

Pioneer Technology Center Board of Education
Regular Meeting

Tuesday, October 10, 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 -Goals Report Out, Team Representatives
5. Discussion and vote to approve or not approve the Minutes of the September 12, 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 for FY24 General Fund #40532-40664 in the amount of \$65,286.14; Building Fund #40019-40024 in the amount of \$13,349.83; Payroll #70165-70166 in the amount of \$43,038.89.
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 full time programs
8. Discussion and vote to approve or not approve a Resolution to the County Election Board calling for the annual election of a Board of Education member in Zone 2
9. Discussion and vote to approve or not approve FY24 Budget Appropriations as listed on Appendix A
10. Discussion and vote to approve or not approve FY24 Supplemental Appropriation Request for Work Ready Oklahoma Grant in the amount of \$1,363,885.
11. Discussion and vote to approve or not approve the purchase over \$10,000 as listed on Appendix B.
12. Discussion and vote to approve or not approve the new or revised policies as follows:
(New)CN-R1- School Transportation Regulation, (New)GKF- Disciplinary Action for Misuse of School Bathrooms and Changing Facilities, BBBA- Election Zones, CKC-

Disaster Drills, CLBC- Armed School Employees, DEB- All Leave, DECBH- Family Medical Leave, DEF- Unused Sick Leave, FNF-R- Search of Students,

13. Discussion and vote to approve or not approve opening new positions for the Work Ready Oklahoma program: Program Coordinator, Program Manager, Employment & Job Specialist, Administrative & Program Support
14. Discussion and vote to approve or not approve the Children's Lab & Preschool Infant Classroom Expansion
15. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix C.
16. Discussion and vote to approve or not approve the employment of a Children's lab & preschool teacher
17. Motion and vote to accept Mrs.Orva Rothgeb's resignation from the Board of Education and to proceed with the appointment process of a new board member for Zone 4.
18. Discussion and possible board action with regard to the reorganization of board officers: President, Vice President, Clerk and Vice Clerk
19. New Business
20. Board Comment
21. Adjournment

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, September 12, 2023 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order

2. Roll call and establish a quorum

Also in attendance were Traci Thorpe, Ryan Burkett, Kendra Knight, Mike Orr, Stacey Rush, Molly Kyler and Kellie Johnson.

3. Flag salute and moment of silence

4. Reports and Presentations- Johnny Thornburgh, Industrial Coordinator, tour of Business & Industry Flex lab (B115)

5. Vote to approve tour of Pioneer Technology Center's Flex Lab (B115)

Motion to approve tour of Pioneer Technology Center's Flex lab (B115) passed with a motion by Mr. Laurence Beliel and a second by Ms. Gay Norris at 6:05 p.m.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

6. Board President acknowledgement of return to Board meeting at 6:45 p.m.

7. Discussion and vote to approve or not approve the Minutes of the August 8, 2023 regular Board of Education meeting

Motion to approve the Minutes of the August 8, 2023 regular Board of Education meeting 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: Yea

Yea: 5, Nay: 0

8. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists for FY24 General Fund #40329-40531 in the

amount of \$106,863.86; Building Fund #40013-40018 in the amount of \$22,223.13; Payroll #70161-70164 in the amount of \$168,224.77.

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

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

9. 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

The superintendent gave an updated list of courses for PTC to the board for their review. She also stated she went to BS Barns house ribbon cutting today. There will be an open house this Saturday if you are interested in that. We have started on-boarding with Adira for cyber security. We are working with the student team from OSU to begin the study of the property around PTC. They will be on site next week to look at the flood zone. I am working on getting prepared for the legislative session that involves OHLAP and the changes that are needed for OHLAP. Our playground is nearing completion and there will be a ribbon cutting on September 21, 2023. We were supposed to have a site visit for work ready Oklahoma and they were unable to come. We have a couple leaks that are being addressed in the ceiling of the Mani/Pedi room and the Conference Center. We had a meeting on August 30th about lighting and will have another meeting about HVAC at another meeting. The OSSBA Region 3 meeting will be held at Autry Tech on October 17. The State Dept. of Education is having PREPaRED training and we will host this training. There will be a School Safety & Crisis preparedness meeting on campus on Thursday, October 12, 2023, then again November 9 & 10.

Molly Kyler- Executive Director, Business & Industry Services

I appreciate you taking the tour of the Flex lab. We are excited to have this space on campus.

10. Discussion and vote to approve or not approve the FY23 Financial Statements and FY24 Estimate of Needs

Motion to approve the FY23 Financial Statements and FY24 Estimate of Needs passed with a motion by Mr. J.D. Soulek 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: Yea
Yea: 5, Nay: 0

11. Discussion and vote to approve or not approve surplus items as listed on Appendix A

Motion to approve surplus items 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: Yea
Yea: 5, Nay: 0

12. 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. J.D. Soulek.

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

13. Discussion and vote to approve or not approve the employment of a Fleet/Maintenance - Bus Driver.

Motion to approve the employment of a Fleet/Maintenance - Bus Driver. passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

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

14. Discussion and vote to approve or not approve the employment of a Safety Instructor

Motion to approve the employment of a Safety Instructor passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

15. New Business (None)

16. Board Comment (None)

17. President Orva Rothgeb adjourned the meeting at 7:24 p.m.



PIONEER TECHNOLOGY CENTER

From PO: 40532 to PO: 40664

General

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

PO	Vendor Name	General Description	Amount	Date
40532	AMAZON CAPITAL SERVICES	AT&D - RESALE BOOKS	123.92	09/08/2023
40533	OKLAHOMA BPA	BPA STUDENT TRAVEL REGISTRATIONS	280.00	09/11/2023
40534	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	178.15	09/11/2023
40535	AMAZON CAPITAL SERVICES	AT&D - OFFICE SUPPLIES & RESALE BOOKS	915.44	09/11/2023
40536	ANDERSON FLOORING	BUILDING MAINT REPAIRS	208.32	09/11/2023
40537	HOBBY LOBBY	BUILDING MAINT SUPPLIES	58.60	09/11/2023
40538	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	61.14	09/11/2023
40539	OKLAHOMA BPA	BPA STAFF TRAVEL REGISTRATION	70.00	09/11/2023
40540	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	954.27	09/11/2023
40541	LAKESHORE LEARNING MATERIALS LLC	CHILDREN'S LAB - SUPPLIES	103.49	09/11/2023
40542	PONCA IRON & METAL, INC.	WELDING SUPPLIES	1,420.00	09/11/2023
40543	TEACHER CREATED RESOURCES	CHILDREN'S LAB - SUPPLIES	34.97	09/11/2023
40544	AMAZON CAPITAL SERVICES	MEDICAL SERVICES - SUPPLIES	68.98	09/11/2023
40545	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	34.08	09/11/2023
40546	AIR FORCE ASSOCIATION	INFO TECH STUDENT REGISTRATION	450.00	09/11/2023
40547	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	684.45	09/11/2023
40548	HOBBY LOBBY	MARKETING/SUPPLIES	40.39	09/11/2023
40549	SKYWAY CDJR	VEHICLE MAINT - REPAIRS	492.03	09/12/2023
40550	360 OUTDOOR TURF	GROUNDS REPAIRS	433.04	09/12/2023
40551	STAPLES ADVANTAGE	BIS ADMIN AND CENTRAL SUPPLIES	129.98	09/14/2023
40552	FIRST NATIONAL BANK OF OMAHA	STUDENT AMBASSADOR SUPPLIES	210.45	09/14/2023
40553	AMAZON CAPITAL SERVICES	OKDHS CHILD CARE GRANT - SUPPLIES	1,614.60	09/14/2023
40554	BRACE BOOKS & MORE	PROGRAM DEVELOPMENT - BOOKS	42.38	09/14/2023
40555	BOOMER TIRE	VEHICLE MAINT - REPAIRS	60.00	09/14/2023
40556	FASTENAL COMPANY	WELDING SUPPLIES	452.38	09/14/2023
40557	OKLAHOMA SKILLS USA	PRESCISION MACHNINING STAFF/STUDENT TRAVEL - REGISTRATION	150.00	09/14/2023
40558	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	56.00	09/15/2023
40559	LOWE'S HOME CENTER INC	WELDING SUPPLIES	273.98	09/15/2023
40560	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	57.79	09/15/2023
40561	A+ PRINTING	AT&D SUPPLIES	172.02	09/15/2023
40562	THE OKLAHOMA ACADEMY	STAFF TRAVEL- REGISTRATION	390.00	09/15/2023



PIONEER TECHNOLOGY CENTER

From PO: 40532 to PO: 40664

Encumbrance For Board Approval GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
40563	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL- LODGING	450.00	09/15/2023
40564	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	565.02	09/15/2023
40565	MARKET SOURCE RESTAURANT	BUILDING MAINT EQUIP	1,773.71	09/15/2023
40566	X-CEL BADGE & ENGRAVING C	STUDENT AMBASSADOR SUPPLIES	278.30	09/15/2023
40567	LAKESHORE LEARNING MATERIALS LLC	OKDHS GRANT - EQP/UNDER \$2500	4,248.10	09/15/2023
40568	AMAZON CAPITAL SERVICES	OKDHS GRANT - EQP/UNDER\$2500	749.99	09/15/2023
40569	TEACHER CREATED RESOURCES	OKDHS GRANT - SUPPLIES	82.41	09/15/2023
40570	OKLAHOMA WORKS STATE SUMMITT	TANF - STAFF TRAVEL REGISTRATION	300.00	09/15/2023
40571	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	87.47	09/18/2023
40572	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - EQUIP UNDER \$2500	618.00	09/18/2023
40573	LOWE'S HOME CENTER INC	CONSTRUCTION TECH - SUPPLIES	1,000.00	09/18/2023
40574	LOCKE SUPPLY	MECHATRONICS - SUPPLIES	49.05	09/18/2023
40575	JENKINS & PRICE	BUILDING MAINT - SUPPLIES	1,349.78	09/19/2023
40576	LAKESHORE LEARNING MATERIALS LLC	OKDHS GRANT - SUPPLIES	1,258.40	09/19/2023
40577	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	2,717.32	09/19/2023
40579	OKLAHOMA HOSA	STAFF/STUDENT TRAVEL REGISTRATION	250.00	09/19/2023
40580	HOBBY LOBBY	CHILDREN'S LAB & PRESCHOOL - SUPPLIES	50.50	09/19/2023
40581	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	26.60	09/19/2023
40582	A+ PRINTING	MARKETING/ADVERTISING	116.00	09/19/2023
40583	STAPLES ADVANTAGE	MARKETING/SUPPLIES	175.83	09/19/2023
40584	AMAZON CAPITAL SERVICES	MARKETING/SUPPLIES	51.96	09/19/2023
40585	HAMPTON INN & SUITES STILLWATER WEST	PN LODGING	98.00	09/19/2023
40586	BEST WESTERN - CHICKASHA	PN LODGING	218.00	09/19/2023
40587	ODCTE	PROFESSIONAL DEVELOPMENT TRAVEL REGISTRATION	75.00	09/19/2023
40588	ODCTE	PN REGISTRATION	750.00	09/19/2023
40589	BEST WESTERN - CHOCTAW	PN LODGING	198.00	09/19/2023
40590	EMBASSY SUITES - TULSA	PN LODGING	306.34	09/19/2023
40591	THE RAILROAD YARD INC.	WELDING SUPPLIES	1,018.50	09/20/2023
40592	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	160.57	09/20/2023



PIONEER TECHNOLOGY CENTER

From PO: 40532 to PO: 40664

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

PO	Vendor Name	General Description	Amount	Date
40593	LINCOLN ELECTRIC COMPANY	WELDING SUPPLIES	1,371.90	09/20/2023
40594	AMAZON CAPITAL SERVICES	VISUAL COMMUNICATIONS SUPPLIES	827.50	09/20/2023
40595	AMAZON CAPITAL SERVICES	BUILDING MAINT SUPPLIES	56.67	09/20/2023
40596	IPG PHOTONICS CORP	IT&D INSTRUCT - REPAIRS	500.00	09/21/2023
40597	FIRST NATIONAL BANK OF OMAHA	BIS ADMIN SUPPLIES	73.00	09/21/2023
40598	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	169.93	09/21/2023
40599	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	112.78	09/21/2023
40600	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	122.77	09/26/2023
40601	STAPLES ADVANTAGE	ENT SERV/INNOV AND LEADERSHIP DEVELOP - SUPPLIES	85.75	09/26/2023
40602	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	617.50	09/26/2023
40603	ELSEVIER	MEDICAL SERVICES - SUPPLIES	2,694.60	09/26/2023
40604	ADAMS PLUMBING	BLDG MAINT - REPAIRS	1,200.00	09/26/2023
40605	WAL-MART COMMUNITY CARD	STUDENT AMBASSADOR SUPPLIES	142.62	09/26/2023
40606	AMERICAN HEART ASSOCIATION	FIREFIGHTER - SUPPLIES	354.00	09/26/2023
40607	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	337.08	09/26/2023
40608	FIRETROL PROTECTION SYSTEMS INC	BLDG MAINT - REPAIRS	2,141.25	09/26/2023
40609	OK STATE REGENTS FOR HIGHER EDUCATION	PROF DEVELOPMENT - TRAVEL REGISTRATIONS	270.00	09/26/2023
40610	AMAZON CAPITAL SERVICES	BLDG MAINT - REPAIRS	1,175.75	09/26/2023
40611	ODCTE	ENT SERV/INNOVATION MGR - TRAVEL REGISTRATION	750.00	09/29/2023
40612	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	335.14	09/29/2023
40613	OSSBA	SUPT ADMIN ASST - TRAVEL REGISTRATION	100.00	09/29/2023
40614	HIGHWAY 60 TIRE & SERVICE	BUS MAINT REPAIRS	91.00	09/29/2023
40615	STAPLES ADVANTAGE	LEADERSHIP DEVELOPMENT - SUPPLIES	37.80	09/29/2023
40616	AMAZON CAPITAL SERVICES	CULINARY SERVICES - SUPPLIES	2,147.67	09/29/2023
40617	4 IMPRINT INC	MARKETING/ADVERTISING	1,805.43	09/29/2023
40618	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	163.42	09/29/2023
40619	PDG+CREATIVE	MARKETING - WEBSITE TECH SERVICES	318.75	09/29/2023
40620	LEGACY SIGNS	MARKETING - ADVERTISING	120.00	09/29/2023
40621	A+ PRINTING	MARKETING - SUPPLIES	287.86	09/29/2023
40622	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	37.98	09/29/2023



PIONEER TECHNOLOGY CENTER

From PO: 40532 to PO: 40664

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

PO	Vendor Name	General Description	Amount	Date
40623	HOLT TRUCK CENTERS	BUS MAINT REPAIRS	230.55	09/29/2023
40624	AMAZON CAPITAL SERVICES	CENTRAL - SUPPLIES	2,451.80	09/29/2023
40625	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	124.11	10/02/2023
40626	CARDIAC LIFE PRODUCTS	BLDG MAINT - REPAIRS	885.20	10/02/2023
40627	WAL-MART COMMUNITY CARD	AT&D - RESALE SUPPLIES	1,800.00	10/02/2023
40628	FIRST NATIONAL BANK OF OMAHA	STUDENT AMBASSADOR SUPPLIES	52.08	10/03/2023
40629	STAPLES ADVANTAGE	CHILDREN'S LAB - SUPPLIES	184.73	10/03/2023
40630	LAKESHORE LEARNING MATERIALS LLC	TEACHER PREP SUPPLIES	250.00	10/03/2023
40631	LAKESHORE LEARNING MATERIALS LLC	OKDHS GRANT - SUPPLIES	579.94	10/03/2023
40632	POCKET NURSE	MEDICAL SERVICES - SUPPLIES	933.46	10/03/2023
40633	POCKET NURSE	HEALTH CAREERS - SUPPLIES	413.86	10/03/2023
40634	AMAZON CAPITAL SERVICES	HEALTH CAREERS - SUPPLIES	122.52	10/03/2023
40635	CAREER TECH PRINTING SERVICES	MARKETING - ADVERTISING	1,120.00	10/03/2023
40636	AMAZON CAPITAL SERVICES	VISUAL COMM SUPPLIES	256.50	10/03/2023
40637	UNIVERSITY OF OKLAHOMA	CHILDREN'S LAB - TRAVEL REGISTRATION	150.00	10/03/2023
40638	THE RAILROAD YARD INC.	BLDG MAINT - SUPPLIES	225.00	10/03/2023
40639	4 IMPRINT INC	MARKETING - ADVERTISING	548.42	10/03/2023
40640	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	35.00	10/03/2023
40641	ATWOODS	TANF STUDENT ASSISTANCE OTHER	140.00	10/03/2023
40642	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	80.00	10/03/2023
40643	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	261.06	10/03/2023
40644	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	367.60	10/03/2023
40645	MLC CAD SYSTEMS LLC	PRECISION MACHINING - SUPPLIES	180.00	10/03/2023
40646	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	ABE OTHER PURCHASE SERVICES	25.00	07/01/2023
40647	GREEN COUNTRY WORKFORCE DEVELOPMENT	ABE OTHER PURCHASE SERVICES	100.00	10/03/2023
40648	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	35.99	10/04/2023
40649	DEVINE WATER	MARKETING/ADVERTISING	1,137.60	10/04/2023
40650	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	272.92	10/04/2023



PIONEER TECHNOLOGY CENTER

From PO: 40532 to PO: 40664

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

PO	Vendor Name	General Description	Amount	Date
40651	AMAZON CAPITAL SERVICES	VEHICLE MAINT - REPAIRS	40.00	10/04/2023
40652	STAPLES ADVANTAGE	FINANCE SUPPLIES	75.63	10/04/2023
40653	HAMPTON INN & SUITES STILLWATER WEST	ENT SERV/INNOVATION MGR - TRAVEL LODGING	98.00	10/05/2023
40654	DMP MEDIA	MARKETING/ADVERTISING	1,555.00	10/05/2023
40655	P&K EQUIPMENT	VEHICLE MAINT - REPAIRS	27.45	10/05/2023
40656	WAL-MART COMMUNITY CARD	MEDICAL SERVICES - SUPPLIES	39.94	10/05/2023
40657	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	723.19	10/05/2023
40658	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	49.99	10/05/2023
40659	AMERICAN HEART ASSOCIATION	MEDICAL SERVICES - SUPPLIES	3.30	10/05/2023
40660	AMERICAN HEART ASSOCIATION	HEALTH CAREERS - SUPPLIES	92.40	10/05/2023
40661	AMAZON CAPITAL SERVICES	FINANCE - SUPPLIES	52.15	10/05/2023
40662	FIRETROL PROTECTION SYSTEMS INC	BLDG MAINT - REPAIRS	1,000.00	10/05/2023
40663	KAPLAN EARLY LEARNING COMPANY	OKDHS GRANT - SUPPLIES	44.90	10/05/2023
40664	A+ PRINTING	MARKETING/PRINTING	829.00	10/05/2023
(11) GEN FUND-FOR OPERAT Current Encumbered:			65,286.14	



PIONEER TECHNOLOGY CENTER

From 08 Sep 2023 to 05 Oct 2023

CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
40025	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	135.00	7/1/2023
40030	MSC INDUSTRIAL SUPPLY CO	BLANKET PO	5,000.00	7/1/2023
40034	ODCTE	BLANKET PO	4,500.00	7/1/2023
40059	TRAVEL (STAFF)	BLANKET PO	3,250.00	7/1/2023
40061	UPS	BLANKET PO	1,000.00	7/1/2023
40070	AUGUSOFT INC	AT&D SOFTWARE	938.77	7/1/2023
40105	LAB RESOURCES	COMPUTER SERVICES SUBSCRIPITON	-600.00	7/1/2023
40117	OKLAHOMA STATE DEPT HEALTH	CULINARY SERVICES ANNUAL LICENSE	-55.00	7/1/2023
40129	POWERSCHOOL GROUP LLC	SOFTWARE SERVICES	-2,705.35	7/1/2023
40142	SKILLS USA	FULL TIME PROGRAMS SUPPLIES	-1,320.12	7/1/2023
40164	COLUMN SOFTWARE PBC	ADVERTISING	-200.00	7/1/2023
40166	WORKFORCE INVESTMENT BOARD - CENTRAL OKLAHOMA	ABE SERVICES	-300.00	7/1/2023
40207	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	-29.95	7/11/2023
40263	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL - LODGING	-64.00	7/19/2023
40275	CENGAGE LEARNING	PN SELECT BOOKS	-17.75	7/20/2023
40307	KRISTA SCAMMAHORN LLC	EXISTING INDUSTRY - PROF SERVICES	1,700.00	7/31/2023
40327	AKON LLC	WELDING SUPPLIES	-31.20	8/4/2023
40330	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	-19.01	8/7/2023
40331	CENGAGE LEARNING	PN/PN SELECT BOOKS	-13.55	8/7/2023
40344	AMAZON CAPITAL SERVICES	BIOMED - SUPPLIES	-3.03	8/8/2023
40356	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	-58.95	8/9/2023
40359	AMAZON CAPITAL SERVICES	PRECISION MACHINING SUPPLIES	-6.99	8/9/2023
40370	AMAZON CAPITAL SERVICES	NFO TECH - SUPPLIES	-36.99	8/10/2023
40386	AMAZON CAPITAL SERVICES	CHILDREN'S LAB - SUPPLIES	-105.82	8/14/2023
40403	ODCTE	BIS COORD-TRAVEL/REGISTRATION	-25.00	8/15/2023
40412	WILLY'S WASH	VEHICLE MAINT - SUPPLIES	1,000.00	8/15/2023

40439	MSC INDUSTRIAL SUPPLY CO	WELDING SUPPLIES	-37.29	8/21/2023
40447	SNAP-ON INDUSTRIAL TOOLS	AUTO SERVICE - SUPPLIES	-2.92	8/23/2023
40448	LOWE'S HOME CENTER INC	CONSTRUCTION - SUPPLIES	-306.66	8/23/2023
40452	ARC DEFENSE	BPOC EQUIPMENT	-380.00	8/23/2023
40458	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	-87.26	8/24/2023
40461	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-17.52	8/24/2023
40463	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	-94.84	8/24/2023
40488	LOWE'S HOME CENTER INC	CONSTRUCTION - SUPPLIES	-42.30	8/30/2023
40492	FARHA WHOLESALE COMPANY INC	CENTRAL SUPPLIES	0.10	8/31/2023
40497	AMAZON CAPITAL SERVICES	BUILDING MAINT SUPPLIES	23.49	8/31/2023
40500	LOWE'S HOME CENTER INC	BIS COORD - SUPPLIES	-120.12	9/1/2023
40509	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	-29.82	9/5/2023
40511	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	-7.96	9/6/2023
40512	LOWE'S HOME CENTER INC	CONSTRUCTION TECH - SUPPLIES	-146.86	9/6/2023
40514	FIRST NATIONAL BANK OF OMAHA	COSMETOLOGY TRAVEL REGISTRATION/ LODGING	200.00	9/6/2023
40517	AMAZON CAPITAL SERVICES	VEHICLE MAINT - REPAIRS	-14.79	9/7/2023
40521	HOLT TRUCK CENTERS	BUS MAINT REPAIRS	-6.87	9/7/2023
40526	FIRE PROTECTION PUBLICATIONS	FIREFIGHTER - BOOKS	-38.00	9/7/2023
40527	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	-50.04	9/7/2023
40529	FIRST NATIONAL BANK OF OMAHA	COSMETOLOGY TRAVEL	-192.23	9/7/2023

(11) GEN FUND-FOR OPERAT Total:

10,579.17



PIONEER TECHNOLOGY CENTER

From PO: 40019 to PO: 40024

Building
Encumbrance For Board Approval
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
40019	LOWE'S HOME CENTER INC	BLDG MAINT - REPAIRS	3,001.69	09/14/2023
40020	SPIVA PAINTING & DRYWALL LLC	BLDG MAINT - REPAIRS	280.00	09/14/2023
40021	SPIVA PAINTING & DRYWALL LLC	BLDG MAINT - MAJOR REMODEL REPAIRS	2,898.80	09/15/2023
40022	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIR REMODEL	2,540.00	09/21/2023
40023	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIR REMODEL	2,478.00	09/26/2023
40024	LOWE'S HOME CENTER INC	BLDG MAINT - REPAIRS	2,151.34	09/29/2023
(21) BUILDING FUND Current Encumbered:			13,349.83	



PIONEER TECHNOLOGY CENTER

From 08 Sep 2023 to 05 Oct 2023

X CHANGE ORDER REPORT
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
40003	PONCA CITY UTILITY AUTHORITY	BLANKET PO	1,000.00	7/1/2023
(21) BUILDING FUND Total:			1,000.00	



PIONEER TECHNOLOGY CENTER

From PO: 70165 to PO: 70166

Payroll

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

PO	Vendor Name	General Description	Amount	Date
70165	ADJUNCT CRIMINAL JUSTICE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	8,612.00	09/11/2023
70166	MCGEE, LINDSEY	PAYROLL ENCUMBRANCE	34,426.89	09/30/2023
(11) GEN FUND-FOR OPERAT Current Encumbered:			43,038.89	



PIONEER TECHNOLOGY CENTER

From 08 Sep 2023 to 05 Oct 2023

X CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
70004	CULINARY SERVICES HELPERS	BLANKET PAYROLL ENCUMBRANCE	151.75	7/1/2023
70005	ABE / HSE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	10,000.00	7/1/2023
70008	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	150.00	7/1/2023
70009	ADJUNCT CRIMINAL JUSTICE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	-8,076.50	7/1/2023
70064	GOFF, KAHLE L	PAYROLL ENCUMBRANCE	4,572.55	7/1/2023
70075	KIRKENDALL, JAY T	PAYROLL ENCUMBRANCE	-46,868.56	7/1/2023
70163	MASSEY, RANDOM T	PAYROLL ENCUMBRANCE	4,760.33	9/1/2023
70164	BATSON, KYLE S	PAYROLL ENCUMBRANCE	7,673.00	9/1/2023
(11) GEN FUND-FOR OPERAT Total:			-27,637.43	

October 2023

Meetings and Activities

- **September**– 13 – Work Ready Oklahoma Local Entity Initial Training; After board meeting report to staff; OSU/PTC Civil Study meeting
- 14 – CWE Conveners' Meeting Zoom
- 15 – Technology Center Superintendents' Zoom with Director Haken
- 16 – Kay County Fair Booth
- 18 – Admin Team meeting;
- 19-20 – CTE Superintendent Meeting - ODCTE
- 21 – Welcome new PN class; RCB Bank Community Advisory Board meeting; Work Ready Oklahoma grant meeting; PTC Children's Lab Playground Ribbon Cutting
- 22 – PTC Staff 2nd interview; Campus Safety Grant meeting
- 26 – Worklahoma Job Fair – OKC
- 27 – PTC Foundation Board meeting; 50th Anniversary Committee meeting
- 28 – PTC Student Assembly – Colonel Carol Stauffer; PTC Westward Expansion meeting; Business After Hours – Equity Bank
- 29 – B&I Breakfast – Health Care Focus; Ribbon Cutting for Willy's Wash
- 30 – Ponca Tribal Pow Wow – Elders Dinner Serving
- **October** 1 – Admin Team meeting; PTC/PCPD meeting
- 2 – Interim Study – Property Insurance; CTE Economic Study Discussion
- 4 – Leadership Blackwell @ PTC; One Million Cups with Trailer Butler; OASA Region 4/PTC Area Superintendents meeting; Graduation Requirements Discussion with ODCTE/OkACTE/CCOSA
- 5 – Policy review meeting; PC Chamber Education and Workforce Committee meeting
- 6 – Manufacturing Day presentation with Laurence Beliel; SDE Accreditation Visit; Dr. Ann Benson memorial service
- 9 – Sophomore Success Tours; House Common Ed/Interim Study PE in schools; House Interim Study- Graduation Requirements meeting
- 10 – Sophomore Success Tours; Senate Education Interim Study – Human Trafficking Education; PC Library Board meeting; Senate Interim Study – Teacher Pipeline; Senate Interim Study – Virtual School Days; PTC Board meeting

Full-Time Programs

- We attended a Worklahoma Job Fair in OKC sponsored by the Public Strategies Group overseeing the Work Ready Oklahoma sites. We will be required to host similar job fairs in our area, once our WRO site is operating. The employers participating in the OKC fair were a blend of local employers and remote worker employers.
- The PTC E-Sports team has 12 members representing four partners schools and six PTC program areas. The students have been competing in regional e-sports events. Rodrigo Navarro, an Automotive student, placed 3rd out of 55 in the NE Region Smash Brothers Tournament.
- PTC will be hosting our area sophomore students on Monday and Tuesday, and we will be changing the process a bit. Students will have more time to spend in a smaller number of programs that they specifically selected to attend. This change will allow more time for current students and staff to interact with our prospective students as the 10th graders explore the programs in which they are most interested in attending. We will see over 600 students in the two-day event.

Business and Industry Services

- We hosted the September B&I Breakfast with the focus group for health providers. We hosted 34 for the breakfast. The discussion was centered around workforce and the get individuals through the pipeline from LPN to RN. Discussion also included international nurses and the challenges in getting them licensed in Oklahoma as well as insurance payers and hospital funding.

- PTC's safety team has been working diligently to train the crew members working the P66 turnaround. For the month of September, they saw 2869 attendees.
- We hosted a Manufacturing Day assembly for our manufacturing program students, and Laurence Beliel provided a presentation on Process Variation. He did a great job explaining how processes in manufacturing have micro-variances and how to analyze and reduce variations in the process of manufacturing. Students were able to participate in several hands-on activities to analyze variations and chart the results.

Capital Planning

We are close to wrapping up the HVAC graphics communication issues and have one final unit needing adjustment to display on the monitoring software system. The leak in the ceiling of the Mani/Pedi room may have been due to a blocked line with the DOAS unit. That has been cleared and the filters were also changed. The flooring contractors will return on Oct. 14th to revise some of the vinyl sheet flooring with bubbling, which will finish that work. Kyler completed the stainless-steel door jamb punch item. The conduit painting in Cosmetology and Culinary dish pit header punch items will be performed on Oct. 14th as well. SWG is waiting on additional replacement parts to address the exterior sconces that have displayed issues. H&H completed the cracked curb replacement in the NW parking lot.

Retirements/Resignations/Staff Changes

- We are scheduling interviews for the Health Program Facilitator and Safety Instructor positions and are preparing to begin interviews.

Upcoming Events

- October 12 – PREPaRE School Safety and Crisis Preparedness Training; APEX Day Open House
- October 13/16 – Fall Break
- October 22-25 – CTE Superintendent Benchmarking Trip to Wisconsin
- October 26 – WRO Launch Meeting for Ponca City Site; Ambucs Presentation
- October 27 – WRO Launch Meeting for Ponca City Site; PC Chamber Ponca Politics – State of Education presentation
- October 30-31 – Oklahoma Town Hall Academy – Housing: Affordability, Accessibility and Attainability

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

Business & Industry Services & Safety

- The BIS team conducted 81 one-on-ones/consults for 98.5 counseling hours and 16 marketing visits.
- Ben Evans, Brook Lindsay, and Dawn Brakey provided technical assistance to clients, saving approximately \$3,296,232.
- The BIS team also logged
 - 2,869 Safety Contact Hours
 - 2,985 AT&D/Open Enrollment Contact Hours
 - 3,547 Customized Contact Hours (Type 31)
- The safety team had 2,365 enrollments through their programs this month. A large portion was turnaround related.
- Our BIS classes generated revenues of \$14,393.
- Our AT&D classes generated revenues of \$15,464.
- AT&D offered 19 on-campus classes, classes made -12, classes canceled - 6, new classes - 4 offered, new classes made - 2, fulfilled registrations - 154, enrollments in online courses - 6.
- Of the 6 on-campus classes starting this month – 3 offer certification.

CMA/FA	04
CNA	05
BLS CPR	04
Total Students	13
- Markesha Collins assisted the Ponca City Police Department in their applicant interviews. She continues to work one-on-one with the radio stations to discuss AT&D classes.
- Kyle Batson, the new safety instructor, started on September 19.
- The entire safety team has gone above and beyond these past two months. Carl Storm didn't have a single day off for weeks. While we've had to contract with folks to help us cover the weekends especially, a special thanks goes to Shelly, Gail and Sylvia for their willingness to support the effort. Most days that included reporting to work at 5:30 a.m. day after day, weekends too.
- Ben Evans, along with Kahle, served on the ODCTE accreditation team for Caddo Kiowa Tech.
- Jenn Miller, Brook Lindsay, and Molly facilitated a series of listening sessions for a BIS Manufacturing client. Jenn also put together an all staff training for the company.
- Jenn kicked off the fall Managers Tool Belt series in September. She also working with student ambassadors on leadership activities. Additionally, she gave a talk on Overcoming Obstacles in Oregon at the Pacific Trail Marathon.
- Brook Lindsay and Heather Smith are both participants in ODCTE's Business & Industry Services Certification Program. September marked their first session.
- Heather also worked on developing classes related to productivity, motivation, ChatGPT, and Cosmetology continuing education. She is also finalizing plumber journeyman test prep course to be launched in the spring semester along with researching more opportunities to automate processes in BIS.
- Janet Schwabe coordinated an apprenticeship program with the department of commerce. She also attended an ODCTE workshop on apprenticeships and work-based learning.

- Janet attended a Fairfax Community Group meeting about a potential arts incubator/accelerator in their community and other projects.
- Janet has also worked closely with a few of our manufacturers on special projects: one applying for a USDA grant; one on a staff development with the Working Genius, and another on creating a registered apprenticeship.
- Johnny Thornburgh coordinated training for the Oklahoma Turnpike Authority and worked with Gary Vap to provide OSU/OKC Hybrid Fire Fighter 1 written test and live burn.
- The BIS Team participated in the United Way Day of Caring by participating in projects at NERA and Habitat for Humanity.
- The BIS Team participated in Ponca City Chamber's Business After Hours, Blackwell Chamber's Coffee Hour, PTC's B&I Breakfast, Cherokee Strip fundraiser for the Opportunity Center, many committee meetings, ribbon cuttings, and more.
- Molly attended the International Economic Development Council Annual Conference in Dallas.
- Molly is a participant in Leadership Tonkawa. She visited OK Bits, Asbury Machine, A-Line TDS, Gateway Lab, The Hub, and the Tonkawa/Blackwell Airport during their first session.
- Molly and Kahle hosted Calley Lamar from the PC News on a tour of the campus.

On the horizon...

9/25-10/17-CNA-Long Term Care Nurse Aide	11/7-8 Media Relations and the Power of
11/8-9-CPR and First Aid/AED	Dynamic Speaking
10/2-9-Advanced Beverage Service	11/8-Resin Art(Cutting Board)
10/3-Watercolor 101	11/8-Grilling in the Kitchen
10/4-5 & 12/6-7-Supervising with Purpose	11/13-14-Cloud-Based QuickBooks
10/6 & 12/8-Creating Effective Customer Ser.	11/16-Diabetic Cooking
10-9-10/16-Level 1	11/17-CMA Continuing Ed
10/11-All Things Fried	11/27-CMA-Certified Medication Aide
10/16-10/25-Intro to Product Photography	11/30-The Ultimate Christmas Arrangement
10/17-Getting the Most out of your DNA	12/4-Landlord/Tenant Law
10/23-11/13 School Bus Driver	12/7-Christmas Scones
10/20-11/6-Warp & Weft Weaving	12/12-Christmas Wreaths
10/26-Halloween Things-(Parent-Child Cooking)	
10/30-Trusting Trusts for Your Estate Plan	
11/6-14-Excel 2019-Level 2	

BIS EVENTS

- 9/12-10/31-Manager's Tool Belt
- 10/26-Getting Organized w/agendas, organizers, planners and lists
- 11/1-1 Million Cups

Communications & Marketing

- Terri Busch completed update of Sophomore Survey and QR Code slide ready for Tours

- Angie Ogden assisted the campus with making numerous goody bags for speakers and special guests.
- Angie Ogden created November events for AT&D classes on social media.
- Angie Ogden ordered promo items for the various events as well as stationary items to replenish stock
- Angie Ogden sent new ad for Chamber Directory as well as other local newspaper ads & legals
- Angie Ogden created menu flyers and posters for Culinary booth at the Ponca City Oktoberfest
- Terri Busch broadcast the 1 Million Cups presentation on Facebook, then added it to Youtube.
- The team with BIS completed Cake Month
- Angie Ogden created numerous flyers for BIS and for Full-Time Programs.
- The 50th Anniversary Committee met and discussed Family Night event as well as Foundation Dinner and the Graduation
- The team worked with Dawn Brakey of promoting her APEX Day open house.
- Terri Busch attended the B&I breakfast at the end of Sept.
- The Team drew Kay County Fair drawing winners and contacted them.
- Angie Ogden worked with Visual Communications student on Fall Fest log and flyer
- Terri Busch followed up weekly with instructors regarding Holiday Market
- Angie Ogden created ad for Nov. Ponca City Monthly magazine
- Angie Ogden created new employee accounts for Clean Uniforms as well as followed up with incomplete orders
- The Team worked with Clean Uniforms to complete a Fundraiser site that is linked on the PTC website for 50 year anniversary swag (open to the public)
- Angie Ogden assisted Student Services with promotional items and setup gear for PoHi student fair
- Angie Ogden ordered promo items for parades
- Angie Ogden took photos of Manufacturing Month event
- Team assisted with material and setup for Sophomore Tours
- Terri Busch did social media posts daily focusing on the area of service that PTC offers
- Angie Ogden assisted the United Way team with materials for promoting the drive and auction
- The team assisted with CTSO Kickoff party

Instructional Directors / Full Time Programs

Instructional Directors

- Kendra Knight, Kyla Carlson, and Kahle Goff conducted Children's Lab Instructor interviews.
- Kahle Goff, Mike Orr, Jason Kubik, and Kevin Bell wrote and submitted a School Safety Grant seeking funding for automatic gate upgrades.
- Fae Rabb served as MC for PTC's annual Constitution Day held in the Seminar Center.
- Kahle Goff, Wendy Burg, and Kendra Knight toured PTC's Work Ready Oklahoma site at City Central.
- Kahle Goff participated in Leadership Blackwell and served as the Day Chair for the event held at Pioneer Technology Center.

- Kahle Goff taught two sessions of the Managers Toolbelt titled The Role of the Leader.
- Dr. Ryan Burkett, Kendra Knight, and Kahle Goff worked with Lori Evans and Jennifer Wehrenberg to review and adjust PTC's First Time Attendee Tuition Waiver
- Kahle Goff and Kendra Knight attended PTC's Ribbon Cutting for the new Children's Lab and Preschool Playground
- Kahle Goff attended the Opportunity Center Board Meeting
- Kahle Goff attended Ponca City's Park and Recreation Board Meeting
- The Instructional Directors helped organize a leadership presentation by Colonel Carol Stauffer
- Kendra Knight and Kahle Goff attended PTC's Business and Industry Breakfast focusing on the health industry
- Kahle Goff, Kayla Randol, Kari Officer, and 7 second year cosmetology students attended the Premier Cosmetology and Hair Show in San Antonio

Practical Nursing

- The Sept 23 cohort started on Sept 22nd with 14 new faces and 2 returning. The first two days included an orientation to the program/school, and the students started the curriculum.
- The faculty has been busy graduating students from the Sept 22 class and assisting them in finding preceptors.
- The Sept 23 class and the PN Select attended the OBN meeting in OKC as part of Tri 1 clinical field trip.
- The March 23 class will tour Bethany Children's Rehabilitation Hospital and Sabolich Prosthetics on Oct 9th.
- One student graduated and passed NCLEX in September. The program is currently at a 100% pass rate for NCLEX for 2023!

PN Select

- 3 PN Select Students have recently started curriculum/skills/documentation in Fundamentals of Nursing.
- 2 PN Select Students recently completed A&P and are now in Intro to Nursing.
- Students will attend the OBN meeting on October 4th.
- Mike from Uniform Shop will be here on September 28th to fit students for PN uniform.
- 1 PN Select Student has been selected as a HOSA local chapter officer.
- I've been helping students with curriculum and skills, preparing for Sophomore Tours, affiliating all students for HOSA, and registering students for Fall Leadership Conference.

Health, BITE and Special Programs

Medical Services

- Medical Assisting students learned about pediatric exams. I organized a pediatric "check up" lab with our Children's lab. MA students practiced communication skills with pediatric patients, practiced pediatric vital signs, taking height and weight on energetic patients then documenting it correctly on a growth chart, and practiced eye exams using the Snellen and Ishihara (Color Chart- checking for color blindness).
- Pharmacy Technician students completed their first round of clinicals at a pharmacy and will be changing clinical locals this coming week to a new location. I have the students alternating

pharmacies to give them exposure to different pharmacies procedures and clients. The students had great evaluations from their first pharmacies.

- Mrs. Garrison is in the process of planning an EKG and Phlebotomy lab for MA students. This will prepare students on how to interact with "live" patients and better prepare them for clinicals. (Volunteers will be needed for these labs)
- Mrs. Garrison will be taking students to Cowley Health and Human Service Day Oct. 11. This will be the class's first field trip. Looking forward to giving them exposure to colleges and possible future employers.

Academic Lab

- Canvas and PowerSchool are finally working and set up
- Math and Science classes are going well. All students are meeting their first quarter deadlines or are working ahead.
- Adult Medical Assisting students are meeting deadlines or are ahead in Medical Terminology and A&P

Teacher Prep

- LEAD FCCLA leadership conference
- Began writing and executing lesson plans
- Attended Constitution Day
- Completed our safety unit with the assistance of Cheyanne, Kitchen Manager
- Vicki Braden visited Tri-County in Bartlesville for a Career Tech visit
- Field Trip: Lakeshore Education Store
- Attended program presented by (Col) Carol Stauffer

Children's Lab and Preschool

- The Children's Lab staff participated in a Staff Retreat on September 1st, that took place at the Pioneer Woman Museum
- On September 21, the Children's Lab held a ribbon-cutting with the Ponca City Chambers Office for our new playground that was opened to the public.
- We filled the 1-year-old position!

HCC1

- Health Careers just finished our first Career Major, Medical Terminology ending with a class average of 88%.
- We are now starting Anatomy and Physiology and DHO. Starting with the history of healthcare in DHO. They had to write a research paper about a significant person in healthcare along with creating their gravestone, present it to the class, and add it to our cemetery



- Towards the end of the month we will be doing CPR/First Aid and looking forward to getting everyone certified.

ABE/HSE

September Data

- 96 students enrolled in the ABE and TANF programs
- 18 new students enrolled in the ABE and TANF programs
- 7 HiSET tests were passed

- 3 students earned a level gain

ABE Staff attended virtual and face-to-face training:

- Annual ABE/HSE Staff Meeting
- Mentor/Instructional Coach Training
- QPR Training
- Using Technology to Drive Outcomes for Adult Learners: Real-World Success Stories from the Classroom
- Retention Anchors: Getting Connected
- Critical Thinking Skills
- Burlington English
- Provided Clifton Strengths Training to CareerTech group and Morrison High School program

SHARE

- Have already had one student finish all of his credits in order to graduate.
- Have added 4 more students since the beginning of the year

New Beginning

- 13 students in class
- 9 students in follow up
- 1 completed Long Term Nurse Aide and passed her skills test waiting to take her written test
- 1 student received employment
- Health Department came on Sept 13th and presented a class with my students regarding Child Passenger Seat Safety. The following week Amanda from the Health Department brought 6 new car seats to students for their children.
- Mrs. Burg attended a Child Welfare Advisory Board meeting.
- Mrs. Burg was asked to set on the SRN Board

BITE

- The school year seems to be flying by. BPA Officers have been elected and Fall Leadership is coming up quickly.
- Info Tech has two teams put together this year for CyberPatriot this year and competition starts later this month.
- The eSports team has been busy. We have members from 5 different programs working together. In September we had over 30 matches with other schools all over the state.

T&I and Service Programs

Automotive

- New PTC AST shirts just arrived
- Field trip to OSU IT scheduled for Nov 3
- Halfway through ASE 1 Engine repair

Construction

- Students are continuing work on Tool Room rebuild
- Working on curriculum updates
- Holiday Market projects under way

Cosmetology

- Took seven 2nd year students to The Premiere San Antonio Ultimate Beauty Experience

- Shear Icon came and taught a class on shears & the students had the opportunity to purchase shears
- T&I participated in the SkillsUSA kick-off

Criminal Justice

- Students toured the Kay County Jail, the Blackwell Police Department and Walmart Loss Prevention
- Students trained with the Basic Police Officer Academy for 2 weeks in Defensive Tactics
- Sgt. Rob Hughes of the Ponca City Police Department has been working with the students on Domestic Violence Investigations

Culinary Arts

- Set up for Oktoberfest Fundraiser
- Students working on menus

Firefighter/EMT

- Students working on certification review
- Set up for repairs on damaged necessary equipment

Mechatronics

- I certified as small engine mechanic
- Another student certified Gold in SACA
- Two students attending Fall Leadership for NTHS

Precision Machining

- Students attended Manufacturing day
- Working to develop competition for Machining Students Similar to Weld 4 Work

Service Careers

- Working to expand connections and find placement for students with industry
- Helping with Oktoberfest fundraiser

Welding

- First years tested 6/9 passed first cert
- Working with Ambassadors for Sophomore Success

Student Services

Student Services

- The team lead the efforts for Sophomore Success. We will host just under 600 area Sophomores.
- We are diligently checking grades, attendance, students concerns, etc... as the first nine weeks comes to a close.
- Preparation for Red Ribbon Week is under way.
- Carol & I updated/completed required Diabetic Training
- Participated in NERA Community Service

Career Center

WorkKeys:

- Students are progressing through their WorkKeys curriculum. Students took 42 WorkKeys assessments in September. Students earned 1 platinum, 1 gold and 2 silver certificates.

Employability Skills:

- The topic for the month of September for EMPLOY-ability Soft Skills was Responsibility/Self-Motivations.
- All students have completed paper job applications as well as online job applications.

- Helped with several mock interviews for Practical Nursing
- Attended parade meeting to start preparing for the parades

Career Development Facilitator

- Facilitated the OK Career Guide Career Interest Assessment and the Skills Confidence Assessment for all district 8th graders.
- Prepared for Sophomore Success Tours
- Explored the Agriculture, Food, and Natural Resources Career Cluster with 8th graders
- Explored the Arts, AV Technology, and Communication Career Cluster with 8th graders

Counselor

- Met with students regarding grades and attendance
- Covered Career Center for Denise
- Attended Counselor Fest
- Worked with instructors on attendance cleanup
- Lori and I met with programs to inform students of the new Lifeline number (988) and suicide awareness month.
- Met with Brayden and Randall from Tri County Tech regarding our recruitment activities and enrollment processes
- Completed Sophomore Success surveys with PoHi and Wildcat Academy.

Testing Specialist

- The testing center proctored 208 exams in the month of September. This brings our fiscal year total up to 613. We continue to provide services to both the public and our students!
- 13 paraprofessionals from surrounding school districts used our facility to complete their required WorkKeys assessments.
- This month, I proctored 4 tests & quizzes for the 3 paramedics who are completing their training through Kiamichi.

Disabilities Specialist/Job Placement Facilitator

- Continued scheduling, attending meetings, and completing initial paperwork for IEP/504 students.
- Completed Diabetes Training
- Met with Lori and Jayme, hosting Tri-County counselors for an informational meeting.
- Assisted with helping students complete the Sophomore Success Surveys at PoHi

Plant/Facilities/Maintenance

- SDE accreditation visit 10/6/23
- Restrooms completed in C-hallway.
- New fleet maintenance passed CDL testing and has permit and completed the 40 hrs bumper-to-bumper training. Scheduled to take the bus drivers training class through AT&D in October.
- New LVT to be installed in 3 classrooms over the Fall Break.
- Playground for Early Care is 90% complete and scheduled for 10/16 to have the backordered shade delivered and installed, along with the fencing as well.
- Scheduled plumbing repair to main valves during Fall Break
- Fire suppression riser valves were repaired allowing a green tag to be presented.
- Working with Janet S. concerning the WRO furniture, staff vehicle etc.

Paperclips

Sept. 2023

PUBLISHED IN THE
PONCA CITY NEWS ON
SEPTEMBER 23, 2023.

Pioneer Technology Center announces its participation in the Child and Adult Care Food Program (CACFP). All participants in attendance are served meals at no extra charge to the parents. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication

for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW,
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or
(3) email:
program.intake@usda.gov.
D.C. 20250-9410.
This institution is an equal opportunity provider.

Saturday
September 30, 2023
Vol. 130 - No. 258
poncacitynews.com



EMMALEE SHIELDS and Ryan Nemece are the Pioneer Technology Center (PTC) September Students of the Month. Shields is a senior at POHI and enrolled in the Biomedical Sciences Academy. Her instructor praises her promptness to class and the positive work environment she creates for other students. Ryan Nemece is with the Automotive Services program and an EPIC student in Ponca City. His instructor celebrates Nemece's hard working attitude and his above and beyond willingness to help others. These celebrated PTC students can fill up their Student of the Month cups with their favorite beverages at no cost for the entire month. For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website www.pioneeritech.edu.

PUBLISHED IN THE PONCA CITY NEWS ON SEPTEMBER 15, 2023.

Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2023, And Estimate of Needs for Fiscal Year Ending June 30, 2024, of Pioneer Technology Center School District No. AVTS # 13, Kay County, Oklahoma

Page 1

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2023	GENERAL FUND DETAIL	BUILDING FUND DETAIL	CO-OP FUND DETAIL	NUTRITION FUND DETAIL
ASSETS:				
Cash Balance June 30, 2023	\$ 817,572.88	\$ 51,498.97	\$ 0.00	\$ 0.00
Investments	\$ 4,938,463.21	\$ 8,926,395.97	\$ 0.00	\$ 0.00
TOTAL ASSETS	\$ 5,756,036.09	\$ 8,977,894.94	\$ 0.00	\$ 0.00
LIABILITIES AND RESERVES:				
Warrants Outstanding	\$ 416,915.02	\$ 0.00	\$ 0.00	\$ 0.00
Reserve for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Reserves From Schedule 8	\$ 487,889.36	\$ 241,907.10	\$ 0.00	\$ 0.00
TOTAL LIABILITIES AND RESERVES	\$ 904,804.38	\$ 241,907.10	\$ 0.00	\$ 0.00
CASH FUND BALANCE (Deficit) JUNE 30, 2023	\$ 4,851,231.71	\$ 8,735,987.84	\$ 0.00	\$ 0.00

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2024

GENERAL FUND		SINKING FUND BALANCE SHEET	
Current Expense	\$ 15,946,937.26	1. Cash Balance on Hand June 30, 2023	\$ 0.00
Reserve for Int. on Warrants & Revaluation	\$ 0.00	2. Legal Investments Properly Maturing	\$ 0.00
Total Required	\$ 15,946,937.26	3. Judgments Paid To Recover By Tax Levy	\$ 0.00
FINANCED:		4. Total Liquid Assets	\$ 0.00
Cash Fund Balance	\$ 4,851,231.71	Deduct Matured Indebtedness:	
Estimated Miscellaneous Revenue	\$ 5,007,672.08	5. a. Past-Due Coupons	\$ 0.00
Total Deductions	\$ 9,858,903.79	6. b. Interest Accrued Thereon	\$ 0.00
Balance to Raise from Ad Valorem Tax	\$ 6,088,033.47	7. c. Past-Due Bonds	\$ 0.00
ESTIMATED MISCELLANEOUS REVENUE:		8. d. Interest Thereon after Last Coupon	\$ 0.00
1000 District Sources of Revenue	\$ 1,485,769.37	9. e. Fiscal Agency Commissions on Above	\$ 0.00
2100 County 4 Mill Ad Valorem Tax	\$ 0.00	10. f. Judgments and Int. Levied for/Unpaid	\$ 0.00
2200 Co. Apportionment (Mortgage Tax)	\$ 0.00	11. Total Items a Through f	\$ 0.00
2300 Resale Property Fund Distribution	\$ 0.00	12. Balance of Assets Subject to Accrual	\$ 0.00
2900 Other Intermediate Revenue	\$ 0.00	Deduct Accrual Reserve if Assets Sufficient:	
3810 Formula Operations	\$ 2,316,407.00	13. g. Earned Unmatured Interest	\$ 0.00
3830 Existing Industry/Bid Assist/Agent	\$ 24,358.00	14. h. Accrual on Final Coupons	\$ 0.00
3844 Firefighter Training	\$ 4,572.00	15. i. Accrued on Unmatured Bonds	\$ 0.00
3850 TANF and Dropout Recovery	\$ 156,264.00	16. Total Items g Through i	\$ 0.00
3864 Mentor Teacher	\$ 1,350.00	17. Excess of Assets Over Accrual Reserves ** (Page 2)	\$ 0.00
3892 Oklahoma Lottery Grant Funds	\$ 0.00	SINKING FUND REQUIREMENTS FOR 2023-2024	
3170 Trailers and Mobile Homes	\$ 0.00	1. Interest Earnings on Bonds	\$ 0.00
3840 Industry/Safety	\$ 110,922.00	2. Accrual on Unmatured Bonds	\$ 0.00
3200 State Aid - General Operations	\$ 0.00	3. Annual Accrual on "Prepaid" Judgements	\$ 0.00
3300 State Aid - Competitive Grants	\$ 0.00	4. Annual Accrual on Unpaid Judgements	\$ 0.00
3400 State - Categorical	\$ 18,830.01	5. Interest on Unpaid Judgements	\$ 0.00
3500 Special Programs	\$ 0.00	6. Credit to School Dist. No. & No.	\$ 0.00
3600 Other State Sources of Revenue	\$ 0.00	7. Credit to School Dist. No. & No.	\$ 0.00
3700 Child Nutrition Program	\$ 0.00	8. Annual Accrual from Exhibit KK	\$ 0.00
3800 State Vocational Programs	\$ 0.00		
4600 ABE, Literacy, TANF and GED	\$ 209,023.00		
4821 Carl Perkins and TCTW	\$ 114,557.00		
4836 Bld Assistance	\$ 0.00		
4852 TANF	\$ 278,000.00		
4874 PELL	\$ 270,630.00	Total Sinking Fund Requirements	\$ 0.00
4877 SEOG / Work Study	\$ 0.00	Deduct:	
4700 Child Nutrition Programs	\$ 16,989.70	1. Excess of Assets over Liabilities (if not a deficit)	\$ 0.00
4800 Federal Vocational Education	\$ 0.00	2. Surplus Building Fund Cash	\$ 0.00
5000 Non-Revenue Receipts	\$ 0.00	3. Contributions From Other Districts	\$ 0.00
Total Estimated Revenue	\$ 5,007,672.08	Balance To Raise	\$ 0.00

S.A.#1 Form 2662R06 Entity: Pioneer Technology Center AVTS # 13, Kay

SINKING FUND	
** If line 12 is less than line 16 after omitting "h" deduct the following each in turn from line 4, "Total Liquid Assets".	
13d. j. Unmatured Coupons Due Before 4-1-2024	\$ 0.00
14d. k. Unmatured Bonds So Due	\$ 0.00
15d. l. Whatever Remains is for Exhibit KK Line E	\$ 0.00
16d. Deficit as Shown on Sinking Fund Balance Sheet.	\$ 0.00
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	\$ 0.00
18d. Remaining Deficit is for Exhibit KK Line F.	\$ 0.00

BUILDING FUND		CO-OP FUND	
Current Expense	\$ 12,005,308.06	Current Expense	\$ 0.00
Reserve for Int. on Warrants & Revaluation	\$ 0.00	Reserve for Int. on Warrants & Revaluation	\$ 0.00
Total Required	\$ 12,005,308.06	Total Required	\$ 0.00
FINANCED:		FINANCED:	
Cash Fund Balance	\$ 8,735,987.84	Cash Fund Balance	\$ 0.00
Estimated Miscellaneous Revenue	\$ 289,177.68	Estimated Miscellaneous Revenue	\$ 0.00
Total Deductions	\$ 9,025,165.52	Total Deductions	\$ 0.00
Balance to Raise from Ad Valorem Tax	\$ 2,980,142.54	Balance	\$ 0.00

CHILD NUTRITION PROGRAMS FUND	
Current Expense	\$ 0.00
Reserve for Int. on Warrants & Revaluation	\$ 0.00
Total Required	\$ 0.00
FINANCED:	
Cash Fund Balance	\$ 0.00
Estimated Miscellaneous Revenue	\$ 0.00
Total Deductions	\$ 0.00
Balance	\$ 0.00

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF KAY, ss:

We, the undersigned duly elected, qualified and acting officers of the Board of Education of Pioneer Technology Center, School District No. AVTS # 13, of Said County and State, do hereby certify that at a meeting of the Governing Body of the said District begun at the time provided by law for districts of this class and pursuant to the provisions of 68 O. S. 2001 Section 3003, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said District as reflected by the records of the District Clerk and Treasurer. We further certify that the foregoing estimate for current expenses for the fiscal year beginning July 1, 2023, and ending June 30, 2024, as shown are reasonably necessary for the proper conduct of the affairs of the said District, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ratio of the revenue derived from the same sources during the preceding year.



[Signature]
President of Board of Education
Orva Rothgels

Subscribed and sworn to before me this 12 day of Sept, 2023

[Signature]
Notary Public
Stacey D. Rush



COME VISIT US AT THE
KAY COUNTY FAIR

WE'RE IN THE KAY
ELECTRIC BLDG.



DAILY GIVEAWAYS
AND DRAWINGS!

The graphic features a stylized illustration of a fair scene. On the left is a barn with a rooster on top. In the center is a large Ferris wheel. On the right, a silhouette of an adult and a child are standing on a hill, looking towards the Ferris wheel. The background consists of radiating lines, suggesting a bright sky or sun.



COME VISIT US AT THE
KAY COUNTY FAIR

WE'RE IN THE KAY
ELECTRIC BLDG.



DAILY GIVEAWAYS
AND DRAWINGS!

This is an identical copy of the advertisement above, featuring the same stylized illustration of a fair scene with a barn, Ferris wheel, and people, set against a background of radiating lines.

Friday

September 8, 2023

Vol. 130 - No. 242
poncacitynews.com

1 Millions Cups returns with Stolhand-Wells Group as guest speaker

By CALLEY LAMAR

calley@poncacitynews.com

1 Million Cups returned to Pioneer Technology Center (PTC) on Wednesday, Sept. 6 following a brief hiatus over the summer. These events meet monthly on the first Wednesday of every month, and begin at 8 am for networking, and 8:30 am for the feature presentation.

The speaker for this month was Jessica Fields with Stolhand-Wells Group (SWG), who shared information about the company's history and growth.

Stolhand Heat and Air began in 1977 with father and son: Fred and Darrel Stolhand. Their original location was at 410 S. 3rd Street, across the street from where they are now located. A location they purchased prior to 1996.

In 2001, they built the current office space. Also that year, Fred retired, leaving Rhonda and Darrel Stolhand as the owners.

As a standalone heat and air company, they employed 30 people before the purchase of the plumbing company.

In 2016, Stolhand purchased Wells Plumbing, another locally owned and operated business in Ponca City. After this purchase, they grew from 30 employees to 38 employees.

The name was changed at this time to Stolhand-Wells Plumbing, Heating, and Air.

By January of 2022, the company saw an even greater amount of growth. They had



JESSICA FIELDS (left) was the speaker at 1 Million Cups on Wednesday, Sept. 6 representing Stolhand-Wells Group (SWG), she is pictured with Brooks Lindsay, who presented her with an orange cup that is given to speakers at 1 Million Cups. (Photo by Calley Lamar)

an asset purchase agreement of Benson Electric/Unger Electric, and also opened their water treatment division. This increased the amount of people employed by the company from 49 to 72.

In April of 2022, the company closed on the purchase of the old bowling alley, to be able to house all the employees to be more cohesive as a company.

The space will house all the company's office and warehouse space. The com-

pany also kept two of the bowling lanes as a means of preserving the building's history.

Renovations are close to completion and they hope to be in the new building by the end of the year.

Fields shared that the name "Stolhand-Wells Group" was made to encompass all of the services offered by the company.

Fields also shared at the meeting that they now have 117 full-time employees.

"We have seen so much

growth in our community, and we just want to thank everybody for the support of our business. Because without our customers, it wouldn't be able to happen," said Fields. "We have some wonderful employees that work for us, and we are so thankful for them as well. Without all of us, none of this would be possible."

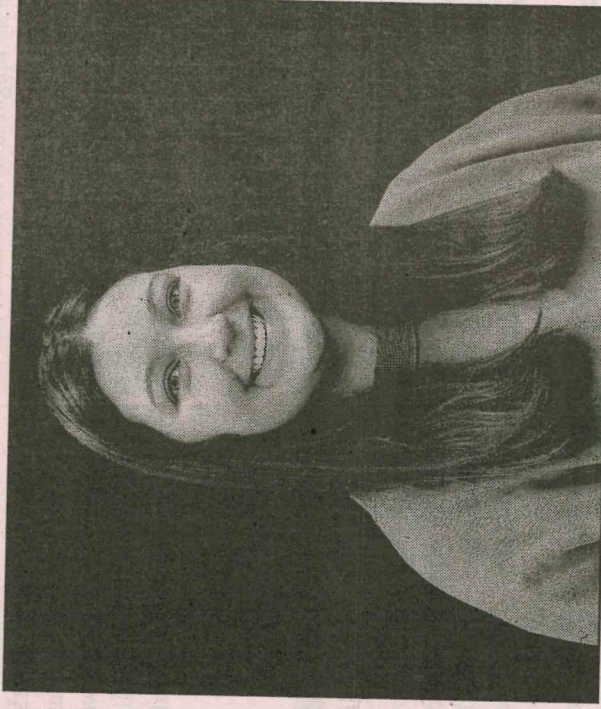
Following her presentation, Fields was presented with an orange cup that is given to every speaker at 1 Million Cups.



Pioneer Technology Student of the Month

Zoe Vaughn is the Pioneer Technology Center (PTC) August Student of the Month. An adult student from Ponca City, Vaughn represents the Practical Nursing (PN) Program. "Zoe gets along well with her peers and shows true sincerity with her classmates. She is a very hardworking student and developing into a great leader. She always puts in the extra effort to be successful in the clinical setting," says PN Coordinator Michelle Tripp. Call to find out more about this career journey where your practice pays off with an incredible health career. Call 580-762-8336 or visit their website www.pioneerotech.edu.

PTC August Student of the Month



Zoe Vaughn is the Pioneer Technology Center August Student of the Month. An adult student from Ponca City, Vaughn represents the practical nursing program. "Zoe gets along well with her peers and shows true sincerity with her classmates. She is a very hardworking student and developing into a great leader. She always puts in the extra effort to be successful in the clinical setting," PN coordinator Michelle Tripp said. (*Courtesy photo*)

Wednesday

September 6, 2023

Vol. 130 - No. 240
poncacitynews.com

Business Council meeting held Sept. 5

By CALLEY LAMAR

calley@poncacitynews.com

The Ponca City Chamber of Commerce Business Council held their regular monthly meeting on Tuesday, Sept. 5 at in the Chamber board room at 8 am.

Ben Evans called the meeting to order.

A customer service training session was held at the recent 37th Leadership Ponca City retreat at Camp Horizon held on Thursday, Aug. 30 to Friday, Sept. 1.

A presentation was made following the meeting to Stobbe Design, recognizing them as the September 2023 Business of the Month.

The first Ponca Politics forum of the fall will be the State of the City, and will be held in the City Commission Chambers from 12 pm to 1 pm on Friday, Sept. 29.

Chamber CEO Shelley Arrott then provided her Chamber report.

Arrott's report began with a long list of upcoming ribbon cuttings.

A ribbon cutting will be held at the B.S. Barnes home located at 408 N. 5th St. on Tuesday, Sept. 12 at 2 pm.

Another ribbon cutting will be held on Thursday, Sept. 14 for Pumpkin Pants Ranch in Arkansas City, Kansas at 10 am.

A ribbon cutting ceremony will be held at 4 pm on Thursday, Sept. 21 for Pioneer Technology Center's new Children's Lab Playground, located at 2101 N. Ash.

A ribbon cutting will be held for Willy's Wash, located at 2605 N. 14th St., on Friday, Sept. 29 at 10 am.

Leadership Ponca City will have their history day session on Wednesday, Sept. 13.

The PIE Partner kick-off event will be held on Sept. 14 at 4 pm in the Board of Education building.

Arrott and Tiffany Hermann will be going to the Chamber DC Fly-in in Washington D.C. from Sept. 16 to Sept. 20.

Business After Hours will return this month at Equity Bank on Thursday, Sept. 28 from 5 pm to 7 pm.

Council members then shared vari-

(See BUSINESS, Page 3)



Stobbe Design was named the September 2023 Business of the Month. Pictured left to right are Steve Stobbe and Ben Evans. (Photo Provided)

Business... Con't from Front Page

ous community happenings and updates.

Jamie Phillips with Grand Mental Health shared she was able to go back to the schools since they started last month.

Kat Long with Ponca City Development Authority (PCDA) provided an update.

The last Business on the Balcony this year will be on Tuesday, Sept. 12.

A new PCDA event, Donuts and Dilemmas, will kick off in December. This series will be for opportunities for brainstorming and working through business problems.

PCDA will be taking a trade show brigade to the Indian Country Business Show (ICBS) in Edmond on Oct. 23 to Oct. 25. They are taking Bowers Trucking, MyMediaMatters, Schatz Publishing and Redlands Office Solutions.

Long also shared that the

Ponca Playhouse are opening "Low Pay, No Pay" this weekend.

Berry Harrison with Bowers Trucking and Logistics provided an update.

The business is still looking for CDL truck drivers with two or more years of experience.

The Cherokee Strip Golf Tournament starts on Thursday, Sept. 7.

Mayor Homer Nicholson provided his update on the City of Ponca City.

A Commission meeting was held to discuss possibly making Grand two lanes instead of four lanes.

Ben Evans provided an update for Pioneer Technology Center (PTC)

Evans shared he will be busy this next week with accreditation, and meetings in Durant.

The next meeting will be held on Tuesday, Oct. 3 at 8 am.

PTC Receives Gold Star Award for 21st Year

Pioneer Technology Center (PTC) received the Gold Star School Award from the Oklahoma Association of Career & Technology Education (OKACTE). This designation, sponsored by OKACTE, provides recognition to technology center districts with outstanding programs designed to meet a broad spectrum of community needs.

This is the twenty-first year PTC has met and exceeded the rigorous standards required in student retention, placement, quality program instruction, recruitment and guidance, assessment capabilities, and diverse business and industry training programs.

“The Gold Star designation represents the excellence we strive for at Pioneer Tech and is challenging to attain. This award echoes the accomplishments of our amazing team and incredible partnerships formed in the work we do! None of us can accomplish great things alone...it takes a focused, collaborative effort from each of us. As we continuously work to fulfill our mission of ‘enhancing lives and securing futures,’ we are excited that Gold Star achievement is the outcome,” commented Traci Thorpe, PTC Superintendent/CEO.

Gold Star School recognition is for 12 months and each tech center must go through the application process each year. For more information about Pioneer Tech’s programs and



services call 580-762-8336 or visit pioneertech.edu.

*Believe in
Tonkawa!
We do!*

ATTEND CHURCH SUNDAY

Pioneer Technology Center (PTC) received the Gold Star School Award from the Oklahoma Association of Technology Centers. Pictured left to right is Brett Haas, Instructor; Shelly Houston, Safety Registrar; Traci Thorpe, Superintendent/CEO; and Laurence Beliel, Board Member. This is the 21st Gold Star Award that Pioneer Tech has received from the Oklahoma Association of Career and Technology Education. For more information about Pioneer Tech’s programs and services call 580-762-8336 or visit pioneertech.edu.

*Subscribe to The Tonkawa News...
Call Janel at 628-2532*

Saturday

September 2, 2023

Vol. 130 - No. 238
poncacitynews.com



SEPTEMBER ANNOUNCED AS "LIVE UNITED MONTH"

During the August 28th Kay County Commissioners meeting, District 1 Commissioner Shane Jones, District 2 Commissioner Jason Shank, and District 3 Commissioner Jeff Kreger proclaimed September 2023 to be "Live United Month". The proclamation honors United Way of North Central Oklahoma's 85 years of impact across Kay County, and proudly join United Way of North Central Oklahoma in encouraging all citizens to Live United and reach out a hand to one and influence the condition of all and support financially, through United Way of North Central Oklahoma, the many local community organizations and initiatives that provide invaluable services for our seniors, families and youth in Kay County. Photo provided.

PUBLISHED IN THE
PONCA CITY NEWS ON
SEPTEMBER 1, 2023.

All having a claim against the Pioneer Technology Center Public School District #13 are notified that all invoices and required documentation pertaining to an approved purchase order for services rendered or goods or materials delivered pursuant to that purchase order must be recorded with the encumbrance clerk of the district on or before the 30th day of September, 2023, covering all debts now unpaid and incurred during the period of the prior fiscal year beginning on July 1, 2022, and ending on June 30, 2023, or the claim upon which the invoices or purchase order is based shall be void and forever barred.

THE PONCA CITY NEWS, FRIDAY, SEPTEMBER 1, 2023 - PAGE 7

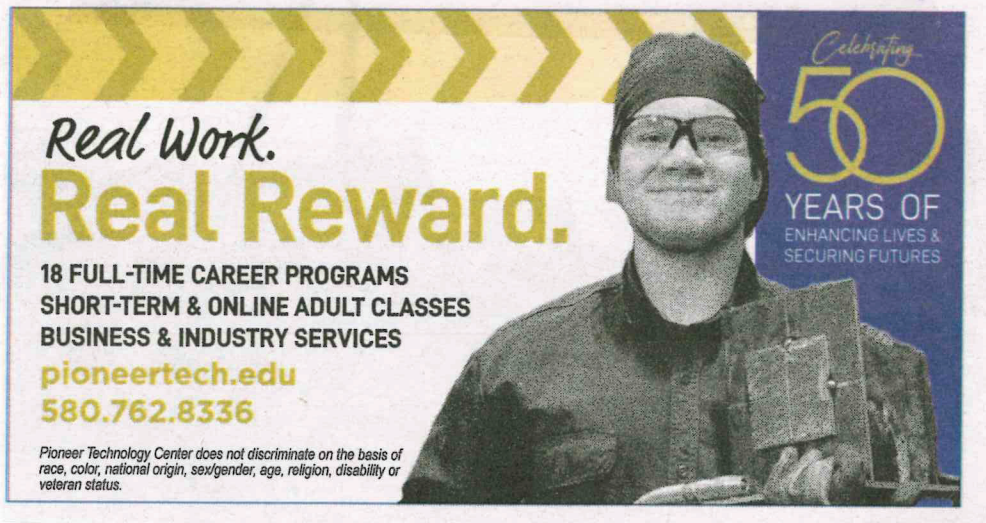
Friday

September 1, 2023

Vol. 130 - No. 237
poncacitynews.com



Zoe Vaughn is the Pioneer Technology Center (PTC) August Student of the Month. An adult student from Ponca City, Vaughn represents the Practical Nursing (PN) Program. "Zoe gets along well with her peers and shows true sincerity with her classmates. She is a very hardworking student and developing into a great leader. She always puts in the extra effort to be successful in the clinical setting," says PN Coordinator Michelle Tripp. Call to find out more about this career journey where your practice pays off with an incredible health career. Call 580-762-8336 or visit their website www.pioneerneertech.edu.



Real Work.
Real Reward.

**18 FULL-TIME CAREER PROGRAMS
SHORT-TERM & ONLINE ADULT CLASSES
BUSINESS & INDUSTRY SERVICES**

**pioneertech.edu
580.762.8336**

Celebrating
50
YEARS OF
ENHANCING LIVES &
SECURING FUTURES

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



Pioneer Tech Cafeteria: Embracing Flavor and Connections

Story and photos by **Mallory Kyler** / Staff Intern

PIONEER TECHNOLOGY CENTER

is an incredibly knowledgeable source for those seeking to grow in Ponca City. As the daughter of a loyal PTC staff member, I especially understand the value of this foundation. I have observed my peers grow and evolve into passionate workers through their chosen programs. From cosmetology to automotive, Pioneer Tech has the education, training, and unique hands-on instruction required for those who want to enter the workforce.

On its website, Pioneer Tech lists its core competencies which include cultivating relationships and bonds with students and clients and providing opportunities for collaboration. While these appear to be accomplished most frequently in classrooms and workspaces, I feel that the cafeteria may be an overlooked source of connection.

The Pioneer Tech Cafeteria is more than just a service for students. The space is open to and serves staff as well as members of the community. Meals are available Monday- Friday, with breakfast from 7:30- 8:30 am and lunch from 11:00 am

-12:30 pm. The menu is updated weekly on the PTC website. Visitors can find diverse meal options prepared by the culinary staff and students with immense dedication. That fact alone makes the PTC Cafeteria a unique dining option. However, there is so much more to this space. The PTC Cafeteria provides quality meals at lower prices than most sit-down restaurants. In addition, visitors have access to a more balanced meal if that's what they desire, making this a potentially healthier option.

Believe it or not, food is not always the first thing mentioned when individuals discuss their favorite aspects of the PTC Cafeteria. The benefits extend into catering services, and businesses can use the space to hold meetings. Visitors are constantly utilizing the cafeteria to socialize, network, and collaborate. Teachers can meet with students, staff can communicate with clients or other staff members, businesses can hold meetings and interviews, and anyone can use the area to take a break and hang out with friends. The PTC Cafeteria is known for its joyous environment. Those who have visited have had a positive experience, and any future guests are guaranteed a good time.

I have heard nothing but positive things from those who work at Pioneer Tech. These individuals rely the most on their culinary workers for

breakfast and lunch. With that, I have interviewed staff members with questions regarding their experience with the PTC Cafeteria and its value to the community.

How often do you visit the PTC Cafeteria?

A1: "I have breakfast every morning and lunch once a week." (Ben Evans, Entrepreneurial Services Coordinator)

A2: "At least a couple times a week lately" (Dawn Brakey, BID Assistance Coordinator)

A3: "Every morning I stop by the cafeteria to grab a cup of coffee and start the day by giving students and staff a hearty Good Morning Pioneer! Some days I only stop by to pick up an iced tea or coffee. On other days I enjoy the wonderful entrees that are prepared by PTC's Production Kitchen staff. To be honest, it's hard to not eat at the cafeteria every day because of the great menu items and the smell of the amazing food as you walk through the cafeteria." (Kahle Goff, Executive Director, Full-Time Programs)

A4: "Gosh, that's a tough one. I'd say 6-7 times a week. Somedays I just stop by for breakfast, some days it's lunch and some days it's both." (Molly Kyler, Executive Director of Business & Industry Services)

A5: "I usually eat in our cafeteria daily, either for breakfast, lunch, or sometimes both if I can." (Traci Thorpe, Superintendent/CEO)

What makes the PTC Cafeteria a unique option for a meal?

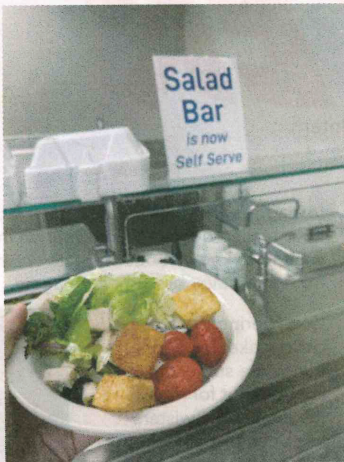
A1: "Networking with coworkers and having a home cooked meal without having to do it myself!" (Ben Evans)

A2: "Convenience, prices and proximity all play a big role in my decision to eat at the PTC Cafeteria. It is also a great place to connect with the Pioneer Tech Staff." (Dawn Brakey)

A3: "First and foremost, we have an amazing team who are dedicated to providing a quality meal at an affordable price. Melody, Mandy, and Lori work hard to ensure we serve top-quality products. The customer service is top-notch. When entering the cafeteria, you can expect a friendly atmosphere, a warm welcome, and maybe a corny dad joke or two along the way. It's always exciting to hear laughter and see the smiles of our guests." (Kahle Goff)

A4: "The PTC Cafeteria is a great place to get a hot and hearty meal for not a lot of dollars." (Molly Kyler)

A5: "PTC's cafeteria offers a variety of menu options, with a salad bar, soup (during the colder months), and entrees. The pricing is very reasonable, and we're now open all year long. PTC is a great place to have a breakfast or lunch meeting, and we have rooms available or space in the cafeteria where groups can gather to meet and enjoy a meal." (Traci Thorpe)



Why do you love the PTC Cafeteria?

A1: "The people and the quality of food." (Ben Evans)

A2: "I love that they are now open all year." (Dawn Brakey)

A3: "I love the PTC Cafeteria for the service it provides to our campus community. Through the PTC Production Kitchen and Cafeteria, we are able to serve guests in several capacities. We

can provide snacks and drinks to our guests who have reserved meeting rooms. We can serve catered meals in the Seminar Center or the Conference Center for large events or conferences. In my opinion, because of the services provided through the PTC Production Kitchen and Cafeteria, the district provides the opportunity for guests to make connections and collaborate and that's what I love most about the PTC Cafeteria." (Kahle Goff)

A4: "Besides the food, I love getting to hang out and connect with my co-workers." (Molly Kyler)

A5: "I love the food, the family environment in our cafeteria and I enjoy visiting with our students and guests who come to eat at PTC." (Traci Thorpe)

What can you say that will persuade or encourage others to visit the PTC Cafeteria?

A1: "You can eat at PTC for less than most restaurants and it's a higher-quality home cooked meal." (Ben Evans)

A2: "Great food and great people in a clean, friendly environment. Bring your friends, family, or co-workers. We'd love to have you join us for food and fellowship." (Dawn Brakey)

A3: "If you are looking for a place to grab a bite to eat for breakfast or lunch in a friendly, no-rush environment, then Pioneer Technology Center is the place for you." (Kahle Goff)

A4: "Our cafeteria provides quality meals at an exceptional price and our cafeteria crew is top notch!" (Molly Kyler)

A5: "We'd love to see more folks from our community join us regularly for breakfast or lunch. It's great food, at a great value and a great place to meet." (Traci Thorpe)

What's your favorite PTC Cafeteria menu item?

with the PTC Staff

Ben Evans

"Fiesta chicken or Mississippi pot roast."



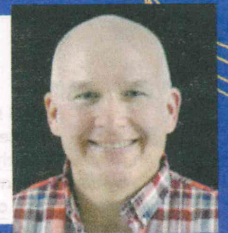
Dawn Brakey

"I love the salad bar, especially since it just recently became a self serve option."



Kahle Goff

"Fiesta Chicken as an entree and Hummingbird Cake for dessert."



Molly Kyler

"For breakfast, I usually get scrambled eggs, but my favorite item is the breakfast burrito when they have them. The braised pork and fiesta chicken are two winners in my book."



Traci Thorpe

"My special favorite PTC culinary items are the Fiesta Chicken and Black Bottom Cupcakes, but there are really too many other favorites to mention."



ANNUAL ELECTION RESOLUTION

TO: Kay County Election Board

FROM: The Pioneer Technology Center
District No. VT13 of Kay County, Oklahoma

The Board of Education of the Pioneer Technology Center District has approved the following resolution calling for an election to be submitted to the voters of the district:

Member – Board of Education

Date of the Election:

A Board of Education Primary Election shall be held on February 13, 2024, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 2, 2024, under the following circumstances; if only two candidates file for a position schedule to be on the ballot or for apposition on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 am to 7:00 pm.

Board Member Position on Ballot:

The voters shall elect a board member for board zone No. 2, which has a 5-year term of office.

Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six (6) months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United states or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any state, county, municipal, judicial, or school office or any other elective office of any political subdivision of this state for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: a candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws and ethics, duties and responsibilities of district board of education member. Three (3) hours of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act, and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

The Pioneer Technology Center school district encompasses: all of Kay County and those portions of the following school district territories within Kay County--Braman, Blackwell, Newkirk, Ponca City, Tonkawa, Deer Creek-Lamont and Frontier; the McCord school district in Osage County; the Woodland School District in Osage and Pawnee Counties; and that portion of the Ponca City School District located in Osage County that was annexed to Ponca City Schools from the Burbank election of 2002. District and zone maps are on file at the Election Secretary's office in Kay, Osage, and Pawnee Counties. To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the Pioneer Technology Center District.

Ballot Titles:

The ballot to be submitted to the voters shall call for the voters to:

1. Select one candidate for Pioneer Technology Center Board Zone No. 2:

Approved by the Pioneer Technology Center Board of Education this ____ day of _____, 20 ____.

President of the Board of Education

Clerk of the Board of Education

**PIONEER TECHNOLOGY CENTER
FY2023-2024 APPROPRIATIONS
October 10, 2023**

<u>General Fund Appropriations</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>Difference</u>
1000 Instruction	5,799,413.24	6,125,017.19	+ 325,603.95
2000 Support Services	6,217,698.02	6,612,931.30	+ 395,233.28
3000 Noninstructional Services	1,056,026.39	1,071,488.77	+ 15,462.38
4000 Facilities & Construction Services	50,000.00	50,000.00	0.00
5000 Nonrevenue & Clearing Accounts	3,500.00	3,500.00	0.00
7000 Other Uses	<u>1,733,918.32</u>	<u>2,084,000.00</u>	<u>+ 350,081.68</u>
Total General Fund	\$14,860,555.97	\$15,946,937.26	+1,086,381.29

Building Fund Appropriations

1000 Instruction	800,000.00	800,000.00	+ 0.00
2000 Support Services	1,184,129.92	1,220,000.00	+ 35,870.08
3000 Noninstructional Services	10,000.00	10,000.00	+ 0.00
4000 Facilities & Construction Services	1,200,000.00	1,300,000.00	+ 100,000.00
5100 Debt Service	1,300,000.00	1,500,000.00	+ 200,000.00
7000 Other Uses	<u>5,668,304.51</u>	<u>7,175,308.06</u>	<u>+1,507,003.55</u>
Total Building Fund	\$10,162,434.43	\$12,005,308.06	+1,842,873.63

APPENDIX A

REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS

GENERAL FUND

S.A.&I. 307 (1998)

Pioneer Technology Center S. D. No. 13

To the County Clerk of Kay County, State of Oklahoma

We, the undersigned duly qualified and acting officers of the Governing Board of the aforementioned school district of said County and State hereby certify that the notice of approval of the following State and/or Federal Funds has been received and is currently on file in the school business office:

1. Work Ready Oklahoma Grant – OMES/DHS (State)	\$1,363,885.00
2. n/a	-
3. n/a	-

Total	<u>\$1,363,885.00</u>
-------	-----------------------

We further certify that these funds are in addition to and in excess of the State and/or Federal funds previously appropriated for the school district. We therefore, request that the school's appropriations be increased by the following amounts:

<u>PURPOSE OR ITEM OF APPROPRIATION</u>	<u>Prior Approved Appropriations</u>	<u>Requested Application of Funds</u>	<u>Current Approved Appropriations</u>	<u>Addition Approved by County Clerk</u>
1. Current Expense	\$15,946,937.26	\$1,363,885.00	\$17,310,822.26	\$1,363,885.00
2. Interest Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
3. Grand Total	<u>\$15,946,937.26</u>	<u>\$1,363,885.00</u>	<u>\$17,310,822.26</u>	<u>\$1,363,885.00</u>

Submitted by order of the Board, this 10th day of October, 2023.

President of the Board

Clerk of the Board

CERTIFICATE OF COUNTY CLERK

STATE OF OKLAHOMA, COUNTY OF KAY, ss:

I, the duly qualified and acting County Clerk in and for the said County and State, do hereby certify that I have added the requested amounts to the appropriations of the school district in the manner requested by the School's Board of Education.

Done at Newkirk, Oklahoma, this _____ day of _____, 2023.

(SEAL)

County Clerk

Deputy

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
 Equipment/Furniture/Remodel or Repairs/Technology
 October 10, 2023

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Bldg Maintenance Major Repairs	Sober Brothers Inc	Demo old cosmetology building, foundation, steps, sidewalks, and lift station	\$24,990.00
	<i>Other quotes: Clark Contracting Company LLC - \$26,052</i>		
Bldg Maintenance Major Repairs	Wood Systems	Custom cabinets and countertop outside new conference center	\$13,237.28
	<i>Other quotes: Sole Source Vendor</i>		
Work Ready Oklahoma Grant	John Vance Fleet Services	(2) 24 Chevy Malibu Sedans @\$24,974 each	\$49,948.00
	<i>Other quotes: State Contract SW035</i>		
Work Ready Oklahoma Grant	Apple Store	(25) iPad Pro 11-in Wi-Fi 256GB	\$21,225.00
		(25) 2-year AppleCare+ for schools	\$ 2,475.00
		(8) Apple Pencil	\$ 952.00
		Estimated Shipping	\$ 500.00
		TOTAL	\$25,152.00
	<i>Other quotes: Sole Source Vendor</i>		

APPENDIX B

ELECTION ZONES

After consultation with local officials, the State Board of Career and Technical Education has divided this district into five numbered zones of approximately equal population.

Five Pioneer Technology Center Board of Education members are elected, one from each zone. Candidates for zone offices shall be residents of the zone. Electors from all zones shall vote on all candidates in board of education elections.

The elected board members shall serve as follows:

- Office 1 -- Zone 1 – **Term of Office 2018-2023**
- Office 2 -- Zone 2 – **Term of Office 2019-2024**
- Office 3 -- Zone 3 – **Term of Office 2020-2025**
- Office 4 -- Zone 4 – **Term of Office 2021-2026**
- Office 5 -- Zone 5 – **Term of Office 2022-2027**

Boundaries of the Pioneer Technology Center Board of Education election zones are as follows:

**ZONE 1
TERM OF OFFICE 2018-2023**

The boundaries of Pioneer Technology Center Board of Education Zone 1 are as follows:

1. ~~the northwest corner of Zone 1 begins at the point the Arkansas River intersects with the Kansas/Oklahoma state line in the northern section of Kay County, Oklahoma (E0010 Road)~~
2. ~~extending east along the northern border of the Oklahoma state and Kay County line (E0010 Road) until it intersects with the eastern Kay County border (N3505 Road)~~
3. ~~extending south on N3505 Road until it intersects with E0160 Road~~
4. ~~extending west on E0160 Road until it intersects with N3490 Road~~
5. ~~extending south on N3490 Road until it intersects with E0170 Road~~
6. ~~extending west on E0170 Road until it intersects with Kaw Lake~~
7. ~~extending southwest through Kaw Lake and along the Arkansas River until it intersects with Pecan Road.~~
8. ~~extending north on Pecan Road until it intersects with Lake Road (E0210 Road)~~
9. ~~extending east on Lake Road (E0210 Road) until it intersects with Kygar Road (N3350 Road)~~
10. ~~extending north on Kygar Road (N3350 Road) until it intersects with Hartford Avenue (E0200 Road)~~

ELECTION ZONES (Cont.

11. extending west on Hartford Avenue (E0200 Road) until it intersects with Pleasantview road (14th Street)
12. extending north on Pleasantview Road until it intersects with W. Earth Road
13. extending east on W. Earth Road until it intersects LA Cann Road.
14. extending south on LA Cann road until it intersects with River Road
15. extending east on River Road until it intersects with the Arkansas River
16. extending northward following the center of the Arkansas River until it reaches the Kansas/Oklahoma state border.

**ZONE 2
TERM OF OFFICE 2019-2024**

The boundaries of Pioneer Technology Center Board of Education Zone 2 are as follows:

1. beginning at the northwest corner of Kay County, the line extends east on the Oklahoma/Kansas state line (E0010 Road) until it intersects the Arkansas River
2. extending south following the center of the Arkansas River until it intersects with East River Road (E0090 Road)
3. extending west on East River Road (E0090 Road) until it intersects with North L A Cann Road (N3350 Road)
4. extending north on North L A Cann Road (N3350 Road) until it intersects with West Earth Road (E0080 Road)
5. extending west on West Earth Road (E0080 Road) until it intersects with Pleasantview Road.
6. extending south on Pleasantview road until it intersects with Hubbard Road
7. extending west on Hubbard Road until it intersects with 140th Street
8. extending north on 140th street until it intersects with Coleman Road.
9. extending west on Coleman Road until it intersects with the western board of Kay County (N3110 Road)
10. extending northward along the western border of Kay County (N3110 Road) until it reaches the northwest corner of Kay County

ELECTION ZONES (Cont.

**ZONE 3
TERM OF OFFICE 2020-2025**

The boundaries of Pioneer Technology Center Board of Education Zone 3 are as follows:

1. ~~beginning at the intersection of North Ash Street and Hartford Avenue in Ponca City extending east on Hartford Avenue (E0200 Road) until it intersects with Kygar Road (N3350 Road)~~
2. ~~extending south on Kygar Road (N3350 Road) until it intersects with Lake Road (E0210 Road)~~
3. ~~extending west on Lake Road (E0210 Road) until it intersects with Pecan Road~~
4. ~~extending south on Pecan Road until it intersects with the Arkansas River~~
5. ~~extending west along the Arkansas River until it intersects with Highway 60~~
6. ~~extending west on Highway 60 until intersects with Lucas Street~~
7. ~~extending northwest on Lucas Street until it intersects with South 4th Street~~
8. ~~extending north on South 4th Street until it intersects with South Avenue~~
9. ~~extending west on South Avenue until it intersects with South 3rd Street~~
10. ~~extending north on South 3rd Street until it intersects with Highland Avenue~~
11. ~~extending west on Highland Avenue until it intersects with Oak Street~~
12. ~~extending north on Oak Street until it intersects with West Liberty Avenue~~
13. ~~extending west on West Liberty Avenue until it intersects with North Ash Street~~
14. ~~extending north on North Ash Street until it intersects with Hartford Avenue (E0200 Road)~~

**ZONE 4
TERM OF OFFICE 2016-2021**

The boundaries of Pioneer Technology Center Board of Education Zone 4 are as follows:

1. ~~the northwest corner of Zone 4 begins at the intersection of N3110 Road and West Coleman Road (E0170 Road) extending east on West Coleman Road (E0170 Road) until it intersects with North 140th Street~~
2. ~~extending south on North 140th Street until it intersects with Hubbard Road (E0180 Road)~~

ELECTION ZONES (Cont.)

- 3.— extending east on Hubbard Road (E0180 Road) until it intersects with Pleasantview Road
- 4.— extending south Pleasantview Road until it intersects with Hartford Road
- 5.— extending west on Hartford Road until it intersects with Ash Street
- 6.— extending south on Ash Street until it intersects with Liberty Avenue
- 7.— extending east on Liberty Avenue until it intersects with Oak Street
- 8.— extending south on Oak Street until it intersects with West Summit Avenue
- 9.— extending west on Summit Avenue until it intersects with Waverly Street
- 10.— extending south on Waverly Street until it intersects with Riverview Road
- 11.— extending east on Riverview Road until it intersects with the Salt Fork of the Arkansas River
- 12.— extending southeast and following the Salt Fork of the Arkansas River until it intersects with the Kay County line (E0290 Road)
- 13.— extending west on E0290 Road until it intersects the western border of Kay County (N3110 Road)
- 14.— extending north on N3110 Road until it intersects with West Coleman Road (E0170 Road)

**ZONE 5
TERM OF OFFICE 2017-2022**

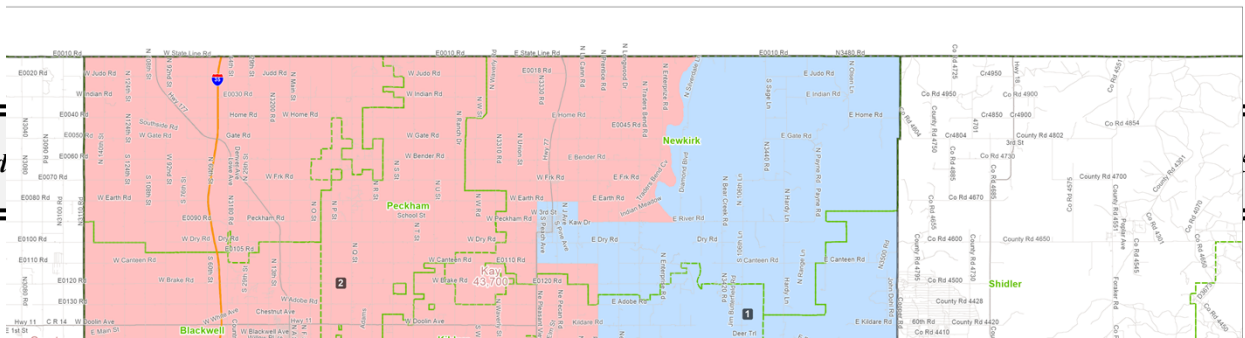
The boundaries of Pioneer Technology Center Board of Education Zone 5 are as follows:

- 1.— the northwest corner of zone five begins at the intersection of Waverly Avenue and Summit Avenue in Ponca City, extending east on Summit Avenue until it intersects Oak Street
- 2.— extending south on Oak Street until it intersects Highland Avenue
- 3.— extending east on Highland Avenue until it intersects with North 3rd Street
- 4.— extending south on North 3rd Street until it intersects with South Avenue
- 5.— extending east on South Avenue until it intersects with South 4th Street
- 6.— extending south on South 4th Street until it intersects with Lucas Street
- 7.— extending southeast on Lucas Street until it intersects with Highway 60

ELECTION ZONES (Cont.)

8. ~~extending east on Highway 60 until it intersects the Arkansas River~~
9. ~~extending east along the Arkansas River until it intersects with a line drawn south from the south end of Longwood drive~~
10. ~~extending south from that line 3.5 miles, west 2 miles, and south 1.5 miles until it intersects with the Arkansas River (southeast border of the McCord School District)~~
11. ~~extending south along the Arkansas River until it intersects with E0290 Road~~
12. ~~extending west on E0290 Road until it intersects with the Salt Fork of the Arkansas River~~
13. ~~extending north along the Salt Fork of the Arkansas River until it intersects with East Riverview Road~~
14. ~~extending west on East Riverview Road until it intersects with South Waverly Street~~
15. ~~extending north on South Waverly Street until it intersects with Summit Avenue.~~
16. ~~Also included in Zone 5 is all territory within the Woodland Public School District #1090, Osage County, Oklahoma, including that territory that was annexed to the Woodland Public School District as a result of the April 25, 2002 Burbank Schools Annexation~~
17. ~~Also included in Zone 5 is all territory annexed to the Ponca City Public School district as a result of the April 25, 2002 Burbank Schools Annexation. This territory is described as follows:~~

~~Beginning at the intersection of new highway 60 and Kaw Dam Road; thence north on Kaw Dam Road to its intersection with Osage Cove Road; thence easterly along Osage Cove Road, following its curve to a northerly direction; thence northerly on Osage Cove Road to its intersection with Possum Hollar Road; thence north to the Arkansas River; thence down the Arkansas River to its intersection with the west edge of lot 8 of Section 36, T26N, R3E; thence south along the west edge of lot 8 of Section 36, T26N, R3E to new highway 60; thence east along new highway 60 to the point of beginning.~~



An online version of the board election zone maps is accessible at the following link:

<https://okhouse.maps.arcgis.com/apps/instant/interactivelegend/index.html?appid=e7ece1a1338e49219326287b4329d7d7>

DISASTER SAFETY DRILLS

The School District will conduct ten (10) safety drills each school year. The Superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the Plant/Facilities Manager, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills.

The extent of the student involvement in intruder drills shall be determined by the superintendent in consultation with the FTP Administrator(s) and the Plant/Facilities Manager. The ten (10) drills shall consist of the following:

- ~~1. Lockdown drills. A minimum of two (2) lockdown drills shall be conducted at each site within the school district each school year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school.~~
- ~~1.~~ (1.) Security drills. A minimum of four (4) security lockdown drills shall be conducted at each site within the school district each school year. No security drill can be conducted at the same time of day as a previous security drill in the same school year, and no more than two drills shall be conducted in the same semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school.
2. (2.) Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
- ~~3. Intruder drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.~~
4. (3.) Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
5. (4.) Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

Documentation of completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a copy with the Institute for School Security Resources.

ARMED SCHOOL EMPLOYEES

The board is committed to providing a safe environment for students and employees. In furtherance of this commitment, the board may designate selected employee(s) to carry a handgun on school property in accordance with the provisions of this policy. The board specifically retains the right not to designate any employee to carry a handgun on school property, or not to grant permission for a specific employee to carry a handgun on school property.

The board of education authorizes the carrying of a handgun onto school property by school personnel specifically designated by the board of education to do so at a lawfully convened board meeting under an appropriately worded agenda item. The names of school district personnel who have been designated to carry a firearm may be kept confidential. Local law enforcement agencies will be notified of the name(s) of board approved armed school employees.

Authorized Employees

An Authorized Employee is a properly credentialed employee who has been designated by the board to carry a personal handgun at school. Authorized Employees are required to meet the following minimum criteria:

1. Be recommended for this volunteer position by the superintendent.
2. Possess a valid armed security guard license as provided for in Section 1750.1 et seq. of Title 59 of Oklahoma Statutes; or
3. Hold a valid reserve peace officer certification as provided for in Section 3311 of Title 70 of Oklahoma Statutes.
4. Comply with all applicable laws and reasonable safety practices.
5. Provide a handgun, holster, and any necessary equipment and other items to safely carry, store, or use the handgun in accordance with Oklahoma law and common safety practices.
6. Carry the handgun as a volunteer (no compensation provided).

The board of education shall have the final authority to determine and designate school employees who will be authorized to obtain and use an armed security guard license or reserve peace officer certification in connection with their employment as school personnel.

Training/Certification Expenses

Participation in either armed security guard training programs or the reserve peace officer program shall be voluntary and shall not in any way be considered a requirement for continued employment with the school district as per 70 O.S. § 5-149.2. The school district will pay all necessary expenses associated with the training/certification required above.

Safety Protocols

Authorized employees shall only use a handgun and ammunition that have been approved by or issued by the school district board of education. The handgun may be carried openly or concealed in an approved holster and appropriately secured on the person of the authorized employee or the firearm shall be stored in a locked and secure location at all times while the employee is on school property. Authorized employees shall be responsible for ensuring that his/her handgun is properly maintained and in good working order at all times.

The authorized armed school employee shall comply with all applicable laws and reasonable safety practices. He/she may use the necessary force, appropriate to the situation, to protect students, staff and guests on campus, up to, if needed, deadly force.

If at any time, the handgun is pointed at someone or discharged on school premises, a written report documenting the incident shall be prepared within twenty-four (24) hours of the incident or discharge by the superintendent and the employee who pointed the weapon or discharged the weapon. Law enforcement shall be immediately notified by the superintendent or by the employee who has discharged the weapon that a weapon has been pointed at someone discharged.

The superintendent may consult with law enforcement agencies or other knowledgeable individuals to determine other conditions which should be placed on the Authorized Employee, or as questions arise regarding appropriate procedures to implement this policy.

The board of education hereby delegates to the superintendent the ability to temporarily suspend the ability of an employee designated by the board of education to carry a handgun pending a formal decision at a lawfully convened meeting as to whether the employee will continue to be authorized by the board of education to carry a handgun on school premises. **If the superintendent temporarily suspends the ability of an employee to carry a handgun, the employee shall immediately turn over the handgun and ammunition to the superintendent who shall immediately secure the weapon in a locked and secure location.** The decision of the school board is non-appealable. Due process does not apply to the carrying of a handgun.

The PTC Campus Safety and Security Committee will annually review the above policy and procedures.

Legal Reference: 70 O.S. § 5-149.2.
51 O.S. § 24A.28

**SCHOOL TRANSPORTATION
(REGULATIONS)**

In accordance with the policy of the board of education, the following regulations shall apply to the district's school transportation program. Responsibility for implementing these regulations shall be delegated to the supervisor of transportation.

School Bus Maintenance

1. All school buses purchased and used by the district will meet or exceed any and all state and federal minimum safety construction standards. (SDE Regulation)
2. The district shall have each school bus mechanically inspected annually by an approved Department of Public Safety fleet inspector. (SDE Regulation)
3. The driver shall perform a daily pre-trip safety inspection of the vehicle. The inspection shall include brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. This report is to remain on file with the superintendent or designee for a period of ninety (90) days. (SDE Regulation)
4. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a duly qualified automotive technician.
5. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation. It is furthermore the responsibility of all school bus drivers to inform the supervisor of transportation when routine maintenance is required.
6. The district shall adopt a preventative maintenance schedule to prolong the life of all school buses and to ensure the safety of the passengers. This schedule shall be developed by the supervisor of transportation.

School Bus Drivers

1. Any person employed as a school bus driver, whether full- or part-time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus.
2. Any person employed as a school bus driver, whether full- or part-time, shall successfully complete a school bus drivers course and hold a school bus driver's certificate as required by the Oklahoma State Department of Education (SDE).
3. The driving records of all school bus drivers shall be checked annually and all drivers must meet the requirement of the SDE for school bus drivers' records. All new drivers shall have a felony records check conducted prior to employment and must meet SDE requirements.
4. All school bus drivers shall have an annual health certificate signed by a physician licensed by this state filed in the superintendent's office attesting that such physician has examined the driver and that the driver has no sign or symptoms of ill health, and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus. (SDE Regulation)

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

5. The use of tobacco by a school bus driver is not permitted during the operation of the bus or while on school premises as per board policy CKDA. The use of any intoxicating beverage and/or controlled dangerous substance by the driver within 8 hours prior to or during the operation of a school bus is strictly prohibited. (SDE Regulation)
6. Any school bus driver involved in a school bus accident resulting in personal injury, property damage of \$500.00 or more, or charged with a violation of traffic law shall submit to a screening test to detect if alcohol or a controlled dangerous substance was used by the driver prior to school bus operation (see DCCB).
7. All school bus drivers shall be evaluated annually for job performance purposes. All new drivers shall be evaluated within the first 90 days of the beginning of the school year. All drivers shall receive written notification of the date of evaluation one week prior to evaluation. All procedures relative to and including the written evaluation form shall be on file in the office of the supervisor of transportation. These procedures shall be available to any interested party upon request.

Any school bus driver receiving a deficiency or reprimand may respond in writing to the transportation supervisor within 10 working days. A written plan of improvement shall be furnished to the school bus driver. A formal reevaluation shall be scheduled within 30 days. All evaluations shall be made available to the board of education and may be introduced as evidence in any disciplinary action or termination of employment hearings. Immediate suspension pending due process proceedings for termination of employment shall be made for any of the following reasons:

- A. Failure to conduct a thorough daily pre-trip inspection;
- B. The use of alcohol or any controlled dangerous substance within eight hours prior to the operation of a school bus.
- C. Operating a school bus in a careless or wanton manner without regard for the safety of persons or property or in violation of the conditions outlined in 47 O.S. §11-801:
 1. No person shall drive a school bus at a speed greater than a maximum of 55 miles per hour on paved two lane roads, except on the state highway system, the interstate highway system and the turnpike system-where the maximum shall be 65 miles per hour.
 2. On any highway outside of a municipality, the speed limit in a properly marked school zone shall be a maximum of 25 miles per hour, unless otherwise determined by the Oklahoma Department of Transportation.
 3. Many school bus routes will not warrant speeds even as high as 15 miles per hour. A driver must always adapt driving to conditions.
- D. Failure to stop for a railroad crossing in a school bus when children are being transported; failure to exercise proper judgment at any railroad crossing, endangering the safety of any school children.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

- E. Conviction of any crime of moral turpitude involving children.
 - F. Abuse of sick leave; excessive absenteeism and/or tardiness.
 - G. Use of any portable electronic communications device while the vehicle is in motion
8. Any school bus driver shall be suspended with pay pending the outcome of an investigation of any charge of recklessly endangering the safety of persons or property while operating a school bus or any charge of moral turpitude involving children.
9. All school bus drivers shall comply with requirements of the supervisor of transportation regarding attendance of and participation in in-service and periodic safety meetings for the purpose of increased student safety.
10. All school bus drivers shall dress appropriate to the operation of a school bus. Prohibited articles of clothing shall include:
- A. Thong-type sandals;
 - B. Halter tops or see-through blouses;
 - C. Dresses shorter than three inches above the knee;
 - D. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually implicit or suggestive, and phrases containing profanity;
 - E. Any gang-related paraphernalia.
11. Substitute and activity school bus drivers shall meet all the requirements prescribed for regular bus drivers.

School Bus Safety

1. Illegally passing a school bus is a violation of state law. All school bus drivers are required to report, within 24 hours of the alleged offense, drivers who illegally pass their buses. Each report is to include the vehicle color, license tag number, and the time and place of the violation and is to be made to the law enforcement authority of the municipality where the violation occurred and to the district's director of transportation.
2. All auxiliary transportation equipment owned by this district shall comply with state law requirements and shall be of such construction as to provide safe, comfortable, and economical transportation of passengers.
3. School bus drivers transporting children under the age of six will utilize a child passenger restraint system or a seat belt when using school-owned vehicles other than school buses to transport the students.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)School Bus Route

1. Transportation shall be restricted to use for the students of this school district. Bus routes shall be determined as needed by the superintendent or superintendent's designee.
2. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. When possible, a bus stop shall be located within one-half (½) mile of the home of each child being transported.
3. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.
4. School bus drivers may not deviate from established school bus routes without the written permission of the supervisor of transportation.
5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.
6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or guardian is furnished to the supervisor of transportation. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the supervisor of transportation or the instructional director.

Auxiliary or Activity Transportation

1. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.
2. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.
3. It is the responsibility of the parents or legal guardians of all children riding activity buses to have their children at the designated site for departure and arrival of all activity trips.
4. All requests for auxiliary transportation must be made to the supervisor of transportation or instructional director prior to the trip.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)Student Discipline

1. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life or safety of any student transported.
2. Any student carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose school bus riding privileges for the remainder of the school year and shall be reported to the appropriate enforcement agency.
5. All school discipline policies shall apply both to school bus routes and to all activity trips.

School Bus Accidents and Emergencies

1. All students transported in school buses shall receive instructions in safe riding practices and will participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall be included. These drills shall be conducted on school grounds under the direction of the supervisor of transportation. Documentation of these drills shall be kept on file at the office of the supervisor of transportation and available to interested parties.
2. In the event of an accident, the following procedures shall be strictly followed by the bus driver:
 - A. The bus must be stopped and the driver should preserve the accident scene, evacuate the students from the school bus if necessary, and render first aid to the best of the driver's abilities to any injured children or parties.
 - B. The bus driver will notify the proper authorities and the supervisor of transportation.
 - C. The school bus driver shall make no comments to any party involved, witnesses, or students except to furnish proof of driver's license and school bus driver certification upon request. Any comments made to the investigating officer shall be contained to answering direct questions. At the accident scene, the school bus driver shall not submit to any media or press interviews unless approved by the superintendent. The school bus driver shall obtain the name and address of all witnesses to the accident.
3. The superintendent or designee shall be responsible for any communications with the various press or media outlets. A person shall be designated as spokesperson in the absence of the superintendent or designee.
4. Upon request, in the event of serious injury or death of a student, the instructional director shall consider contacting the mental health authorities and/or the ministerial alliance to arrange counseling sessions for parents, students, and all school employees.
5. All school bus accidents shall be investigated and the proper reports shall be submitted to the State Department of Public Safety and the State Department of Education as per state law and regulations.
6. In the event of any serious school bus accident, especially any involving personal injury, the superintendent will inform the chief legal counsel of the school district of the events surrounding the accident. Notification to the insurance carrier shall be made by the supervisor of transportation.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

Parental Grievance Procedures

1. All parental grievances relating to student discipline and transportation services must be initiated with the instructional director.
2. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the superintendent shall be final pending a formal hearing conducted by the board of education. All hearings must be requested in writing by the child's parent or legal guardian.
3. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, instructional director, or superintendent or his/her designee.
4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation (see CN-A3).

REFERENCE: 47 O.S. §11-705

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 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.

If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

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. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for whatever time may be remaining of the up to 12 work weeks of unpaid leave for employees who meet the federal definitions for leave in accordance with the Family Medical Leave Act. The 12 work weeks of leave afforded under the Family Medical Leave Act may include paid and unpaid leave in accordance with federal law.

9. 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.

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
70 O.S. §6-147
Atty. Gen. Op. No. 84-12
Atty. Gen. Op. No. 91-632

MATERNITY LEAVE

The board of education shall provide maternity leave to full-time classroom instructional employees of the technology center who have been employed by the technology center school district for at least one year and have worked for the technology center for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be used immediately following the birth of the employee's child.

REFERENCE: 70 O.S. §6-104.8

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

LEAVE, ALL TYPES (Cont.)

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;
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, maternity leave, personal leave, and vacation time. Such sick leave, maternity 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. **If the employee contributes toward the premiums, the employee will continue to pay the same rate while on leave.**

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

UNUSED SICK LEAVE

It is the policy of the Pioneer Technology Center Board of Education to encourage and reward personnel who exercise particular care in the maintenance of their personal health and job attendance.

In accordance with Oklahoma Statutes, Title 70, Section 6-104, employees may accumulate sick leave days up to a maximum of 60 days as prescribed by local school board policy.

In accordance with Oklahoma Statutes, Title 70, Section 17-116.2(H), the total creditable service of a member who retires or terminates employment and elects a vested benefit shall include not to exceed 120 days of unused sick leave accumulated subsequent to August 1, 1959, during the member's membership with the Teacher's Retirement System.

To clarify the difference between the two types of statutory sick leave days, the board has established an unused sick leave classification for the purpose of accounting for unused sick leave days which may be used for retirement purposes subject to the approval of the Teachers Retirement System of Oklahoma. The term "unused sick leave days" is defined as those sick leave days for which an employee does not receive credit after the maximum 60 days of sick leave have been accumulated. Unused sick leave days shall be deposited in unused sick leave.

The board of education will maintain records for the purpose of assisting each employee to account for unused sick leave days for retirement purposes. The board of education will account for and certify unused sick leave days for each year for which an employee has exceeded 60 days of accumulated sick leave. This provision will apply to employees who have participated in the Teachers Retirement System subsequent to August 1, 1959, and who have accumulated the maximum 60 days of sick leave.

Upon retirement, accumulated sick leave days and the unused sick leave days may be certified to the Teachers Retirement System of Oklahoma to add creditable service for retirement purposes at a rate of one month of credit for each 20 days of accumulated sick leave up to a total of 120 days. However, the school district shall not certify more than one day of unused sick leave per each day of accumulated sick leave for the purpose of adding creditable service for retirement purposes.

The maximum 60 days of unused sick leave and 60 days of accumulated sick leave may be counted as an additional year of creditable service toward retirement by the Teachers Retirement System of Oklahoma provided that the total number of sick leave days are acceptable to the Teachers Retirement System.

Unused sick leave days may be used ~~only~~ to extend creditable service at retirement ~~and for no other purpose~~. No employee may contribute unused sick leave days to another employee. **Unused sick leave shall be cumulative to a total of sixty days and is transferrable to any other school district in Oklahoma.**

Under Title 70, Section 6-104(A), payments for accumulated sick leave upon retirement or termination of a contract can be made only for sick leave days accumulated in the district.

An employee who elects to transfer accumulated sick leave to another school district or who elects to be reimbursed for accumulated sick leave as prescribed by local school board policy or negotiated agreement shall conclude all rights and privileges outlined under this policy.

**SEARCH OF STUDENTS
(REGULATION)**

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, program administrator, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property ~~alcohol~~ **alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act**, dangerous weapons, ~~unauthorized electronic paging devices~~, any controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the program administrator.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is preferably of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments, **shoes, hand coverings, and head coverings, except religious head coverings**, will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, alcohol, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

REFERENCE: 70 O.S. §24-102
70 O.S. §24-101.3

POLICIES:

FO - Student Conduct, Behavior and Discipline
FO-R4 – Student Discipline Possession of Alcoholic Beverages or CDS, Regulation
FNCE - Reporting Students Under the Influence
FNCF - Drug-Free Schools
FNF - Search of Students
FNFBA - Drugs, Alcohol and Contraband Searches
FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation
FNF-E1 – Student Searches Checklist
FNF-E2 – Student Searches Authority to Transport

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

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

- “Sex,” for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.
- “Multiple occupancy restroom or changing area” is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.
- “Family restroom” is defined as a restroom designated by Pioneer Technology Center as a family restroom. Family restrooms shall be for the sole use of a parent or parents and their children.
- “Individual,” for the purposes of this policy is defined as any student or employee of the District.

DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES

All individuals are expected to comply with Oklahoma law. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

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

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

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

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

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

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

If a complaint is filed with the State Department of Education that the district or an employee is not complying with Oklahoma law on this topic, the board of education will have fifteen (15) days to request an opportunity to appear before the State Board of Education and/or submit a written response to address the allegations.

LEGAL REFERENCE: 70 O.S. Section 1-125.

Pioneer Technology Center Performance Profile

Title

Work Ready Oklahoma (WRO) - Program Coordinator

Employer Brand

Pioneer Technology Center is an engaging and supportive workplace focused on collaboration, innovation, building relationships and providing high quality programs and services. At Pioneer Technology Center, we are committed to providing our students and clients the services, training, and skills they need with a focus on positive impact for the communities we serve.

Organizational Value

At Pioneer Technology Center our Core Values are: People, Innovation, Character, Learning and Economic Development.

Behaviors

1. Relator - 5: Supportive, Respectful, Cooperative, Diplomatic, Accepting
2. Connector - 5: Deliberate, Productive, Disciplined, Focused, Goal-oriented
3. Includer - 4: Dependable, Loyal, Team-focused, Reliable, Responsible
4. Facilitator - 4: Encouraging, Observant, Intuitive, Perceptive, Insightful

Skills

1. Integrity, credibility, and a commitment to and passion for the program's mission – 5
2. Knowledge of the demand-driven approach to employment services, job development strategies, and labor market trends in a range of occupational fields – 5
3. Long-term commitment to and passion for the program's work and mission – 5
4. Strong performance-based project management skills that result in measurable successes, Continuous Quality Improvement implementation, and program growth – 5
5. Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility and performance – 5
6. Strong organizational, problem-solving, and decision-making skills; accuracy; and attention to detail – 5
7. Strong written and verbal communication skills, including public speaking and ability to share information in a compelling way about the program's mission and projects – 5
8. Ability to devise short and long-term plans and implement them – 5
9. Expertise in project management and budgeting – 5
10. Ability to collaborate and build relationships with diverse groups, both internal and external – 5

11. Communicate effectively with staff, students, clients, and stakeholders – 5
12. Self-motivation, with an attitude toward work that is resourceful and innovative – 5
13. Working in a team environment – 5
14. Proficient with computer technology and software – 4

Experience

1. Five years of experience in a management role implementing data-driven solutions– 5
 2. Experience developing and evaluating program models and successfully implementing innovative programs – 5
 3. Five years previous supervisory experience – 5
 4. Knowledge of the TANF and DHS funded programs – 4
- A combination of equivalent education and work experience may be substituted for the above requirements

Education & Credentials

Bachelor's degree in business administration, public administration, organizational leadership, social work, or a related field; Master's degree preferred

Physical Factors

Be able to perform under stress when confronted with emergency, critical or unusual situations. Physical demands include reaching, handling, finger dexterity, feeling, learning, near acuity, far acuity, depth perception, field of vision, naturally or with correction, close areas, and good eye-hand coordination

Standards of Performance

The Work Ready Oklahoma Program Coordinator will be evaluated annually.

FLSA Classification

Exempt

Contract Length

12-month (Grant Funded Program)

Reporting Relationship

Responsible to the Pioneer Technology Center Board of Education, Superintendent/CEO and Executive Director, Full-Time Programs, and Director of Instruction.

Supervisory

Work Ready Oklahoma – Program Manager

Working Relationships

Must develop and maintain a positive working relationship with other Pioneer Technology Center staff members, students, parents, business and industry representatives and interested community members necessary to provide quality educational programs.

Activity Summary

1. Essential Functions

- a. Plan, direct, and coordinate program activities to ensure that goals, objectives, and funding requirements are met within the required time frame and parameters
- b. Review the funding opportunity and program application to determine the time frame, funding limitations, procedures, staffing requirements, and allotment of available resources to various phases of the program
- c. Attend annual meetings and ensure other key staff members attend
- d. Oversee preparation of all required reporting and submit reports on time
- e. Develop and implement a system to evaluate all staff members' skill, experience, and professional development needs
- f. Instill a sense of pride and accountability among team members by modeling oversight of individual and program performance standards
- g. Ensure the success of the WRO Employment Center by collaborating with local leaders and managing site logistics, staff, outputs, and outcomes
- h. Build strong local relationships with local Oklahoma Human Services (OHS/DHS) staff, community providers, and partners by serving as outreach lead
- i. Foster a culture of hope among employees, partners, and participants
- j. Build a network of employers who understand the value of WRO services in supporting a range of business objectives for Oklahoma employers
- k. Oversee project operations, employer relationships, data management, and the completion of OHS and WRO Center goals within budget
- l. Participate in WRO statewide and Training and Technical Assistance (TTA) activities as required by OHS and ensure fidelity to the WRO Program Model

2. Department/Staff Supervision

- a. Supervise administrative personnel as assigned.
- b. Perform evaluations for all personnel in areas of supervision

3. Program Management

- a. Establish a working relationship with state and local support agencies and core partners to ensure appropriate placement of participants in the program
- b. Responsible for the development and implementation of strategic plan components and continuous improvement goals for areas of responsibility.

4. Support Career Readiness and Employability Outcomes

- a. Work with participants, OHS, and other agencies to remove barriers to training and employment

- b. Monitor the progress of participants in training
- c. Inform students prior to program completion of the availability of job placement services.
- d. Maintain and distribute job placement and employment opportunities to appropriate students and staff.
- e. Maintain communication with community and state agency personnel regarding WRO program.
- f. Maintain continued contact with the community and partner agency personnel through an active advisory committee.

5. Records Maintenance

- a. Work with Work Ready Oklahoma Program Manager to prepare and monitor budget, adjust budget items as needed, and prepare submissions for reimbursement (purchase orders).
- b. Maintain accurate records for state reports, program expenditures, student records, and provide statistical information required by WRO, OHS, and ODCTE.
- c. Maintain accurate records for state reports, program expenditures, student records, and provide statistical information required by OHS and ODCTE

6. Professional Responsibility

- a. Conduct participant follow-up reports and visits
- b. Attend in-services, workshops, and conferences for program improvement and professional growth.
- c. Keep informed of current and future state and national legislation affecting the funding of the WRO and OHS programs.
- d. Maintain professional attitude and appearance when representing Pioneer Technology Center.
- e. Keep informed of policies affecting the district and assist in upholding and enforcing the board policies and administrative procedures.
- f. Perform such other tasks, assume other duties and exercise such other authority as may be required or conferred upon me by law or the Board of Education through the Superintendent.

Pioneer Technology Center Performance Profile

Title

Work Ready Oklahoma (WRO) - Program Manager

Employer Brand

Pioneer Technology Center is an engaging and supportive workplace focused on collaboration, innovation, building relationships and providing high quality programs and services. At Pioneer Technology Center, we are committed to providing our students and clients the services, training, and skills they need with a focus on positive impact for the communities we serve.

Organizational Value

At Pioneer Technology Center our Core Values are: People, Innovation, Character, Learning and Economic Development.

Behaviors

1. Relator - 5: Supportive, Respectful, Cooperative, Diplomatic, Accepting
2. Connector - 5: Deliberate, Productive, Disciplined, Focused, Goal-oriented
3. Includer - 4: Dependable, Loyal, Team-focused, Reliable, Responsible
4. Facilitator - 4: Encouraging, Observant, Intuitive, Perceptive, Insightful

Skills

1. Integrity, credibility, and a commitment to and passion for the program's mission – 5
2. Strong organizational, problem-solving, and decision-making skills; accuracy; and attention to detail – 5
3. Strong written and verbal communication skills, including public speaking and ability to share information in a compelling way about the program's mission and projects – 5
4. Ability to devise short- and long-term plans and implement them – 5
5. Expertise in project management and budgeting – 5
6. Ability to collaborate and build relationships with diverse groups, both internal and external – 5
7. Communicate effectively with staff, students, clients, and stakeholders – 5
8. Self-motivation, with an attitude toward work that is resourceful and innovative – 5
9. Working in a team environment – 5
10. Proficient with computer technology and software – 4

Experience

1. Three years of experience with project management – 5
2. Three years previous supervisory experience – 5
3. Knowledge of the TANF and Oklahoma Health Services (OHS/DHS) funded programs – 4

Education & Credentials

Bachelor's degree in organizational management, social work, business administration or related field required; Master's degree preferred

Physical Factors

Be able to perform under stress when confronted with emergency, critical or unusual situations. Physical demands include reaching, handling, finger dexterity, feeling, learning, near acuity, far acuity, depth perception, field of vision, naturally or with correction, close areas, and good eye-hand coordination

Standards of Performance

The Work Ready Oklahoma Program Manager will be evaluated annually.

FLSA Classification

Exempt

Contract Length

12-month (Grant Funded Program)

Reporting Relationship

Responsible to the Pioneer Technology Center Board of Education, Superintendent/CEO and Executive Director, Full-Time Programs, Director of Instruction, and Work Ready Oklahoma Program Coordinator.

Supervisory

Employment and Job Coach
Administrative Assistant Assigned to the program.

Working Relationships

Must develop and maintain a positive working relationship with other Pioneer Technology Center staff members, students, parents, business and industry representatives and interested community members necessary to provide quality educational programs.

Activity Summary

1. Essential Functions

- a. Oversee and manage day-to-day operations
- b. Support the Program Coordinator in developing objective performance measurements to ensure all employees have consistent, high-quality evaluation and goal-setting procedures
- c. Participate in the recruitment, hiring, training, and orientation of WRO staff members
- d. Manage daily interactions with WRO participants
- e. Provide facilitation and hands-on coaching during WRO work readiness workshops to complement the distance learning content
- f. Review participant evaluations to determine how services can be improved
- g. Collaborate with the TTA provider to coordinate monthly workshops and delivery of the WRO curriculum to low-income adults and underserved communities
- h. Maintain and analyze accurate workshop data, including attendance rosters, assessments, and other required reporting documentation
- i. Ensure information is properly recorded and communicated to the Program Coordinator, OHS, and the TTA team

2. Department/Staff Supervision

- a. Supervise administrative personnel as assigned.
- b. Perform evaluations for all personnel in areas of supervision

3. Program Management

- a. Establish a working relationship with state and local support agencies and core partners to ensure appropriate placement of participants in the program
- b. Responsible for the development and implementation of strategic plan components and continuous improvement goals for areas of responsibility.

4. Support Career Readiness and Employability Outcomes

- a. Work with participants, OHS, and other agencies to remove barriers to training and employment
- b. Monitor the progress of participants in training
- c. Inform students prior to program completion of the availability of job placement services.
- d. Maintain and distribute job placement and employment opportunities to appropriate students and staff.
- e. Maintain communication with community and state agency personnel regarding WRO program.
- f. Maintain continued contact with the community and partner agency personnel through an active advisory committee.

5. Records Maintenance

- a. Work with Work Ready Oklahoma Program Coordinator to prepare and monitor budget, adjust budget items as needed, and prepare submissions for reimbursement (purchase orders).
- b. Maintain accurate records for state reports, program expenditures, student records, and provide statistical information required by WRO, OHS, and ODCTE.
- c. Maintain accurate records for state reports, program expenditures, student records, and provide statistical information required by OHS and ODCTE

6. Professional Responsibility

- a. Conduct participant follow-up reports and visits
- b. Attend in-services, workshops, and conferences for program improvement and professional growth.
- c. Keep informed of current and future state and national legislation affecting the funding of the WRO and OHS programs.
- d. Maintain professional attitude and appearance when representing Pioneer Technology Center.
- e. Keep informed of policies affecting the district and assist in upholding and enforcing the board policies and administrative procedures.
- f. Perform such other tasks, assume other duties and exercise such other authority as may be required or conferred upon me by law or the Board of Education through the Superintendent.

Pioneer Technology Center Performance Profile

Title

Work Ready Oklahoma - Employment and Job Specialist

Employer Brand

Pioneer Technology Center is an engaging and supportive workplace focused on collaboration, innovation, building relationships and providing high quality programs and services. At Pioneer Technology Center, we are committed to providing our students and clients the services, training, and skills they need with a focus on positive impact for the communities we serve.

Organizational Value

At Pioneer Technology Center our Core Values are: People, Innovation, Character, Learning and Economic Development.

Behaviors

1. Peacemaker -5: Appreciative, Open Minded, Considerate, Attentive, Approachable
2. Includer- 5: Dependable, Loyal, Team-focused, Reliable, Responsible
3. Listener -5: Calm, Agreeable, Good-natured, Kind, Non-confrontational
4. Relator – 5: Supportive, Respectful, Cooperative, Diplomatic, Accepting

Skills

1. Knowledge of the demand-driven approach to employment services, job development strategies, and labor market trends in a range of career fields – 5
2. Ability to collaborate and build relationships with diverse groups, both internal and external – 5
3. Strong written and verbal communication skills, and ability to share information in a compelling way about the program’s mission and projects – 5
4. Understanding of the methods and techniques of job development and client placement and/or current practices in CareerTech education – 5
5. Strong verbal skills, persuasive and creative skills – 5
6. Be a team player with co-workers, clients, and community leaders – 5
7. Ability to work with limited supervision, plan projects and set goals, demonstrate initiative – 5
8. Possesses knowledge of job search/job readiness techniques and the ability to teach these techniques – 5

9. Reliable, dependable, and punctual attendance – 5
10. Proficient with computer technology – 4
11. Understanding of OHS/TANF and CareerTech programs – 4

Experience

- 2-4 years related experience and/or training in social work, administrative assistant or related field: or equivalent combination of education and experience. – 5
- Experience representing a program and its services to stakeholders – 5
- Experience with outreach, sales, or job placement – 4
- Experience managing business and community relationships to achieve objectives – 4
- A combination of equivalent education and work experience may be substituted for the above requirements

Education & Credentials

Associate's degree required; Bachelor's degree in business administration, marketing, or other related fields preferred

Physical Factors

Will need to be able to lift at least 10 lbs.

Standards of Performance

The Work Ready Oklahoma - Employment and Job Specialist will be evaluated annually

FLSA Classification

Non-Exempt

Contract Length

12-month (Grant Funded)

Reporting Relationship

Responsible to Pioneer Technology Center Board of Education, Superintendent/CEO, Executive Director, Instructional Director, WRO Program Coordinator, WRO Program Manager

Working Relationships

Must develop and maintain a positive working relationship with other Pioneer Technology Center staff members, students, parents, business / industry representatives and interested community members necessary to provide quality educational programs.

Activity Summary

1. Essential Functions

- a. Use a variety of relationship-building, marketing, and communication techniques to market and represent the WRO program
- b. Initiate and manage ongoing contacts with a variety of business and industry representatives, as well as job placement/training agencies, to promote participant placement
- c. Engage employers and local education partners in the design and execution of training programs, as appropriate, to ensure participants are equipped with relevant, industry-required skills and certifications
- d. Conduct follow-up with both employers and participants after applicants are placed to ensure employer satisfaction, future partnership opportunities, and employee retention
- e. Organize outreach and recruitment activities, engaging with other team members to participate as needed
- f. Help program participants understand the concept of career ladders, utilizing current employment and training opportunities to increase their marketability, earnings, and job satisfaction
- g. Monitor local labor market trends and employment opportunities in both the public and private sectors
- h. Build a network of employers that understand the value of WRO services in supporting a range of business objectives for Oklahoma employers
- i. Report participant information, progress, and business and referral data

2. Record gathering, maintenance, and management

- a. Adhere to strict confidentiality regulations
- b. Maintain confidential student files, records and correspondence

3. Connecting with Customers (internal and external)

- a. This position has regular contact by telephone or in person with the public, and other employees, for the efficient exchange of information
- b. Develop employment sites appropriate to client skills and availability. Track client performance and maintain communication with WRO Program Manager on participation and progress.

4. Office/Program/Organizational duties

- a. Follow written procedures for all activities associated with WRO.
- b. Be able to perform under stress when confronted with emergency, critical, or unusual situations.

5. Professional Responsibility

- a. Participate in staff training functions, meetings, or other Pioneer Technology Center events as required.
- b. Responsible for the development and implementation of strategic plan components and continues improvement goals for areas of responsibility.
- c. Attend seminars/workshops to upgrade skills and knowledge for your area.

- d. Maintain professional attitude and appearance when representing Pioneer Technology Center.
- e. Keep informed of policies affecting the district and assist in upholding and enforcing the board policies and administrative procedures.
- f. Perform such other tasks, assume other duties and exercise such other authority as may be required or conferred upon me by law or the Board of Education through the Superintendent/CEO.

Pioneer Technology Center Performance Profile

Title

Work Ready Oklahoma – Administrative and Program Support

Employer Brand

Pioneer Technology Center is an engaging and supportive workplace focused on collaboration, innovation, building relationships and providing high quality programs and services. At Pioneer Technology Center, we are committed to providing our students and clients the services, training, and skills they need with a focus on positive impact for the communities we serve.

Organizational Value

At Pioneer Technology Center our Core Values are: People, Innovation, Character, Learning and Economic Development.

Behaviors

1. Connector – 5: Deliberate, Productive, Disciplined, Focused, Goal-oriented
2. Includer – 5: Dependable, Loyal, Team-focused, Reliable, Responsible
3. Listener – 5: Calm, Agreeable, Good-natured, Kind, Non-confrontational
4. Relator – 5: Supportive, Respectful, Cooperative, Diplomatic, Accepting

Skills

1. Integrity, credibility, and a commitment to and passion for the program's mission – 5
2. Advanced Microsoft Office skills and an ability to become familiar with firm-specific programs and software – 5
3. Strong organizational, multitasking, and problem-solving skills, with exceptional attention to detail and the ability to remain calm and be effective under pressure – 5
4. A proven ability to exercise sound judgment in the performance of responsibilities and the handling of information while upholding confidentiality – 5
5. Excellent verbal and written communication skills and the interpersonal skills to communicate effectively – 5
6. Working in a team environment – 5
7. Manage several project simultaneously – 5
8. Ability to build relationships and relate to students – 5
9. Excellent customer service skills and phone etiquette – 5
10. Understanding of Oklahoma Human Services OHS/TANF and Career Tech programs – 4

Experience

3-5 years related experience and/or training; or equivalent combination of education and experience.

Education & Credentials

High school diploma or HSE required, Bachelor's Degree preferred

Physical Factors

Be able to perform under stress when confronted with emergency, critical, or unusual situations. Physical demands include reaching, handling, finger dexterity, feeling, learning, near acuity, far acuity, depth perception, field of vision, naturally or with correction, close areas, and good eye-hand coordination

Standards of Performance

Work Ready Oklahoma – Administrative and Program Support will be evaluated annually.

FLSA Classification

Exempt

Contract Length

12-month (Grant Funded)

Reporting Relationship

Responsible to Pioneer Technology Center Board of Education, Superintendent/CEO, Executive Director, Full-Time Programs, Instructional Director, WRO Program Coordinator, and WRO Program Manager

Working Relationships

Must develop and maintain a positive working relationship with other Pioneer Technology Center staff members, students, parents, business and industry representatives and interested community members necessary to provide quality educational programs.

Activity Summary

1. Essential Functions

- a. Accurately manage information, data, and resources, including systems for paper and electronic documents, databases, spreadsheets, and other materials and resources
- b. Provide logistical support for meetings and division activities by taking notes and preparing resources
- c. Provide support for the preparation of client reports and internal project management tools
- d. Work with key staff to maintain accurate and thorough records of project activities, program deliverables, and outcomes
- e. Help with the preparation of presentations, spreadsheets, and other materials.
- f. Establish and maintain filing and record keeping for project activities

2. Record gathering, maintenance, and management

- a. Adhere to strict confidentiality regulations.
- b. Maintain confidential student files, records, and correspondence.

3. Connecting with Customers (internal and external)

- a. Answer telephone calls and in person visitors to determine the nature of their business. Provide general information or direct visitors/callers to the appropriate person, or take messages/transfer calls when appropriate personnel are unavailable.

4. Secretarial/Office/Program/Organizational support

- a. Provide clerical support to the WRO program staff by assisting with student needs, and/or processes as needed. Follow written procedures for all activities associated with WRO.
- b. Compose, compile, proofread and correct routine correspondence, statistical reports, printed materials, and other communications for grammar, punctuation and spelling in order to produce error-free work.
- c. Maintain accurate records for state reports, program expenditures, student records, and provide statistical information required by OHS and ODCTE.

5. Professional Responsibility

- a. Participate in staff training functions, meetings, or other Pioneer Technology Center events as required.
- b. Responsible for the development and implementation of strategic plan components and continuous improvement goals for areas of responsibility.
- c. Attend seminars/workshops to upgrade skills and knowledge for your area.
- d. Maintain professional attitude and appearance when representing Pioneer Technology Center.
- e. Keep informed of policies affecting the district and assist in upholding and enforcing the board policies and administrative procedures.
- f. Perform such other tasks, assume other duties and exercise such other authority as may be required or conferred upon me by law or the Board of Education through the Superintendent.

Children's Lab & Preschool Infant Classroom Addition



Introduction and Rationale

There are a multitude of reasons for expanding an infant offering to the child care services at Pioneer Technology Center (PTC). Below are four primary reasons for expanding services at PTC.

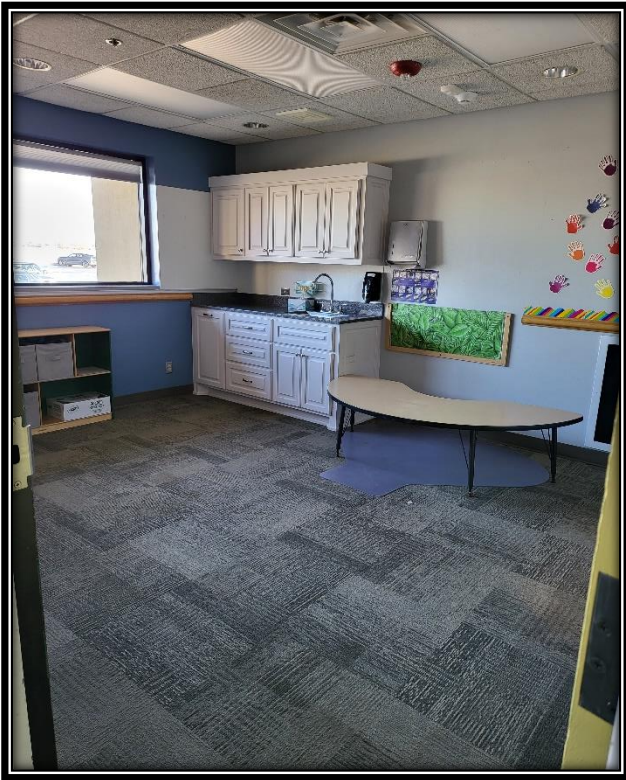
- First, children benefit from high-quality preschool settings that nurture development by providing a solid foundation for future growth and success through early learning skills. PTC's Children's Lab and Preschool utilizes curriculum to provide skill development instruction with children enrolled in the program.
- Secondly, parental access to quality care is a determining factor of whether they remain in the labor force or stay at home with the child. Evidence suggests access to child care is a key factor in expanding female labor force participation within the United States. Most working parents have difficulty accessing child care for infant and preschool aged children. This difficulty of finding quality care is heightened in rural communities for families who have preschool aged children. Parents working evening and night shifts have the most difficulty accessing quality care.
- Thirdly, due to insufficient child care service providers, parents struggle with balancing employment and child care. Parents have difficulty accessing affordable and quality care with open slots available. Currently in Ponca City there are few options to enroll infants into a child care center. Many parents put their unborn child's name on a waiting list and hope a spot becomes available.
- Finally, for employers, "insufficient child care results in reductions in revenue and increased hiring costs." (strongnation.org) A workforce with lower productivity and shorter tenure has major implications for profit margins within an organization. "If an employer's workforce keeps changing, worker morale may fall, product quality may diminish, and clients may be lost." (strongnation.org) Also, there are immediate direct costs associated with recruitment, hiring, and training as the workforce turns over. There are also future losses and costs when workers are not well-trained and have too little experience.

Resource: <https://www.strongnation.org/> Want to Grow the Economy? Fix the Child Care Crisis

Classroom Location

The proposed classroom is located within the Children's Lab and Preschool near the parent entrance. The room is of sufficient size and upon calculating the square foot per child after allowing for the cribs, the classroom came to 67.08 sq. ft/infant. After reviewing DHS regulations, the square footage required for newly licensed facilities at 40 sq. ft of space per infant. PTC exceeds the requirement set forth by DHS allowing this room to be utilized. Additionally, there is running water available in the classroom.

Images of the Classroom Location



Cost/Income

The following pages describe the projected income for the four infants using both the DHS rate as well as the private pay rate. PTC anticipates enrolling a combination of two infants per enrollment/payment group. Tribal organizations follow DHS payment structure. Currently PTC Children's Lab & Preschool has contracts with Osage, Kaw, and Ponca Tribes.

Enrollment

- 4 Infants per caregiver capacity following DHS Regulations

Staffing

- With the addition of infant classroom to the Children's Lab & Preschool, PTC would need to hire one additional Children's Lab & Preschool Teacher.

Facilities Modifications

- No facilities modifications are needed.

Equipment & Supplies

Equipment Description	Quantity	Price / item	Total
Safe Rocker	1	\$ 795.95	\$ 795.95
Safe& Sound Fixed Side Crib	4	\$ 369.95	\$ 1,479.80
Safe & Sound Evacuation Caster Set	1	\$ 104.95	\$ 104.95
Quad Sport 4 passenger stroller - lime	1	\$ 899.95	\$ 899.95
Mini Refrigerator with freezer	1	\$ 389.00	\$ 389.00
Stainless Wall Unit Changing Table (150 lb. limit)	1	\$ 1,424.99	\$ 1,424.99
Equipment Costs			\$ 5,094.64
Shipping			\$ 1,528.39
Total Equipment and Shipping Cost (Grant Funds)			\$ 6,623.03

Estimated Implementation Cost

Facilities Upgrades: \$ 0.00

Equipment, Supplies, and Curriculum: \$6,623.03 (Grant Funds)

Infant Classroom Teacher Salary and Benefits:

- 12 Month Contract (GL-2, Step 1) - \$16.35/ hour or \$31,390 /year
- Benefits @ 25% of salary - \$ 7,847.50
- **Total:** \$39,237.50/year

Tuition Rates and Income Estimate

Pioneer Technology Center – Children’s Lab & Preschool Tuition Rates

Child's age	Daily Rates	
	DHS	Private
5 Star Schedule		
0 - 12 months	\$50.60	\$40.00
13 - 24 months	\$48.10	\$35.00
25 - 48 months	\$41.30	\$31.00
Note: PTC annually adjusts rates to keep pace with DHS payment structure.		

*DHS Tuition	Days/Mo	4 Infants	DHS Rate	Total/Mo	Private Pay Tuition	Days/Mo	4 Infants	Private	Total/Mo
July	20	2	\$ 50.60	\$ 2,024.00	July	20	2	\$ 40.00	\$ 1,600.00
August	13	2	\$ 50.60	\$ 1,315.60	August	13	2	\$ 40.00	\$ 1,040.00
September	21	2	\$ 50.60	\$ 2,125.20	September	21	2	\$ 40.00	\$ 1,680.00
October	20	2	\$ 50.60	\$ 2,024.00	October	20	2	\$ 40.00	\$ 1,600.00
November	17	2	\$ 50.60	\$ 1,720.40	November	17	2	\$ 40.00	\$ 1,360.00
December	15	2	\$ 50.60	\$ 1,518.00	December	15	2	\$ 40.00	\$ 1,200.00
January	20	2	\$ 50.60	\$ 2,024.00	January	20	2	\$ 40.00	\$ 1,600.00
February	19	2	\$ 50.60	\$ 1,922.80	February	19	2	\$ 40.00	\$ 1,520.00
March	18	2	\$ 50.60	\$ 1,821.60	March	18	2	\$ 40.00	\$ 1,440.00
April	19	2	\$ 50.60	\$ 1,922.80	April	19	2	\$ 40.00	\$ 1,520.00
May	21	2	\$ 50.60	\$ 2,125.20	May	21	2	\$ 40.00	\$ 1,680.00
June	22	2	\$ 50.60	\$ 2,226.40	June	22	2	\$ 40.00	\$ 1,760.00
Total / Year	225			\$ 22,770.00	Total / Year	225			\$ 18,000.00

* DHS pays for only days in attendance.

* Private tuition pays for every day regardless of attendance.

Child & Adult Care Food Program (CACFP) Care Center Rates

Breakfast		Average/ Total/ for 4 infants		
Free	\$2.28			
Reduced	\$1.98			
Paid	\$0.38	\$1.55		
Lunch and Supper		\$2.83		
Free	\$4.25			
Reduced	\$3.85			
Paid	\$0.40			
Supplement		\$0.62		
Free	\$1.17			
Reduced	\$0.58			
Paid	\$0.10			
		per child	CACFP/day	CACFP/year
**Total / Day / Child		\$5.00	\$20.00	\$4,500.00

Calculation Notes

- PTC enrolls on a first come first serve basis regardless of method of payment, DHS or Private Pay.
- PTC anticipates enrolling on average 2 DHS Pay & 2 Private Pay infants.
- Parents provide all food for the child. PTC incurs no food cost.

Income vs. Expense Estimate:

Expenses:

\$39,237.50 - Salary and Benefits (annual expense)

\$6,623.03 - Equipment and Supplies (1st year expense - Grant Funding)

\$45,860.53 - Total First Year expense

Income:

\$40,770 – Infant Tuition

\$4,500 – Child & Adult Food Care Program.

\$45,270 – Total Annual Income

Annual Net Income (estimated): \$ 6,032.50

* Excludes equipment purchased with grant funding

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
October 10, 2023 FY 2023/2024

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Gail Boswell	P66 Contract Safety Orientation	09/09 – 09/17 (19.5 hrs/Sat.-Sun.)	487.50
Carol Bottoms	ABE/TANF Instructor	10/01 – 10/31 (56 hrs)	1,400.00
Vicki Braden	ABE/HSE Instructor	10/01 – 10/31 (21 hrs)	546.00
Christina Chapman	ABE/TANF Instructor	10/01 – 10/31 (28 hrs)	700.00
Aimee Clark	ABE/HSE Instructor	10/01 – 10/31 (14 hrs)	350.00
Tessa Cramer	Clinical Skills Check-off	09/28 (1.5 hrs/4:30-6pm)	37.50
Ethan Collins	3D Modeling for Beginners	09/11 – 09/30 (21 hrs)	588.00
Ethan Collins	3D Modeling for Beginners	10/01 – 10/31 (21 hrs)	588.00
Joshua Conaway	Forming an LLC	08/28 (4 hrs)	200.00
Joshua Conaway	Drafting Your Own Will	09/25 (4 hrs)	200.00
Tessa Cramer	CSO Skills Check-off	09/07 – 09/20 (1.5 hrs/4:30-6pm)	37.50
Pam Dickerson	P66 Safety Training Support	07/31 – 09/18 (8.5 hrs)	212.50
Larry Godley	ABE/HSE Instructor	10/01 – 10/31 (37 hrs)	1,110.00
Sean Grigsba	Communication Effectiveness	10/01 – 10/13 (6 hrs)	180.00
Elaine Harman	ABE/HSE Instructor	10/01 – 10/31 (28 hrs)	700.00
Elaine Harman	ABE/TANF Instructor	10/01 – 10/31 (10.5 hrs)	262.50
Sonya Hubbard	P66 Contract Safety Orientation	09/09 – 09/17 (33.5 hrs)	837.50
Tonya Jackson	ABE/HSE Instructor	10/01 – 10/31 (38.5 hrs)	1,001.00
Aletha Kearney	Adv Beverage Service Assistant	10/02 (3 hrs)	45.00
Les Lang	Welding Instructor	09/01 – 09/30 (6 hrs)	150.00
Julie Lawrence	ABE/Corrections Instructor	10/01 – 10/31 (17.5 hrs)	437.00
Allyson Leonard	ABE/HSE Instructor	10/01 – 10/31 (23 hrs)	575.00
Tyler Lickliter	CPR/FA	09/27 – 09/28 (6 hrs)	150.00
Steven Long	Paramedic Skills Instructor	08/15 – 09/14 (24 hrs)	600.00
Brad Matson	Adv Beverage Service	10/09 (6 hrs)	204.00
Danielle McCombs	Phlebotomy	09/01 – 09/30 (24 hrs)	600.00
Danielle McCombs	Phlebotomy	10/01 – 10/31 (24 hrs)	600.00
Joni Murphy	ABE/HSE Instructor	10/01 – 10/31 (18.5 hrs)	462.50
Pam Powers	ABE/HSE Instructor	10/01 – 10/31 (63 hrs)	1,575.00
Pam Powers	ABE/TANF Instructor	10/01 – 10/31 (21 hrs)	525.00
Kristi Reed	CNA Clinical Day	09/21 (8 hrs)	184.00
Chase Robertson	IBEW Electrical Training	11/27 – 11/30 (3 hrs)	113.25
Chase Robertson	IBEW Electrical Training	12/18 – 12/22 (3 hrs)	113.25
Tyler Rowe	Welding Instructor	09/01 – 09/30 (6 hrs)	150.00
Joby Sadler	Phlebotomy	09/01 – 09/30 (24 hrs)	672.00
Joby Sadler	Phlebotomy	10/01 – 10/30 (24 hrs)	672.00
Jeremy Sackett	Get Going with Your Computer	09/01 – 09/30 (24 hrs)	600.00
Rebecca Stephens	ABE/TANF Instructor	10/01 – 10/31 (21 hrs)	525.00
Rebecca Stephens	ABE/HSE Instructor	10/01 – 10/31 (56 hrs)	1,400.00
Nancy Stevenson	Family Tree – Genealogy	09/11 – 09/25 (9 hrs)	225.00
Carl Storm	P66 Contract Safety Orientation	09/09 – 09/17 (47.5 hrs/Sat.-Sun.)	1,187.50
Mary Ann Sudbury	ABE/Corrections Instructor	10/01 – 10/31 (17.5 hrs)	437.50
Sylvia Urioste	P66 Contract Safety Orientation	09/09 – 09/17 (7.5 hrs/Sat.-Sun.)	187.50
Anthony Valentin	Beginning Welding	09/01 – 09/30 (9 hrs)	225.00
Anthony Valentin	Beginning Welding	10/01 – 10/30 (up to 24 hrs)	600.00
Anthony Valentin	Beginning Welding	11/01 – 11/30 (up to 24 hrs)	600.00
Anthony Valentin	Beginning Welding	12/01 – 12/30 (up to 24 hrs)	600.00
Gary Vap	CPR BLS Refresher	09/21 (4 hrs/5-9pm)	100.00
Lane Vap	Small Engine Repair	09/01 – 09/30 (24 hrs)	600.00
Angel Wade	Cookshack Leadership Dev.	09/25 – 09/29 (8 hrs)	926.00

Appendix C

Orva Rothgeb
11800 W. North Ave
Tonkawa, Ok, 74653

Sept 27, 2023

Traci Thorpe, Superintendent, CEO
Pioneer Technology Board
2101 N. Ash St
Ponca City, Ok 74601

Dear Traci Thorpe and PTC Board Members,

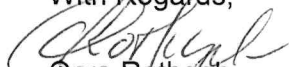
After over two decades of serving as a Board Member for Pioneer Technology, it is with mixed emotions that I write to formally resign from my position effective immediately after Oct 10. 2023 PTC Board Meeting.

I have truly cherished my time on the board and I'm grateful for the knowledge and experience it has provided me. During these years, I have had the privilege of working with outstanding colleagues, a dedicated teaching staff, and witnessed remarkable leadership within Pioneer Technology. I am confident that the operation is in capable hands,

While I will no longer be an active member of the board, I remain a strong advocate for Pioneer Technology. I will continue to encourage students to attend PTC and support its mission whenever I can.

Thank you for the wonderful opportunity to be a part of the Pioneer Technology community. I have full faith in the continued success of PTC.

With Regards,


Orva Rothgeb