelry articles with unacceptable language, alcoholic beverage advertisements or promiscuous figures are not tolerated. Revealing or sexually provocative clothing, or clothing of extreme style may not be worn. Scantily clad individuals are not considered appropriately clothed for the classroom. Inappropriate tattoos must be covered.

Administrators, instructors, or other persons in charge of school-related activities, may regulate dress and grooming of students who participate in a particular activity if the administrator or instructor reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

Students may be required to purchase coveralls, industrial aprons, uniforms, or other appropriate dress for reasons of safety and program area requirements.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

Clarifying information regarding appropriate dress is published annually in the student handbook.

## **IN AND OUT-OF-STATE TRAVEL**

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

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

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

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

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

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

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

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

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

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

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

**TRAVEL PROCEDURES**

**I. EXPENSE REIMBURSEMENT**

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

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

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

**Per IRS regulations, travel claim reimbursements must be submitted within 60-days from the date of travel. If claim reimbursements are not submitted and approved within the 60-day limit, the amount ultimately paid to employee will be included in the employee's annual W-2 as taxable income.**

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

II. SCHEDULE OF REIMBURSABLE TRAVEL EXPENSES

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

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

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

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

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

Ground transportation or rental car costs (including **tips (18% to the nearest quarter)**, the daily rental rate, fuel and rental company provided collision insurance) in the conference city are reimbursable with receipts. Mileage reimbursement for use a personal vehicle at the convention site is also permitted, as long as a vehicle is necessary for conference or event related travel. All rental cars must have prior approval from the ~~Travel Coordinator~~ **Superintendent**.

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

Miscellaneous expenses are allowable without receipts up to a maximum of **\$10.00** ~~5.00~~ per day. This category is intended to cover incidental costs such as luggage handling or storage, etc. Miscellaneous expenses must be itemized on the travel claim.

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

**LEAVE (ALL TYPES)**

**VACATION**

The Pioneer Technology Center Board of Education will provide annual vacation with pay to 12-month employees, which will be earned from the first day of employment. Employees on 10- and 11-month contracts will not be entitled to vacation time.

Eligible employees will be entitled to annual vacation with pay according to the following schedule:

Creditable years of Service Completed	Days of Annual Paid Vacation
1-5	10
6 or more	15

Vacation shall accrue at the rate of 6.666 (this is actually 6 hrs., 40 minutes) hours per month for employees eligible for 10 days paid vacation and at the rate of 10 hours per month for employees eligible for 15 days paid vacation. Employees will start earning 15 days of annual paid vacation beginning with the month following their five-year anniversary (start of full-time employment).

Employees must use all ~~but eight (8) days (or less) of previous year vacation earned for a fiscal year by December 31 of the following fiscal year or forfeit such previous year vacation. These eight (8) days of previous year vacation may be carried over to June 30 of that same~~ **previous year vacation within the current** fiscal year. Any previous year vacation left after June 30 will be forfeited.

Upon retirement or termination of employment, and with the approval of the superintendent, personnel having unused vacation time (earned during the previous fiscal and their final fiscal year of employment) will be paid their regular rate of pay for such vacation. Upon the death of an employee, the employee's accrued vacation will be paid to the beneficiary. The daily compensation rate will be calculated by dividing the employee's annual salary (not to include retirement or fringe benefits) by the appropriate number of contract days (12 month contract is 240 days).

Requests for vacation shall be submitted to the employee's immediate supervisor in advance when possible. If advance request is not possible, the request shall be filed within one day after returning to work. Approval will be based on staffing requirements, provided that such vacation shall in no way interfere with the necessary work of the employee. The request shall be considered by the appropriate supervisor.

NOTE: If an employee exhausts all leave and is on unpaid leave for an entire month, no vacation time will be accrued for that month.

**SICK**

The Pioneer Technology Center Board of Education shall provide sick leave benefits to all full-time personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

**LEAVE, ALL TYPES (Cont.)**

1. The superintendent or designee shall administer this plan.
2. Employees may use sick leave for any personal medical appointment, accidental injury, illness, pregnancy, or death in the immediate family without loss of salary. Sick leave may also be used for a medical appointment, accidental injury or illness of an immediate family member without loss of salary. Employees will receive one day (8 hours) of sick leave per month, based on their contract length. Sick leave for the contract year shall be available to the employee on the first day of employment on a pro-rated basis.
3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel.
4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
  - A. Physician's statement endorsed by the employee
  - B. Employee statement endorsed by the superintendent or immediate supervisor
  - C. Copies of claim submitted for insurance benefits
  - D. Other information as may be indicated by the circumstances
6. Appropriate evidence will be submitted when requested by the immediate supervisor or the superintendent in the following situations:
  - A. Sick leave claim on days of unusual or inclement weather
  - B. Sick leave claim during the last four weeks of employment
  - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
  - D. Reasonable cause exists to believe that sick leave benefits are being abused
  - E. When returning to work could be detrimental to health
7. In addition to sick leave, personal leave, and vacation time, the employee may be eligible for up to 12 work weeks of leave under the family leave policy which must be taken concurrently with other leave and will be unpaid when all other leave is exhausted.
8. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

Requests for sick leave shall be submitted to the employee's immediate supervisor in advance when possible. If advance request is not possible, the request shall be filed within one day after returning to work. The request shall be considered by the appropriate supervisor.

**LEAVE, ALL TYPES (Cont.)**

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

**REFERENCE: 70 O.S. §6-104  
Atty. Gen. Op. No. 84-12**

**PERSONAL**

The Board of Education shall provide three days for personal leave for all full-time employees. Such leave is intended for personal or other business that requires absence from school. Personal leave is noncumulative.

Requests for personal leave shall be submitted to the employee's immediate supervisor in advance when possible. If advance request is not possible, the request shall be filed within one day after returning to work. The request shall be considered by the appropriate supervisor.

**REFERENCE: 70 O.S. §6-104  
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)**

**NOTE: Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)**

**PROFESSIONAL**

The Pioneer Technology Center Board of Education believes that membership and participation in professional organizations is important to an individual's professional growth and individual staff members are encouraged to join and participate in such organizations. Attendance at meetings, conferences, seminars and workshops also contributes to the professional growth of employees and board members. Therefore, the board is committed to the principle of providing and approving opportunities for the professional improvement of its staff. In response to this principle, any employee may be permitted to attend professional meetings, conferences, seminars, and workshops during normal work hours without loss of salary or benefits under the following conditions:

1. The meeting, conference, seminar, or workshop must relate to the employee's job or to career and technical education.
2. A request for absence for professional reasons shall be submitted to the employee's immediate supervisor for approval, listing a specific rationale or reason for attendance. The immediate supervisor will take into consideration the staffing requirements necessary to meet the work load in his/her area.

**LEAVE, ALL TYPES (Cont.)**

Every effort will be made to insure that classrooms and offices are kept open and adequately staffed. The business of the school district will always take priority over an individual's desire to attend professional meetings on school district time.

The burden of justifying the request for attendance is placed directly on the employee. The immediate supervisor will have final authority to approve or disapprove a request, except for out-of-state meetings/workshops.

Substitute employees will not be hired to perform the work of employees requesting leave to attend a professional meeting unless approved in advance by the superintendent or designee.

### **UNPAID LEAVE**

Use of Unpaid Leave is discouraged by Pioneer Technology Center Administration. Employees are responsible for managing the use of their leave. All employees are expected to be at work, except when using earned leave (sick, vacation, personal) or Professional Leave. Extended periods of unpaid leave create a hardship for the employee's work area and, at times, unexpected financial stress on the school when paying someone to fill in for the absent employee.

In the event it becomes necessary to use unpaid leave, the employee is required to communicate the need with their supervisor prior to submitting a leave request.

NOTE: Supervisors have the authority to deny unpaid leave requests.

### **JURY DUTY**

The Pioneer Technology Center Board of Education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the employee for jury duty service shall be applied toward the expense of the substitute teacher.

**REFERENCE: 70 O.S. §6-104**

### **BEREAVEMENT**

It is the policy of the Pioneer Technology Center Board of Education to provide each district employee up to three (3) days of leave with pay for each bereavement in the immediate family.

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

Additional requests may be considered by the superintendent.

## **LEAVE, ALL TYPES (Cont.)**

### **MILITARY LEAVE AND REGULATION**

The Pioneer Technology Center Board of Education shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth in the regulation accompanying this policy and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

This district provides reemployment rights to employees who become absent from work because of service in any of the military services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, Army and Air National Guard, Reserve Forces, and the commissioned corps of the Public Health Service.

In order to qualify for reemployment rights, the employee must be or must have been employed on a regular basis. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for reemployment rights, employees must be qualified as set forth below and in The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for reemployment, the employee cannot be absent for a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is less than 31 days or is for the purpose of taking a fitness-for-duty examination, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee's residence plus eight hours.

If the service is for a period greater than 31 days but less than 181 days, the employee must submit an application for reemployment no later than 14 days following completion of service.

If the service is for a period greater than 181 days, the employee must submit an application for reemployment no later than 90 days following completion of service.

These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee's control.

An employee with less than 91 days of service will be immediately re-employed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, reemployment will be offered in the same position held prior to military service if qualified. If the employee is not and cannot become reasonably qualified for the same position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered reemployment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered.

**LEAVE, ALL TYPES (Cont.)**

Refresher training or "update" training will be provided if appropriate and necessary.

If a qualified employee applies for reemployment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are reemployed under this policy are entitled to participate in any benefits available to employees on nonmilitary leaves of absence but must pay any employee participation costs that other employees pay.

An employee who is reemployed under this policy will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

**REFERENCE: 70 O.S. §6-105  
USERRA, 1994**

### **EMERGENCY LEAVE**

The Pioneer Technology Center Board of Education shall provide not more than two days each year for emergency leave. These days shall not be chargeable to sick leave and will be noncumulative. The term emergency should be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave will be granted at the discretion of the superintendent. The school district will pay the substitute teacher.

**REFERENCE: 70 O.S. §6-104**

**NOTE: 70 O.S. §6-104 allows emergency leave to be granted at the discretion of the board. However, the board may not provide more than five days.**

### **LEAVE OF ABSENCE**

It is the policy of the Pioneer Technology Center Board of Education to grant extended leave without pay to certified, career teachers who meet certain conditions. The decision to grant or not to grant such leave shall be an administrative decision of the superintendent. Requests must be made with the superintendent by April 25 for leave during the following year.

Leave may be granted to qualified persons as follows:

1. Career teachers with at least three years with the Pioneer Technology Center may be granted extended leave without pay for up to one year, for pregnancy and/or educational reasons, with no loss of tenure.
2. Career teachers with at least five years with the Pioneer Technology Center may be granted extended leave without pay for up to one year, for personal reasons, with no loss of tenure.

Such leave may be granted by the superintendent only after consultation with the teacher requesting such leave, and only after a Leave of Absence Contract is signed by both the teacher and the superintendent.

**FAMILY **MEDICAL** LEAVE**

If the district employs 50 individuals, the district is required to provide eligible employees with leave under the auspices of the Family Medical Leave Act (FMLA).

It is the policy of the Pioneer Technology Center Board of Education to provide up to 12 work weeks of paid and/or unpaid leave (measured forward from the date of the employee's first FMLA leave usage) to employees who have been employed at least one year in this school district, who have worked at least 1,250 hours during the previous 12-month period, and who have exhausted their sick leave, personal leave, and vacation time.

In order for school district employees to qualify for FMLA leave, three conditions must be met:

1. The school district must have 50 or more employees on the payroll for 20 workweeks during the current or preceding calendar year.
2. At least 50 employees must work within 75 miles of the district's worksite for the district to be covered; and
3. The employee must have worked for the school district for at least 12 months and for at least 1,250 hours during the last year.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition; or
3. For a severe health condition the employee is experiencing.
4. To care for a covered family servicemember with a serious illness or injury incurred in the line of duty on active duty; or
5. To use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 work weeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee. Eligible employees who are family members of covered servicemembers with a serious illness or injury incurred in the line of duty on active duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage.

**NOTE:** During FMLA leave, a board has no obligation to continue to give an employee any benefits other than health insurance, and those benefits thus may be discontinued during the leave. A board may decide whether to extend continuation of coverage to life, dental, and vision insurance, but should know extensions are not required by the FMLA and there can be a substantial cost to the district in doing so. One option that is cost effective and still protects employees while they are on unpaid leave is to permit employees to retain ancillary insurances by reimbursing the district for the full cost of the premiums during the leave period. No benefits or seniority accrues during leave. The district may require documentation from the employee's physician that the employee is able to return to work. FMLA will run concurrently.

**REFERENCE:** 29 CFR pt. 825  
P.L. 103-3

**SICK LEAVE BANK PROGRAM**

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

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

For purposes of this policy, the following definitions apply:

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

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

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

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

“Bank” refers to the Sick Leave Bank Program.

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

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

**SICK LEAVE BANK PROGRAM (Cont.)**

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

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

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

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

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

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

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

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

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

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

**SICK LEAVE BANK PROGRAM (Cont.)**

**PIONEER TECHNOLOGY CENTER  
BOARD OF EDUCATION**

**DED**

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

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

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

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

Additional requests may be considered by the superintendent.

*Adoption Date: 5/13/2008*

*Revision Date(s): 5/12/2013, 7/8/2014,  
1/10/2017, 6/14/2022*

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**USE OF SCHOOL FACILITIES**

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

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

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

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

The school district will provide emergency shelter for patrons on campus during weather emergencies. Animals will not be permitted in the school district's tornado shelter (service animals are exempt).

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

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

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

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

**SEE ALSO:** Policy GKA – Alcohol at Special Events  
Policy FNAA – Freedom of Expression  
Policy GK Form – Agreement for use of PTC Facilities

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

**ALCOHOL AT SPECIAL EVENTS**

It is forbidden to consume, possess, or serve any alcoholic beverage or low-point beer (as defined by Oklahoma Law) on the campus except under the following circumstances:

- At special events and functions in the catering venues in the Pioneer Technology Center Conference Center.
- At special events and functions in the Pioneer Technology Center Seminar Center.
- At special events and functions in an area or areas designated by the Superintendent or the Board of Education.

All alcoholic beverage services must be provided by a caterer, licensed by the State of Oklahoma to purchase and serve alcohol to the public. **Proof of caterer's liquor liability coverage required.** All events and functions must be approved in advance by the Superintendent or the Board of Education.

All purchases, consumption, possession, and service of beer and alcoholic beverages allowed hereunder shall be in strict compliance with Pioneer Tech policies, the Oklahoma Alcoholic Beverage Control Act and other applicable laws of the State of Oklahoma.

All exceptions specified above must adhere to the following:

- No social event shall be called by a name that implies alcohol as the only beverage to be offered (e.g., wine and cheese reception).
- Whenever alcohol is served at an event as authorized above, there will be readily available non-alcoholic options.

No Pioneer Technology Center staff member or student will be asked or required to serve alcohol at an event.



# CADET HANDBOOK

2023  

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2024

Basic Peace Officer Certification

# Pioneer Technology Center Basic Peace Officer Certification - BPOC Academy Handbook and Expectations

## BPOC Coordinator

- Tucker Hodgson (Pioneer Technology Center/Director B.P.O.C.)  
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## Pioneer Technology Center Administrative Staff

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- Stacey Rush - Chief Financial Officer [StaceyR@pioneertech.edu](mailto:StaceyR@pioneertech.edu)
- Kendra Knight - Instructional Director [KendraK@pioneertech.edu](mailto:KendraK@pioneertech.edu)
- Dr. Ryan Burkett - Instructional Director [RyanB@pioneertech.edu](mailto:RyanB@pioneertech.edu)

## Introduction

The Basic Peace Officer Certification (BPOC) is made possible through a collaborative effort between the Council on Law Enforcement Education and Training (CLEET), the Oklahoma legislature, and Career Tech. The BPOC is a 16-week course that traditionally has been provided at CLEET headquarters in Ada, Oklahoma. The BPOC program identified in 70 OS 3311.16, offers additional site locations to full-time and reserve officers interested in pursuing a career in Oklahoma Law Enforcement. The BPOC is the required training for all police officers in the state of Oklahoma. CLEET is the certifying entity for the program, and PTC must maintain approved status as a BPOC site to conduct BPOC training.

The mission of the Basic Peace Officer Certification Academy at Pioneer Technology Center is to train, develop, and produce the finest law enforcement officers for the State of Oklahoma, its many jurisdictions, and political subdivisions. The accomplishment of this goal will require that all Academy cadets maintain and display the highest order of discipline, intelligence, sound and prudent judgment, decision making, and integrity.

The following rules and regulations will apply to each cadet for the duration of the Academy. The rules and regulations will provide the foundation for an effective learning environment and the discipline required in law enforcement.

## Hours of Operation

**Administrative Offices:** Monday through Friday 08:00 – 16:00  
**Academy Hours:** Monday through Thursday 06:30 – 17:30

Training days will begin at 06:30 hours and continue through 17:30 hours Monday through Thursday. Tardiness and absenteeism will be subject to disciplinary action. It should be anticipated that some

training days will extend well beyond 1800 hours. Cadets shall make all necessary arrangements to ensure attendance.

Assignments that are given during the Academy must be completed by the prescribed deadline. Cadets will be provided breaks at 10 minutes to the hour, or as deemed necessary by the Instructional Staff.

Lunch: 11:30 – 12:30 Instructors may deviate from this timeline as needed.

Academy Administration reserves the right to modify the Academy Schedule at any time to accommodate holidays, scheduling conflicts, or unusual circumstances. In the case of severe weather, specifically ice or snow, you will be notified via text message for information regarding the Training Schedule for that (those) day(s).

## **Attendance**

**In addition to notifications made to student leadership, each cadet incurring any absence is required to notify the academy coordinator and/or their designee, in writing, prior to the absence.**

Cadets are expected to maintain an exemplary attendance record. Dependability is a required trait of a public servant. Incidents of unauthorized absence or tardiness are detrimental to the learning process and will not be tolerated. A record is kept of each incident, including the cadet's written explanation. Absences of more than five (5) hours will not be considered for curriculum remediation during the Academy in which the absence occurred, except under extraordinary, well documented, circumstances.

An absence during any skill portion is NOT considered for remediation during the Academy in which the absence occurred.

### **Authorized Absence**

Absences, of very limited duration, due to unforeseen emergencies, illnesses, subpoenas, or other unusual circumstances **may** be approved by the Academy Coordinator or their designee. The cadet will be required to make-up any time missed during the Academy. This make up class will be completed as soon as staffing / time allows. The cadet will provide documentation for excused absences such as copies of subpoenas, doctor's statement, etc.

Absences of the type mentioned will be reviewed to determine how the cadet will be remediated, and whether make-up work will be assigned. The cadet may be required to complete makeup work during a current or future academy. Each case will be reviewed to evaluate the length of time missed, the block of instruction missed, and the impact on the Instructional Staff.

### **Unauthorized Absence (UA)**

Unauthorized Absence (UA) is defined as any absence without prior approval of the Training Administration Staff. If a cadet is unable to report to the Academy, and prior approval for the absence has not been granted, the cadet must personally notify either the Academy Coordinator and/or

designee prior to 06:00 hours on the day of the absence. If allowed to return to the Academy, the cadet will write a report detailing the reason for the absence.

Each unauthorized absence will be reviewed to determine whether or not the cadet will/can be remediated during his Academy; whether or not make-up work will be assigned; or if disciplinary action will be taken. The cadet will be required to complete makeup work during his current Academy or a future Academy. Each case will be reviewed to evaluate the length of time missed, the block of instruction missed, and the impact on the Instructional Staff.

If a cadet requires an extension of time to complete the requirements for certification, a written petition must be submitted to the Academy Coordinator.

The following disciplinary schedules are referred to when handling absenteeism. However, any unauthorized absence may be grounds for disciplinary action, including dismissal from the Academy.

### **Unauthorized Absences**

- 1<sup>st</sup> Occurrence UA Documented counseling session with Academy Coordinator
- 2<sup>nd</sup> Occurrence UA Written reprimand inserted into cadet's training file; notification made to the employing agency (if applicable); and documented counseling session with the Academy Coordinator.
- 3<sup>rd</sup> Occurrence UA Written reprimand inserted into cadet's training file; mandatory review Session with all Academy Administration Staff; notification made to the cadet's employing agency (if applicable); and consideration of dismissal or other disciplinary action

### **Tardiness**

- 1<sup>st</sup> Occurrence Tardy Documented counseling session with the Academy Coordinator.
- 2<sup>nd</sup> Occurrence Tardy Written reprimand inserted into cadet's training file; notification made to the employing agency (if applicable); and documented counseling session with the Academy Coordinator
- 3<sup>rd</sup> Occurrence Tardy Written reprimand inserted into cadet's training file; mandatory review session with all Academy Administration Staff to consider dismissal or other disciplinary action; and notification made to the cadet's employing agency (if applicable).

Habitual tardiness may require make-up work during a current or future Academy, or may result in disciplinary action, including dismissal. Included in this section is late reporting to any scheduled event during the training period where a start time is clearly established.

### **Call-In/Late**

Cadets coming upon unforeseen circumstances which they believe cause them to arrive late must contact the Academy Coordinator or designee as soon as possible. Any cadet who calls in as required but arrives 30 minutes beyond the start time for an assignment may be excluded from that class, or may receive a level of disciplinary action in the schedule depending upon the number of occasions.

Disciplinary actions, if any, will be decided by the Academy Coordinator. Disciplinary actions may include, but are not limited to, extra duties/assignments or dismissal.

### **Non-Call In/Non-Report**

Any cadet who fails to report to class or assignment and fails to report to the Academy Coordinator within one (1) hour after the beginning of his assigned duty hours is considered absent without authorization and may be recommended for immediate termination from the program, subject to a disciplinary review by the Academy Coordinator. The Academy Staff is under no obligation to contact any cadet who fails to report.

### **Unauthorized Departure**

A cadet's departure from any class or assignment without prior approval by the Academy Coordinator may be regarded as an "act of resignation." A disciplinary review session, to include notification of the cadet's employing agency (if applicable), will be conducted to consider a recommendation of dismissal.

### **Injuries or Illness**

Cadets incurring an injury or illness are required to notify the class instructor immediately. The cadet must also notify the Academy Coordinator in writing the next working day. Failure to notify supervisory personnel of an injury or illness, whether or not a doctor's care is required, may result in disciplinary action.

Any cadet who is unable to participate, as a result of an injury or illness, will not be allowed to continue to participate in the Academy training program. If full recuperation or recovery from an injury extends beyond the time limits for the cadet's Academy, a recommendation may be made for re-application into a later scheduled Academy class. Each case will be reviewed and evaluated on an individual basis to ensure compliance with Oklahoma State Statutes, Oklahoma Administrative Code and Federal Law.

Prior to leaving, the cadet must provide CLEET with a written statement setting out the reasons the cadet is missing the Academy. The statement must explain the illness or injury.

When an extension of time is needed to complete the Academy, the cadet and the head of the cadet's employing agency (if applicable) must submit a written request to the Academy Coordinator. The written request must explain the reasons you should be granted an extension. The Academy Coordinator will consider the circumstances, the written requests, and the statutory time limits pertaining to the extension request. The Academy Coordinator will notify the cadet and the employing agency (if applicable), in writing, whether the extension request is granted or denied.

If the request is denied, the cadet and the head of the cadet's employing agency may appeal the decision to the Academy Administration Staff and the Executive Director of Full Time Programs. The Executive Director of Full Time Programs must receive the two appeals within ten (10) business days of the date the cadet and the cadet's employing agency received the Coordinator's written decision. The Executive Director of Full Time Programs will consider the circumstances, written appeals, and the

statutory time limits pertaining to the request. The cadet and the cadet's employing agency (if applicable) will be notified of the decision in writing.

If a cadet has left the Academy as a result of an injury or illness, the cadet will be required to supply the Academy Coordinator with a written statement from a licensed physician in order to return to the Academy. This statement must directly address the nature of the illness or injury, and specifically state that, in the physician's opinion, the cadet is physically and medically able to safely participate in academy activities – including defensive tactics, firearms and driver training.

If a cadet is transported to a hospital or emergency care facility while attending the academy, the cadet will be required to supply the Academy Coordinator with a "Medical Emergency Release Form," which must be signed by the physician who released the cadet from the hospital. If the emergency physician will not authorize the release, the cadet may be required to obtain a new release from the primary care physician.

Cadets are **required** to complete a written statement detailing the reason for their absence prior to being readmitted into the training environment.

## **Academy Uniforms**

The Academy Uniform:

- Solid colored long or short sleeve polo shirt
- Khaki pants
- Black boots or black athletic shoes

Agency Uniform: (May be worn for pictures, and/or graduation ceremonies)

**Firearms:** No student will be allowed to bring a firearm into the building, in line with PTC policy.

Absolutely no t-shirts will be allowed for student classroom wear. Hats or other headgear will not be worn in the classroom or at training exercises, unless specifically required. Each cadet will be issued an identification badge the first day of the Academy. The identification badge is required to be worn at all times during training in a manner prescribed by Academy staff. Each cadet is expected to maintain his/her uniform in a clean and professional manner, to include shirt tucked in at all times.

## **Exceptions to Prescribed Academy Uniform**

- **Defensive Tactics** – Uniform Requirements: During Defensive Tactics/Custody Control training, the cadet may wear Karate Gi pants, or sweat pants only. No tight-fitting clothing is allowed. (Preferably dark colors.) BDU style pants MAY NOT be worn. Pants shall have no exposed buttons, zippers, or snaps. Shorts are not permitted. Sweat tops or T-shirts are permitted and should be dark in color with no lettering or graphics. Neither T-shirts nor sweatshirts will be worn if the sleeves have been removed. The only approved footwear for this training is either socks or wrestling shoes. Bare feet are not allowed for health and sanitation reasons.

- **Firearms** – Uniform Requirements: Since firearms training will expose the cadets to ambient weather conditions, the uniform may be modified at the discretion of the Firearms Training Staff. During the firearms block of training, the cadets are required to wear a hat that has a brim or a bill. The color of the hat shall not be red or orange as this color is reserved for instructors so they may be recognized. cadets are not allowed to wear any garments of any type that are red or orange in color. Cadets are required to wear safety glasses on the range. Eye protection should meet American National Standards Institute’s requirements and department policy. Cadets are required to wear hearing protection on the range. Hearing protection should meet or exceed the Occupational Safety and Health Act requirements.
- **LEDT (Driving)** – Uniform Requirements: During the Law Enforcement Driver Training, the cadets will be exposed to ambient weather conditions that may at times be extreme. The normal cadet uniform may be modified at the discretion of the Driver Training staff.
- **Other Exceptions** – Uniform requirements: There may be other times when Instructional Staff will authorize a departure from the Academy uniform. This is discretionary and will be determined as needed by Instructional Staff.

## Personal Grooming

The cadet is expected to maintain a professional and clean appearance at all times. Uniforms will be clean and wrinkle free.

Hair will be trimmed and neat, and be of traditional color and worn in such a fashion that does not impede the wearing of any prescribed headgear. Mustaches, sideburns, beards, or goatees are not generally allowed. If the cadet can produce documentation from his department, signed by the Agency Administrator, allowing the cadet to maintain facial hair then a waiver will be granted. Otherwise, a daily facial shave is required. Make-up will be worn conservatively.

**Jewelry:** It is highly suggested that wrist watches be worn. There are subjects covered in the Academy that will require the cadet to monitor the passage of time. Rings may be worn, but only one on each hand is permitted. (A wedding set is considered one ring.)

Visible necklaces, earrings and other decorative jewelry are prohibited. During Defensive Tactics/Custody Control, rings or other jewelry will not be allowed on the mats.

**Tattoos:** All cadets with visible tattoos (regardless of size, shape, design, or location) will comply with their Agency guidelines (Policies) regarding covering the tattoo with an opaque covering. Pioneer Technology Center does not allow the display of sexually explicit or graphic/violent tattoos.

## Achievement Standards

The Law Enforcement profession demands a standard of achievement that surpasses that of the academic community. The profession requires a high level of individual knowledge, ability and skills that will serve to maintain the officer’s sense of pride, proficiency, and personal safety throughout their career with their respective agency. Failure to achieve the minimum acceptable performance standards in any curriculum area will prohibit the cadet from receiving certification at the conclusion of the Academy.

## Academic Grading

- Academic Grading is governed by Oklahoma Administrative Code. These guidelines are incorporated into these rules and regulations.
- The Academy requires a minimum score of 75% (per Council change in 08/2011) in the majority of the academic blocks of instruction. There are two blocks of instruction that will be tested and require 80% to pass the course. Those exceptions are First Aid and Standardized Field Sobriety Testing.
- The Final Exam, or Certification Exam, will require 80% to pass (per Council change in 08/2011).
- Any cadet who fails a specific block examination will be permitted to retake that block examination within a time frame established by CLEET. If a cadet fails the block examination a second time, the trainee's agency head may request that the trainee repeat the block of instruction and take the examination a third time.
- No cadet will be allowed to challenge the State's Certification Examination without first successfully completing all blocks of instruction.

**Disqualifying events for the Certification Examination:** If a cadet fails to complete any portion of any block of instruction, the cadet will not be allowed to challenge the Certification Examination until the academic block is successfully completed. Should a cadet fail the Certification Exam, s/he will be permitted to retake the examination within ten (10) business days. If a cadet fails the Certification Examination a second time, the cadet or the cadet's agency head (if applicable) must petition, in writing, the Academy Coordinator to request reenrollment into a future basic academy.

**Defensive Tactics – Performance and Testing:** Cadets must successfully demonstrate skills and knowledge in defensive techniques which are essential to street survival. This area of training includes, but is not limited to: ground fighting, weapons retention, wounded officer drills (evasive maneuvers), take downs, baton training, subject restraint, and hand to hand defensive strategies. In addition to passing the demonstrations, cadets must achieve a minimum score of 75% on the written examination.

**Firearms Training – Performance and Testing:** Firearms proficiency is a necessity for every officer's survival. The hours of training devoted to this vital aspect is intended to provide the cadet with the skills to attain the requisite proficiency. A cadet must pass the firearms qualification course with a minimum of 72% for handgun qualification and demonstrate, to the satisfaction of Instructional Staff, the mastery of: the malfunction drills, reloading drills, load and make ready, unload and clear, utilizing proper cover and concealment, tactical firearms drills, low light shooting, and cleaning skills to successfully complete the firearms training program. The Oklahoma Administrative Code sets forth specific procedures that must be followed in the event a cadet is unable to pass firearms testing. For information relating to the procedures governing firearms re-testing, see the Oklahoma Administrative Code.

**Law Enforcement Driver Training – Performance and Testing:** Defensive and high-performance driving skills are imperative for officer and community safety. This training is conducted by the Driver Training Instructors and is an integral part of the program. Cadets must achieve a 75% on the written examination. The driving qualification courses must also be successfully completed.

**Skills Remediation: - Retesting Procedure:** O.A.C 390:15-1-13 (f)(g): (f) When a trainee fails a proficiency test in the Custody Control block or the Law Enforcement Driver Training block, the trainee

will not be certified, and will be scheduled for up to two remedial training sessions at a later time. If the trainee does not successfully complete remedial training, no further testing will be allowed.

(g) If the trainee fails a proficiency test in the Firearms Block, the trainee will not be certified, and shall be required to obtain additional firearms training through his/her employing agency; such training to be conducted by a CLEET certified firearms instructor within ninety (90) calendar days of the student's original academy completion date. Upon completion of such training, the student's employing agency administrator must, within ninety (90) calendar days of the student's original academy completion date, in writing, notify the Academy Coordinator that the student is ready to be scheduled for firearms proficiency testing by PTC BPOC staff. Such testing shall be completed by allowing the student up to three (3) attempts to attain the CLEET required proficiency in firearms. If the trainee does not successfully complete additional training, no further testing will be allowed until the student has retaken the entire firearms block of instruction. The above listed remediation(s), from either (f) or (g), will be scheduled by the Academy Coordinator and written notification will be sent to the employing agency of the cadet (if applicable).

**Study – Student Performance Standards:** The expectations and demands of law enforcement training require total personal effort 100% of the time, both in the classroom and out. Notes are to be taken in all lectures, unless the instructor notifies the cadets otherwise.

**Asking Questions:** Ask questions when necessary, but stay on the subject and exercise good judgment in the privilege of inquiry. Cadets are expected to raise their hand and be recognized by the instructor prior to asking a question. Unrecognized outbursts will not be tolerated, and may result in the cadet being removed from the classroom.

**Personal Conduct:** As a law enforcement cadet, you are now considered a public employee. Cadets are reminded that the activities of law enforcement personnel are subject to public scrutiny and review at all times whether on or off-duty. As such, cadets should remember that these same high ethical standards likewise apply in their individual activities regardless of duty status. Any act which may bring discredit to himself, his department/agency, or this Academy may result in disciplinary action to include termination.

## **Cadet Expected Behavior**

**Expected Behavior:** Violations of the following rules may result in disciplinary action, including dismissal.

- The classroom is to be regarded as a place of learning. Unnecessary distractions and/or conversations are not tolerated.
- Cadets will remain awake and alert at all times in the classroom. They will occupy themselves with law enforcement business and refrain from non-related reading material or activity.
- Cadets will promptly comply with instructions, directions, orders and assignments given them by Academy Staff members.
- Cadets will address Staff and Adjunct Instructors, regardless of personal relationship, by title and last name.
- Cadets are not permitted to speak or answer in class unless recognized by the Instructor to do so. Upon being given the floor, the cadet will rise to his feet prior to speaking.

- The following activities are prohibited at all times in the classroom: eating, drinking (unless in spill-proof container), littering, leisure reading material, sleeping, horseplay, texting, social media
- The use of classroom facilities or equipment is permissible only with supervisory approval.
- Improper or negligent use of any Academy property is prohibited.
- Cadets may enter Academy offices only after knocking on the door and receiving permission to enter.
- Cadets shall not consume intoxicants or have the odor of intoxicants on their breath while on School property or during any training. Nor shall they be under the influence of any substance during training.
- Cadet contact with other agencies and persons must be conducted in a professional manner so as to bring credit to his profession and the Law Enforcement profession.
- Cadets shall conduct themselves with courtesy and professional dignity at all times. Discourtesy, rudeness, and/or vulgarity by cadets in the presence of citizens, Staff, law enforcement officers, or other cadets will not be tolerated.
- Cadets will be required to address any and all visitors to the Academy with the respect afforded a law enforcement officer or citizen. Cadets will acknowledge visitors with proper, acceptable community greetings (good morning, good afternoon, etc.) when they are passed in the hallways or when eye contact is made and a greeting is proper.

**Law Enforcement Code of Ethics:** As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will not act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and not accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will not engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession, law enforcement.

## **BPOC Code of Ethics**

- Any cadet found to have obtained his enrollment and/or employment by means of a willful misrepresentation or false statement concerning a material fact will be removed from the Academy. In addition to any administrative actions, such as removal from the Academy, criminal charges may be filed pursuant to 70 O.S. 3311 J in the event that probable cause exists that the cadet has willfully submitted false or fraudulent documents, transcripts or certificates, submitted within the application packet.
- Cadets are required to submit their own work on examinations and assignments, unless otherwise permitted by staff. Any form of cheating or other academic integrity issues (including plagiarism, copying or any method of circumventing prescribed instructions) is considered intolerable.
- Cadets are to be truthful at all times. Any cadet who is found to be untruthful at any time, through oral or written communication, is subject to immediate dismissal.
- A cadet who is aware of any form of unethical, illegal, or other conduct which violates any provision of these rules and regulations on the part of another cadet is held personally responsible for reporting the violation or conduct to an Academy Supervisor immediately. Failure to report is equivalent to participation. Violations may result in disciplinary action, including dismissal.
- Cadets are held accountable for the integrity of any communication, oral or written. They will not obtain or release any information contained in any report on file including internal investigations, suspects, arrests or memos. Violations may result in disciplinary action, including dismissal.
- Cadets shall obey all laws of the United States, the State of Oklahoma, and the laws of the City in which there is training. A cadet found to be involved in any criminal offense, regardless of degree of involvement, is subject to prosecution as well as dismissal.
- Cadets who admit to or participate in any conduct, instance, or circumstance involving any form of family violence are subject to immediate dismissal based upon the validity of circumstances surrounding the allegation or admission.
- Those acts not specifically contained herein which may bring discredit upon the individual or Agency are dealt with according to the seriousness of the situation.

**Police Officer Oath of Office:** I, \_\_\_\_\_, do solemnly swear that I will obey and defend the Constitution of the United States of America, the Constitution and laws of the State of Oklahoma, and the ordinances of the City \_\_\_\_\_, Oklahoma. I will conduct myself in accordance with the Law Enforcement Code of Ethics.

I pledge to faithfully pursue the mission of the \_\_\_\_\_ Police Department to maintain and enhance the quality of life by protecting life, liberty, property, and keeping the peace.

## **General Provisions**

It is the responsibility of the Pioneer Technology Center to insure that cadets receive every opportunity to contribute their maximum effort during the program in order to become effective Peace Officers.

Likewise, it is of the utmost importance that the Staff maintains optimum channels of communication and instruction with each individual to enhance his successful entry into the field of law enforcement. The Academy main phone number is (580 718-4339). Only messages of an emergency nature will be accepted on behalf of cadets, and it is advisable to remind friends and family not to violate this order.

The Academy Coordinator may grant special permission for cellular phone in training area. The request shall be made in writing and permission will only be granted in cases of exigent circumstances.

Academy staff offices are to be entered only on official business and with permission.

Cadets who wish to communicate with Staff members should feel free to do so, but will adhere to the chain of command.

Cadets are encouraged to bring any problems which may affect them during the course of the Academy to the attention of the Academy Coordinator who will handle or refer the matter as necessary.

## **Cadet Discipline**

**Disciplinary Process:** It is the intent of the Academy Staff to protect the rights of each cadet, and to adhere to a system of discipline which provides notice, fairness, equity and due process. The cadet can thereby be assured of reasonable expectations concerning this procedure.

**Type of Disciplinary Offenses:** The following general categories constitute, but are not limited to, ground for disciplinary action, including dismissal.

- Substandard Performance (academic, physical, driving, firearms or defensive tactics)
- Absenteeism/Habitual Tardiness
- Violations of Academy Rules or Policies
- Insubordination
- Misconduct
- Misrepresentations

**Steps in Disciplinary Procedure:** The following provides a fair and equitable course of progressive action that ensures a clear understanding of the remedies to unacceptable behavior. This policy is intended to enforce routine incidents, and will in no way affect Academy staff's ability to respond in cases that warrant immediate action for more serious offenses.

1. **Counseling Session:** Upon an initial offense, a cadet will be counseled by Academy Staff. The initial form of action is normally privately conducted by the cadet's Academy Coordinator, or by a Staff Instructor on the first incident of unacceptable activity. The cadet will be asked to submit a written statement explaining his or her action. During the counseling session, the written statement will be evaluated, and if necessary, a counseling session will ensue. During this meeting the problem(s) will be identified and discussed. Recommendations will be made for corrective action, and a warning given for any future infraction. The meeting will be formally documented, and the documentation will be signed by both the counselor and the cadet.

2. **Written Reprimand:** Upon a second offense, or if the cadet has failed to properly conform personal activity/behavior to an acceptable standard, a cadet will receive a Written Reprimand. The cadet will submit a written statement explaining his or her action. Upon receipt of the cadet's written explanation, the Academy Coordinator will conduct a counseling session in order to assess the situation and evaluate the cadet's attitude and behavior. If necessary, strict instructions for improvement will be ordered; a warning of the next disciplinary step given; and a written reprimand placed to the cadet's file. The cadet's Agency Administrator will be notified if applicable.
3. **Disciplinary Notice:** Upon the third offense, or if the cadet continues to demonstrate a serious lack of ability to conform personal activity/behavior to the accepted standard of conduct required in the Academy, a disciplinary notice will be issued. The cadet will submit a written statement explaining his or her action. Upon receipt of the cadet's written explanation, a session will be held involving the Academy Coordinator, who will review the previous proceedings; generate direct orders to the cadet; and give clear warning of the impending dismissal for the next incident. The cadet's Agency Administrator will be notified, and the employing agency will be given the opportunity to attend this meeting.
4. **Termination Recommendation:** When all other disciplinary procedures have failed, or the situation violates Rules and Regulations subject to dismissal, a recommendation for termination will be issued. The cadet will submit a written statement explaining his or her action. A session will be conducted by the Academy Coordinator and Academy Administration Staff who will again review the facts and documentation concerning the case. The cadet will be afforded the opportunity to present oral or written evidence of mitigating circumstances concerning his conduct, which will be considered on its merit. A decision will then be made, after ensuring the validity of all documentation on whether to retain the cadet in question. This recommendation will be forwarded to the Executive Director of Full-Time Programs for the final decision. The cadet's Agency Administrator will be notified if applicable, and the employing agency will be given the opportunity to attend these proceedings.

**Savings Clause:** Nothing within this document shall be construed to limit Academy Command Staff's ability to deal seriously and expediently with an infraction of the law, rules and/or directives. The nature and degree of violation will be assessed on an individual basis to determine the necessary steps to disciplinary action or dismissal.

**Instances of Extenuating Circumstances:** Law enforcement cadets may be disciplined or dismissed despite technical compliance or noncompliance with the rules and regulations as outlined herein. Under this section, a law enforcement cadet may not have exceeded the rejection level in any one category but may still be disciplined or dismissed. If, through the "compounding" of offenses, situations, low productivity, attitude, or other factors, a pattern or picture develops which leads the Academy Command Staff to reasonably believe that the individual does not possess the overall characteristics necessary of a law enforcement officer, that cadet may be subject to disciplinary action, agency notification, and dismissal.

## **Alcohol, Drug and Tobacco**

The use or possession of any alcoholic beverage or intoxicant while on or around Pioneer Technology Center property or BPOC training sites shall be prohibited. Violations of this rule will subject the trainee to immediate dismissal.

Cadets who are taking medication(s) as prescribed by a physician shall advise the Academy Coordinator or designee as to the type of medication, the prescribing physician, and the purpose of such medication(s). All such substances shall be kept in the prescribed container(s).

The Pioneer Technology Center training facility is a tobacco free facility. Smoking and the use of any other tobacco product is restricted. For more information review the PTC Student Handbook at [www.pioneertech.edu](http://www.pioneertech.edu).

## **Fraternization Rules**

Academy training requires close contact between cadets. Every cadet shall be expected and required to actively participate with fellow cadets and treat fellow cadets with respect and courtesy. Fraternalization between cadets is prohibited and will be grounds for dismissal. Fraternalization between cadets and instructional staff, to include adjunct instructors, will also be grounds for immediate dismissal.

## **Discrimination, Harassment and Hazing/Grievance Procedures**

It is the policy of the Pioneer Technology Center to provide an equal opportunity for all enrolled students and applicants for admission. Cadets who feel they have been discriminated against, harassed, or adversely treated by Academy personnel, individuals acting on behalf of the Pioneer Technology Center, or other cadets, have the right to file a complaint to seek redress of his or her grievance. A cadet may file a complaint with the Academy Coordinator and/or the PTC Compliance Officers. For more information review the PTC Student Handbook at [www.pioneertech.edu](http://www.pioneertech.edu).

As law enforcement professionals, cadets must be sensitive to and tolerant of the concern's opinions and backgrounds of others. Cadets must treat others with respect, courtesy and dignity, regardless of their circumstances or condition. Insulting, abusive, or degrading conduct, comments or statements related to race, gender, religion, sexual orientation, age, and disability are prohibited. Discrimination and harassment are also illegal and will not be tolerated by Staff or cadets. Any incidents observed by cadets of such misconduct shall be reported to the Academy Coordinator.

All cadets have the responsibility to speak up against discrimination and the right to use grievance procedures without fear of retaliation.

## **Inspections**

The Academy Staff is allowed, at any time, to perform administrative inspections and/or searches for security and violations of Academy Policies and Procedures. All classrooms, classroom furniture and fixtures; all cadet assigned rooms, furniture and fixtures; and all facilities owned and controlled by

Pioneer Technology Center are subject to inspection. It shall be understood there is no expectation of real or assumed privacy. Cadets should expect, at a minimum, weekly inspections.

Discrepancies found during an inspection will be corrected as quickly as possible, and a written report of the violation will be generated by the cadet.

## **Parking/Driving**

Parking is available to cadets in the North and West parking's lots. Pioneer Technology Center campus has numerous students, clients, and customers accessing the facility. Please be courteous and drive slowly and carefully. The speed limit on any campus roadways or parking lots is 10 MPH or less (a speed that is reasonable and prudent).

Violations of the maximum speed-limit or vehicles being operated at a speed not reasonable or proper will subject the trainee to disciplinary action to include dismissal. This includes training in LEDT components of the course.

Violations of parking/driving rules will subject the cadet to restricted driving and parking privileges, as well as disciplinary action.

## **Equipment Requirements**

Each cadet is required to have the following equipment for the following blocks of instruction.

### **Academic/Classroom Instruction**

- 1 - Mechanical pencil
- 2 - Pens (black or blue ink)
- Notebook to take notes during lecture

### **Firearms Training**

- Ear protection is required. It is recommended that the cadet use both a "muff" style hearing protector in combination with the "foam" in-ear style protection.
- Eye protection is also required. Quality sunglasses are an acceptable form of eye protection, as are prescription glasses.
- A brimmed hat or a hat with a bill. (*Refer to restricted colors elsewhere in this document.*)
- A black marker for identifying targets is also required.
- PTC will provide firearms to non-agency sponsored cadets.
- A quality law enforcement-type flashlight.

### **Ammunition Requirements**

- Reloaded or remanufactured ammunition will not be allowed.
- Plated or copper clad bullets are also not recommended.
- Steel Core ammunition is prohibited.

## **Ammunition Quantities**

Each student will be required to bring:

- 1000 rounds of pistol ammunition in a caliber consistent with the firearm utilized
  - Pioneer Technology Center's Bookstore may have ammunition for purchase. For non-agency sponsored cadets.

## **Specifications for Handgun Ammunition:**

- American manufactured ammunition consistent with projectile grain weight and ballistic performance of their "duty" ammunition
- Ammunition must be loaded to SAAMI specifications (Sporting Arms and Ammunition Manufacturers Institute)
- Acceptable manufacturers: (examples) Remington, Winchester, Federal, Speer

## **Custody and Control / Defensive Tactics – Equipment Requirements**

- Cadets are required to have appropriate groin protection and supportive undergarments
- ~~Male cadets are required to have groin protection.~~
- ~~Female cadets are required to have a supportive sports bra.~~

All cadets are required to have a duty belt, with holster, and handcuffs. PTC will provide access to duty belts, holsters, and hand cuffs for non-agency sponsored cadets. No weapons of any kind are permitted in the training area; to include, but not limited to: firearm, knife, baton, pepper spray or taser.

Wrestling shoes are strongly suggested. They will prevent some ankle/knee injuries and allow the cadet to brace, without slipping, for some techniques.

Dark colored clothing is recommended. (Refer to restricted colors elsewhere in this document.) It will prevent any modesty issues when the cadet has soaked their clothing with sweat. All such clothing must have full leg; no cut-off sleeves; and be devoid of embroidery, stenciled lettering, or any markings. (Skin tight, or extremely close fitting, clothing items are restricted from use as well.)

## **Computer and Technology Use**

All cadets will be required to agree with the terms set forth in Pioneer Tech's Information Technology Policy, which sets forth the rules and restrictions relating to computer and technological usage while attending the Academy. Failure to comply with the terms and conditions set forth in this agreement may result in disciplinary action, including dismissal.

**Unauthorized Software:** There are strict federal guidelines with rigid monetary penalties for agencies and individuals who violate the software licensing laws. In order to guard against computer viruses, violation of software licensing laws and inappropriate programs, no computer programs may be added to Pioneer Tech computers without the approval of the Information Technology Manager.

## **Unacceptable Practices**

- Knowingly accessing inappropriate materials.
- Malicious mischief of any sort.
- Use of electronic communications for advertising, selling, sending chain letters, or "spam".

- Obtaining a password to access information without the consent of the system administrator.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources.
- Using electronic mail to threaten or harass others.

**Usage Audits:** Computers may periodically and randomly be checked for compliance. Cadets should not expect any privacy regarding information transmitted or received on Pioneer Technology Center computers. PTC will provide each cadet access to a Chromebook. A personal or department owned computer is allowed in the classroom for the purposes of taking notes, following the student material and special assignments by the instructor. If such device is found to be used for any purpose other than listed in above, the cadet shall be removed from class immediately and submit a written statement to the Academy Coordinator (a single violation is sufficient grounds for removal of electronic device permanently for the remainder of academy). Progressive discipline process will apply.

## Daily Physical Training - PT

By the Oklahoma Council on Law Enforcement Education and Training (CLEET) proclamation each cadet will participate in at least 30 minutes of mandatory physical training each day. Participation is mandatory, and each cadet will participate fully. The purpose and scope of the Council's proclamation is to try and mitigate the instances of injury during the Defensive Tactics/Custody and Control portion of training. The goal is to increase the cadet's overall fitness level, as well as increase individual flexibility.

Should a cadet be unable to fully participate, every effort will be made to evaluate the situation and, if possible, modify the daily routine to briefly accommodate the reason for modification. This modification will last no longer than four days of training. If the cadet is still unable to participate in all activities at the end of the fourth day of training, the cadet will not be allowed to return to any portion of the academy without first presenting a full release from a physician back to active duty. If the reason for modification is due to an injury that occurred during training, the cadet will be required to present a physician release back to full, unrestricted, duty before being allowed to participate in any further portion of the academy. No PT will take place until the Academy Coordinator receives a physician release.

## Pioneer Technology Student Handbook

Any item not addressed by the BPOC Academy Handbook will be addressed through the PTC Full-Time Programs Student Handbook which is available online at [www.Pioneertech.edu](http://www.Pioneertech.edu).

**Warning:** The use of any type of video or photo recording device is absolutely prohibited in any training area without express approval of the Academy Coordinator or their designee. The use of such restricted devices will be grounds for disciplinary action up to and including dismissal from the BPOC Academy.

# Pioneer Technology Center BPOC Cadet Agreement

Cadet Printed Name: \_\_\_\_\_

I have read and fully understand the Basic Peace Officer Certification Academy Rules and Regulations. I am aware that any non-compliance or infraction of any rule within the document above may result in disciplinary action being taken against me, including dismissal from the Academy.

By signing Pioneer Technology Centers BPOC Cadet Agreement; I agree to adhere to the all rules and regulations, expectations, and guidelines provided in this document and as directed by the Academy Coordinator. In addition, I will follow district expectations when using computer systems (government or personal) while present at the Pioneer Technology Center, or when using any Pioneer Tech or state provided equipment, including but not limited to, portable storage devices, internet access (wired or wireless), printers, scanners or any peripheral device.

I understand the use of any type of video or photo recording device is absolutely prohibited in any training area without express approval of the Academy Coordinator or their designee. The use of such restricted devices will be grounds for disciplinary action up to and including dismissal from the BPOC Academy.

Cadet Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pioneer Technology Center (2101 N. Ash, Ponca City, OK 74601) does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For Inquiries concerning the application of this policy contact either Kellie Johnson, [Kelliej@pioneertech.edu](mailto:Kelliej@pioneertech.edu) (580) 718-4224 or Wendy Burg, [Wendyb@pioneertech.edu](mailto:Wendyb@pioneertech.edu) (580) 718-4308, Compliance Officers/Title IX Coordinators, or Lori Evans, [LoriE@pioneertech.edu](mailto:LoriE@pioneertech.edu) (580) 718-4313, 504/ADA Coordinator.

# LIST OF ITEMS - TO DECLARE SURPLUS

June 13, 2023

<u>Quantity</u>	<u>Description</u>	<u>Tag #</u>
1	John Deere X500 Mower	689320
1	Hustler Zero Turn Mower	688458
1	Bob Cat Zero Turn Mower	687983
1	Ford CM274 Tractor Mower	001450
1	Stihl Trimmer with Attachments	688474
1	Lift for Mowers	688688
1	Mobile Electronics Certification Trainer	689220
2	Tool Cabinet	684417*
1	Transmission Inner Part Cleaner	681345
1	Brake Cleaning Equipment	681362
1	Heavy Duty Charging System	001904
1	Autoclave	000263
1	Body Parts Manikin	000151
1	Incubator	685504
1	Olympus Camera	689038
1	Bluebird Bus VIN #1BAKCKH04F216769	SB004
1	Husqvarna push mower	No Tags*
1	Antifreeze Recycling System	No Tags*
10	Assorted student Tables and Old medal desk	No Tags*

## **BOOKS**

6	Todays Medical Assistant Bundle 4 <sup>th</sup> Edition	9780323932066 - NEW
5	Foundations and Adult Health Nursing, Text Book 8 <sup>th</sup> Edition	9780323484374 - NEW
5	Foundations and Adult Health Nursing, Study Guide 8 <sup>th</sup> Edition	9780323524599 - NEW
6	Medical Terminology 9 <sup>th</sup> Edition, Workbook	9780357513699 - NEW
10	Principals of Pharmacology for Medical Assistant, 6 <sup>th</sup> Edition	9781305859326 - NEW
2	Medical Assisting Exam Review, 6 <sup>th</sup> Edition	9780323734127 - NEW
2	CPT Medical Procedure Coding 2021	9781640160491 - NEW
2	ICD 10 Diagnosis Coding 2021	9781635277371 - NEW
9	CPT Medical Procedure Coding 2022	9781640160873 - NEW
9	ICD10 Medical Procedure Coding 2022	9781646312139 - NEW
12	Microsoft Office 2016 for Medical Professionals	9781305878570 - NEW
7	Milady Cosmetology Textbook	9781305721937 - NEW
8	Milady Cosmetology Exam Review	9781285769554 - NEW
2	Milady Cosmetology the Essential Companion	9781285769639 - NEW
3	Milady Cosmetology Theory Workbook	9781285769455 - NEW
3	Milady Cosmetology Practical Workbook	9781285769479 - NEW
5	Hazardous Materials for First Responder 5 <sup>th</sup> Edition Workbook	9780879396183 - NEW
1	Hazardous Materials for First Responder 5 <sup>th</sup> Edition Study Guide	9780879396138 - NEW
4	Hazardous Materials for First Responder 5 <sup>th</sup> Edition Exam Prep	9780879396145 - NEW

## **TECHNOLOGY**

### PDA's:

GE Recorder and Cassette	685060
HP Pocket PC Jornada	000410, 000416, 000430, 000747, 000882, 1004749, 111709, 990271, no tag serial #SG10143673
iOmega Zip CD Drive	000739
Palm Dock	682960
Palm III xe	682030, 682445, no tags serial #BOHP1BL00A7B, BOHP1B40123E, BOHP1BL02CD0, BOHP1BL0282A
Palm m130	681518, 681519, 681523, 681525, 681526, 681528, 681531, no tag serial #BOJB137202BF
Palm One	no tag serial #00V9A5J4556A
Palm Zire71	no tag serial #00U3V2M410E0
Symbol Palm	no tag serial #U327923
Timewand II	000212, 990437
Timewand II Recharger	001148, 679001, no tag serial #288635
Tungsten Palm	687176, 687178, 684683, 687177, no tag serial #00UYA4C31NCK
VeriFone VX 520 CC machine	no tags serial #283-661-701, 285-715-870, 283-661-697

Smartboards: 681634, 683882, 685374, 685904, 687417, 689218, no tags serial #SB580-116402, SB580-180012, SB580-280014, SB580P-07142, SB580P-07152, SB680-R1-195302, SB680-R1-195308, SB680-R1-195309, SB680-R1-195311, SB680-R2-734486, SB680-R2-752420

Dell TV's: 680442, 868587

ColorTaak TV: 606005

*\*some tag numbers missing or illegible*

## **APPENDIX A**

# ADPC Software License and Support Agreement

For Fiscal Year: 2024

ADPC AGREES TO PROVIDE SERVICES AND SOFTWARE TO THE BOARD OF EDUCATION OF:

## PIONEER TECHNOLOGY CENTER

ADPC SHALL, COMMENCING WITH THE MONTH OF JULY 2023, PROVIDE THE FOLLOWING SOFTWARE FOR YOUR DISTRICT:

Financial Accounting	\$440.00
Activity Fund	\$40.00
Treasury	\$40.00
Inventory	\$30.00
Trends Offsite Backup	\$25.00
Activity Fund Offsite Backup	\$10.00
ADPC Cloud Hosting	\$375.00

1. WITH THIS LICENSE YOU MAY USE THE SOFTWARE ON A SINGLE COMPUTER OR ON A FILE SERVER. YOU MAY ADD AS MANY USERS IN YOUR DISTRICT AS NEEDED.
2. THIS AGREEMENT INCLUDES UPGRADES DUE TO ENHANCING THE SOFTWARE FOR ALL CUSTOMERS, CHANGES IN TAXES, AND REQUIRED CHANGES DUE TO SCHOOL LAW. IT DOES NOT INCLUDE CUSTOM PROGRAMMING FOR AN INDIVIDUAL DISTRICT; THIS WOULD BE CONSIDERED AS AN ADDITIONAL CHARGE.
3. THIS AGREEMENT DOES INCLUDE INTERNET UPDATES, PHONE SUPPORT, AND TECHNICAL SUPPORT FOR YOUR TECH STAFF.
4. THE SCHOOL AGREES TO PAY ADPC FOR THE REQUIRED NUMBER OF WARRANTS/CHECKS TO BE USED FOR THE FISCAL YEAR.
5. THE SCHOOL AGREES TO PAY THE SUM OF \$ N/A FOR INSTALLATION AND TRAINING.
6. THE SCHOOL AGREES TO PAY ADPC FOR THE USE OF THE SOFTWARE AND SUPPORT, THE SUM OF \$11,520.00 PAYABLE IN 12 EQUAL PAYMENTS OF \$960.00.

### PLEASE SPECIFY HOW YOU WOULD LIKE TO BE BILLED

12 PAYMENTS OF \$960.00

1 FULL PAYMENT OF \$11,520.00

7. UPON ANY EARLY TERMINATION OF THIS AGREEMENT, A NINETY DAY PRIOR WRITTEN NOTICE MUST BE SUBMITTED. ADPC WILL CONTINUE TO BILL FOR SOFTWARE AND SUPPORT UNTIL SUCH TIME THE SOFTWARE IS REMOVED FROM THE DISTRICT.

ADPC

*Angie French*

Date Submitted: May 09, 2023

SUPERINTENDENT

Date Accepted: / /



*Change in rates/fees for Cloud Customers.*

**School: Pioneer Technology Center**

**Users(\$20 Each): 15**

**Databases(\$25 Each): 3**

**Total change in price per month: \$375**

**Remarks: 15 users to cover 85 users, if that is not enough, we can change mid-year as needed and reevaluate the number next FY.**

Signed: \_\_\_\_\_

# ROSENSTEIN, FIST & RINGOLD

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

OF COUNSEL  
ADAM S. BREIPOHL  
EMILY C. KRUKOWSKI  
ALISON A. PARKER  
ERIC D. JANZEN  
MARK S. RAINS

June 6, 2023

## VIA ELECTRONIC MAIL

Traci Thorpe, Superintendent/CEO  
Pioneer Technology Center  
[tracit@pioneertech.edu](mailto:tracit@pioneertech.edu)

**Re: RFR Engagement Letter 2023-2024**

Dear Ms. Thorpe:

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

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

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

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

Traci Thorpe, Superintendent/CEO  
Pioneer Technology Center  
June 6, 2023  
Page 2

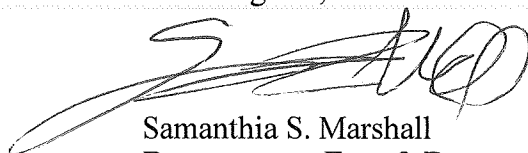
On or about the 15<sup>th</sup> of each month, the Tech Center will receive an invoice for services rendered the previous month along with a statement of cash advanced. If you have any questions regarding any invoice which you receive, please call it to my attention immediately.

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

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

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

Kind Regards,



Samanthia S. Marshall  
ROSENSTEIN, FIST & RINGOLD

SSM/cnw

Enclosures: 2022 RFR Rate Sheet (Currently in Effect)  
2023 RFR Rate Sheet (Effective 7/1/2023)

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

Entered into by the Technology Center this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Clerk



ROSENSTEIN FIST & RINGOLD

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

Years of Practice as Attorney:

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

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



ROSENSTEIN FIST & RINGOLD

**Schedule of Reimbursed Expenses**

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



ROSENSTEIN FIST & RINGOLD

**Governmental  
2023 Billing Rates  
Effective July 1, 2023**

Years of Practice as Attorney:

30+ Years	\$325
25-29 Years	\$295
20-24 Years	\$285
15-19 Years	\$270
10-14 Years	\$230
6-9 Years	\$195
3-5 Years	\$180
0-2 Years	\$170
Law Clerks	\$110
Paralegals	\$125

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



ROSENSTEIN FIST & RINGOLD

**Schedule of Reimbursed Expenses**

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Delivery-Postage	At actual cost
Photocopying	.20 cents per page
Secretarial Overtime	Only upon request of client and then only at actual cost
Cash Advances	At actual cost up to \$500; expenditures over \$500 are sent directly to client for payment
Computer Assisted Research (Westlaw)	At actual cost

# RESOLUTION

Be it resolved that the governing board for Pioneer Technology Center - (140268)

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered for the fiscal year 07/01/2023-06/30/2024.
2. Authorizes payment of the applicant's share subject to the following conditions:
  - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
  - (2) receipt of services during the fiscal year 07/01/2023-06/30/2024.

Application #	Name	Pre-Discount Amount	E-Rate Amount	Applicant's Share
231019726	PITC 2023-C1	\$23,880.00	\$19,104.00	\$4,776.00
231036127	PITC 2023-C2	\$23,052.00	\$18,441.60	\$4,610.40

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**APPLICATION FOR APPROVAL  
OF TEMPORARY APPROPRIATIONS  
FOR THE FISCAL YEAR 2023-24**

BE IT RESOLVED: that, in accordance with the provisions of 68 O.S., Section 3020, the County Excise Board is respectfully requested to approve the temporary appropriations listed below for the funds of the hereinafter named school district. It is certified that the amounts so requested do not exceed 100% of the School's Estimate of Needs for 2022-23.

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

Approved this 13th day of June, 2023.

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

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
PRESIDENT

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COUNTY EXCISE BOARD

Approved by the Kay County Excise Board this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
SECRETARY OF KAY COUNTY  
EXCISE BOARD

\_\_\_\_\_  
MEMBER

PIONEER TECHNOLOGY CENTER  
2101 NORTH ASH  
PONCA CITY, OKLAHOMA  
FY 2023-24

RESOLUTION

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

Approved and dated this 13th day of June, 2023.

\_\_\_\_\_  
BOARD PRESIDENT

\_\_\_\_\_  
BOARD CLERK

**PIONEER TECHNOLOGY CENTER  
ACTIVITY FUND – LIST OF SUBACCOUNTS  
FY 2023 – 2024**

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

**PIONEER TECHNOLOGY CENTER**  
**Part-Time & Temporary Employment Contracts and/or Addenda to Contracts**  
**June 13, 2023 FY 2022/2023**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Steve Bookout	Evening Supervisor	05/16 – 06/15 (up to 44 hrs)	1,100.00
Steve Bookout	Evening Supervisor	06/16 – 06/30 (up to 16 hrs)	400.00
Mike Boon	Safe Tractor Operator	06/27 – 06/28 (20 hrs)	800.00
Vicki Braden	ABE/HSE Instructor	06/01 – 06/30 (17.5 hrs)	455.00
Aimee Clark	ABE/HSE Instructor	06/01 – 06/30 (21 hrs)	525.00
Christina Chapman	ABE/HSE Instructor	06/01 – 06/30 (21 hrs)	525.00
Lori Evans	Evening Supervisor	05/16 – 06/15 (up to 44 hrs)	1,188.00
Lori Evans	Evening Supervisor	06/16 – 06/30 (up to 32 hrs)	864.00
Tyler Evans	Bus Driver Training	04/17 – 04/28 (12.25 hrs)	388.32
Tyler Evans	Bus Driver Training	05/01 – 05/20 (18.25 hrs)	578.52
Joella Francis	CSO Skills Check-off	05/17 – 05/19 (15 hrs)	450.00
Joella Francis	CSO Skills Check-off	05/23 (3 hrs)	90.00
Larry Godley	ABE/HSE Instructor	06/01 – 06/30 (4.5 hrs)	135.00
Elaine Harman	ABE/HSE Instructor	06/01 – 06/30 (24.5 hrs)	612.50
Steve Ivie	Beginning Welding	04/04 – 04/13 (6 hrs)	180.00
Tonya Jackson	ABE/HSE Instructor	06/01 – 06/30 (38.5 hrs)	1,001.00
Jay Kirkendall	Bus Driver Training	04/24 – 04/25 (12.75 hrs)	349.35
Julie Lawrence	ABE/Corrections Instructor	06/01 – 06/30 (24.5 hrs)	612.50
Allyson Leonard	ABE/HSE Instructor	06/01 – 06/30 (49 hrs)	1,225.00
Steven Long	Paramedic Skills	02/13 – 05/18 (26.5 hrs)	662.50
James Page II	Bus Driver Examiner	05/12 – 05/20 (4 hrs)	140.00
Eric Payne	Class B ELDT Instructor	06/12 – 06/26 (88 hrs)	2,640.00
Diane Pendleton	ABE/HSE Instructor	06/01 – 06/30 (28 hrs)	700.00
Pam Powers	ABE/HSE Instructor	06/01 – 06/30 (49 hrs)	1,225.00
Kristi Reed	CMA Cont. Education	05/12 (8 hrs)	184.00
Kristi Reed	CMA Instructor	05/15 – 05/20 (28 hrs)	644.00
Kristi Reed	CMA Instructor	05/21 – 05/26 (28 hrs)	644.00
Kristi Reed	CNA Instructor	06/28 – 06/30 (11 hrs)	253.00
David Rush	Bus Driver Training	04/17 – 05/15 (35.75 hrs)	893.75
Joby Sadler	Phlebotomy	06/01 – 06/20 (15 hrs)	420.00
Joby Sadler	Phlebotomy	06/21 – 06/27 (9 hrs)	252.00
Lorinda Schrammel	DISC Training	05/09 (4 hrs)	500.00
Rebecca Stephens	ABE/TANF Instructor	06/01 – 06/30 (35 hrs)	875.00
Rebecca Stephens	ABE/HSE Instructor	06/01 – 06/30 (56 hrs)	1,400.00
Mary Ann Sudbury	ABE/HSE Instructor	06/01 – 06/30 (21 hrs)	525.00
Lane Vap	Small Engine Repair	06/06 – 06/20 (12 hrs)	300.00
Lane Vap	Small Engine Repair	06/21 – 06/30 (12 hrs)	300.00

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

<u>Type</u>	<u>FY23</u> <u>Expiring</u>	<u>FY24</u> <u>Renewal</u>	<u>Change</u>
Workers Comp	29,929.00	<b>30,318.00</b>	+ 389.00
General Liability	1,032.00	<b>891.00</b>	- 141.00
Umbrella-Excess Limits	210.00	<b>307.00</b>	+ 97.00
Educators Legal Liability	1,032.00	<b>890.00</b>	- 142.00
Auto/Fleet Physical/Liab	1,377.00	<b>1,189.00</b>	- 188.00
Auto Excess Physical	3,724.00	<b>4,743.00</b>	+ 1,019.00
Property	96,653.00	<b>155,963.00</b>	+ 59,310.00
Equipment Breakdown	553.00	<b>651.00</b>	+ 98.00
Crime	2,720.00	<b>2,720.00</b>	0
Fiduciary Liability	1,222.00	<b>1,222.00</b>	0
Bailee's Liability	312.50	<b>312.50</b>	0
Student Accident	4,895.10	<b>4,895.10</b>	0
Cyber Liability	5,944.00	<b>0.00</b> included in pkg	- 5,944.00
Day Care General Liability	<u>2,734.00</u>	<u><b>3,002.00</b></u>	<u>+268.00</u>
<b>OSIG TOTALS</b>	<b>152,337.60</b>	<b>207,103.60</b>	<b>+54,766.00</b>
LIBERTY MUTUAL:			
Treasurer Bond	1,300.00	1,300.00	0

**APPENDIX D**

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

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

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

**Whereas,** OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2023/2024 plan year; and

**Whereas,** the quotation is acceptable to the District;

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

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

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

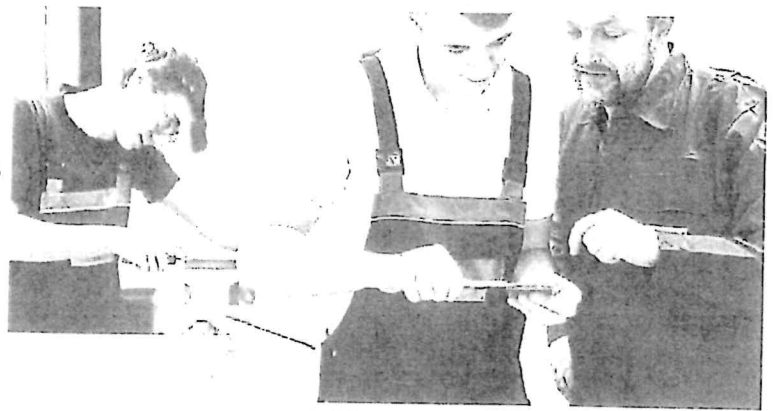
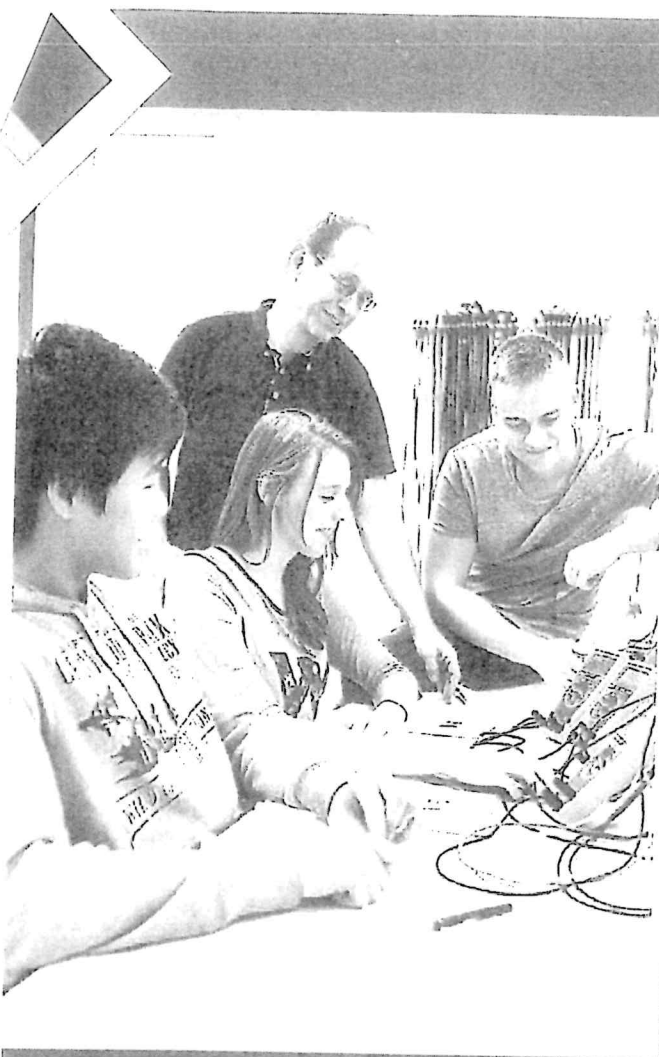
Date: \_\_\_\_\_

**Pioneer Technology Center**

\_\_\_\_\_  
By: President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



**OKLAHOMA ASSOCIATION FOR CAREER AND TECHNOLOGY  
EDUCATION INSURANCE PLAN**

**INSURANCE PROPOSAL FOR  
PIONEER TECHNOLOGY CENTER**

Presented By:  
Gary Rosenhamer  
Tom Caraway

## Loss Control & Risk Services Overview

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

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

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

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

### How We Can Help You

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

Reducing expenditures from losses associated with insurance claims, premiums and accidents.

Improved worker morale

Worker and Supervisor Accountability

Reducing Liabilities

Safer Worksites

### Specific Loss Control Programs Offered

#### Fleet Safety Compliance

Small and large fleets

49CFR compliance for CDL drivers

Defensive Driver Instruction

#### OSHA Compliance:

Training

Record Keeping

Lock Out/Tag Out

Hazard Communication

Respiratory Protection

General Industry and Construction

Warehouse Safety

Oil & Gas

### Additional Loss Control Programs & Services

In-House Review and Recommendations

Accident Investigation

Return To Work Programs and Implementation

Workers' Compensation and Liability Loss Reviews

3rd Party Vendor Compliance

Environmental Safety Assessment

Safety Policy/Manual

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

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

**2023 - 2024 Premium Comparison**

<b>Coverages</b>	<b>22-23</b>	<b>23-24</b>	<b>% Change</b>
Property	\$96,653	\$155,963	61%
<b>All Other Peril Deductible (\$10,000)</b>			
<b>Wind/Hail/Tornado Deductible (\$25,000)</b>			
Equipment Breakdown	\$553	\$651	18%
General Liability	\$1,032	\$891	-14%
Educators Legal Liability	\$1,032	\$890	-14%
Auto Liability	\$1,377	\$1,189	-14%
Auto Physical Damage	\$3,724	\$4,743	27%
Excess Liability	\$210	\$307	46%
<b>OSIG PREMIUM</b>	<b>\$104,581</b>	<b>\$164,634</b>	<b>57%</b>
Workers' Compensation	\$29,929	\$30,318	1%
Crime	\$2,720	\$2,720	0%
Fiduciary	\$1,222	\$1,222	0%
Bailee's Liability	\$312.50	\$312.50	0%
Day Care General Liability	\$2,734	\$3,002	10%
Student Accident	\$4,895.10	\$4,895.10	0%
<b>Total Premium</b>	<b>\$146,394</b>	<b>\$207,104</b>	<b>41%</b>

**Property Deductible Options:**

<b>Deductible</b>	<b>Saves</b>	<b>Indicated Savings</b>
All Peril 10K to 25K	4%	\$6,239
All Peril 10K to 50K	6%	\$9,358
<b>Deductible</b>	<b>Saves</b>	<b>Indicated Savings</b>
W/H 25K to 50K	5%	\$7,798
W/H 25K to 100K	7.5%	\$11,697

**Note:**

*Depending on the chosen deductible option, the indicated savings will be slightly different based on final mathematical calculations.*



Pioneer Technology Center  
 2101 N. Ash  
 Ponca City, OK 74601

**This is not an invoice.**

<b>Breakdown of Insurance Cost</b>
------------------------------------

Annual Premium Breakdown

Property:	\$155,963
Boiler & Machinery:	\$651
Auto Physical Dmg:	\$4,743
General Liability:	\$891
Auto Liability:	\$1,189
Educators Legal:	\$890
Excess Liability:	\$307
<b>Total Annual:</b>	<b>\$164,634</b>

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Total Values	\$717,042	\$773,376	\$28,870,668	\$29,741,565	\$31,228,403	\$41,301,561
Premium	\$7,182	\$7,910	\$62,675	\$74,455	\$92,017	\$131,442
Distribution	\$0	\$0	\$358	\$0	\$0	\$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
2	\$374,622	\$9,146	2.44%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

## Coverages

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

### Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV or buildings designated as ACV or \*stated value
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence \$1,000,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk
    - \*Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
- Newly Acquired Property Coverage - 120 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000  
 \*Note Flood Zones A and V are excluded
- Terrorism \$500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

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

### Deductibles Optional increased deductible quotations are available upon request.

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

### General Liability

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

### School Board Legal Liability

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

### Employee Benefit Liability

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

### Automobile Liability

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

### Automobile Physical Damage

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

## Crime

No Coverage

## Cyber Liability

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

## Deadly Weapon Protection

- Claims Made Form
- \$500,000 Limit Per Occurrence
- \$2,500,000 Annual Aggregate
- \$10,000 Deductible
- Must notify OSIG within 90 days of receiving notice of a covered accident

## Excess Liability

- Excess Primary Limits \$1,000,000
- Follow Form Underlying - Excluding Employers Liability

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

# WORKERS' COMPENSATION

<b>Carrier</b>	<b>CompSource Mutual Insurance Company</b>
<b>Policy Number</b>	Renewal of 03482308221
<b>Policy Term</b>	7-1-2023 to 7-1-2024
<b>Annual Premium</b>	\$ 30,318
<b>Workers' Compensation Employer's Liability</b>	<b>Statutory Limits</b>
	\$1,000,000 Each Accident
	\$1,000,000 Policy Limit
	\$1,000,000 Each Employee
<b>Location</b>	<b>Per Schedule on file with carrier</b>

Note: 2023-2024 policy is non-auditable.

Class	Payroll
<b>8868 School: Professional Employees &amp; Clerical (Teachers, Assistants, Clerical, IT, HR, Finance, Admin, Business Development, Counselors, Bookstore)</b>	\$5,322,766
<b>7380 School: Drivers, Messengers, Chauffeurs</b>	\$105,000
<b>9101 School: All Other Employees (Security, Maintenance, Groundskeeper, Cafeteria, Mechanics)</b>	\$415,000
<b>8869 School: Day Care</b>	\$152,000

# | CRIME

<b>Carrier</b>	<b>Travelers Casualty and Surety Company of America</b>
<b>Policy Number</b>	107113888
<b>Policy Term</b>	7-1-2023 to 7-1-2024
<b>Premium</b>	\$2,720 (3-Year Policy, Premium \$8,160)
<b>Claims Made Form</b>	

Revenues \* Per Expiring

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

**Insureds Premises Covered: Worldwide**

## | FIDUCIARY

Carrier	Federal Insurance Company - Chubb
Policy Number	8211-9057
Policy Term	7-1-2023 to 7-1-2024
Annual Premium	\$1,222

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

### Retention Amounts

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

## BAILEE'S LIABILITY COVERAGE

<b>Carrier</b>	<b>Mid-Continent Casualty Company</b>
<b>Policy Number</b>	04CIM000027667
<b>Policy Term</b>	7-1-2023 to 7-1-2024
<b>Premium</b>	\$312.50

### Coverage

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

## GENERAL LIABILITY - CHILD CARE

<b>Carrier</b>	Philadelphia Insurance Companies
<b>Policy Number</b>	TBD
<b>Policy Term</b>	7-1-2023 to 7-1-2024
<b>Premium</b>	\$3,002
<b>Location</b>	2101 N Ash St Ponca City, OK 74601

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

**COVERAGE PLAN:** Occurrence Basis

**DEDUCTIBLE(S):** None

### CLASS CODE

Territory	Class Code	Description	Exposure	Basis	Rate	Premium
Remainder of State	41715	Day Care Centers.	36	Per child/each		\$393
	46671	Park/Playground	1			\$729

### ADDITIONAL COVERAGES

Additional Coverage	Details	Premium
Day Care Physical and Sexual Abuse	\$100,000 Occurrence 300,000 Aggregate \$1,000 Deductible	\$347
Professional Liability	\$1,000,000 Each Incident / \$2,000,000 Aggregate	\$1,421
GL Deluxe Endorsement - Daycare Organization		\$112

# STUDENT ACCIDENT

Carrier	United States Fire Insurance Company
Policy Number	TBD
Policy Term	7-1-2023 to 7-1-2024
Annual Premium	\$4,895.10

<b>Class I.</b>	<b>Number Eligible</b>
Work Based Experience Students	<b>378</b>

### Description of Hazards

Specific Activity – All Students enrolled in District Programs and are participating in sponsored work base experience training as part of their curriculum.

### Description of Benefits

- I. Accident Medical & Dental Primary
- II. Accidental Death, Dismemberment, Loss of Sight, Speech, Hearing, or Paralysis

### Principal Sum

**\$15,000** Maximum Benefit Limit

**\$10,000** AD&D

### Aggregate Limit of Liability

**\$250,000** Per Accident

### Loss & Percentage of Principal Sum

Loss of Life 100%

Loss of Both Hands 100%

Loss of Both Feet 100%

Loss of Entire Sight of Both Eyes 100%

Loss of One Hand and One Foot 100%

Loss of One Hand and Entire Sight of One Eye 100%

Loss of One Foot and Entire Sight of One Eye 100%

Loss of Speech and Hearing (both ears) 100%

Quadriplegia (total paralysis of both upper and lower limbs) 50%

Paraplegia (total paralysis of both lower limbs) 50%

Loss of One Hand 50%

Loss of One Foot 50%

Loss of Entire Sight of One Eye 50%

Loss of Speech 50%

Loss of Hearing (both ears) 50%

Hemiplegia (total paralysis of upper and lower limbs on one side of body) 50%

Loss of Thumb and Index Finger of the Same Hand 25%

## | DISCLOSURES

### **Compensation Disclosure to our Customers**

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

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

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

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



## Property Schedule

Report Printed: 06/06/2023 04:17 pm

### Pioneer Technology Center

Location	Occupied As	Bldg Value	Contents Val
1500 South Waverly	Contents Only	\$0	\$50,657
2101 North Ash	Bus Building	\$2,299,602	\$95,700
2101 North Ash	EMS Training Tower (No Contents)	\$876,779	\$0
2101 North Ash	Main Building	\$22,270,907	\$4,855,453
2101 North Ash	Main Building Addition - Conference Center/Safe Room/Culinary Arts/Cosmetology	\$8,373,098	\$837,310
2101 North Ash	Sign	\$150,301	\$0
2101 North Ash	Storage Building	\$351,084	\$1,000
		<u>\$34,321,771</u>	<u>\$5,840,120</u>

Floater Limit	<u>\$150,000</u>	Auto Values:	<u>\$1,294,323</u>
EDP Limit	<u>\$1,000,000</u>	Total Values:	<u>\$43,856,214</u>
Extra Expense Limit	<u>\$1,250,000</u>		



## Auto Schedule

Report Printed: 06/06/2023 04:17 pm

### Pioneer Technology Center

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2001	Ford	F-250	3	1FTNF20L551EB43461	\$6,550
2	1992	Callen	Trailer	0	1C9UU3820NC440083	\$67,000
3	2002	Ford	E-150 Van	2	1FTRE1427HB81449	\$5,587
4	2004	Bluebird	Bus	53	1BAKCKKH04F216769	\$15,000
5	2001	Chevrolet	MiniBus	8	1GBHG31R911193889	\$5,000
6	2004	Chevrolet	Silverado	3	1GCHC23U24F178838	\$15,150
7	2003	Jackson	CarHauler	0	1J9FS182731033435	\$2,925
8	2006	Bluebird	Bus	35	1BAKCKKH66F232400	\$24,000
9	2007	Freightliner	TrkTor		1FVAFCDK0747458598	\$80,000
10	2008	Dodge	Caravan	7	1D8HN44H98B177174	\$8,925
11	2009	Cargo	Trailer		406EG26239C022973	\$15,400
12	2011	Chrysler	200	5	1C3BC1FB2BN531306	\$12,125
13	2013	Dodge	Caravan		2C4RDGCG4DR549290	\$16,725
14	2015	IC	Bus		4DRNZSKH9FB645958	\$78,125
15	2015	Top Hat Bumper	Dump Trailer		4R7BD142XFT145216	\$6,627
16	2016	Chevy	Impala		2G1WA5E36G1103244	\$17,529
17	1996	Daihatsu	Mini Truck		S110P076979	\$0
18	2018	International	Bus		4DRBUC8N7JB518817	\$99,000
19	2017	Chevy	Suburban		1GNSCKEC1HR302281	\$37,835
20	2018	Chevy	Impala		2G11X5S39J9110114	\$21,239
21	2019	International	Special Needs Bus	71	4DRBUC8PXKB595135	\$97,025
22	1985	Spartan	Fire Truck		S29MT6C00FC423791	\$14,500
23	1999	Ford	Crown Victoria		2FAFP71W0XX173097	\$2,000
24	2018	Ford	Expedition		1FMJK1FT8JEA53602	\$39,000
25	2019	Dodge	Caravan		2C4RDGBG4KR568503	\$21,566
26	2020	International	Bus	71	4DRBUC8P6LB422875	\$93,685
27	2020	Sundowner	Cargo Trailer		13SCG3022L1CA3831	\$128,800
28	2020	Ford	Fusion		3FA6P0G78LR112046	\$16,978
29	2008	Ford	Ambulance		1FDWF36R88ED58439	\$110,000
30	2022	International	Bus	71	4DRBUC8N4NB244692	\$97,100
31	2023	Chevy	Malibu		1G1ZC5ST7PF164834	\$25,000
32	2023	Chevy	Malibu		1G1ZC5ST4PF163690	\$25,000
33	2023	Collins	Mini Bus	14	1GB3GSB71P1105198	\$88,927

Total Value of All Autos for Pioneer Technology Center: \$1,294,323

## IMPORTANT EXPOSURE AND COVERAGE ITEMS

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

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

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

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

**THIS ENDORSEMENT CHANGES THE PLAN. PLEASE READ IT CAREFULLY.**

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

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

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

## Overview

### Background

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

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 18 years, OSIG's membership has grown to 537 and the program insures more than \$25 Billion in school property across Oklahoma.

### Structure

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

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

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

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

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

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

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

## Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/22 was more than \$7.8 million and our assets were more than \$39 million.

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

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district.

<i>Statement of Net Assets</i>	
<i>As of 6/30/22</i>	
Cash	\$ 28,499,096
Other Assets	\$ 11,453,895
<b>Total Assets</b>	<b>\$ 39,952,991</b>
<b>Total Liabilities</b>	<b>\$ 32,096,253</b>
<b>Total Net Assets/Surplus</b>	<b>\$ 7,856,738</b>

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at [www.ok.gov/oid](http://www.ok.gov/oid). Your school's auditor can help in analyzing the statements.

## Important Plan Information

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

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

## Actuarial Review

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

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