

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, January 9, 2024, 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations
Board recognition month - Traci Thorpe, Superintendent/CEO
Follow-up report results - Kahle Goff, Executive Director of Full Time Programs
5. Discussion and vote to approve or not approve the Minutes of the December 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 #40889-40949 in the amount of \$102,053.82; Building Fund - NONE; Payroll #70173-70176 in the amount of \$86,706.98.
7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - 7.A. Traci Thorpe, Superintendent/CEO
 - 7.B. Molly Kyler, Executive Director, Business & Industry Services
8. Discussion and Vote to approve or not approve the transfer of the Service Careers Teacher Assistant to Work Ready Oklahoma Employment and Job Specialist.
9. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix A.
10. Proposed Executive Session to discuss the employment and evaluation of Traci Thorpe, Superintendent/CEO Okla. Stat. Title 25, 307(B)(1)
11. Vote to convene in Executive Session
12. Acknowledge return of the Board to Open Session
13. Board President statement of Executive Session minutes

14. Motion to approve contract renewal for Traci Thorpe, Superintendent/CEO
15. New Business
16. Board Comment
17. 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 Allison Christy, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, December 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 Keelin, Kahle Goff, Stacey Rush, Molly Kyler, Terri Busch and Allison Christy.

3. Flag salute and moment of silence

4. Reports and Presentations

Adira, Cyber Security Implementation - Kevin Bell & Scott Overman, Network Administrators

Scott- Briefing and they stated that Adira tested our network. They also stated that 80 percent failed this test, and they came back with 15 switches that needed passwords. Updated file storage was checked, and we fall into the 20% of schools that passed, and we were secure. We do have insurance for Cyber hacking. In the last two years, there have been several Tech Centers hit for ransom. GLBA- Federal requirement to secure student information tied to financial aid.

5. Discussion and vote to approve or not approve the Minutes of the November 13, 2023 Special Board of Education meetings

Motion to approve the Minutes of the November 13 ,2023 Special Board of Education meetings. passed with a motion by Ms. Debbie Leaming and a second by Ms. Rachel Shuey.

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

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists for FY24 General Fund #40791-40888 in the amount of \$152,729.66; Building Fund #40032-40036 in the amount of \$22,394.52; Payroll #70169-70172 in the amount of \$151,145.03.

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

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

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

Traci Thorpe, Superintendent/CEO

Rodrigo Navarro, Automotive student participating on the PTC E-Sports team, placed 4th at the State Smash Brothers Tournament in Weatherford on December 2nd. PTC hosted the area 8th graders on Dec. 7-8th. We saw approximately 650 students in the two-day event. It is always a busy time, but our PTC instructors, students and staff did a great job highlighting the program offerings at PTC. Big kudos to Cortney Horne and the Student Services team for taking the lead on organizing the event as well as all the PTC staff who helped make the event a success. PTC hosted the B&I Breakfast for the Emergency Services sector on Dec. 8th. Thirty-two participants were in attendance and discussed workforce needs and trends, challenges and opportunities to address recruitment, retention and growing the workforce. Business and Industry Services. PTC is nominating Centerline, Inc. as this year's Partner in Progress. The recognition event will be held on February 20th at the Hilton Garden Inn - Edmond from 4-6:30 pm. We are excited to recognize a company that has a long history with PTC and who continues to serve as an innovative partner in workforce development. Sunny Creek Trading Post has been approved as our newest incubator client. They will serve as a hub for local produce, food producers and vendors and offer subscription boxes for locally sourced, fresh Produce (and value-added items-jams, jellies, canned goods and breads). We're excited for their business to grow at PTC and look forward to the seasonal offerings they will provide. Class A and B Truck Driver training classes will begin on January 8th. PTC is providing the Class B training and Central Tech is the trainer for the Class A students. Central Tech is in the process of expanding their outreach program to other technology centers across the state and has hired additional trainers. With the addition of new instructors, PTC will rotate with Autry and will be able to offer training more frequently. Work on the Work Ready Oklahoma site at City Central is progressing. The carpet has been installed and the wall framing is up. The sheet rock and electrical are in the process of completion. They anticipate by mid-January that we may be able to move into the space. The OSU Senior Engineering students completed their project and shared their designs on December 1st. They will be finalizing their graphics and will send them to us for our files. We appreciated their efforts to listen to our possible future needs and provide an analysis of the available property surrounding PTC's campus and the infrastructure needs that might be anticipated for a capital project. Steve Bookout, Service Careers instructor, has submitted his retirement from PTC. He has been with the district in a variety of capacities for the past 33 years. We have an internal candidate for the WRO Employment Specialist that we will be transferring to that position, so we will not be posting that position for interviewing. That candidate will be on the January agenda for board approval.

Kahle Goff, Executive Director Full Time Programs

Kahle- WRO program- we toured the city central building to see the progress of that office space. We approved the work ready program and OHS to transfer a staff member but we are going open and fill the position from outside. Steve is going to retire. Jan 1st will be his last day. We are going to re-evaluate the program when he leaves and we are going to look at Search. Search will move students thru our program and into work for them after high school graduation. Community outreach may need to be looked at in order to build numbers for this program. Mel is going to retire on Friday, very small party has been planned. Children's Christmas party is Thursday and our employee party is Friday.

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

Motion to approve the purchase over \$10,000 as listed on Appendix A. passed with a motion by Ms. Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

9. Discussion and vote to approve or not approve declaring as surplus: 2020 Ford Fusion Inventory #VH0008

Motion to approve as surplus the 2020 Ford Fusion Inv #VH0008 passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

10. Discussion, and vote to approve or not approve the transition of the Part-time ABE/HSE Data Clerk/Administrative Assistant position to full-time ABE/HSE/FTP (Full-Time Programs) Secretary

Motion to approve the transition of the Part-time ABE/HSE Data Clerk/Administrative Assistant position to full-time ABE/HSE/FTP (Full-Time Programs) Secretary passed with a motion by Ms. Rachel Shuey and a second by Ms. Gay Norris.

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

Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

11. Proposed Executive Session to discuss the purchase or appraisal of real property as authorized by Oklahoma Statutes, title 25. Section 307(B)(3).

12. Vote to convene in Executive Session

Motion to convene in Executive Session passed with a motion by Ms. Gay Norris and a second by Ms. Rachel Shuey.

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

13. Acknowledge return of the Board to Open Session

14. Board President statement of Executive Session minutes:

15. Discussion and Vote to authorize Superintendent/CEO to take action with regard to the purchase and/or appraisal of real property consistent with the discussion that occurred in the executive session.

Motion to approve the authorization of the Superintendent/CEO to take action with regard to the purchase and/or appraisal of real property passed with a motion by Ms. Debbie Leaming and a second by Ms. Gay Norris.

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

16. 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. Debbie Leaming and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

17. Discussion and vote to approve or not approve the employment of an evening custodian.

Motion to approve employment of Darlene Anderson as the new evening custodian 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. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

18. Discussion and vote to approve or not approve the employment of a Cook, Culinary Services

Motion to approve employment of Dwayne Bass as the Cook, Culinary Services passed with a motion by Ms. Rachel Shuey and a second by Ms. Debbie Leaming.

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

19. Discussion and vote to approve or not approve the employment of the Work Ready Oklahoma Coordinator

Motion to approve employment of Dondi Rowe as the WRO Coordinator passed with a motion by Ms. Debbie Leaming and a second by Ms. Rachel Shuey.

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

20. Discussion and vote to approve or not approve the employment of the Work Ready Oklahoma Manager

Motion to approve employment of Cena Bussey-O'driscoll as the WRO Manager 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. Rachel Shuey: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

21. Discussion and vote to approve or not approve the employment of a Children's Lab Preschool Teacher (Infants)

Motion to approve employment of a Children's Lab Preschool Teacher (Infants) passed with a motion by Ms. Rachel Shuey and a second by Ms. Gay Norris.

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

22. New Business

23. Board Comment

Mrs. Leaming wished to Thank Terri and her team for a job well done on the Holiday Market.

24. President Beliel adjourned the meeting at 7:45 pm.

Respectfully submitted,

Kellie Johnson

Kellie Johnson
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval



PIONEER TECHNOLOGY CENTER

From PO: 40889 to PO: 40949

Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
40889	BADGEPASS	CENTRAL - SUPPLIES	600.88	12/08/2023
40890	WAL-MART COMMUNITY CARD	CAREER DEVELOPMENT - SUPPLIES	74.65	12/08/2023
40891	UNIVERSITY OF TEXAS AT ARLINGTON	SAFETY TRAVEL REGISTRATION	595.00	12/08/2023
40892	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	1,424.32	12/08/2023
40893	AMAZON CAPITAL SERVICES	BLDG MAINT - REPAIRS	80.00	12/08/2023
40894	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	314.58	12/08/2023
40895	ADAMS PLUMBING	BLDG MAINT - REPAIRS	500.00	12/11/2023
40896	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	79.34	12/11/2023
40897	HOLT TRUCK CENTERS	BUS MAINT REPAIRS	762.00	12/11/2023
40898	FIRST NATIONAL BANK OF OMAHA	SUPT/DIRECTOR TRAVEL LODGING	214.00	12/12/2023
40899	OKACTE	BIOMED TRAVEL REGISTRATION	50.00	12/12/2023
40900	LOWE'S HOME CENTER INC	TANF - CONSUMABLE SUPPLIES	60.00	12/12/2023
40901	AMAZON CAPITAL SERVICES	AT&D SUPPLIES	167.24	12/12/2023
40902	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	350.00	12/12/2023
40903	MURPHY-HOFFMAN COMPANY	IT&D INSTRUCT - RENTAL	1,000.00	12/12/2023
40904	MURRAY WOMBLE	BLDG MAINT - REPAIRS	2,110.20	12/12/2023
40905	JUNIOR'S LOCK & ALARM	BUILD MAINT REPAIRS	20.00	12/13/2023
40906	O'REILLY AUTOMOTIVE INC	BUILDING MAINT REPAIRS	13.98	12/13/2023
40907	CHUCK HODDY GLASS	BUILDING MAINT REPAIRS	150.00	12/13/2023
40908	MBAUSA	BUILDING MAINT SUPPLIES	597.22	12/13/2023
40909	FLEETPRIDE, INC	BUS MAINT REPAIRS	779.00	12/13/2023
40910	BOOTLEG HILL FIREARMS LLC	BPOC SUPPLIES	1,145.00	12/14/2023
40911	LUXURY LASH ACADEMY	PROF SERVICES-IT&D INSTRUCT / RESALE SUPPLIES-IT&D/COSMO STAFF TRAVEL REGISTRATION	9,300.00	12/14/2023
40912	A+ PRINTING	MARKETING/ADVERTISING	195.00	12/14/2023
40913	CLUTCH SOLUTIONS	WORK READY OK - TECHNOLOGY/EQUIPMENT	53,553.00	12/14/2023
40914	BARGAIN BALLOONS USA	CAREER DEVELOPMENT - SUPPLIES	168.76	12/18/2023
40916	FIRST NATIONAL BANK OF OMAHA	TANF TUITION	135.00	12/18/2023
40917	HOLT TRUCK CENTERS	BUS MAINT REPAIRS	1,000.00	12/20/2023
40918	SQUARE9 SOFTWORKS	FINANCE - SOFTWARE FEES	892.24	12/20/2023



PIONEER TECHNOLOGY CENTER

From PO: 40889 to PO: 40949

Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
40919	LOWE'S HOME CENTER INC	CONSTRUCTION SUPPLIES	1,500.00	01/02/2024
40920	OKLA ASBO	FINANCE - STAFF TRAVEL REGISTRATION	250.00	01/03/2024
40921	AMAZON CAPITAL SERVICES	SUPERINTENDENT SUPPLIES	176.88	01/02/2024
40922	CECPD	CHILDREN'S LAB - TRAVEL REGISTRATION	40.00	01/03/2024
40923	CAREERTECH CONFERENCE ACCOUNT	HEALTH CAREERS TRAVEL REGISTRATION	55.00	01/03/2024
40924	PROJECT LEAD THE WAY (PLTW)	BIOMED - SUPPLIES	1,168.50	01/03/2024
40925	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	89.53	01/03/2024
40926	HOLIDAY INN & SUITES, BRICKTOWN	WRO - TRAVEL LODGING	330.00	01/03/2024
40927	CECPD	CHILDREN'S LAB - TRAVEL REGISTRATION	40.00	01/03/2024
40928	TEACHER CREATED RESOURCES	OKDHS GRANT - SUPPLIES	76.46	01/03/2024
40929	AMAZON CAPITAL SERVICES	MEDICAL SERVICES - SUPPLIES	57.38	01/03/2024
40930	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	482.00	01/03/2024
40931	THE FORTE FACTOR	SUPT SUPPLIES- TALENT ASSESSMENTS	1,750.00	01/03/2024
40932	OKLAHOMA RESTAURANT ASSOCIATION	CULINARY STUDENT TRAVEL REGISTRATION	500.00	01/03/2024
40933	STAYBRIDGE SUITES OKC DOWNTOWN BRICKTOWN	CULINARY STAFF/STUDENT TRAVEL LODGING	750.00	01/03/2024
40934	DEPARTMENT OF PUBLIC SAFETY	BPOC TUITION FEES	3,200.00	01/03/2024
40935	PONCA CITY REC PLEX	BPOC - RESALE SUPPLIES	1,620.00	01/03/2024
40936	JUNIOR'S LOCK & ALARM	WRO MAJOR REMODEL/REPAIR	7,150.00	01/04/2024
40937	ADAMS PLUMBING	BLDG MAINT - REPAIRS	500.00	01/04/2024
40938	AMAZON CAPITAL SERVICES	SUPT - SUPPLIES	15.00	01/04/2024
40939	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	35.42	01/04/2024
40940	FIRST NATIONAL BANK OF OMAHA	INFO TECH SUPPLIES	199.98	01/04/2024
40941	STAPLES ADVANTAGE	SUPPLIES FOR HCC	118.75	01/04/2024
40942	AMAZON CAPITAL SERVICES	SUPPLIES- OKDHS GRANT	71.97	01/04/2024
40943	FIRST NATIONAL BANK OF OMAHA	INFO TECH SUPPLIES	199.98	01/04/2024
40944	POCKET NURSE	MEDICAL SERVICES - SUPPLIES	529.91	01/04/2024
40945	WAL-MART COMMUNITY CARD	TANF DURABLE SUPPLY SOFTWARE	140.00	01/04/2024
40946	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLIES	519.80	01/04/2024
40947	AMERICAN HEART ASSOCIATION	FIREFIGHTER - SUPPLIES	35.00	01/04/2024



PIONEER TECHNOLOGY CENTER

From PO: 40889 to PO: 40949

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
40948	OKLAHOMA SKILLS USA	STUDENT TRAVEL - REGISTRATION SKILLS USA	4,078.00	01/04/2024
40949	LEVEL 7 CONCEPTS	MARKETING/ADVERTISING	42.85	01/05/2024
(11) GEN FUND-FOR OPERAT Current Encumbered:			102,053.82	



PIONEER TECHNOLOGY CENTER

From 08 Dec 2023 to 05 Jan 2024

CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
40024	FARHA WHOLESALE COMPANY INC	BLANKET PO	5,000.00	7/1/2023
40028	LAMPTON WELDING SUPPLY	BLANKET PO	-18.10	7/1/2023
40029	LOCKE SUPPLY	BLANKET PO	-4,000.00	7/1/2023
40034	ODCTE	BLANKET PO	3,000.00	7/1/2023
40059	TRAVEL (STAFF)	BLANKET PO	9,000.00	7/1/2023
40064	WAL-MART COMMUNITY CARD	BLANKET PO	500.00	7/1/2023
40141	DAYSMART SOFTWARE LLC	COSMETOLOGY SUBSCRIPTION	66.00	7/1/2023
40150	TONKAWA CHAMBER OF COMMERCE	SCHOOL MEMBERSHIP	5.00	7/1/2023
40185	STOLHAND-WELLS GROUP	BLDG MAINT - REPAIRS	-585.00	7/6/2023
40602	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	-21.95	9/26/2023
40641	ATWOODS	TANF STUDENT ASSISTANCE OTHER	-140.00	10/3/2023
40642	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-80.00	10/3/2023
40687	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	4.49	10/12/2023
40712	FIRST NATIONAL BANK OF OMAHA	DIRECTOR SUPPLIES	-51.00	10/20/2023
40722	LOWE'S HOME CENTER INC	CONSTRUCTION TECH SUPPLIES	-171.42	10/20/2023
40732	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	-15.00	10/25/2023
40762	ADAMS PLUMBING	BLDG MAINT - REPAIRS	256.40	11/1/2023
40809	BOOMER TIRE	TANF STUDENT ASSISTANCE OTHER	-20.46	11/13/2023
40823	LOWE'S HOME CENTER INC	CONSTRUCTION - SUPPLIES	10.92	11/13/2023
40833	FIRST NATIONAL BANK OF OMAHA	TEACH OKLA - SUPPLIES	-21.28	11/27/2023
40839	UPPER STORY	MECHATRONICS - SUPPLIES	-14.00	11/27/2023
40854	AMERICAN HEART ASSOCIATION	AT&D - RESALE BOOKS	-4.15	11/29/2023
40859	AMAZON CAPITAL SERVICES	BPOC SUPPLIES	-171.38	11/29/2023
40862	AMAZON CAPITAL SERVICES	COSMETOLOGY RESALE SUPPLIES	-15.00	12/1/2023

40864	AMAZON CAPITAL SERVICES	SUPPLIES- OKDHS GRANT	-89.93	12/5/2023
40865	BEN E. KEITH FOODS- OKLAHOMA	CHILD LAB & PRESCHOOL - SUPPLIES	12.65	12/5/2023
40869	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	-6.99	12/5/2023
40872	LAKESHORE LEARNING MATERIALS LLC	OKDHS GRANT - SUPPLIES	-8.15	12/5/2023
40876	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES AND EQUIP	-133.08	12/6/2023
40878	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	-6.90	12/6/2023
40879	SOBER BROTHERS, INC.	BLDG MAINT - SUPPLIES	-30.58	12/6/2023
40881	VILLAGE SCREEN PRINT	TEACH OK - SUPPLIES	75.00	12/6/2023
40884	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	-5.01	12/7/2023
40887	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	85.37	12/7/2023

(11) GEN FUND-FOR OPERAT Total:

12,406.45



PIONEER TECHNOLOGY CENTER

From PO: 70173 to PO: 70176

Payroll

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

PO	Vendor Name	General Description	Amount	Date
70173	TODD, CHELSEA	PAYROLL ENCUMBRANCE	8,429.00	12/14/2023
70174	CLARK, KAITLYNN M	PAYROLL ENCUMBRANCE	21,711.59	01/01/2024
70175	RABB, ADRIA F	PAYROLL ENCUMBRANCE	32,353.70	01/01/2024
70176	MEDRANO, BRISA Y	PAYROLL ENCUMBRANCE	24,212.69	01/01/2024
(11) GEN FUND-FOR OPERAT Current Encumbered:			86,706.98	



PIONEER TECHNOLOGY CENTER

From 08 Dec 2023 to 05 Jan 2024

X CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
70004	CULINARY SERVICES HELPERS	BLANKET PAYROLL ENCUMBRANCE	18,840.00	7/1/2023
70034	SYSTEMS SUPPORT - PT TEMP HELPERS	BLANKET PAYROLL ENCUMBRANCE	2,708.75	7/1/2023
70055	DENKE, MELODY J	PAYROLL ENCUMBRANCE	-21,574.23	7/1/2023
70170	ROWE, DONDI A	PAYROLL ENCUMBRANCE	-2,077.04	12/1/2023
(11) GEN FUND-FOR OPERAT Total:			-2,102.52	

January 2024

Meetings and Activities

- **December**– 13 – CWE Conveners' Meeting at Tulsa Community College – Aviation Center
- 14 – November/December Staff Birthday Luncheon; Board Orientation with Dr. Shuey; PTC Children's Christmas Party
- 15 – PTC Westward Expansion meeting with WT Architects and PEC; Melody Denke's Retirement Party; Technology Center Superintendent Zoom with Director Haken; PTC Staff Reunion Christmas Party
- 18 – **January** 1 – Christmas Break
- 2 – Holiday Work Day
- 3 – OASA Region 4/PTC Area Superintendent meeting; Admin Team meeting
- 4 – UC Board meeting; Blackwell Economic Development Luncheon; PC Chamber Education and Workforce Committee
- 8 – LegisOK Bill Tracking Training for CTE Superintendents
- 9 – Ponca City Library Board meeting; PTC Board meeting

Full-Time Programs

- Rodrigo Navarro, Automotive student participating on the PTC E-Sports team, placed 4th at the State Smash Brothers Tournament in Weatherford on December 2nd.
- PTC hosted the area 8th graders on Dec. 7-8th. We saw approximately 650 students in the two-day event. It is always a busy time, but our PTC instructors, students and staff did a great job highlighting the program offerings at PTC. A big kudos to Cortney Horne and the Student Services team for taking the lead on organizing the event as well as all the PTC staff who helped make the event a success.
- PTC hosted the B&I Breakfast for the Emergency Services sector on Dec. 8th. Thirty-two participants were in attendance and discussed workforce needs and trends, challenges and opportunities to address recruitment, retention and growing the workforce.

Business and Industry Services

- PTC is nominating Centerline, Inc. as this year's Partner in Progress. The recognition event will be held on February 20th at the Hilton Garden Inn – Edmond from 4-6:30 pm. We are excited to recognize a company that has a long history with PTC and who continues to serve as an innovative partner in workforce development.
- Sunny Creek Trading Post has been approved as our newest incubator client. They will serve as a hub for local produce, food producers and vendors and offer subscription boxes for locally sourced, fresh produce (and value-added items- jams, jellies, canned goods and breads). We're excited for their business to grow at PTC and look forward to the seasonal offerings they will provide.
- Class A and B Truck Driver training classes will begin on January 8th. PTC is providing the Class B training and Central Tech is the trainer for the Class A students. Central Tech is in the process of expanding their outreach program to other technology centers across the state and has hired additional trainers. With the addition of new instructors, PTC will rotate with Autry and will be able to offer training more frequently.

Capital Planning

- Work on the Work Ready Oklahoma site at City Central is progressing. The sheet rock, mudding and taping are in the process of completion. Doors are in and waiting for installation. They anticipate by mid-January that we may be able to move into the space. Furniture is scheduled for delivery mid-month, as well.

Retirements/Resignations/Staff Changes

- Fae Rabb, teaching assistant, will make an internal transfer to Work Ready Oklahoma program as the Employment Specialist. We are working on scheduling interviews for the final position in the WRO team – the Admin Support person. Interviews are anticipated to begin in coming week.

Upcoming Events

- January 10th – Leadership Ponca City Education Day @ PTC
- January 15th – MLK Jr. Day, No School
- January 16th – Newkirk Chamber Banquet
- January 16-17th – CTE Superintendent Meeting – ICTC
- January 18th – Tonkawa Chamber Banquet
- January 25th – PC Chamber Banquet @ PTC
- February 8th – Blackwell Chamber Banquet

Paperclips

Dec. 2023

PTC December Students of the Month

Press Release

PONCA CITY — Pioneer Technology Center has announced Emily Tate and Jesse Miller as the Students of the Month for December. These outstanding students have demonstrated exceptional dedication, attitude, and work ethic in their respective programs.

Hailing from Newkirk, Emily Tate is making waves as a practical nursing student at Pioneer Technology Center. Tate consistently brings a positive and compassionate attitude to the classroom, creating an uplifting and supportive learning environment for her peers. Her commitment to the field of nursing and her compassionate approach to patient care make her a shining example of excellence in the practical nursing program.

Jesse Miller, a junior at DCLA, is in the mechatronics program, and exemplifies an extraordinary work ethic. Consistently putting forth 110%, Miller has not only met, but exceeded expectations, being significantly ahead of schedule in completing his required hours. Remarkably, Miller has maintained a perfect attendance record to date, setting a high standard for his peers. His commitment to excellence and outstanding performance make him a role model for his fellow students.

In recognition of their achievements, both Emily Tate and Jesse Miller will enjoy the privilege of filling up their Student of the Month cups with their favorite beverages at no cost for the entire month.

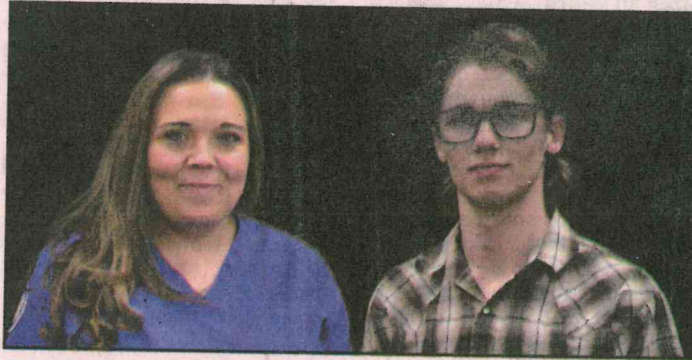


Emily Tate and Jesse Miller. (Courtesy photo)

Friday

December 22, 2023

Vol. 131 - No. 57
poncacitynews.com



Pioneer Tech announces December Students of the Month

PONCA CITY, OK— Pioneer Technology Center (PTC) is proud to announce Emily Tate and Jesse Miller as the Students of the Month for December. These outstanding students have demonstrated exceptional dedication, attitude, and work ethic in their respective programs.

Hailing from Newkirk, Emily Tate is making waves as a Practical Nursing student at Pioneer Technology Center. Tate consistently brings a positive and compassionate attitude to the classroom, creating an uplifting and supportive learning environment for her peers. Her commitment to the field of nursing and her compassionate approach to patient care make her a shining example of excellence in the Practical Nursing program.

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For more information about Pioneer Technology Center's programs and services, please contact 580-762-8336 or visit their website at www.pioneertech.edu.

Ponca City

SATURDAY, DECEMBER 16, 2023 • PAGE 6A



Happy Holidays

PIONEER TECH WILL BE CLOSED DEC. 19 - JAN. 1

www.blackwelljournaltribune.net • Wednesday, December 13, 2023 B

Happy Holidays

PIONEER TECH WILL BE CLOSED DEC. 19 - JAN. 1



The Newkirk Herald Journal
Thursday, December 14, 2023 • PAGE 6

Celebrating
50
Pioneer Tech

Happy Holidays

PIONEER TECH WILL BE CLOSED DEC. 19 - JAN. 1

Thursday, Dec. 14, 2023 -- Page 3
THE TONKAWA NEWS • Tonkawa, Oklahoma

Happy Holidays

PIONEER TECH WILL BE CLOSED DEC. 19 - JAN. 1

Celebrating
50
Pioneer Tech

THE FAIRFAX CHIEF
FAIRFAX, OKLAHOMA

PAGE 7
THURSDAY, DECEMBER 14, 2023

Celebrating
50
Pioneer Tech

Happy Holidays

PIONEER TECH WILL BE CLOSED DEC. 19 - JAN. 1

TONKAWA, OKLAHOMA • THURSDAY, DECEMBER 14, 2023



Northwestern State Signs Articulation Agreement with Pioneer Tech

Pioneer Technology Center (PTC) signed an exciting new articulation agreement with Northwestern Oklahoma State University (NWOSU). This agreement is making it more affordable and easier for Licensed Practical Nurses to further their education journey. Starting immediately, PTC LPN graduates will receive 25 hours of college credit towards their LPN-BSN, which can significantly reduce the tuition costs for students. The possibilities are now limitless for those who are dedicated to advancing their nursing career. "Pioneer Technology Center values our partnership with NWOSU and their efforts to open doors for nurses to advance in their careers. These forward-thinking agreements are integral to addressing our critical health-care shortages," remarked Traci Thorpe, PTC Superintendent/CEO. Pictured left to right is Kahle Goff, PTC Executive Director of Full-Time Programs; Traci Thorpe, Superintendent/CEO; Heid Ritchie, Nursing Educator at NWOSU, and Michelle Tripp, PTC Practical Nursing Coordinator. Pioneer Tech is celebrating 50 years of Enhancing Lives and Securing Futures. For more information about Pioneer Tech's programs and services visit pioneertech.edu.

Wednesday

December 13, 2023

Vol. 131 - No. 50
poncitynews.com

Northwestern Oklahoma State University signs articulation agreement with Pioneer Tech

Ponca City, OK — Pioneer Technology Center (PTC) signed an exciting new articulation agreement with Northwestern Oklahoma State University (NWOSU). This agreement is making it more affordable and easier for Licensed Practical Nurses to further their education journey. Starting immediately, PTC LPN graduates will receive 25 hours of college credit towards their LPN-BSN, which can significantly reduce the tuition costs for students. The possibilities are now limitless for those who are dedicated to advancing their nursing career.

"Pioneer Technology Center values our partnership with NWOSU and their efforts to open doors for nurses to advance in their careers. These forward-thinking agreements are integral to addressing our critical healthcare shortage



PICTURED LEFT to right is Kahle Goff, PTC Executive Director of Full-Time Programs; Traci Thorpe, Superintendent/CEO; Heid Ritchie, Nursing Educator at NWOSU, and Michelle Tripp, PTC Practical Nursing Coordinator.

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PTC Superintendent/CEO. Lives and Securing Futures. grams and services visit pio-
Pioneer Tech is celebrat- For more information neertech.edu.

Friday

December 8, 2023

Vol. 131 - No. 47

poncacitynews.com



PIONEER TECHNOLOGY CENTER (PTC) Practical Nursing (PN) program students were awarded Community Health Foundation scholarship. Pictured in the back row left to right Emily Tate, Newkirk; Brittany Addair, Newkirk; Justine Boynton, Ponca City; and Madison Trillo, Arkansas City. Front row left to right Aubree Stewart, Ponca City; Alexandra Sieminskie, Ponca City; Elizabeth Crosby, Tonkawa; Leah Campbell, Ponca City; Brittny Smith, Newkirk; and Sydney Houchin, Ponca City. The Community Health Foundation was formed in 2006. Its mission exists to improve the health of the citizens of Kay County through programming, education, scholarships, partnerships, and grants. The Foundation sponsors scholarships for the PN program every Fall and Spring semester. For enrollment information for the nursing program visit pioneer.tech.edu and find out more information. Photo provided

Health Scholarships Awarded



Pioneer Technology Center Practical Nursing program students were awarded Community Health Foundation scholarships. FRONT ROW, FROM LEFT: Aubree Stewart, Ponca City; Alexandra Sieminskie, Ponca City; Elizabeth Crosby, Tonkawa; Leah Campbell, Ponca City; Brittney Smith, Newkirk; and Sydney Houchin, Ponca City. BACK ROW: Emily Tate, Newkirk; Brittany Addair, Newkirk; Justine Boynton, Ponca City; and Madison Trillo, Arkansas City. The Community Health Foundation was formed in 2006. Its mission exists to improve the health of the citizens of Kay County through programming, education, scholarships, partnerships and grants. (Courtesy photo)

Thursday

December 7, 2023

Vol. 131 - No. 46
poncacitynews.com

1 Million Cups features TD Custom Leather

By CALLEY LAMAR

calley@poncacitynews.com

1 Million Cups is a monthly meeting that is held at Pioneer Technology Center (PTC) in the cafeteria atrium on the first Wednesday of the month. This event was founded as a means of bringing together business owners and entrepreneurs in the community to share their stories.

The latest meeting, held on Wednesday, Dec. 6, featured a presentation by Taylor Huber. Huber shared with the group information about her leather working business: TD Custom Leather.

Huber's business focuses primarily on making handmade leather items including belts, wallets, knife sheaths, business card holders, earrings, and more.

Huber graduated from Texas A&M University in 2020 with an agribusiness and accounting minor. While studying for her degree, Huber wanted a custom leather good made. As a college student, she didn't have the funds to purchase the item in question and began to wonder why it cost so much.

She bought herself a basic leather tool set from Hobby Lobby, and started making earrings to see what went into the process.

She continued doing leather work throughout college, and when coming home from her first job.

"I would come home and work really late, and it's not like me to not get enough sleep and go to work the next day. I started doing leather from prob-



THE MONTHLY 1 Million Cups meeting was held at Pioneer Technology Center on Wednesday, Dec. 6 in the cafeteria atrium. The speaker for the meeting was Taylor Huber (pictured), who shared information about her business: TD Custom Leather. Huber was presented with an orange cup, an item given to all speakers at 1 Million Cups. (Photo by Calley Lamar)

ably 7 until about 11, 12. I started filling out my clients, and got a lot better," said Huber.

After getting married, and with her

husband's job in the cattle industry, Huber felt this was the time to try and make leather work something she did full time.

"As long as I can feed myself and pay for the necessities, I will try for one year," said Huber.

After this, Huber decided to get a shop to separate her work from her house. To this end, she purchased a 12X24 portable shed to do her work from.

As a part of her business, Huber will sometimes travel to craft shows, but her work is primarily custom in nature.

As time went on, Huber upgraded her equipment including a patch machine for making patterns to go onto Hey Dudes, Converse, and wedding shoes.

"I love my job, I get to build a lot of cool stuff and be creative. That's why I many focus on custom work as well," said Huber. "I like to do something different each time, and just be creative with it."

In addition to leather work, Huber also received her real estate license in Oklahoma, and works through the Ponca City Real Estate Company. It is through the Ponca City Real Estate Company that Huber now has the opportunity to interact with various members of the community through networking events.

Those wishing to learn more, or to see items made by Huber can find her on social media on Facebook, Instagram, and TikTok. Additionally, TD Custom Leather also has a website at www.tdcustomleather.com.

Wednesday

December 6, 2023

Vol. 131 - No. 45
poncacitynews.com

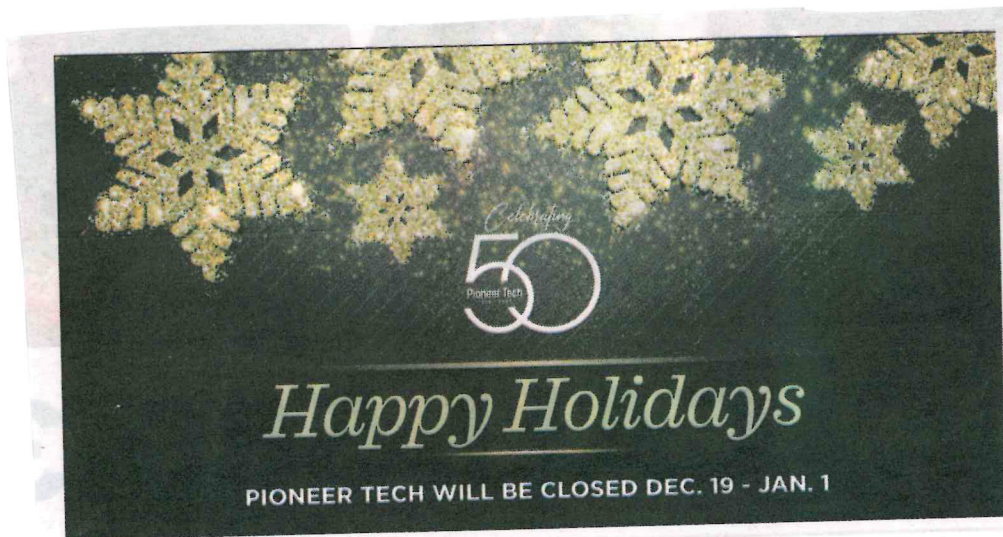
The Ponca City Noon Lions Pioneer Technology Center Ambassador Student of the Month for November was Lucas Hodgson (pictured right), a senior at Epic Charter School and is currently enrolled in Pioneer Tech's Mechatronics program.

Hodgson has attended every Student Ambassador opportunity and has completed all of his community service.

Hodgson is described as doing what is asked of him and is being recognized for going above and beyond the requirements for Student ambassadors by assisting in other events such as Prairie to Palate at the



Pioneer Woman Museum.
Lucas is pictured with Ponca City Noon Club President Debbie Woodruff. (Photo Provided)





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

PIONEERTECH.EDU/CLASSES OR CALL 580-762-8336



BUSINESS SERVICES

Getting Started in the Government Marketplace

1/25 Th 11 am - 1 pm Free
Are you a new firm ready to take its first steps in the government marketplace? This course is designed to be your guide. Learn how to use market research to pinpoint the right target agencies, and select NAICS codes and Product Service codes to get yourself off to a running start as a contractor. Your startup will be ready to tackle the government marketplace, and become a sought-after contractor in no time.

Lash Extension Course - NEW!

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We're excited to offer this 8-hour course taught by Luxury Lash Academy of New York. The class will include theory as well as practical sessions on both mannequins and live models. Course includes a \$99 starter kit with your paid registration; contact Heather Smith at (580) 718-4350 or heathers@pioneerotech.edu

Market Research for Small Businesses Selling to Big Buyers

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Learn tips and techniques to help small business owners understand how to conduct basic market research to get the critical information they need to support selling to America's largest buyers. This training includes a discussion on doing business with large corporations and prime contractors, state and local agencies, as well as the U.S. Federal Government (the world's largest buyer).

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Preparing to Meet Your Government Buyers

4/25 Th 11 am - 1 pm FREE
Learn how to develop an effective marketing strategy to pursue government buyers.

COOKING CLASSES

Simmering Soups

1/9 T 6-9 pm \$35
Chicken Almond Soup, the hearty Sausage Potato Soup, the mouth-watering Chicken Tortilla Soup, and the flavorful White Chili.

Italian Cuisine

1/23 T 6-9 pm \$35
Homemade Pasta Dough, Alfredo, Antipasto, Salad, and Tiramisu.

Cake Decorating

2/5-4/8 M 6-9 pm \$155
In this beginner-friendly course, you will learn the art of decorating cakes. Whether you have a passion for baking or simply enjoy the creative aspect of cake design, this class will provide you with the foundations and basic understanding of how to bake and decorate cakes.
***SUPPLY LIST FOR CLASS NO CLASS 2/19 and 3/18**

Mexican Cuisine

2/6 T 6-9 pm \$35
Elote, pork with chili adobo, red rice, and Churros

"Be Mine" Couples Cooking Class - NEW!

2/13 T 6-9 pm \$50
The best meals are made with love. Couples will cook a meal together, enjoy delicious chicken thighs sauced to perfection in a vegetable based broth over a bed of jasmine rice, paired with a side of grilled asparagus which is drizzled with butter and fresh Parmesan cheese. Add in hot buttered croissants with individual pudding pie cups to top it off.

Essential Cooking Skills - Breakfast

2/22 Th 6-9 pm \$35
Cooking is undeniably one of the most important life skills, enabling individuals to nourish themselves and their loved ones while exploring their creativity in the kitchen. In this class, you will not only learn invaluable cooking tips and tricks but also master the art of preparing a delightful breakfast menu that includes scrambled/fried eggs, bacon, light and fluffy pancakes/waffles, and toast.

EARLY CARE & EDUCATION

Child Development Associate - Pathway to Your National Credential

1/6-5/5 varies 5:30 - 9 pm \$825
Earn your CDA in either center-based care and in home child care programs. Hybrid Class - Most of class on-line via Zoom and some classes will be in person. Attendance of the 4 in-person sessions are required to pass the course.
Does not include testing fees

Intro to American Sign Language - NEW!

2/6-3/14 T/Th 6-8 pm \$95
This class is a starting point for those interested in acquiring basic communication skills needed to interact with Deaf and hard-of-hearing individuals. You will learn manual alphabet (finger spelling) nouns, verbs, and common phrases.

Little Music Makers - NEW!

2/1-3/28 Th 9-10 am \$140
2/1-3/28 Th 5:30-6:30 pm \$140
Spend quality time with your little one and make lasting memories. Enjoy music, nursery rhymes, stories and early childhood learning activities for young children and their caregiver. Caregivers may sing, dance and play along with your little one; emerge yourself and see how joyful making music can be. Ages 0-4 yrs. 2 month session - **Discount for sibling groups**

FINANCE

Teaching Teens About Money

1/22 M 6-8 pm \$25
3/4 M 6-8 pm \$25
5/6 M 6-8 pm \$25
Our Financial Management teen class is designed to arm your teen with the knowledge and confidence they need to thrive in the modern financial landscape. We cover the fundamentals of personal finance, from budgeting and saving, to managing checking accounts and credit cards.

Forming an LLC

1/29 M 5:30 - 9:30 pm \$45
Are you self employed or working a side business or part-time gig in addition to your job? If so, your personal assets may be at risk! Do not let your business result in personal liability! This class will teach students the benefits of Limited Liability Companies (LLCs), how to form an LLC, and how to operate an LLC once you form it. **VIA ZOOM**

Drafting Your Own Will

2/26 M 5:30 - 9:30 pm \$45
Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drawn up can be expensive! The first half of this course will provide you with the detailed knowledge of what wills do, whether or not you need one, and how to make sure your will survives a legal challenge. The instructor also teaches how to draft a will, so that after the class students will be empowered to draft their very own will. During the second half of the course, students will have the opportunity to draft their will with the instructor available for questions during the drafting process. **VIA ZOOM**

Trusting Trusts for Your Estate Plan

3/25 M 5:30 - 9:30 pm \$45
Most Americans who own a home, a car, or another titled/deeded asset can benefit from a trust. Anyone who wishes to help protect or control their assets during life and after death can benefit from a trust. But what kind of trust does one need? People are full of questions surrounding this area of estate planning, and many of the beliefs and information readily available are simply not true. This course will teach you the basics of trusts, such as what a trust is, how it works, the benefits of trusts, and the major types of trusts. **VIA ZOOM**

Landlord/Tenant Law

4/29 M 5:30 - 9:30 pm \$45
The relationship between landlords and tenants has never been more scrutinized than in the past few years. With over 100 million tenants renting throughout the United States understanding your rights and responsibilities as a landlord and tenant is critical. This class, taught by a lawyer that manages rental properties will answer as many questions as possible. He will cover Oklahoma's Landlord Tenant Act, what a "good" lease might include, what the eviction process looks like, and some practical tips to maintain a good relationship between landlords and tenants. **VIA ZOOM**

HEALTH & WELLNESS

CNA-Long Term Care Nurse Aide

CPR/First Aid

3/26-3/27 T/W 5-8 pm \$65
5/6-5/7 W/Th 5-8 pm \$65

CMA - Advanced Blood Glucose

5/15-5/17 W-Th-F 8 am-4 pm \$145

MAT Full and MAT Update

FOR DATES/TIMES CALL - (580) 718-4296

HOSPITALITY

Advanced Beverage Service

3/4-3/11 M 6-9 pm \$79
Participants will learn about various types of alcoholic and non-alcoholic beverages, review glassware, and the tools used to create a variety of drinks. Providing a good quality customer service and discussing responsible alcohol service will also be covered before the second weeks class. Week two will feature a lab-based experience where learners will review garnishes, presentations and etiquette before mixing their own creations and sampling others.

Meat Certification Programs

Online Curriculum
For more information or to enroll contact:
James Gordon: James.gordon@careertech.ok.gov
800.522.5810, okcareertech/meatcert

AMSA Food Safety and Science Certification (\$75)

AMSA Meat Evaluation Certification (\$75)

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

SECURITY GUARD

Private Security: Phases 1 & 2 (Security Guard)

1/22-3/11 M/W 5-8 pm \$235
Cost does not include test fees.

SPECIAL INTEREST/CRAFTS

Variations of Log Cabin Quilting - NEW!

2/1-3/14 Th 6-9 pm \$75
A Log Cabin quilt is the perfect way to bring a rustic, cozy feel to your home. Learn how to arrange fabric strips in a specific pattern to create blocks that resemble log cabins, and the blocks are then combined to form a larger quilt.

Family Tree Genealogy

2/13-2/27 T 6-9 pm \$39
4/2-4/16 T 6-9 pm \$39
Learn how to research and connect your family tree using a computer and free resources. Every student will be able to use a computer and look for their own family information.

Warp Wrap Weaving

3/5-3/7 T/W/Th 6-8 pm \$50
Have you ever wanted to weave a basket and weren't sure how to start? Using a style known as warp and weft, some rope and colorful yarn, this class will teach you how to make your own basket.

Water Color 101

2/27 T 6-9 pm \$25
Learn to paint Van Gogh's "The Starry Night" a sky of rolling energy with a quiet village connecting the earth and sky. Blue dominates the painting, blending hills into the sky. The big attention getters of the painting are the yellow and white of the stars and moon which stand out against the sky, drawing the eyes to the sky.

Become a Bee Keeper

2/22-3/11 M/Th 6-9 pm \$65
Want an endless supply of honey? In this class you will be introduced to the basics of Bee Keeping, the benefits, equipment/tools needed, swarming, life cycle etc. Almost anyone can master the skills necessary to be a good beekeeper. Your journey to successful beekeeping begins with preparation and learning the basics.

Resin Art

3/26 T 6-9 pm \$35
4/16 T 6-9 pm \$35
A resin cutting board is a useful kitchen tool and can also serve as a piece of décor! Learn to decorate a cutting board with resin for home or for a gift. The cutting board will be 13-1/8 inch long by 8-1/4 inch wide. You may bring embellishments to accent your board le-flovers, stones etc.

TECHNOLOGY

Get Going With Your Computer

1/22-2/6 M/T 6-8:30 pm \$145

Fundamentals of Studio Photography - NEW!

1/29-2/7 M/W 6-9 pm \$115
Are you an aspiring photographer who's looking to take your craft to the next level? This course is the perfect way to upgrade your skills. Enjoy hands-on lessons with an experienced instructor who specializes in studio lighting and composition. From beginner to advanced, you'll learn techniques and fundamentals to succeed.

Adobe Lightroom

2/26-3/6 M/W 6-9 pm \$125
Learn all about Adobe Lightroom and take a deep dive into handling, processing RAW files, working with presets, basic color correction, adjustments, retouching, masking and more.

Excel 2019 Level 1

2/26-3/5 M/T 6-8:30 pm \$85

Beginning 3D Modeling

2/26-4/17 M/W 6-8:30 pm \$215
Gain a deeper understanding of graphic design and illustration through the use of 3D animation software. This course will develop the skills needed to navigate within a 3D digital m workspace and create your own 3D models. This class is a gr introduction to potential careers in the fast growing field of movies, commercials and many other options. *3D modeling requires a unique combination of technical and artistic skill
***NO CLASS 3/18 or 3/20**

Cloud-Based Quickbooks

3/4-3/5 M/T 9 am - 1 pm \$155
QuickBooks Online is the leading accounting software for bu all over the world. With our course, you'll learn how to effi take advantage of all that QuickBooks Online has to offer: c and working with customers and vendors, payments and in bank accounts and banking transactions, and more. By the this course, you'll have a comprehensive understanding of t of QuickBooks Online and can start optimizing your busines for maximum success.

Adobe Photoshop

3/11-27 M/W 6-9 pm \$125
Create your own workflow to maximize your time as well as edit photos like a pro. Learn to process images through Cam work with layers, layer masks, edit features & tools, and mu
***Photoshop program is required for this course.**
A subscription can be obtained on Adobe.com
Lightroom Photoshop required to take this class.

Excel 2019 Level 2

4/1-9 M/T 6-8:30 pm \$85

Cell Phone Photography - NEW!

4/22-4/29 M/W 6-9 pm \$45
Learn how to master custom features on your cell phone tha allow you to take amazing photos and videos. Learn portra for iPhone, Samsung Galaxy/Android, Google Pixel, video se editing apps, file handling & more.

Excel 2019 Level 3

4/29-5/7 M/T 6-8:30 pm \$85

TRADE & INDUSTRY

Beginning Welding

1/23-4/23 T/Th 6-9 pm \$615
NO CLASS 2/1, 3/19, 3/21
1/22-4/22 M/W 6-9 pm \$615
Beginning welding provides foundational basic knowledge a hands-on skills required to start your journey in the field of v Learn safety, types of rods and usage etc. Advanced student learn the GTAW (tig) welding procedures and are expected t
100% welds.
NO CLASS 2/19, 3/18, 3/20

Advanced Welding

CALL (580) 718-4296

Plumbing Journeyman TEST PREP - NE

2/5-2/22 MTWT 4-7 pm \$255
This class will prepare you to take the PSI exam to become a Journeyman and will cover all 10 areas of the test and includ pre-test practice. You will learn every type of calculation pr applying sections of NE code to using code books, tables as v explain challenging codes.
***Code Books required and must be purchased by studen**

Manufacturing Supervisor Primer - NE

3/27-5/1 W 2-5 pm \$450
Supervisors get equipped to make better decisions, be a bett team player, and produce better results. This six session tra will provide a more complete understanding of the manufac business, your unique role and the tools to help you succeed.
Questions call 580-718-4222

Industrial Technology Career Training

Call for Details 6-9 pm Va

Small Engine Repair

2/20-3/14 T/Th 6-9 pm \$125
Learn to identify types of small engines, clean small engines, air cleaners and fuel strainers, spark plugs, carburation (chec adjust), compression (check). ***Please bring safety glass gloves. Weds eaters and Push Mowers only.**

Advanced Small Engine Repair - NEW!

4/2-4/25 T/Th 6-9 pm \$125
This course is designed for individuals who have a solid found in small engine maintenance and repair and wish to further



Enrolling Now for Winter/Spring Ad Short-term Classes at Pioneer Tec

PIONEERTECH.EDU/CLASSES OR CALL 580-762-83



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2/5-4/8 M 6-9 pm \$155
In this beginner-friendly course, you will learn the art of decorating cakes. Whether you have a passion for baking or simply enjoy the creative aspect of cake design, this class will provide you with the foundations and basic understanding of how to bake and decorate cakes.
***SUPPLY LIST FOR CLASS NO CLASS 2/19 and 3/18**

Mexican Cuisine

2/6 T 6-9 pm \$35
Flote, pork with chili adobo, red rice, and Churros

"Be Mine" Couples Cooking Class - NEW!

2/13 T 6-9 pm \$50
The best meals are made with love. Couples will cook a meal together; enjoy delicious chicken thighs seared to perfection in a vegetable based broth over a bed of jasmine rice, paired with a side of grilled asparagus which is drizzled with butter and fresh Parmesan cheese. Add in hot buttered croissants with individual pudding pie cups to top it off.

Essential Cooking Skills - Breakfast

2/22 Th 6-9 pm \$35
Cooking is undeniably one of the most important life skills, enabling individuals to nourish themselves and their loved ones while exploring their creativity in the kitchen. In this class, you will not only learn invaluable cooking tips and tricks but also master the art of preparing a delightful breakfast menu that includes scrambled/fried eggs, bacon, light and fluffy pancakes/waffles, and toast.

Pie Making

3/5 T 6-9 pm \$35
Make Wild Berry, Classic Apple, and Cream Pie.

EARLY CARE & EDUCATION

Child Development Associate - Pathway to Your National Credential

1/6-5/5 varies 5:30 - 9 pm \$825
Earn your CDA in either center-based care and in-home child care programs. Hybrid Class - Most of class on-line via Zoom and some classes will be in-person. Attendance of the 4 in-person sessions are required to pass the course.
Does not include testing fees

Intro to American Sign Language - NEW!

2/6-3/14 T/Th 6-8 pm \$95
This class is a starting point for those interested in acquiring basic communication skills needed to interact with Deaf and hard-of-hearing individuals. You will learn manual alphabet (finger spelling) nouns, verbs, and common phrases.

Little Music Makers - NEW!

2/1-3/28 Th 9-10 am \$140
2/1-3/28 Th 5:30-6:30 pm \$140
Spend quality time with your little one and make lasting memories. Enjoy music, nursery rhymes, stories and early childhood learning activities for young children and their caregiver. Caregivers may sing, dance and play along with your little one; emerge yourself and see how joyful making music can be. Ages 0-4 yrs. 2 month session - **Discount for sibling groups**

FINANCE

Teaching Teens About Money

1/22 M 6-8 pm \$25
3/4 M 6-8 pm \$25
5/6 M 6-8 pm \$25

Our Financial Management teen class is designed to arm your teen with the knowledge and confidence they need to thrive in the modern financial landscape. We cover the fundamentals of personal finance, from budgeting and saving, to managing checking accounts and credit cards.

Forming an LLC

1/29 M 5:30 - 9:30 pm \$45
Are you self employed or working a side business or part-time gig in addition to your job? If so, your personal assets may be at risk. Do not let your business result in personal liability! This class will teach students the benefits of Limited Liability Companies (LLCs), how to form an LLC, and how to operate an LLC once you form it. **VIA ZOOM**

Drafting Your Own Will

2/26 M 5:30 - 9:30 pm \$45
Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drawn up can be expensive! The first half of this course will provide you with the detailed knowledge of what wills do, whether or not you need one, and how to make sure your will survives a legal challenge. The instructor also teaches how to draft a will, so that after the class students will be empowered to draft their very own will. During the second half of the course, students will have the opportunity to draft their will with the instructor available for questions during the drafting process. **VIA ZOOM**

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The relationship between landlords and tenants has never been more scrutinized than in the past few years. With over 100 million tenants renting throughout the United States understanding your rights and responsibilities as a landlord and tenant is critical. This class, taught by a lawyer that manages rental properties will answer as many questions as possible. He will cover Oklahoma's Landlord Tenant Act, what a "good" lease might include, what the eviction process looks like, and some practical tips to maintain a good relationship between landlords and tenants. **VIA ZOOM**

HEALTH & WELLNESS

CNA-Long Term Care Nurse Aide

1/16-2/7 M-F 8:30 am-2:30 pm \$555
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CPR/First Aid

3/26-3/27 T/W 5-8 pm \$65
5/6-5/7 W/Th 5-8 pm \$65

CMA - Advanced Blood Glucose

5/15-5/17 W-Th-F 8 am-4 pm \$145

MAT Full and MAT Update

FOR DATES/TIMES CALL - (580) 718-4296

HOSPITALITY

Advanced Beverage Service

3/4-3/11 M 6-9 pm \$79
Participants will learn about various types of alcoholic and non-alcoholic beverages, review glassware, and the tools used to create a variety of drinks. Providing a good quality customer service and discussing responsible alcohol service will also be covered before the second weeks class. Week two will feature a lab-based experience where learners will review garnishes, presentations and etiquette before mixing their own creations and sampling others.

Meat Certification Programs

Online Curriculum
For more information or to enroll contact: James.Gordon@careertech.ok.gov
800.522.5810, okcareer.tech/meatcert

AMSA Food Safety and Science Certification (\$75)

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

SECURITY GUARD

Private Security: Phases 1 & 2 (Security Guard)

1/22-3/11 M/W 5-8 pm \$235
Cost does not include test fees.

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Variations of Log Cabin Quilting - NEW!

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Family Tree Genealogy

2/13-2/27 T 6-9 pm \$39
4/2-4/16 T 6-9 pm \$39
Learn how to research and connect your family tree using a computer and free resources. Every student will be able to use a computer and look for their own family information.

Warp Wrap Weaving

3/5-3/7 T/W/Th 6-8 pm \$50
Have you ever wanted to weave a basket and weren't sure how to start? Using a style known as warp and weft, some rope and colorful yarn, this class will teach you how to make your own basket.

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Learn to paint Van Gogh's "The Starry Night" a sky of rolling energy with a quiet village connecting the earth and sky. Blue dominates the painting, blending hills into the sky. The big attention getters of the painting are the yellow and white of the stars and moon which stand out against the sky, drawing the eyes to the sky.

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Resin Art

3/26 T 6-9 pm \$35
4/16 T 6-9 pm \$35
A resin cutting board is a useful kitchen tool and can also serve as a piece of art! Learn to decorate a cutting board with resin for home or for a gift. The cutting board will be 13-1/8 inch long by 8-1/4 inch wide. You may bring embellishments to accent your board - flowers, stones etc.

TECHNOLOGY

Get Going With Your Computer

1/22-2/6 M/T 6-8:30 pm \$145

Fundamentals of Studio Photography - NEW!

1/29-2/7 M/W 6-9 pm \$115
Are you an aspiring photographer who's looking to take your craft to the next level? This course is the perfect way to upgrade your skills. Enjoy hands-on lessons with an experienced instructor who specializes in studio lighting and composition. From beginner to advanced, you'll learn techniques and fundamentals to succeed. Take your photography to the next level and create stunning images.
***DSLR Camera Required**

Adobe Lightroom

2/26-3/6 M/W 6-9 pm
Learn all about Adobe Lightroom and take a deep dive handling, processing RAW files, working with presets, color correction, adjustments, retouching, masking and

Excel 2019 Level 1

2/26-3/5 M/T 6-8:30 pm

Beginning 3D Modeling

2/26-4/17 M/W 6-8:30 pm
Gain a deeper understanding of graphic design and ill through the use of 3D animation software. This course develop the skills needed to navigate within a 3D digital workspace and create your own 3D models. This class introduction to potential careers in the fast growing f movies, commercials and many other options. *3D r requires a unique combination of technical and artistic ***NO CLASS 3/18 or 3/20**

Cloud-Based Quickbooks

3/4-3/5 M/T 9 am - 1 pm
QuickBooks Online is the leading accounting software all over the world. With our course, you'll learn how to take advantage of all that QuickBooks Online has to o and working with customers and vendors, payments, bank accounts and banking transactions, and more. B of this course, you'll have a comprehensive understand basics of QuickBooks Online and can start optimizing finances for maximum success.

Adobe Photoshop

3/11-27 M/W 6-9 pm
Create your own workflow to maximize your time as v edit photos like a pro. Learn to process images through work with layers, layer masks, edit features & tools, a ***Photoshop program is required for this course. A subscription can be obtained on Adobe.com. Lightroom Photoshop required to take this class.**

Excel 2019 Level 2

4/1-9 M/T 6-8:30 pm

Cell Phone Photography - NEW!

4/22-4/29 M/W 6-9 pm
Learn how to master custom features on your cell phone allow you to take amazing photos and videos. Learn i for iPhone, Samsung Galaxy/Android, Google Pixel, v editing apps, file handling & more.

Excel 2019 Level 3

4/29-5/7 M/T 6-8:30 pm

TRADE & INDUSTRY

Beginning Welding

1/23-4/23 T/Th 6-9 pm
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Beginning welding provides foundational basic know hands-on skills required to start your journey in the fi Learn safety, types of rods and usage etc. Advanced s learn the GTAW (tig) welding procedures and are exp 100% welds.
NO CLASS 2/19, 3/18, 3/20

Advanced Welding

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Plumbing Journeyman TEST PREP

2/5-2/22 MTW 4-7 pm
This class will prepare you to take the PSI exam to be Journeyman and will cover all 10 areas of the test an rightly pre-test practice. You will learn every type of problem, applying sections of NE code to using code l well as explain challenging codes.
***Code Books required and must be purchased by**

Manufacturing Supervisor Prime

3/27-5/1 W 2-5 pm
Supervisors get equipped to make better decisions, b team player, and produce better results. This six sess will provide a more complete understanding of the n business, your unique role and the tools to help you s **Questions call 580-718-4222**

Industrial Technology Career Tra

Call for Details 6-9 pm

Small Engine Repair

2/20-3/14 T/Th 6-9 pm
Learn to identify types of small engines, clean small e cleaners and fuel stabilizers, spark plugs, carburetor adjust), compression (check). ***Please bring safety gloves, Weed eaters and Push Mowers only.**

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

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TECHNOLOGY

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Fundamentals of Studio Photography - NEW!

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Are you an aspiring photographer who's looking to take your craft to the next level? This course is the perfect way to upgrade your skills. Enjoy hands-on lessons with an experienced instructor who specializes in studio lighting and composition. From beginner to advanced, you'll learn techniques and fundamentals to succeed. Take your photography to the next level and create stunning images.

Adobe Lightroom

2/26-3/6 M/W 6-9 pm \$1
Learn all about Adobe Lightroom and take a deep dive in handling, processing RAW files, working with presets, basic color correction, adjustments, retouching, masking and more.

Excel 2019 Level 1

2/26-3/5 M/T 6-8:30 pm \$

Beginning 3D Modeling

2/26-4/17 M/W 6-8:30 pm \$2
Gain a deeper understanding of graphic design and illustrate through the use of 3D animation software. This course will develop the skills needed to navigate within a 3D digital workspace and create your own 3D models. This class is an introduction to potential careers in the fast growing field of movies, commercials and many other options. *3D model requires a unique combination of technical and artistic skills.
***NO CLASS 3/18 or 3/20**

Cloud-Based Quickbooks

3/4-3/5 M/T 9 am - 1 pm \$1
QuickBooks Online is the leading accounting software for all over the world. With our course, you'll learn how to effectively take advantage of all that QuickBooks Online has to offer and working with customers and vendors, payments and bank accounts and banking transactions, and more. By the end of this course, you'll have a comprehensive understanding of QuickBooks Online and can start optimizing your business for maximum success.

Adobe Photoshop

3/11-27 M/W 6-9 pm \$12
Create your own workflow to maximize your time as well as edit photos like a pro. Learn to process images through Camera Raw with layers, layer masks, edit features & tools, and more.
***Photoshop program is required for this course. A subscription can be obtained on Adobe.com. Lightroom Photoshop required to take this class.**

Excel 2019 Level 2

4/1-9 M/T 6-8:30 pm \$8

Cell Phone Photography - NEW!

4/22-4/29 M/W 6-9 pm \$4
Learn how to master custom features on your cell phone to allow you to take amazing photos and videos. Learn ports for iPhone, Samsung Galaxy/Android, Google Pixel, video editing apps, file handling & more.

Excel 2019 Level 3

4/29-5/7 M/T 6-8:30 pm \$8

TRADE & INDUSTRY

Beginning Welding

1/23-4/23 T/Th 6-9 pm \$61
NO CLASS 2/1, 3/19, 3/21
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***Code Books required and must be purchased by student**

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3/27-5/1 W 2-5 pm \$125
Supervisors get equipped to make better decisions, be a team player, and produce better results. This six session training will provide a more complete understanding of the manufacturing business, your unique role and the tools to help you succeed
Questions call 580-718-4222

Industrial Technology Career Training

Call for Details 6-9 pm

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2/20-3/14 T/Th 6-9 pm \$125
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2/13 T 6-9 pm \$50
The best meals are made with love. Couples will cook a meal together; enjoy delicious chicken thighs seared to perfection in a vegetable based broth over a bed of jasmine rice, paired with a side of grilled asparagus which is drizzled with butter and fresh Parmesan cheese. Add in hot buttered croissants with individual pudding pie cups to top it off.

Essential Cooking Skills - Breakfast

2/22 Th 6-9 pm \$35
Cooking is undeniably one of the most important life skills, enabling individuals to nourish themselves and their loved ones while exploring their creativity in the kitchen. In this class, you will not only learn invaluable cooking tips and tricks but also master the art of preparing a delightful breakfast menu that includes scrambled/fried eggs, bacon, blinis and fluffy pancakes/waffles, and toast.

EARLY CARE & EDUCATION

Child Development Associate - Pathway to Your National Credential

1/6-5/5 varies 5:30 - 9 pm \$825
Earn your CDA in either center-based care and in home child care programs. Hybrid Class - Most of class on-line via Zoom and some classes will be in person. Attendance of the 4 in-person sessions are required to pass the course.
Does not include testing fees

Intro to American Sign Language - NEW!

2/6-3/14 T/Th 6-8 pm \$95
This class is a starting point for those interested in acquiring basic communication skills needed to interact with Deaf and hard-of-hearing individuals. You will learn manual alphabet (finger spelling) nouns, verbs, and common phrases.

Little Music Makers - NEW!

2/1-3/28 Th 9-10 am \$140
2/1-3/28 Th 5:30-6:30 pm \$140
Spend quality time with your little one and make lasting memories. Enjoy music, nursery rhymes, stories and early childhood learning activities for young children and their caregiver. Caregivers may sing, dance and play along with your little one; immerse yourself and see how joyful making music can be. Ages 0-4 yrs. 2 month session - **Discount for sibling groups**

FINANCE

Teaching Teens About Money

1/22 M 6-8 pm \$25
3/4 M 6-8 pm \$25
5/6 M 6-8 pm \$25

Our Financial Management teen class is designed to arm your teen with the knowledge and confidence they need to thrive in the modern financial landscape. We cover the fundamentals of personal finance, from budgeting and saving, to managing checking accounts and credit cards.

Forming an LLC

1/29 M 5:30 - 9:30 pm \$45
Are you self employed or working a side business or part-time gig in addition to your job? If so, your personal assets may be at risk! Do not let your business result in personal liability! This class will teach students the benefits of Limited Liability Companies (LLCs), how to form an LLC, and how to operate an LLC once you form it. **VIA ZOOM**

Drafting Your Own Will

2/26 M 5:30 - 9:30 pm \$45
Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drawn up can be expensive! The first half of this course will provide you with the detailed knowledge of what wills do, whether or not you need one, and how to make sure your will survives a legal challenge. The instructor also teaches how to draft their very own will. During the second half of the course, students will have the opportunity to draft their will with the instructor available for questions during the drafting process. **VIA ZOOM**

Trusting Trusts for Your Estate Plan

3/25 M 5:30 - 9:30 pm \$45
Most Americans who own a home, a car, or another titled/deeded asset can benefit from a trust. Anyone who wishes to help protect or control their assets during life and after death can benefit from a trust. But what kind of trust does one need? People are full of questions surrounding this area of estate planning, and many of the beliefs and information readily available are simply not true. This course will teach you the basics of trusts, such as what a trust is, how it works, the benefits of trusts, and the major types of trusts. **VIA ZOOM**

Landlord/Tenant Law

4/29 M 5:30 - 9:30 pm \$45
The relationship between landlords and tenants has never been more scrutinized than in the past few years. With over 100 million tenants renting throughout the United States understanding your rights and responsibilities as a landlord and tenant is critical. This class, taught by a lawyer that manages rental properties will answer as many questions as possible. He will cover Oklahoma's Landlord/Tenant Act, what a "good" lease might include, what the eviction process looks like, and some practical tips to maintain a good relationship between landlords and tenants. **VIA ZOOM**

HEALTH & WELLNESS

CPR/First Aid

3/26-3/27 T/W 5-8 pm \$65
5/6-5/7 W/Th 5-8 pm \$65

CMA - Advanced Blood Glucose

5/15-5/17 W-Th-F 8 am - 4 pm \$145

MAT Full and MAT Update

For dates/times call - (580) 718-4296

HOSPITALITY

Advanced Beverage Service

3/4-3/11 M 6-9 pm \$79

Participants will learn about various types of alcoholic and non-alcoholic beverages, review glassware, and the tools used to create a variety of drinks. Providing a good quality customer service and discussing responsible alcohol service will also be covered before the second weeks class. Week two will feature a lab-based experience where learners will review garnishes, presentations and etiquette before mixing their own creations and sampling others.

Meat Certification Programs Online Curriculum

For more information or to enroll contact:
James Gordon: James.gordon@careertech.ok.gov
800.522.5810, okcareertech/meatcert

AMSA Food Safety and Science Certification (\$75)

AMSA Meat Evaluation Certification (\$75)

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

SECURITY GUARD

Private Security: Phases 1 & 2 (Security Guard)

1/22-3/11 M/W 5-8 pm \$235
Cost does not include test fees.

SPECIAL INTEREST/CRAFTS

Variations of Log Cabin Quilting - NEW!

2/1-3/14 Th 6-9 pm \$75

A Log Cabin quilt is the perfect way to bring a rustic, cozy feel to your home. Learn how to arrange fabric strips in a specific pattern to create blocks that resemble log cabins, and the blocks are then combined to form a larger quilt.

Family Tree Genealogy

2/13-2/27 T 6-9 pm \$39

4/2-4/16 T 6-9 pm \$39

Learn how to research and connect your family tree using a computer and free resources. Every student will be able to use a computer and look for their own family information.

Warp Wrap Weaving

3/5-3/7 T/W/Th 6-8 pm \$50

Have you ever wanted to weave a basket and weren't sure how to start? Using a style known as warp and weft, some rope and colorful yarn, this class you will teach you how to make your own basket.

Water Color 101

2/27 T 6-9 pm \$25

Learn to paint Van Gogh's "The Starry Night" a sky of rolling energy with a quiet village connecting the earth and sky. Blue dominates the painting, blending hills into the sky. The big attention getters of the painting are the yellow and white of the stars and moon which stand out against the sky, drawing the eyes to the sky.

Become a Bee Keeper

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Resin Art

3/26 T 6-9 pm \$35

4/16 T 6-9 pm \$35

A resin cutting board is a useful kitchen tool and can also serve as a piece of décor! Learn to decorate a cutting board with resin for home or for a gift. The cutting board will be 13-1/8 inch long by 8-1/4 inch wide. You may bring embellishments to accent your board like - flowers, stones etc.

TECHNOLOGY

Get Going With Your Computer

1/22-2/6 M/T 6-8:30 pm \$145

Fundamentals of Studio Photography - NEW!

1/29-2/7 M/W 6-9 pm \$115

Are you an aspiring photographer who's looking to take your craft to the next level? This course is the perfect way to upgrade your skills. Enjoy hands-on lessons with an experienced instructor who

Adobe Lightroom

2/26-3/6 M/W 6-9 pm \$125

Learn all about Adobe Lightroom and take a deep dive into handling, processing RAW files, working with presets, basic color correction, adjustments, retouching, masking and more.

Excel 2019 Level 1

2/26-3/5 M/T 6-8:30 pm \$85

Beginning 3D Modeling

2/26-4/17 M/W 6-8:30 pm \$215

Gain a deeper understanding of graphic design and illustration through the use of 3D animation software. This course will develop the skills needed to navigate within a 3D digital workspace and create your own 3D models. This class is a great introduction to potential careers in the fast growing field of movies, commercials and many other options. *3D model requires a unique combination of technical and artistic skill
***NO CLASS 3/18 or 3/20**

Cloud-Based Quickbooks

3/4-3/5 M/T 9 am - 1 pm \$155

QuickBooks Online is the leading accounting software for all over the world. With our course, you'll learn how to efficiently take advantage of all that QuickBooks Online has to offer: and working with customers and vendors, payments and the bank accounts and banking transactions, and more. By the course, you'll have a comprehensive understanding of the QuickBooks Online and can start optimizing your business' maximum success.

Adobe Photoshop

3/11-27 M/W 6-9 pm \$125

Create your own workflow to maximize your time as well as edit photos like a pro. Learn to process images through Canva work with layers, layer masks, edit features & tools, and more.

***Photoshop program is required for this course. A subscription can be obtained on Adobe.com. Lightroom Photoshop required to take this class.**

Excel 2019 Level 2

4/1-9 M/T 6-8:30 pm \$85

Cell Phone Photography - NEW!

4/22-4/29 M/W 6-9 pm \$45

Learn how to master custom features on your cell phone then allow you to take amazing photos and videos. Learn portra for iPhone, Samsung Galaxy/Android, Google Pixel, video s editing apps, file handling & more.

Excel 2019 Level 3

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TRADE & INDUSTRY

Beginning Welding

1/23-4/23 T/Th 6-9 pm \$615

NO CLASS 2/1, 3/19, 3/21

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Beginning welding provides foundational basic knowledge hands-on skills required to start your journey in the field of Learn safety, types of rods and usage etc. Advanced student learn the GTAW (tig) welding procedures and are expected 100% welds.
NO CLASS 2/19, 3/18, 3/20

Advanced Welding

Call (580) 718-4296

Plumbing Journeyman TEST PREP - N

2/5-2/22 M/TW 4-7 pm \$255

This class will prepare you to take the PSI exam to become Journeyman and will cover all 10 areas of the test and include pre-test practice. You will learn every type of calculation per applying sections of NE code to using code books, tables as explain challenging codes.

***Code Books required and must be purchased by student**

Manufacturing Supervisor Primer - N

3/27-5/1 W 2-5 pm \$450

Supervisors get equipped to make better decisions, be a team player, and produce better results. This six session train will provide a more complete understanding of the manufacturing business, your unique role and the tools to help you succeed
Questions call 580-718-4222

Industrial Technology Career Training

Call for Details 6-9 pm

Small Engine Repair

2/20-3/14 T/Th 6-9 pm \$125

Learn to identify types of small engines, clean small engine air cleaners and fuel strainers, spark plugs, carburation (the adjust), compression (check). ***Please bring safety glasses. Weed eaters and Push Mowers only.**



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

PIONEERTECH.EDU/CLASSES OR CALL 580-762-8336



BUSINESS SERVICES

Getting Started in the Government Marketplace

1/25 Th 11 am - 1 pm Free
Are you a new firm ready to take its first steps in the government marketplace? This course is designed to be your guide. Learn how to use market research to pinpoint the right target agencies, and select NAICS codes and Product Service codes to get yourself off to a running start as a contractor. Your startup will be ready to tackle the government marketplace, and become a sought-after contractor in no time.

Lash Extension Course - NEW!

1/29 M Time/Price to be announced
We're excited to offer this 8-hour course taught by Luxury Lash Academy of New York. The class will include theory as well as practice sessions on both mannequins and live models. Course includes a \$99 starter kit with your paid registration; contact Heather Smith at (580) 718-4350 or heathers@pioneerotech.edu.

Market Research for Small Businesses Selling to Big Buyers

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Learn how to develop an effective marketing strategy to pursue government buyers.

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1/9 T 6-9 pm \$35
Chicken Almond Soup, the hearty Sausage Potato Soup, the mouth-watering Chicken Tortilla Soup, and the flavorful White Chili.

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Homemade Pasta Dough, Alfredo, Antipasto, Salad, and Tiramisu.

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HEALTH & WELLNESS

CNA-Long Term Care Nurse Aide

1/16-2/7 M-F 8:30 am-2:30 pm \$555

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Meat Certification Programs

Online Curriculum
For more information or to enroll contact:
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Resin Art

3/26 T 6-9 pm \$35
4/16 T 6-9 pm \$35

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TECHNOLOGY

Get Going With Your Computer

1/22-2/6 M/T 6-8:30 pm \$145

Fundamentals of Studio Photography - NEW!

1/29-2/7 M/W 6-9 pm \$115

Are you a studio photographer who's looking to take your craft

industries, from agriculture, conservation, and emergency services to environmental research, infrastructure inspection, filmmaking, and more. This course is ideal for aspiring drone pilots, enthusiasts, and professionals seeking to gain a better understanding of advanced drone operations.

*Does not include test fees

Adobe Lightroom

2/26-3/6 M/W 6-9 pm \$125
Learn all about Adobe Lightroom and take a deep dive into file handling, processing RAW files, working with presets, basic editing, color correction, adjustments, retouching, masking and more.

Excel 2019 Level 1

2/26-3/5 M/T 6-8:30 pm \$85

Beginning 3D Modeling

2/26-4/17 M/W 6-8:30 pm \$215
Gain a deeper understanding of graphic design and illustration through the use of 3D animation software. This course will help develop the skills needed to navigate within a 3D digital modeling workspace and create your own 3D models. This class is a good introduction to potential careers in the fast growing field of gaming, movies, commercials and many other options. *3D modeling requires a unique combination of technical and artistic skills. ***NO CLASS 3/18 or 3/20**

Cloud-Based Quickbooks

3/4-3/5 M/T 9 am - 1 pm \$155
QuickBooks Online is the leading accounting software for businesses all over the world. With our course, you'll learn how to efficiently take advantage of all that QuickBooks Online has to offer: creating and working with customers and vendors, payments and invoices, bank accounts and banking transactions, and more. By the end of this course, you'll have a comprehensive understanding of the basics of QuickBooks Online and can start optimizing your business finances for maximum success.

Adobe Photoshop

3/11-27 M/W 6-9 pm \$125
Create your own workflow to maximize your time as well as learn to edit photos like a pro. Learn to process images through Camera RAW, work with layers, layer masks, edit features & tools, and much more.

*Photoshop program is required for this course. A subscription can be obtained on Adobe.com

Lightroom Photoshop required to take this class.

Excel 2019 Level 2

4/1-9 M/T 6-8:30 pm \$85

Cell Phone Photography - NEW!

4/22-4/29 M/W 6-9 pm \$45
Learn how to master custom features on your cell phone that will allow you to take amazing photos and videos. Learn portrait mode for iPhone, Samsung Galaxy/Android, Google Pixel, video settings, editing apps, file handling & more.

Excel 2019 Level 3

4/29-5/7 M/T 6-8:30 pm \$85

TRADE & INDUSTRY

Beginning Welding

1/23-4/23 T/Th 6-9 pm \$615

NO CLASS 2/1, 3/19, 3/21

1/22-4/22 M/W 6-9 pm \$615

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NO CLASS 2/19, 3/18, 3/20

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Plumbing Journeyman TEST PREP - NEW!

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Questions call 580-718-4222

Industrial Technology Career Training

Call for Details 6-9 pm Varies

Small Engine Repair

2/20-3/14 T/Th 6-9 pm \$125

Learn to identify types of small engines, clean small engines, correct air/fuel mixture and fuel system, crank noise, carburetion



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

PIONEERTECH.EDU/CLASSES OR CALL 580-762-8336



BUSINESS SERVICES

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4/25 Th 11 am - 1 pm FREE
Learn how to develop an effective marketing strategy to pursue government buyers.

COOKING CLASSES

Simmering Soups

1/19 T 6-9 pm \$35
Chicken Almond Soup, the hearty Sausage Potato Soup, the mouth-watering Chicken Tortilla Soup, and the flavorful White Chili.

Italian Cuisine

1/23 T 6-9 pm \$35
Homemade Pasta Dough, Alfredo, Antipasto, Salad, and Tiramisu.

Cake Decorating

2/5-4/8 M 6-9 pm \$155
In this beginner-friendly course, you will learn the art of decorating cakes. Whether you have a passion for baking or simply enjoy the creative aspect of cake design, this class will provide you with the foundations and basic understanding of how to bake and decorate cakes.
***SUPPLY LIST FOR CLASS: NO CLASS 2/19 and 3/18**

Mexican Cuisine

2/6 T 6-9 pm \$35
Biste, pork with chili adobo, red rice, and Churros

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Pie Making

3/5 T 6-9 pm \$35
Make Wild Berry, Classic Apple, and Cream Pie.

Couples Date Night

3/14 Th 6-9 pm \$35
Cooking as a couple is not only romantic, it's delicious! Instead of having dinner at the usual spot, try something new for your next date night? Our special couples cooking class is sure to spice up your next date night. Menu - Grilled Chicken, Garlic Roasted Potatoes, Green Beans, and Dessert.

Homemade Dog Treats - NEW!

3/28 Th 6-9 pm \$35
You'll embark on a delicious and fun journey into the world of creating healthy and tasty treats for your furry friend! This course is designed for dog owners, pet and culinary enthusiasts who want to spoil their four-legged companions with wholesome, homemade goodies: cupcakes, no-bake treats, peanut butter and pumpkin treats.

Essential Cooking Skills - Dinner

4/25 Th 6-9 pm \$35
Cooking is one of the most important life skills, enabling individuals to nourish themselves and their loved ones while exploring their creativity in the kitchen. Learn invaluable cooking tips and tricks

EARLY CARE & EDUCATION

Child Development Associate - Pathway to Your National Credential

1/6-5/5 varies 5:30 - 9 pm \$825
Earn your CDA in either center-based care and in-home child care programs. Hybrid Class - Most of class on-line via Zoom and some classes will be in person. Attendance of the 4 in-person sessions are required to pass the course. **Does not include testing fees**

Intro to American Sign Language - NEW!

2/6-3/14 T/Th 6-8 pm \$95
This class is a starting point for those interested in acquiring basic communication skills needed to interact with Deaf and hard-of-hearing individuals. You will learn manual alphabet (finger spelling) nouns, verbs, and common phrases.

Little Music Makers - NEW!

2/1-3/28 Th 9-10 am \$140
2/1-3/28 Th 5:30-6:30 pm \$140
Spend quality time with your little one and make lasting memories. Enjoy music, nursery rhymes, stories and early childhood learning activities for young children and their caregivers. Caregivers may sing, dance and play along with their little one; encourage yourself and see how joyful making music can be. Ages 4-10 yrs. 2 month session - **Discount for sibling groups**

FINANCE

Teaching Teens About Money

1/22 M 6-8 pm \$25
3/4 M 6-8 pm \$25
5/6 M 6-8 pm \$25
Our Financial Management teen class is designed to arm your teen with the knowledge and confidence they need to thrive in the modern financial landscape. We cover the fundamentals of personal finance, from budgeting and saving, to managing checking accounts and credit cards.

Forming an LLC

1/29 M 5:30 - 9:30 pm \$45
Are you self-employed or working a side business or part-time gig in addition to your job? If so, your personal assets may be at risk! Do not let your business result in personal liability! This class will teach students the benefits of Limited Liability Companies (LLCs), how to form an LLC, and how to operate an LLC once you form it. **VIA ZOOM**

Drafting Your Own Will

2/26 M 5:30 - 9:30 pm \$45
Almost everyone can benefit from having a last will and testament. But going to a law firm to have a will drawn up can be expensive! The first half of this course will provide you with the detailed knowledge of what wills do, whether or not you need one, and how to make sure your will survives a legal challenge. The instructor also teaches how to draft a will, so that after the class students will be empowered to draft their very own will. During the second half of the course, students will have the opportunity to draft their will with the instructor available for questions during the drafting process. **VIA ZOOM**

Trusting Trusts for Your Estate Plan

3/25 M 5:30 - 9:30 pm \$45
Most Americans who own a home, a car, or another titled/valued asset can benefit from a trust. Anyone who wishes to help protect or control their assets during life and after death can benefit from a trust. But what kind of trust does one need? People are full of beliefs and information readily available are simply not true. This course will teach you the basics of trusts, such as what a trust is, how it works, the benefits of trusts, and the major types of trusts. **VIA ZOOM**

Landlord/Tenant Law

4/29 M 5:30 - 9:30 pm \$45
The relationship between landlords and tenants has never been more important than in the past few years. With over 100 million tenants renting throughout the United States understanding your rights and responsibilities as a landlord and tenant is critical. This class, taught by a lawyer that manages rental properties will answer as many questions as possible. He will cover Oklahoma's Landlord/Tenant Act, what a "good" lease might include, what the eviction process looks like, and some practical tips to maintain a good relationship between landlords and tenants. **VIA ZOOM**

HEALTH & WELLNESS

CNA - Long Term Care Nurse Aide

1/16-2/7 M-F 8:30 am - 2:30 pm \$555
2/12-3/6 M-F 8:30 am - 2:30 pm \$555
NO CLASS ON 2/19/2024
4/15-5/7 M-F 8:30 am - 2:30 pm \$555
NO CLASS ON 3/29/2024
Cost does not include testing fees, OSHA check or TB test

Pioneer Fit

1/22-2/29 M/W 4:30 - 5:30 pm \$125
Are you ready to get your heart pumping and muscles working? This course is designed to strengthen both your cardiovascular and muscular systems. Through moderate to high intensity exercises, you will work every major muscle group, from squats to boxing, and be sure to break a sweat. Reap the rewards of a stronger body and healthier lifestyle! **NO CLASS 2/19, 3/18, 3/20 or 3/27**
***Stretching will be included so bring your mats!**

Phlebotomy

2/5-4/8 M/W 6-9 pm \$285
NO CLASS 2/19, 3/18 or 3/20
3/26-5/16 T/Th 6-9 pm \$285

BLS CPR for Health Care Providers

2/7 Th 9 am - 5 pm \$65
4/11 Th 9 am - 5 pm \$65

CPR/First Aid
3/26-3/27 T/W 5-8 pm \$65
5/6-5/7 W/Th 5-8 pm \$65

CMA - Advanced Blood Glucose
5/15-5/17 W-Th-F 8 am - 4 pm \$145

MAT Full and MAT Update
FOR DATES/TIMES CALL - (580) 718-4296

HOSPITALITY

Advanced Beverage Service

3/4-3/11 M 6-9 pm \$79
Participants will learn about various types of alcoholic and non-alcoholic beverages, review glassware, and the tools used to create a variety of drinks. Providing a good quality customer service and discussing responsible alcohol service will also be covered before the second week class. Week two will feature a lab-based experience where learners will review garnishes, presentations and etiquette before making their own creations and sampling others.

Meat Certification Programs

Online Curriculum
For more information or to enroll contact:
James Gordon: James.gordon@careertech.ok.gov
800.522.5810, okcareer@careertech.com
AIMA Food Safety and Science Certification (\$75)
AIMA Meat Evaluation Certification (\$75)
AIMA Culinary Meat Selection and Cookery Certification (\$75)

SECURITY GUARD

Private Security: Phases 1 & 2 (Security Guard)
1/22-3/11 M/W 5-8 pm \$235
Cost does not include test fees.

SPECIAL INTEREST/CRAFTS

Variations of Log Cabin Quilting - NEW!

2/1-3/14 Th 6-9 pm \$75
A Log Cabin quilt is the perfect way to bring a rustic, cozy feel to your home. Learn how to arrange fabric strips in a specific pattern to create blocks that resemble log cabins, and the blocks are then combined to form a larger quilt.

Family Tree Genealogy

2/13-2/27 T 6-9 pm \$39
4/2-4/16 T 6-9 pm \$39
Learn how to research and connect your family tree using a computer and free resources. Every student will be able to use a computer and look for their own family information.

Warp Wrap Weaving

3/5-3/7 T/W/Th 6-8 pm \$50
Have you ever wanted to weave a basket and weren't sure how to start? Using a style known as warp and weft, some rope and colorful yarn, this class you will teach you how to make your own basket.

Water Color 101

2/27 T 6-9 pm \$25
Learn to paint Van Gogh's "The Starry Night" a sky of rolling energy with a quiet village connecting the earth and sky. Blue dominates the painting, blending hills into the sky. The big attention getter of the painting are the yellow and white of the stars and moon which stand out against the sky, drawing the eyes to the sky.

Become a Bee Keeper

2/22-2/11 M/Th 6-9 pm \$65
What an endless supply of honey! In this class you will be introduced to the basics of Bee Keeping, the benefits, equipment/tools needed, swarming, life cycle etc. Almost anyone can master the skills necessary to be a good beekeeper. Your journey to successful beekeeping begins with preparation and learning the basics.

Resin Art

3/26 T 6-9 pm \$35
4/16 T 6-9 pm \$35
A resin cutting board is a useful kitchen tool and can also serve as a piece of decor! Learn to decorate a cutting board with resin for home or for a gift. The cutting board will be 13-1/8 inch long by 8-1/4 inch wide. You may bring embellishments to accent your board if flowers, stones etc.

TECHNOLOGY

Get Going With Your Computer

1/22-2/6 M/T 6-8:30 pm \$145

Fundamentals of Studio Photography - NEW!

1/29-2/7 M/W 6-9 pm \$115
Are you an aspiring photographer who's looking to take your craft to the next level? This course is the perfect way to upgrade your skills. Enjoy hands-on lessons with an experienced instructor who specializes in studio lighting and composition. From beginner to advanced, you'll learn techniques and fundamentals to succeed. Take your photography to the next level and create stunning images. ***DSLR Camera Required**

Beginning ChatGPT - NEW!

2/13 T 6-9 pm \$45
Leverage artificial intelligence to benefit your everyday life tasks. This course is for beginners and will walk you through opening a free account and focus on how to write question prompts to elicit the most helpful responses from the popular language model by OpenAI.

Intermediate ChatGPT - NEW!

2/15 Th 6-8 pm \$45
Unlock the potential of ChatGPT to enhance your office productivity. Discover advanced techniques for effective interaction, allowing you to compose compelling content, streamline research and evaluate your communication skills. Whether you're crafting reports, tackling complex tasks, or seeking solutions, this class empowers you to harness ChatGPT's capabilities with confidence.

Master Your Drone - NEW!

2/20-3/13 T/Th 6-9 pm \$155
4/2-4/25 T/Th 6-9 pm \$155
Begin your journey into the innovative world of drones with this comprehensive course. Learn the fundamentals of drone operation, from preflight safety checks to how to control and navigate aerial

Adobe Lightroom
2/28-3/6 M/W 6-9 pm \$125
Learn all about Adobe Lightroom and take a deep dive into file handling, processing RAW files, working with presets, basic editing, color correction, adjustments, retouching, masking and more.

Excel 2019 Level 1
2/26-3/5 M/T 6-8:30 pm \$85

Beginning 3D Modeling

2/26-4/17 M/W 6-8:30 pm \$215
Gain a deeper understanding of graphic design and illustration through the use of 3D animation software. This course will help develop the skills needed to navigate within a 3D digital modeling workspace and create your own 3D models. This class is a good introduction to potential careers in the growing field of gaming, movies, commercials and many other options. *3D modeling requires a unique combination of technical and artistic skills.
***NO CLASS 3/18 or 3/20**

Cloud-Based Quickbooks

3/14-3/15 M/T 9 am - 1 pm \$155
QuickBooks Online is the leading accounting software for businesses all over the world. With our course, you'll learn how to efficiently take advantage of all that QuickBooks Online has to offer: creating and working with customers and vendors, payments and invoices, bank accounts and banking transactions, and more. By the end of this course, you'll have a comprehensive understanding of the basics of QuickBooks Online and can start optimizing your business finances for maximum success.

Adobe Photoshop

3/11-27 M/W 6-9 pm \$125
Create your own workflow to maximize your time as well as learn to edit photos like a pro. Learn to process images through Camera RAW, work with layers, layer masks, edit features & tools, and much more. ***Photoshop program is required for this course. A subscription can be obtained on Adobe.com. Lightroom Photoshop required to take this class.**

Excel 2019 Level 2
4/1-9 M/T 6-8:30 pm \$85

Cell Phone Photography - NEW!

4/22-4/29 M/W 6-9 pm \$45
Learn how to master custom features on your cell phone that will allow you to take amazing photos and videos. Learn portrait mode for iPhone, Samsung Galaxy/Android, Google Pixel, video settings, editing apps, file handling & more.

Excel 2019 Level 3
4/29-5/7 M/T 6-8:30 pm \$85

TRADE & INDUSTRY

Beginning Welding

1/23-4/23 T/Th 6-9 pm \$615
NO CLASS 2/1, 3/19, 3/21
1/22-4/22 M/W 6-9 pm \$615
Beginning welding provides foundational basic knowledge and hands-on skills required to start your journey in the field of welding; Learn safety, types of rods and usage etc. Advanced students will learn the GTAW (tig) welding procedures and are expected to make 100% welds.
NO CLASS 2/19, 3/18, 3/20

Advanced Welding

CALL (580) 718-4296

Plumbing Journeyman TEST PREP - NEW!

2/5-2/22 M/W 4-7 pm \$255
This class will prepare you to take the PSI exam to become a Licensed Journeyman and will cover all 10 areas of the test and include nightly pre-test practice. You will earn every type of calculation problem, applying sections of ME code to using code books, tables as well as explain challenging codes.
***Code Books required and must be purchased by student.**

Manufacturing Supervisor Primer - NEW!

3/27-5/1 M 2-5 pm \$450
Supervisors get equipped to make better decisions, be a better team player, and produce better results. This six session training will provide a more complete understanding of the manufacturing business, your unique role and the tools to help you succeed.
Questions call 580-718-4222

Industrial Technology Career Training

Call for Details 6-9 pm Varies

Small Engine Repair

2/20-3/14 T/Th 6-9 pm \$125
Learn to identify types of small engines, clean small engines, service air cleaners and fuel systems, spark plugs, carburetion (check and adjust), compression (check). ***Please bring safety glasses and gloves. Wear eaters and Push Mowers only.**

Advanced Small Engine Repair - NEW!

4/2-4/25 T/Th 6-9 pm \$125
This course is designed for individuals who have a solid foundation in small engine maintenance and repair and wish to further develop their skills. Students will delve into more complex diagnostic and repair techniques for a variety of small engines, including those found in Zero-Turn Mowers and Riding Mowers. Through hands-on experience and in-depth theory, participants will gain the knowledge and confidence to tackle challenging issues in small engine systems.
***Please bring safety goggles and gloves. NOTE: Must complete on-line curriculum and acquire permit to be enrolled in this class.**

Electrical Contractor CE Renewal

anytime/certification.com

TRANSPORTATION

Class B CDL
FOR DATES AND TIMES CONTACT GAIL AT 580-718-4222

School Bus Training

3/25-4/8 M-F 5-9 pm \$399
On-line curriculum and permit must be completed by 3/15/2024.
NO CLASS 3/29
5/13-5/24 M-F 5-9 pm \$399
On-line curriculum and permit must be completed by 5/6/2024



WORK READY OKLAHOMA (WRO) - ADMINISTRATIVE ASSISTANT

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a **Work Ready Oklahoma Administrative Assistant**

Are you someone who is motivated by helping internal and external customers, as well as collaborating with a diverse group of clientele to provide administrative support for quality training and services? If so, to be successful in this position you must be supportive, productive, goal-oriented, team-focused, reliable, responsible, and self-motivated.

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

Oklahoma State Bureau of Investigation records check required upon employment.

Salary is commensurate with experience and qualifications. (Grant Funded)

A complete job description, list of qualifications, and application can be found at pioneertech.edu/about or scan the QR Code



**Directors' Report to the PTC Board of Education – January 2024
(Alphabetic by Area)**

Business & Industry Services & Safety

- In the month of December, the BIS team conducted 87 one-on-ones/consults for 112.50 counseling hours and 12 marketing visits.
- The BIS team also logged
 - 557 Safety Contact Hours
 - 813 AT&D/Open Enrollment Contact Hours
 - 2,394 Customized Contact Hours (Type 31)
- The revenue generated from our Safety training is \$24,765; AT&D classes generated \$9,840.
- AT&D offered 9 on-campus classes, classes made 6, classes canceled 3, new classes 1 offered, new classes made 1, fulfilled registrations 57, enrollments in online courses 2.
- Of the 6 on-campus classes starting this month – 3 offer certification: EMT, CPR/BLS & CPR/FA/AED
- Jenn Miller along with Markesha Duggan, Staci DeNoya and Ben Evans presented to the Health Careers students on Customer Service, HIPAA, Conflict Resolution/Dealing with Difficult Situations, and Empathy in the Work Environment.
- Ben has spent a lot of time working with local attorneys and CPAs on ways to address the new Beneficial Ownership requirement the federal government is implementing.
- Dawn and Johnny attended the Blue Sky open house in Fairfax. Dawn also attended the soft opening for the Cherokee Strip Branch in Newkirk and is participating in an ad hoc PCDA committee regarding housing, childcare and workforce.
- Jenn Miller is active with the local SHRM Chapter and she has been elected to their board of officers.
- Heather Smith has spent a lot of time researching an opportunity to get a Motorcycle Safety program in our region. She is working with P66 to use some of their property for a course. The grant opportunity window did not line up with P66's availability so we will be exploring this again next fall.
- Johnny continues to participated in the region's Fire Chiefs meetings.
- The BIS Team was well represented at the Blackwell Industrial and Economic Development Authority's annual legislative meeting and the PTC B&I Breakfast – Emergency Services.
- Janet Schwabe and Brook Lindsay were presenters/resources for the Donuts and Dilemmas event at PCDA's City Central.
- Molly, Janet, Kahle, and Dondi Rowe met with Jake Thompson from Equity Bank and Kay Bills from Friends of Fairfax to show them the resources we have at PTC and to help identify ways we can partner and/or collaborate.
- Molly has been visiting with Daniel Stenberg, the McKenzie County Economic Development Director in North Dakota on how they can partner with their community colleges and service providers to benefit industry in their region.
- Molly and Traci attended the Center for Workforce Excellence statewide conveners meeting in Tulsa at TCC's aviation campus.

On the horizon...

Meet Certification Programs – Online Curriculum

1/6-5/5-Child Development Associate-Pathway to Your National Credential

1/9-Simmering Soups

1/23-Italian Cuisine

1/22-Teaching Teens About Money

1/29-Forming an LLC

1/16-2/7 & 2/12-3/6-CNA-Long term Care Nurse Aide

1/22-5/29-Pioneer Fit

1/22-3/11-Private Security

1/22-2/6-Get Going with Your Computer

1/29-2/7-Fundamentals of Studio Photography

1/23-4/23-Beginning Welding

2/1-3/14-Variations of Log Cabin Quilting-**NEW**

2/1-3/28-Little Music Makers

2/5-4/8-Cake Decorating

2/5-4/8-Phlebotomy

2/5-22-Plumbing Journeyman TEST PREP-**NEW**

2/6-Mexican Cuisine

2/6-3/14-Intro to American Sign Language-**NEW**

2/7-BLS CPR for Health Care Providers

2/13-Beginning CHAT GPT- **NEW**

2/13-2/27-Family Tree Genealogy

2/13-“BeMine” Couples Cooking Class

2/15-Intermediate CHAT GPT-**NEW**

2/20-3/13-Master Your Drone-**NEW**

2/20-3/14-Small Engine Repair

2/22-3/11-Become a Bee Keeper

2/22-Essential Cooking Skills-Breakfast

2/26-Drafting Your Own Will

2/26-3/6-Adobe Lightroom

2/26-3/5-Excel 2019 Level 1

2/26-4/17-Beginning 3D Modeling

2/27-Water Color 101

3/4-5-Cloud-Based Quickbooks|

3/4-11-Advanced Beverage Service

3/5-Pie Making

3/5-7-Warp Wrap Weaving

3/11-27-Adobe Photoshop

3/14-Couples Date Night

3/15-CMA Continuing Ed

3/25-4/8-School Bus Training

3/25-Trusting Trusts for Your Estate Plan

3/25-4/8-CMA-Certified Medication Aide

3/26-2/27-CPR/First Aid

3/26-Resin Art

3/28-Homemade Dog Treats

4/1-9-Excel 2019 Level 2

4/2-2/25- Master Your Drone-**NEW**

4/2-4/16-Family Tree Genealogy

4/2-25-Advanced Small Engine Repair

4/11-CLS CPR for Health Care Providers

4/16-Resin Art

4/25-Essential Cooking Skills – Dinner

4/29-Landlord/Tenant Law

4/29-5/7-Excel 2019 Level 3

5/6-7-CPR/First Aid

5/7-Indian Cuisine

5/13-5/24-School Bus Training

5/15-17-CMA-Advanced Blood Glucose

BIS EVENT

1/26-B&I Breakfast

1/25-Getting Started in the Government Marketplace

1/29-Lash Extension Course

2/7-1MCups

2/9-Non-Profit Conference

2/13-Boost your Business with Canva

2/29-Market Research for Small Businesses Selling to Big Buyers

3/27/2024-5/1/2024-Manufacturing Supervisor Primer

3/28-An Introduction to Government Small Business Certifications

4/25-Preparing to Meet Your Government Buyers

Communications & Marketing

- Angie Ogden prepared for the Ponca City Chamber banquet program and the C&M Team is working with the group to assist for the event.
- Terri Busch took photos at both the PTC Kids Christmas Party and the Reunion Christmas Party. Photos were then posted to social media the day of the event.
- Angie Ogden assisted Student Services with their Counselor Retreat Agenda, promo items and more.
- Terri Busch assisted Traci Thorpe with awards both for the Partner for Progress and also for the CareerTech Hall of Fame.
- The C&M Team put together Holiday/Christmas greeting photos from teams and classes. Terri Busch created a video to run during the Winter Break.
- The C&M Team was busy all of December and the first of January with obtaining photos and information from the Hall of Famers chosen to be featured in January. The Admin Team chose the Hall of Fame recipients.
- Terri Busch interview new board member Rachel Shuey-Bunney and is sending her press release to the newspaper.
- Angie Ogden created numerous flyers and information for the BIS Team and the AT&D Team.
- Terri Busch completed new employee On-Boarding for 5 new employees along with Darlene Anderson and Kaitlynn Clark in January. This was a total of 6 new employees.
- New videos were posted by the C&M team to Youtube as well as to the website for Jenn Miller, Heather Smith, and our new instructors.
- The C&M Team assisted with set-up for all Christmas parties, name badges, meal tickets, and more.
- Social Media posts for Full-Time Programs, BIS, and AT&D were scheduled daily.
- Angie Ogden created graphics for all Hall of Fame candidates that will be featured in January Social Media posts and is creating a vinyl banner to be featured in the C Hallway and near the Cafeteria.
- The C&M Team took photos of the Students of the Month, they were featured on social media and a press release was sent.
- New employees were added by Terri Busch to Remind.com and the Group Facebook page.
- The C&M Team is assisting with Steve Bookout's Retirement party scheduled for Jan. 31st.
- Angie Ogden created Facebook events for both January and February AT&D classes.

Instructional Directors / Full Time Programs

Instructional Directors

- Kahle Goff presented to the Ponca City Noon Lions Club.
- Kahle Goff attended a Leadership Blackwell session on local education.
- Kendra Knight, Kyla Carlson, and Kahle Goff participated in the Children's Lab Instructor interviews.
- Kahle Goff played Santa at the PTC Christmas Party.
- Dr. Ryan Burkett and Kahle Goff attended the PTC Christmas Party.
- The Instructional Directors and many PTC staff members attended Melody Denke's Retirement Party.
- A committee of PTC staff members are in the process of scheduling Steve Bookout's Retirement Party.

- Kahle Goff participated in a career fair planning committed with the Blackwell Industrial Authority.
- The Full Time Programs team has scheduled PTC Graduation for May 21st at 6:00.

Practical Nursing

- NWOSU- Heidi Ritchie was the guest speaker for contract day. She discussed the new articulation agreement with PTC and NWOSU. Ms. Ritchie also discussed the LPN-BSN program and how students can get more information.
- PN held their advisory meeting on December 14th @ 1100. Eleven advisory committee members joined us for lunch and gave great feedback about the program.
- PN-NCLEX first-time pass rates for 2023 were 100%!
- Emily Tate was selected as the student of the month for December.
- PN select students enjoyed a breakfast potluck, and the adult PN students did a finger foods potluck to celebrate Christmas break.
- PN Select students are busy in the fundamentals course and learning new skills.

Health, BITE and Special Programs

Academic Math

- Academic Lab for Math and Science, started the second semester, and it was great! I have a few students who have completed their work for their courses and are full-time in their CT Program.

Teacher Prep

- All students took the CPR/First Aid training from Carl Storm
- 8th Grade tours
- Bobby Getman-DHS spoke about working for DHS and it's opportunities

Children's Lab and Preschool

- We filled two positions! (full-time, and permanent part-time)
- We have a set date to open the Infant program!! (January 8th)
- The Children's Lab held a winter party for families before we were dismissed for the break. We had an abundance of family members join us.
- Visual Communications class took, edited, and printed Christmas pictures for all the children in the Lab.
- Courtney Getman completed a preschool stipend, which consists of 30 hours of professional development

HCC

- We ended last semester with Leadership training by Jenn Miller from the Biz team where she put together a full day of training for the kids.
- They had guest speaker Benji Evans to tell him his perspective and experience with healthcare. Along with Markesha and Staci from the AT&D office as well.
- They got to do lots of hands-on activities to help them understand different types of disabilities and how hard it is to do everyday tasks like filling out forms with bad eyesight to hearing conversations when hard of hearing, getting dressed with Rheumatoid arthritis, and navigating in a wheelchair. They also learned about HIPAA and how healthcare is also customer service.
- This semester we are continuing with Anatomy and Physiology and anxiously awaiting to start the Long Term Care Curriculum.

Medical Services

- Medical Assisting students will be starting their externship February 12th for 8 weeks. They will attend during their normal class period for 3-4 days a week.
- Students will be performing and practicing all skills learned first semester until clinicals start. I plan on doing a skills Olympics or bracket style challenge starting two weeks before clinicals.
- Students are eager and nervous to attend their externship but are excited to experience the "real world" of healthcare.

ABE/HSE

- 119 students enrolled in the ABE and TANF programs
- 9 new students enrolled in the ABE and TANF programs
- 3 HiSET tests were passed
- 6 students earned a level gain

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

- Helping Your Students Identify, Develop, and Utilize Their (not so) Soft Skills
- How to Utilize Paid and Free Resources to Boost Student Enrollment in your Local Program
- Individualized Learning Plans on the Aztec Platform
- Critical Thinking Skills
- Engagement and Retention Strategies

SHARE

- The SHARE program had two more students complete all their coursework to graduate. This is a total of 7 for the semester.
- We have had 4 students enroll for the second semester and 5 more have waiting approval from their schools to come to SHARE.

New Beginning

- We had 2 new students for December
- 18 students in all
- 3 students received jobs
- 1 student passed her LPN Boards
- Went to the Community Health Meeting and talked about Work Ready Oklahoma
- 13 students are in Follow Up

BITE

- IT and Vis Com have returned after a much-needed break. BPA is in full swing with students preparing for state competition.
- Esports started back and they have a full slate of new games they are competing in this semester.

Biomed

- the anatomy of an autopsy. Although we won't be dissecting any real human bodies, we will be looking at pictures of the human brain, tissue slides, and performing a toxicology lab to determine how the decedent, Anna Garcia, died. In anatomy, we explored the skeletal system and were able to dissect a chicken wing.
- Students have been finishing up the course called Human Body Systems and have been taking a closer look at the kidneys. We were able to dissect a healthy pig kidney along with a pig kidney with polycystic kidney disease. Students took the end of course exam at the end of the month. In January, we will be starting the third course, Medical Interventions
- We started this month with 8th grade tours. Our guests had two minutes to place different organs and muscles made out of clay on our little manikin skeletons.

- The end of December was wrapped up with a visit from Ponca 6th graders in the gifted and talented program. We discussed with them different types of bone fractures. Then they were able to put together imitation femur bones and determine the type of fractures

T&I and Service Programs

Automotive

- BG Products coming to give a demo in class.
- 67 ASE certifications passed in the 1st semester.
- Continuing with Engine Performance and moving into Automatic and Manual Transmissions

Construction

- We are starting framing identification and layout.
- Planning for career major changes.

Cosmetology

- In January we are playing salon bingo to encourage the students to bring clients into the salon.
- We are preparing to host & compete in the Cosmetology District SkillsUSA Contest on Feb. 5th.
- 2nd years studying for exams' 1st years theory work.

Criminal Justice

- Students assisted with the 8th Grade Tours.
- Students have been doing mock crime scene investigation off campus.
- Students and myself drove our PTC Police truck in The Ponca City, Blackwell, Tonkawa and Fairfax Christmas parades representing PTC.
- Preparing for SkillsUSA

Culinary Arts

- Preparing to take a secondary and post-secondary team to the ProStart Invitational Competition

Firefighter/EMT

- Preparing equipment requests.
- Gearing up for Spring testing

Mechatronics

- Working to update Canvas.
- Preparing for skillsUSA competition.
- One student started work for TDS in Tonkawa.

Precision Machining

- Working with Reinshaw probing to judge for SkillsUSA contest
- Taking students to Phillips 66 for a tour

Service Careers

- Students have been placed in other programs.
- Mrs. Rabb is preparing for the move to Work Ready Oklahoma.

Welding

- This month we will be taking a tour of P66 welding shop and letting students meet some of the P66 welders to learn what it takes for employment with them.
- We have several students that will be starting WBL within the next few weeks.
- We are also working with MakeKings on a potential joint project showcasing how different PTC programs work together.

Student Services

Student Services

- The semester is complete and we are kicking off January with enrollment changes, a few new students and program completers. There were several schedule changes.
- Planning continues for the Annual Counselor Retreat set for February 2nd.
- PTC Preview Night is scheduled for February 1 if you can join us!
- We each enjoyed our holiday break and are ready to hit the ground running for a fast semester.
- Lori has completed (minus a few odds and ends) with her Board Chair position for NERA.
- Pioneer Tech employees provided 200 boxes of stuffing for the NERA holiday baskets.
- All in all – December was a fast, short month! We hope spring slows down just a bit.

Career Center

WorkKeys:

- For the month of December students took 41 Career Readiness assessments. There were 16 certificates earned this month. Students have earned 3 platinum, 7 gold, 30 silver, and 6 bronze certificates since the beginning of the school year. Total certificates earned for the first semester is 46.

Employability Skills:

- The topic for month of December in employ-ability soft skills was Work Ethic. We talked about right and wrong things inside of the workplace, what is ethical, and did some team work activities of scenarios inside the workplace.

Career Development Facilitator

- Met with Student Ambassadors for 8th Grade Tours training
- Facilitated 8th Grade Tours
- Revised 8th grade career development curriculum for the spring semester
- Facilitated a visit for West Middle School Gifted and Talented students to visit two programs of choice.

Counselor

- Met one on one with students in the following programs: Criminal Justice, Automotive, Welding, Construction, Information Technology, Visual Communications, Mechatronics, Precision Machining, and Culinary Arts
- Covered Career Center for Denise
- Connected with sending schools for student grades and semester change considerations as needed

Testing Specialist

- The Testing Center had a busy month. We proctored 285 assessments, bringing the fiscal year total up to 1,353. The Automotive program as a whole completed 184 ASE assessments ranging from *Engine Repair* to *HVAC*. Five 2nd year students from our BioMedical program completed their semester finals through KITE. We had 2 out of 3 students earn their *Pharmacy Technician* certification!! I am now preparing for SkillsUSA testing.

Disability Services Facilitator

- Completed 1st-semester check-in conferences with IEP/504 students.

- IEP/504 Progress reports sent to all sending school counselors and special education teachers.
- Updated all IEP/504 files and listings with 1st-semester grades and attendance.

Plant/Facilities/Maintenance

- Old cosmetology build was demolished over the holiday break.
- New Infant program room within the Children's Lab center had new flooring installed and room painted.
- Administration kitchenette had new cabinets installed for the soda fountain etc.
- Bus repairs over the Christmas break.
- Mid-year evaluations completed for facilities staff.
- New evening custodian started on Dec 22nd, 2023.
- Several staff participated in Non-CDL buss drivers training on 12/18/2023.

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
January 09, 2024 FY 2023/2024

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Ashton Armstrong	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00
Stanley Avans	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00
Carol Bottoms	ABE/TANF Instructor	01/01 – 01/31 (35 hrs)	875.00
Vicki Braden	ABE/HSE Instructor	01/01 – 01/31 (7 hrs)	182.00
Christina Chapman	ABE/HSE Instructor	01/01 – 01/31 (10.5 hrs)	262.50
Aimee Clark	ABE/HSE Instructor	01/01 – 01/31 (24.5 hrs)	612.50
Garrett Clark	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00
Joshua Conaway	Landlord/Tenant Law	12/04 (4 hrs)	200.00
Tessa Cramer	CSO Skills Check-off	12/13 – 12/14 (3 hrs/4-6pm)	75.00
Tanner Crawford	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00
Nicholas Duggan	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00
Lori Evans	Evening Supervisor	12/16 – 01/15 (up to 28 hrs)	756.00
Lori Evans	Evening Supervisor	01/16 – 02/15 (up to 48 hrs)	1,296.00
Lori Evans	Evening Supervisor	02/16 – 03/15 (up to 36 hrs)	972.00
Lori Evans	Evening Supervisor	03/16 – 04/15 (up to 36 hrs)	972.00
Lori Evans	Evening Supervisor	04/16 – 05/15 (up to 52 hrs)	1,404.00
Jackson Gallagher	Christmas Scones Culinary Asst.	12/07 (4.5 hrs)	67.50
Larry Godley	ABE/HSE Instructor	01/01 – 01/31 (30 hrs)	900.00
Jerry Hall	Criminal Justice Adjunct	01/09 – 05/17 (up to 15 hrs/wk)	3,500.00
Elaine Harman	ABE/HSE Instructor	01/01 – 01/31 (24.5 hrs)	612.50
Elaine Harman	ABE/TANF Instructor	01/01 – 01/31 (10.5 hrs)	262.50
Annette Hunt	Christmas Scones	12/07 (3 hrs)	90.00
Tonya Jackson	ABE/HSE Instructor	01/01 – 01/31 (35 hrs)	910.00
Donald James	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00
Savonah Kimbrel	Culinary Services Floater	01/02 – 05/31 (up to 29 hrs/wk)	13.00/hr
Leslie Lang	Evening Welding Instructor	12/12 (3 hrs)	90.00
Julie Lawrence	ABE/Corrections Instructor	01/01 – 01/31 (17.5 hrs)	437.50
Allyson Leonard	ABE/HSE Instructor	01/01 – 01/31 (19.5 hrs)	487.50
Jared Licklitter	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00
Jeff Lockett	Ag Bus. & Financial Consultant	12/16 – 01/15 (up to 48 hrs)	1,200.00
Jeff Lockett	Ag Bus. & Financial Consultant	01/16 – 02/15 (up to 48 hrs)	1,200.00
Jeff Lockett	Ag Bus. & Financial Consultant	02/16 – 03/15 (up to 48 hrs)	1,200.00
Jeff Lockett	Ag Bus. & Financial Consultant	03/16 – 04/15 (up to 48 hrs)	1,200.00
Jeff Lockett	Ag Bus. & Financial Consultant	04/16 – 05/15 (up to 48 hrs)	1,200.00
Jeff Lockett	Ag Bus. & Financial Consultant	05/16 – 06/15 (up to 48 hrs)	1,200.00
Jeff Lockett	Ag Bus. & Financial Consultant	06/16 – 06/28 (up to 48 hrs)	1,200.00
Steven Long	EMT Basic Instructor	12/01 – 12/14 (13.5 hrs)	337.50
Steven Long	Paramedic Skills Instructor	11/16 – 12/15 (22 hrs)	550.00
Tristan Lopez	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00
Joni Murphy	ABE/HSE Instructor	01/01 – 01/31 (16 hrs)	400.00
Ashley O'Hara	RN Supervisor	01/01 – 01/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	02/01 – 02/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	03/01 – 03/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	04/01 – 04/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	05/01 – 05/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	06/01 – 06/20 (10 hrs)	250.00
Eric Payne	Class B ELDT Class	01/08 – 01/23 (96 hrs)	2,880.00
Nick Payne	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00

Appendix A

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Robert Peterson	IBEW Electrical Training	01/08 – 01/31 (21 hrs)	792.75
Robert Peterson	IBEW Electrical Training	02/01 – 02/29 (24 hrs)	906.00
Robert Peterson	IBEW Electrical Training	03/04 – 03/29 (15 hrs)	566.25
Robert Peterson	IBEW Electrical Training	04/01 – 04/30 (24 hrs)	906.00
Robert Peterson	IBEW Electrical Training	05/01 – 05/21 (15 hrs)	566.25
Brenda Pollak	Evening Supervisor Training	12/07 (4.25 hrs)	106.25
Brenda Pollak	Evening Supervisor	12/16 – 01/15 (up to 20 hrs)	500.00
Brenda Pollak	Evening Supervisor	01/16 – 02/15 (up to 44 hrs)	1,100.00
Brenda Pollak	Evening Supervisor	02/16 – 03/15 (up to 40 hrs)	1,000.00
Brenda Pollak	Evening Supervisor	03/16 – 04/15 (up to 32 hrs)	800.00
Brenda Pollak	Evening Supervisor	04/16 – 05/15 (up to 36 hrs)	900.00
Pam Powers	ABE/TANF Instructor	01/01 – 01/31 (28 hrs)	700.00
Pam Powers	ABE/HSE Instructor	01/01 – 01/31 (38.5 hrs)	962.50
Chase Robertson	IBEW Electrical Training	11/09 – 11/16 (6 hrs)	226.50
Chase Robertson	IBEW Electrical Training	01/08 – 01/26 (9 hrs)	339.75
Chase Robertson	IBEW Electrical Training	02/05 – 02/29 (12 hrs)	453.00
Chase Robertson	IBEW Electrical Training	03/11 – 03/29 (6 hrs)	226.50
Chase Robertson	IBEW Electrical Training	04/08 – 04/26 (9 hrs)	339.75
Chase Robertson	IBEW Electrical Training	05/06 – 05/17 (6 hrs)	226.50
Tyler Rowe	Welding Instructor	12/07 (3 hrs)	75.00
Joby Sadler	Career Tech Testing	12/13 (1 hr)	28.00
Terri Salyer	Culinary Service Asst.	01/02 – 01/31 (up to 29 hrs/wk)	13.00/hr
Rebecca Stephens	ABE/HSE Instructor	01/01 – 01/31 (49 hrs)	1,225.00
Rebecca Stephens	ABE/TANF Instructor	01/01 – 01/31 (35 hrs)	875.00
Mary Ann Sudbury	ABE/Corrections Instructor	01/01 – 01/31 (9.5 hrs)	237.50
Chelsea Todd	Permanent PT Child Lab Assistant	12/14 – 06/30 (up to 19.5 hrs/wk)	14.50/hr
Daniel Vap	Firefighting Adjunct	01/09 – 05/23 (up to 15 hrs/wk)	3,500.00
Robert Wood	IBEW Electrical Training	01/08 – 01/31 (21 hrs)	792.75
Robert Wood	IBEW Electrical Training	02/01 – 02/29 (24 hrs)	906.00
Robert Wood	IBEW Electrical Training	03/04 – 03/29 (15 hrs)	566.25
Robert Wood	IBEW Electrical Training	04/01 – 04/30 (24 hrs)	906.00
Robert Wood	IBEW Electrical Training	05/01 – 05/21 (15 hrs)	566.25

Appendix A