

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, June 11, 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. Discussion and vote to approve or not approve the Minutes of the May 14, 2024 regular Board of Education meeting
5. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #41771-41928 in the amount of \$162,388.21; Building Fund #40056-40067 in the amount of \$600,164.31; Payroll #70184-70190 in the amount of \$20,283.20)
6. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - 6.A. Traci Thorpe, Superintendent/CEO
 - 6.B. Molly Kyler, Executive Director, Business & Industry Services
7. Discussion and vote to approve or not approve revisions to the following policies: BD- Board of Education, Internal Organization/Officers, BEA-School Board Mtgs. Agenda Preparation and Dissemination, CKC-R1- Fire Drills Rules and Procedures, DCCA- Testing Employees (Other than bus drivers with regard to use of alcohol and illegal chemical substances), DDC- Employee Resignations and Reference Requests, EMDB- Flags, FA- Moment of Silence, FO-R4- Student Discipline Possession of Nonintoxicating Beverages, Intoxicating Beverages, Controlled Dangerous Substances, Counterfeit Drugs, or Other Abusable Chemical Substances (Regulation), GBA- Open Records Act, GKA- Alcohol at Special Events
8. Discussion and vote to approve or not approve new policy FFACCA- Hypoglycemic Emergency Procedures, FFACDA- Administration of Emergency Opioid Antagonists, EHBDBA-E- Notification, EHBDBA- Parent Participation in the School District, EMC- Graduation, CKC-R2- Tornado Drills Rules & Procedures
9. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A.
10. Discussion and vote to approve or not approve items as surplus as listed on Appendix B.

11. Discussion and vote to approve or not approve the contract for the purchase of the ADPC property located at 2201 N. Ash Street, Ponca City.
12. Discussion and vote to approve or not approve the contract for purchase of 3.19 acres of Oklahoma Natural Gas property, located at 2205 N. Ash Street, Ponca City, Oklahoma
13. Discussion and vote to approve or not approve the 2024-25 Basic Peace Officer Certification handbook.
14. Discussion and vote to approve or not approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold. This is an agreement for legal services, including, but not limited to, legal advice, consultation and representation for FY25.
15. Discussion and vote to approve or not approve a Resolution requesting FY25 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY25.
16. Discussion and vote to approve or not approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2024. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local).
17. Discussion and vote to approve and not approve the Activity Fund Subaccounts for FY25 as listed on Appendix C.
18. Discussion and vote to approve or not approve the appointment of Stacey Rush as School Treasurer and Purchasing Agent; Amanda Perez-Vargas as Deputy Treasurer; Erin Mercer as Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY25.
19. Discussion and vote to approve or not approve Kellie Johnson as Board minutes clerk and Stacey Rush as Deputy Board minutes clerk for FY25.
20. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY25, as listed on Appendix D.
21. Proposed Executive Session to discuss the FY25 salary schedules and staffing plan per Okla. Stat. Title 25, 307(B)(1).
22. Vote to convene in Executive Session
23. Acknowledge return of the Board to Open Session
24. Board President statement of Executive Session minutes
25. Motion and vote to approve FY25 salary schedules and staffing plan.

26. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix E.
27. New Business
28. Board Comment
29. Adjournment

NOTE: The Board may discuss, make motions and vote upon all matters appearing on this agenda. Such votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any agenda matter.

POSTED: Pioneer Technology Center, North Entrance
Posted _____
By Kellie Johnson, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, May 14, 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

Also in attendance were Traci Thorpe, Ryan Burkett, Kendra Keelin, Kahle Goff, Stacey Rush, Molly Kyler, Terri Busch, Mike Orr, Kari Widener, Lauren Graham, Shelly Doshier, Joe Jacobs

3. Flag salute and moment of silence

4. Reports and Presentations

Chad Tsothigh and Lauren Graham - Woodland STEM Instructors (STEM Education Program)

Kari Widener - Blackwell STEM Instructor (Gateway Program)

Woodland lost some elective classes; our kids utilize Pioneer Technology Center. A new instructor to the STEM program. All kids in middle school will go through STEM at some point in middle school. We had a coding course and digital design. I like hands on learning and want to work with drones, and compete in TSA competitions. I want kids to learn about some of the career opportunities that are available to them through STEM education. I want this to be a long-term program for our kids. We want the whole community to know how thankful we are for our partnership with Pioneer Technology Center.

Blackwell- we are big supporters of Pioneer Technology Center. We are 15 years into our partnership with PTC. The format has changed on the report. We started the Gateway program so that we could give the kids something to do before they can come to the PTC Campus. We are in the middle of the construction and so our program has been moved around. TSA- We are very active in this program. We have 8 that qualified for nationals and 3 that are graduating. Gay asked about at risk students. There are a lot of kids that do better with hands on and not paper and pencil work. There are many who like robots, and they understand that there are jobs available that go with these classes.

5. Discussion and vote to approve or not approve the Minutes of the April 9, 2024 regular Board of Education meeting

Motion to approve the Minutes of the April 9, 2024 regular Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #41510-41770 in the amount of \$278,116.97; Building Fund #40053-40055 in the amount of \$12,962.00; Payroll #70182-70183 in the amount of \$697.04)

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

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

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

Summer Camps for incoming 6th and 7th graders is scheduled for June 3-5th. We are expecting 135 for the camp and have 14 Summer Academy options for 8th-10th graders throughout June and July. We'll take 20 in each session, and we're beginning enrollment for those now. PTC received a donation from Central Technology Center of a 2015 Freightliner Semi. We will utilize this for our Class B CDL training. We appreciate Central Tech and their support throughout our CTE system. Johnny Thornburgh was recognized with the Economic Development Award at last month's PACE event for his work with our local companies and the laser welder. We appreciate all he does to engage PTC in meeting the needs of our area businesses and industries.

PTC hosted the B&I Breakfast for the Manufacturing sector in April. Thirty-two participants were in attendance, with seven different manufacturers represented. Discussion centered around training needs, resources and opportunities to get students connected to the workforce earlier. The summer line-up for AT&D programming is scheduled to start at the beginning of June. There are 13 new course offerings on the schedule. Several new couples cooking sessions, raising chickens 101, and some salon classes for professionals and students are among the new programming being offered. Preparation for summer projects is underway. Bids have been received for the parking lot and HVAC projects.

We are in the process of finalizing interviews for the Culinary Services Cook position. The retirement party for Cindy Ivie will be at 2 pm on May 29th, and for Lori Brown, May 31st at 11am.

Kahle Goff, Executive Director Full-Time Programs

Blackwell Career fair was taking place the same week as the 3rd grade tours. It was a large event and Pioneer Technology was represented very heavy at this event. Graduation season is upon us and we will start doing retreats and planning for next year. We are focused on improving instruction for next school year.

8. Discussion and vote to approve or not approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2024-25. This resolution authorizes filing of the Form 471 application(s) for funding year 2024-25 and the payment of the applicant's share upon approval of funding and receipt of services

Motion to approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2024-25. This resolution authorizes filing of the Form 471 application(s) for funding year 2024-25 and the payment of the applicant's share upon approval of funding and receipt of services. passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

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

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

Motion to approve FY25 resource allocations to support Blackwell Gateway Partnership Program, corrected from wrong year listed. \$28,000 & \$2,000 passed with a motion by Mr. J.D. Soulek and a second by Ms. Gay Norris.

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

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

Motion to approve FY25 resource allocations to support Woodland Gateway Partnership program. Corrected from wrong year listed. \$28,000 & \$2,000 passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

11. Discussion and vote to approve or not approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY25 (5,526.00 same as FY24).

Motion to approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY25 (\$5,526.00 same as FY24). 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: Yea
Yea: 5, Nay: 0

12. Discussion and vote to approve or not approve a contract with Statewide Marketing Cooperative Agreement for FY25 (\$13,750 - same as last year).

Motion to approve a contract with Statewide Marketing Cooperative Agreement for FY25 (\$13,750 - same as last year) 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: Yea
Yea: 5, Nay: 0

13. Discussion and Vote to approve or not approve the reciprocity agreement between Northwest Oklahoma Area Career & Technology School Districts

Motion to approve reciprocity agreement between Northwest Oklahoma Area Career & Technology School Districts passed with a motion by Ms. Debbie Leaming and a second by Mr. J.D. Soulek.

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

14. Discussion and vote to approve or not approve Surplus items as listed- 4-Seat Quad Stroller with Canopy, inventory number 690557

Motion to approve Surplus items as listed- 4-Seat Quad Stroller with Canopy, inventory number 690557 passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

15. Discussion and vote to award or not award Bid for the 2024 HVAC Project.

Motion to award Bid for the 2024 HVAC Project. passed with a motion by Mr. J.D. Soulek and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

16. Discussion and vote to award or not award Bid for the 2024 Concrete Parking Lot Project.

Motion to award Bid for the 2024 Concrete Parking Lot Project. passed with a motion by Ms. Rachel Shuey and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

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

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

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

18. 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 Mr. J.D. Soulek 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: Yea
Yea: 5, Nay: 0

19. Discussion and Vote to approve or not approve the hiring of an Apprenticeship Training Coordinator

Motion to approve hiring Ian Freeman as the Apprenticeship Training Coordinator passed with a motion by Ms. Debbie Leaming and a second by Mr. J.D. Soulek.

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

20. Discussion and vote to approve or not approve the hiring of a Culinary Services Cook

Motion to approve the hiring of Nolan Overman as Culinary Services Cook passed with a motion by Ms. Gay Norris and a second by Mr. J.D. Soulek.

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

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

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

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

22. New Business- None

23. Board Comment- None

24. Board President Laurence Beliel adjourned the meeting at 7:43 pm.

Respectfully submitted,

Kellie Johnson

Kellie Johnson
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:



PO	Vendor Name	General Description	Amount	Date
41771	FIRST NATIONAL BANK OF OMAHA	COMPUTER SERVICES - SUBSCRIPTIONS	659.00	05/10/2024
41772	AMAZON CAPITAL SERVICES	STAFF DEVELOPMENT SUPPLIES	363.92	05/10/2024
41773	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	71.75	05/10/2024
41774	FIRST NATIONAL BANK OF OMAHA	SUPT - TRAVEL LODGING	460.00	05/10/2024
41775	AMAZON CAPITAL SERVICES	WRO - CLASSROOM/PARTICIPANT SUPPLIES	622.47	05/13/2024
41776	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	215.66	05/13/2024
41777	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	103.83	05/13/2024
41780	LAKESHORE LEARNING MATERIALS LLC	OKDHS GRANT - EQUIP	447.35	05/13/2024
41781	LAKESHORE LEARNING MATERIALS LLC	OKDHS GRANT - SUPPLIES	80.06	05/13/2024
41782	AMAZON CAPITAL SERVICES	TANF DURABLE SUPPLY	299.99	05/13/2024
41783	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	30.00	05/13/2024
41784	STOLHAND-WELLS GROUP	BLDG MAINT - SUPPLIES	384.75	05/14/2024
41785	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	1,357.05	05/14/2024
41786	GREASEBUSTERS	CULINARY SERVICES - REPAIRS	1,450.00	05/14/2024
41787	WAL-MART COMMUNITY CARD	PN SUPPLIES	50.00	05/14/2024
41788	AMAZON CAPITAL SERVICES	INSTRUCTIONAL DIRECTOR SUPPLIES	80.87	05/14/2024
41789	HOLT TRUCK CENTERS	BUS MAINT - REPAIRS	648.10	05/14/2024
41790	BLOYER & SONS INC	BLDG MAINT - REPAIRS	800.00	05/14/2024
41791	FIRST NATIONAL BANK OF OMAHA	BIS ADMIN - STAFF TRAVEL LODGING	460.00	05/14/2024
41792	PACE	BIS COORD - TRAVEL REGISTRATION	849.00	05/14/2024
41793	VILLAGE SCREEN PRINT	MARKETING/ADVERTISING	13.62	05/14/2024
41794	ATWOODS	BPOC SUPPLIES	250.82	05/15/2024
41795	ACTION TARGET	BPOC SUPPLIES	633.26	05/15/2024
41796	AMERICAN HEART ASSOCIATION	PN SUPPLIES	153.76	05/15/2024
41797	AMAZON CAPITAL SERVICES	PN SUPPLIES	34.66	05/15/2024
41798	MEDICAL EQUIPMENT AFFILIATES	PN SUPPLIES	1,883.85	05/15/2024
41800	AMAZON CAPITAL SERVICES	AT&D COORD - SUPPLIES	199.36	05/15/2024
41801	NASCO HEALTHCARE	ARPA PN GRANT - EQUIPMENT	42,248.66	05/15/2024



PIONEER TECHNOLOGY CENTER

From PO: 41771 to PO: 41928

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>
41802	AMAZON CAPITAL SERVICES	BPOC SUPPLIES	432.00	05/15/2024
41803	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	100.00	05/15/2024
41804	PONCA CITY NEWS	WRO - ADVERTISING	695.00	05/15/2024
41805	THERMACUBE, LLC	CHILDREN'S LAB - TRAVEL REGISTRATION	40.00	05/16/2024
41806	AMC URGENT CARE PLUS	TANF STUDENT ASSISTANCE OTHER	20.00	05/16/2024
41807	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	48.00	05/16/2024
41808	ELSEVIER	RESALE- BOOKS	243.08	05/16/2024
41809	CWE CONSULTING	STAFF DEVELOPMENT REGISTRATION	750.00	05/16/2024
41810	STAPLES ADVANTAGE	BID ASST AND CENTRAL SUPPLIES	203.40	05/17/2024
41811	AMAZON CAPITAL SERVICES	CENTRAL SUPPLIES	93.27	05/17/2024
41812	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	35.00	05/17/2024
41813	AMAZON CAPITAL SERVICES	TANF STUDENT ASSISTANCE OTHER	329.95	05/17/2024
41814	MAYER EYE CARE	TANF STUDENT ASSISTANCE OTHER	140.00	05/17/2024
41815	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	129.00	05/17/2024
41816	ESSENTIAL EDUCATION	ABE BOOKS	3,393.10	05/17/2024
41817	FIRST NATIONAL BANK OF OMAHA	TANF TUITION	135.00	05/17/2024
41818	MAYER EYE CARE	TANF STUDENT ASSISTANCE OTHER	110.00	05/17/2024
41819	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	40.00	05/17/2024
41820	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	1,200.00	05/17/2024
41821	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	210.00	05/17/2024
41822	LAKESHORE LEARNING MATERIALS LLC	OKDHS GRANT - SUPPLIES	1,100.02	05/17/2024
41823	OSU FIRE SERVICE TRAINING	PN SUPPLIES	77.00	05/17/2024
41824	MEDICAL EQUIPMENT AFFILIATES	AT&D RESALE SUPPLIES	647.00	05/20/2024
41825	SAFELITE FULFILLMENT INC	VEHICLE MAINT - REPAIRS	92.00	05/20/2024
41826	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	33.60	05/20/2024
41827	CAREER TECH PRINTING SERVICES	MARKETING/PRINTING	35.00	05/20/2024
41828	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - EQUIP & SUPPLIES	1,247.00	05/20/2024



PIONEER TECHNOLOGY CENTER

From PO: 41771 to PO: 41928

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

PO	Vendor Name	General Description	Amount	Date
41829	OSSBA	BOARD TRAVEL REGISTRATION	150.00	05/20/2024
41830	KAYLA BLAES PHOTOGRAPHY	WRO - JOB FAIR EVENTS	825.00	05/21/2024
41831	UNITED COMMUNITY ACTION PROGRAM, INC	ABE/TANF - TRANSPORTATION ASSISTANCE	3,000.00	05/21/2024
41832	AMAZON CAPITAL SERVICES	OKDHS GRANT - EQUIP UNDER \$2500	271.99	05/21/2024
41833	CLUTCH SOLUTIONS, LLC	ABE / DURABLE TECHNOLOGY EQUIP	1,088.00	05/21/2024
41834	OSU FIRE SERVICE TRAINING	AT&D RESALE SUPPLIES	126.00	05/21/2024
41835	CLUTCH SOLUTIONS, LLC	ABE - TECH/DURABLE SUPPLIES UNDER \$2500	6,600.00	05/21/2024
41836	AMAZON CAPITAL SERVICES	TANF STUDENT ASSISTANCE OTHER	288.55	05/21/2024
41837	CITY OF PONCA CITY	WRO - ADVERTISING	30.00	05/21/2024
41838	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	706.93	05/21/2024
41839	GREASEBUSTERS	CULINARY ARTS---REPAIRS	2,000.00	05/21/2024
41840	KAPLAN EARLY LEARNING COMPANY	CHILD LAB & PRESCHOOL - SUPPLIES	445.60	05/22/2024
41841	NEWKIRK HERALD JOURNAL	WRO - ADVERTISING	572.00	05/22/2024
41842	AMAZON CAPITAL SERVICES	FINANCE - EQUIP UNDER \$2500	299.99	05/22/2024
41843	ELSEVIER	PN RESALE BOOKS	243.08	05/22/2024
41844	WOLTERS KLUWER	PN RESALE BOOKS	165.85	05/22/2024
41845	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	225.00	05/22/2024
41846	AMAZON CAPITAL SERVICES	FULLTIME PROGRAMS - SUPPLIES	63.87	05/22/2024
41847	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	422.44	05/23/2024
41848	TONKAWA NEWS	WRO - ADVERTISING	590.00	05/23/2024
41849	DINGES FIRE COMPANY	FIREFIGHTING - EQUIP UNDER \$2500	2,034.85	05/23/2024
41850	HOLT TRUCK CENTERS	BUS MAINT REPAIRS	103.60	05/23/2024
41851	AMAZON CAPITAL SERVICES	STUDENT SERVICES/COUNSELING - SUPPLIES	114.72	05/23/2024
41852	HOLT TRUCK CENTERS	BUS MAINT REPAIRS	618.44	05/23/2024
41853	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	259.29	05/23/2024
41854	AZTEC SOFTWARE, LLC	ABE/TANF - BOOKS	2,341.11	05/23/2024
41855	AMAZON CAPITAL SERVICES	ABE - TECH/DURABLE SUPPLIES	1,959.25	05/23/2024
41856	AZTEC SOFTWARE, LLC	ABE - BOOKS/CURRICULUM	4,537.63	05/28/2024
41857	GALLUP	BIS ADMIN - TRAVEL REGISTRATION	5,775.00	05/28/2024
41858	MAYER EYE CARE	TANF STUDENT ASSISTANCE OTHER	140.00	05/28/2024
41859	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	793.00	05/28/2024

**PIONEER TECHNOLOGY CENTER**

From PO: 41771 to PO: 41928

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

PO	Vendor Name	General Description	Amount	Date
41860	MURRAY WOMBLE	BUILDING MAINT REPAIRS	1,701.00	05/28/2024
41861	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	150.00	05/28/2024
41862	MAYER EYE CARE	TANF STUDENT ASSISTANCE OTHER	140.00	05/28/2024
41863	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	312.00	05/28/2024
41864	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	110.00	05/28/2024
41865	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	1,869.66	05/28/2024
41866	MERRIFIELD OFFICE PLUS	FINANCE SUPPLIES	287.39	05/28/2024
41867	AMAZON CAPITAL SERVICES	AT&D INSTRUCT - SUPPLIES	332.18	05/28/2024
41868	REAL COLORS	IT&D - RESALE BOOKS	355.95	05/28/2024
41869	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	595.00	05/28/2024
41870	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	62.56	05/28/2024
41871	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	325.62	05/28/2024
41872	STAPLES ADVANTAGE	FINANCE- SUPPLIES	179.99	05/28/2024
41873	STAPLES ADVANTAGE	FINANCE SUPPLIES	653.91	05/29/2024
41874	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	139.49	05/29/2024
41875	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	143.66	05/30/2024
41876	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	1,005.70	05/30/2024
41877	QUADIENT, INC	CENTRAL SUPPLIES	141.50	05/30/2024
41878	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	133.84	05/30/2024
41879	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	157.23	05/30/2024
41880	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	40.00	05/30/2024
41881	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	63.84	05/30/2024
41882	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	140.00	05/30/2024
41883	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	140.00	05/30/2024
41884	AWARDS UNLIMITED, INC	BIOMED - SUPPLIES	147.00	05/30/2024
41885	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	132.43	05/30/2024
41886	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	132.80	05/30/2024
41887	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	57.90	05/30/2024
41888	AMAZON CAPITAL SERVICES	PN SUPPLIES & EQUIP	769.93	05/30/2024
41889	OSU FIRE SERVICE TRAINING	SAFETY - RESALE SUPPLIES	1,050.00	05/30/2024



PIONEER TECHNOLOGY CENTER

From PO: 41771 to PO: 41928

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

PO	Vendor Name	General Description	Amount	Date
41890	MEDICAL EQUIPMENT AFFILIATES	HCC/MEDICAL SERVICES SUPPLIES	3,400.00	05/30/2024
41891	POSITIVE IMPACT MEDIA	MARKETING/ADVERTISING	300.00	05/30/2024
41892	FARHA WHOLESALE COMPANY INC	CENTRAL SUPPLIES	1,667.60	05/30/2024
41893	AUDIOMETRICS, INC	SAFETY - REPAIRS	3,635.00	05/31/2024
41894	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	75.00	05/31/2024
41895	FIRST NATIONAL BANK OF OMAHA	TANF TUITION	135.00	05/31/2024
41896	NATIONAL PEN COMPANY	MARKETING/50 YEAR ADVERTISING	970.00	05/31/2024
41897	STAPLES ADVANTAGE	ABE CONSUMABLE SUPPLIES	4,990.53	05/31/2024
41898	4 IMPRINT INC	MARKETING/ADVERTISING	2,462.63	05/31/2024
41899	STAPLES ADVANTAGE	MARKETING/SUPPLIES	151.54	05/31/2024
41900	AMAZON CAPITAL SERVICES	ABE - BOOKS/CURRICULUM	4,388.63	05/31/2024
41901	A+ PRINTING	MARKETING/PRINTING	199.00	05/31/2024
41902	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	570.00	06/03/2024
41903	AMAZON CAPITAL SERVICES	CAREER CENTER/ASSESSMENT - SUPPLIES	1,300.00	06/03/2024
41904	ULTIMATE PEST MANAGEMENT LLC	EXTERMINATION SERVICES	750.00	06/03/2024
41905	AMAZON CAPITAL SERVICES	AT&D - RESALE BOOKS	1,411.14	06/03/2024
41906	BEN E. KEITH FOODS-OKLAHOMA	WRO - JOB FAIR/EVENTS SUPPLIES	529.00	06/03/2024
41907	AFFAIRS TO REMEMBER	WRO - JOB FAIR/EVENTS SUPPLIES	850.00	06/03/2024
41908	WAL-MART COMMUNITY CARD	WRO - PARTICIPANT NEED/SUPPLIES	235.80	06/03/2024
41909	AMAZON CAPITAL SERVICES	AT&D COORDINATOR - SUPPLIES	353.29	06/03/2024
41910	LAKESHORE LEARNING MATERIALS LLC	OKDHS GRANT - SUPPLIES	100.00	06/03/2024
41911	FAIRFAX CHIEF	WRO- JOB FAIR ADVERTISEMENT	600.00	06/03/2024
41912	TEAM RADIO	WRO - JOB FAIR ADVERTISING	2,001.00	06/03/2024
41913	STAPLES ADVANTAGE	FULLTIME/DIR OF INSTR - SUPPLIES	61.14	06/03/2024
41914	AMAZON CAPITAL SERVICES	TANF STUDENT ASSISTANCE OTHER	299.95	06/03/2024
41915	STAPLES ADVANTAGE	ABE - CONSUMABLE SUPPLIES	2,117.78	06/03/2024
41916	TOPCO DISTRIBUTING	BUILDING MAINT REPAIRS	765.00	06/04/2024
41917	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES EQUIPMENT	1,420.00	06/04/2024



PIONEER TECHNOLOGY CENTER

From PO: 41771 to PO: 41928

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
41918	FARHA WHOLESALE COMPANY INC	WRO - PARTICIPANT SUPPLIES	374.45	06/04/2024
41919	AMAZON CAPITAL SERVICES	OKDHS GRANT - SUPPLIES	428.25	06/04/2024
41920	STAPLES ADVANTAGE	WRO- CLASSROOM & OFFICE SUPPLIES	354.50	06/04/2024
41921	AMAZON CAPITAL SERVICES	WRO- JOB FAIR/EVENTS SUPPLIES	221.00	06/04/2024
41922	COLOR MARK	WRO- CURRICULUM FROM STATE	1,513.00	06/04/2024
41923	BLACKWELL JOURNAL-TRIBUNE	WRO- JOB FAIR ADVERTISING	530.00	06/04/2024
41924	MEEKS HOLDINGS LLC	WRO - ADVERTISING	5,200.00	06/04/2024
41925	MY MEDIA MATTERS	WRO JOB FAIR/EVENTS - SPEAKER	1,001.00	06/04/2024
41926	ESKIMO JOES PROMOTIONAL PRODUCTS GROUP	WRO- JOB FAIRS/EVENTS SUPPLIES	1,650.00	06/04/2024
41927	PIONEER TECHNOLOGY CENTER	WRO - PARTICIPANT TUITION ASST	285.00	06/04/2024
41928	FIRST NATIONAL BANK OF OMAHA	MECHATRONICS STAFF TRAVEL - LUGGAGE/MEALS	400.00	06/05/2024

(11) GEN FUND-FOR OPERAT Current Encumbered:

162,388.21



PIONEER TECHNOLOGY CENTER

From 10 May 2024 to 05 Jun 2024

X CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
40010	AT&T LONG DISTANCE	BLANKET PO	-301.40	7/1/2023
40011	AT&T MOBILITY	BLANKET PO	-200.00	7/1/2023
40012	AUTOZONE INC	BLANKET PO	-96.39	7/1/2023
40013	BEN E. KEITH FOODS- OKLAHOMA	BLANKET PO	1,500.00	7/1/2023
40016	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	-202.65	7/1/2023
40020	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	-400.00	7/1/2023
40022	CROSS OIL CO.	BLANKET PO	-3,000.88	7/1/2023
40025	FIRST NATIONAL BANK OF OMAHA	BLANKET PO	-8,593.32	7/1/2023
40027	HUDSON AUTO SUPPLY, LLC	BLANKET PO	-1,282.35	7/1/2023
40029	LOCKE SUPPLY	BLANKET PO	1,000.00	7/1/2023
40031	NEXTIVA INC	BLANKET PO	-4,870.01	7/1/2023
40038	O'REILLY AUTOMOTIVE INC	BLANKET PO	578.74	7/1/2023
40041	OSU FIRE SERVICE TRAINING	BLANKET PO	30.00	7/1/2023
40043	PEOPLEFACTS	BLANKET PO	200.00	7/1/2023
40045	QUALITY WATER BY CULLIGAN	BLANKET PO	-717.75	7/1/2023
40048	HEALTH AND SAFETY COUNCIL	BLANKET PO	-14,842.00	7/1/2023
40050	SGC FOODSERVICE	BLANKET PO	600.00	7/1/2023
40053	STOLHAND-WELLS GROUP	BLANKET PO	-800.00	7/1/2023
40054	STRATA LEADERSHIP LLC	BLANKET PO	-46.92	7/1/2023
40055	STUDENT CERTIFICATIONS	BLANKET PO	1,132.00	7/1/2023
40059	TRAVEL (STAFF)	BLANKET PO	-12,721.23	7/1/2023
40060	UNIVERSAL PREMIUM FLEET CARD	BLANKET PO	-1,900.00	7/1/2023
40062	US BANK EQUIPMENT FINANCE	BLANKET PO	-1,260.10	7/1/2023

40064	WAL-MART COMMUNITY CARD	BLANKET PO	1,200.00	7/1/2023
40077	CLIA LABORATORY PROGRAM	PROFESSIONAL SERVICES	-200.00	7/1/2023
40091	FIRST NATIONAL BANK OF OMAHA	MARKETING SUBSCRIPTIONS	-36.00	7/1/2023
40093	HEALTHSTREAM INC	RESALE SUPPLIES NURSING/AT&D	-2,700.00	7/1/2023
40106	LANDERS WINDOW & EXTERIOR CLEANING INC	BUILDING MAINT OTHER BUILDING SERVICES	-1,474.46	7/1/2023
40110	MODERN SALON	COSMO SUBSCRIPTION	-6.00	7/1/2023
40158	CAINS LAWN CARE	LAWN CARE SERVICES GROUNDS	-3,100.00	7/1/2023
40442	CAREERTECH CONFERENCE ACCOUNT	HEALTH CAREERS - TRAVEL REGISTRATION	-4.99	8/22/2023
40690	PONCA CITY DEVELOPMENT AUTHORITY*	WORK READY GRANT - LEASE	-13,842.65	10/16/2023
40797	BILL KNIGHT FORD OF STILLWATER	VEHICLE MAINT - REPAIRS	-500.00	11/9/2023
40815	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-30.00	11/13/2023
40877	WHITTON SUPPLY CO.	PRECISION MACHINING SUPPLIES	-43.20	12/6/2023
40914	BARGAIN BALLOONS USA	CAREER DEVELOPMENT - SUPPLIES	-11.08	12/18/2023
40935	PONCA CITY REC PLEX	BPOC - RESALE SUPPLIES	-769.50	1/3/2024
41010	PONCA CITY UTILITY AUTHORITY	WRO COMMUNICATION SERVICES INTERNET SERVICES	-500.00	1/17/2024
41022	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL - LODGING	-0.56	1/18/2024
41048	J & P SUPPLY, INC.	BUILDING MAINT/SUPPLIES	-33.10	1/23/2024
41052	SPEAK NOW FILM CO.	MARKETING/ADVERTISING	-500.00	1/24/2024
41088	NATIONAL PEN COMPANY	WRO CONSUMABLE SUPPLIES	-316.58	1/30/2024
41109	FIRST NATIONAL BANK OF OMAHA	WRO MONTHLY OPERATING COST	-337.03	1/31/2024
41111	TRAVEL (WRO)	BLANKET PO FOR WRO TRAVEL	-5,500.00	1/31/2024
41235	A+ PRINTING	WRO SUPPLIES PRINTING	-6,000.00	2/22/2024
41248	PDG+CREATIVE	MARKETING/WEB HOSTING	-87.50	2/26/2024
41283	FARHA WHOLESALE COMPANY INC	WRO - SUPPLIES	-58.44	3/4/2024

41287	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL - LODGING	-228.00	3/4/2024
41307	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-7.95	3/5/2024
41381	PLANTTOURS COMMUNICATIONS COMPANY	IT&D TRAINING EQUIPMENT	-590.00	3/13/2024
41384	ADAMS PLUMBING	BLDG MAINT - REPAIRS	-430.00	3/13/2024
41389	THERMACUBE, LLC	CHILDREN'S LAB - TRAVEL REGISTRATION	-40.00	3/14/2024
41391	AMAZON CAPITAL SERVICES	HCC - SUPPLIES	-169.77	3/14/2024
41397	CENTRICITY, AN E GROUP COMPANY	T&I SUPPLIES FOR SKILLS USA	-567.00	3/16/2024
41442	LAMPTON WELDING SUPPLY	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	-0.30	3/27/2024
41443	WAL-MART COMMUNITY CARD	SHARE - INSTRUCTIONAL SUPPLIES	-75.28	3/27/2024
41454	WHITTON SUPPLY CO.	CONSTRUCTION EQUIPMENT	-118.63	3/28/2024
41470	STAPLES ADVANTAGE	WRO - PARTICIPANT SUPPLIES	-9.48	4/2/2024
41476	AMAZON CAPITAL SERVICES	BIOMED - SUPPLIES	-26.46	4/2/2024
41516	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	-6.45	4/5/2024
41518	NAEYC	CHILD LAB & PRESCHOOL - SUBSCRIPTIONS	-175.00	4/8/2024
41536	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	-50.01	4/10/2024
41539	CENTRICITY, AN E GROUP COMPANY	MECHATRONICS - SUPPLIES	-25.00	4/10/2024
41552	STAPLES ADVANTAGE	STUDENT SERVICES/COUNSELING - SUPPLIES	-47.42	4/11/2024
41564	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-2.09	4/15/2024
41565	WAL-MART COMMUNITY CARD	MARKETING/SUPPLIES	-0.27	4/15/2024
41570	AMAZON CAPITAL SERVICES	SUPPLIES - CRIMINAL JUSTICE	-122.26	4/16/2024
41583	AMAZON CAPITAL SERVICES	FINANCE - SUPPLIES	-15.54	4/17/2024
41584	AMAZON CAPITAL SERVICES	VISUAL COMMUNICATION SUPPLIES	-59.52	4/17/2024
41590	ELSEVIER	MEDICAL SERVICES BOOKS	-15.24	4/17/2024
41601	MARIANNA, INC.	RESALE COSMO SUPPLIES	-1,103.20	4/17/2024
41606	AMAZON CAPITAL SERVICES	AT&D - RESALE BOOKS	-5.52	4/18/2024
41608	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	-3.15	4/18/2024

41621	STAPLES ADVANTAGE	CAREER CENTER/TESTING - SUPPLIES	-30.67	4/19/2024
41634	HERC RENTALS INC	CONSTRUCTION - EQUIPMENT RENTAL	-7.38	4/22/2024
41635	APPTGY	MARKETING/WEB HOSTING	-500.00	4/22/2024
41636	LOWE'S HOME CENTER INC	CONSTRUCTION - SUPPLIES	264.08	4/22/2024
41640	HOBBY LOBBY	TEACHER PREP SUPPLIES	3.12	4/23/2024
41641	ESSENTIAL EDUCATION	ABE TANF - ONLINE CURRICULUM/BOOKS	-691.25	4/23/2024
41643	STAPLES ADVANTAGE	FINANCE SUPPLIES	-3.36	4/23/2024
41668	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-35.85	4/26/2024
41670	HOLT TRUCK CENTERS	BUS MAINT REPAIR	189.28	4/26/2024
41679	FIRST NATIONAL BANK OF OMAHA	TCTW - TRAVEL AIRFARE	-146.32	4/30/2024
41681	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-0.75	4/30/2024
41684	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	-6.99	4/30/2024
41696	OKLAHOMA AQUARIUM	STUDENT AMBASSADOR - TRAVEL REGISTRATION	-316.00	5/1/2024
41699	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-4.50	5/1/2024
41703	HYDRAFACIAL LLC	COSMETOLOGY SUPPLIES	17.84	5/1/2024
41704	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-18.98	5/1/2024
41705	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-8.59	5/1/2024
41713	OKLAHOMA HOSA	BIOMED/PN STAFF/STUDENT REGISTRATION	-135.00	5/1/2024
41720	AMAZON CAPITAL SERVICES	HCC - SUPPLIES	-0.08	5/2/2024
41721	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	-2.13	5/2/2024
41722	AMAZON CAPITAL SERVICES	CULINARY ARTS-SUPPLIES	-43.90	5/2/2024
41723	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	-0.10	5/2/2024
41725	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	-23.88	5/2/2024
41726	HOBBY LOBBY	SUMMER CAMP - SUPPLIES	-1.02	5/2/2024
41727	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	-13.55	5/2/2024
41728	WAL-MART COMMUNITY CARD	SUMMER CAMP - SUPPLIES	-18.25	5/2/2024
41730	WAL-MART COMMUNITY CARD	SUMMER CAMP - SUPPLIES	-69.56	5/2/2024

41731	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	-18.24	5/2/2024
41735	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	-9.39	5/3/2024
41737	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	-32.95	5/3/2024
41738	AMAZON CAPITAL SERVICES	CAREER TESTING CENTER - SUPPLIES	-16.59	5/3/2024
41741	AMAZON CAPITAL SERVICES	STAFF DEVELOPMENT SUPPLIES	-0.01	5/3/2024
41742	LOWE'S HOME CENTER INC	CONSTRUCTION TECH SUPPLIES	-6.43	5/3/2024
41743	BRANDTS ACE HARDWARE	CONSTRUCTION TECH REPAIRS	-60.04	5/3/2024
41744	FIRST NATIONAL BANK OF OMAHA	AT&D INSTRUCTION STUDENT TRAVEL AIRFARE	-1.79	5/3/2024
41745	AMAZON CAPITAL SERVICES	CAREER/TESTING CENTER - SUPPLIES	-21.37	5/3/2024
41747	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	-20.00	5/3/2024
41748	FIRST NATIONAL BANK OF OMAHA	AUTO SERVICE - SUBSCRIPTIONS	2.00	5/3/2024
41749	AMAZON CAPITAL SERVICES	AT&D COORDINATOR SUPPLIES	-3.01	5/6/2024
41750	VILLAGE SCREEN PRINT	DAYTIME BOOKSTORE - RESALE SUPPLIES	-103.69	5/6/2024
41753	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	-8.03	5/8/2024
41754	WAL-MART COMMUNITY CARD	CAREER TESTING CENTER - SUPPLIES	-0.76	5/8/2024
41755	AMAZON CAPITAL SERVICES	INSTRUCTIONAL DIRECTOR SUPPLIES	-330.32	5/8/2024
41760	FIRST NATIONAL BANK OF OMAHA	STAFF/STUDNET TRAVEL AIRFARE	-56.40	5/8/2024
41761	FLEETPRIDE, INC	VEHICLE MAINT REPAIRS	13.22	5/8/2024
41763	AMAZON CAPITAL SERVICES	WRO - JOB FAIR/EVENTS EQUIP & COORD SUPPLIES	-164.00	5/9/2024
41765	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-3.18	5/9/2024
41766	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-20.56	5/9/2024
41767	FIRST NATIONAL BANK OF OMAHA	TANF STUDENT ASSISTANCE OTHER	-27.90	5/9/2024
41770	AMAZON CAPITAL SERVICES	TANF DURABLE SUPPLY	-68.78	5/9/2024

(11) GEN FUND-FOR OPERAT Total:

-87,500.90



PIONEER TECHNOLOGY CENTER

From PO: 40056 to PO: 40067

Building

**Encumbrance For Board Approval
BUILDING FUND**

PO	Vendor Name	General Description	Amount	Date
40056	SPIVA PAINTING & DRYWALL LLC	BLDG MAINT - MAJOR REMODEL REPAIRS	21,899.91	05/15/2024
40057	BRYANS FLOORING	BLDG MAINT - MAJOR REMODEL REPAIRS	35,296.00	05/15/2024
40058	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REMODEL REPAIRS	135,000.00	05/15/2024
40059	STUEVER DIRTWORKS LLC	PARKING LOT IMPROVEMENTS	349,200.00	05/15/2024
40060	SPIVA PAINTING & DRYWALL LLC	BLDG MAINT - MAJOR REMODEL REPAIRS	22,555.44	05/15/2024
40061	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT MAJOR REPAIRS/REMODEL	4,213.85	05/23/2024
40062	KYLER CONSTRUCTION	BLDG MAINT - MAJOR REPAIRS/REMODEL	6,572.00	05/23/2024
40063	LOCKE SUPPLY	BUILDING MAINT MAJOR REPAIR/REMODEL	2,880.05	05/28/2024
40064	MURRAY WOMBLE	BUILDING MAINT MAJOR REPAIRS/REMODEL	1,450.00	06/04/2024
40065	NIEMANN FENCING CO.	BLDG MAINT - MAJOR REPAIRS/REMODEL	5,653.00	06/04/2024
40066	STOLHAND-WELLS GROUP	MAJOR REPAIRS/REMODEL - BLDG FUND	6,500.00	06/04/2024
40067	GALAXIE BUSINESS EQUIPMENT INC	STUDENT SERV & FINANCE - EQUIPMENT	8,944.06	06/05/2024
(21) BUILDING FUND Current Encumbered:			600,164.31	



PIONEER TECHNOLOGY CENTER

From 10 May 2024 to 05 Jun 2024

X **CHANGE ORDER REPORT**
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
40003	PONCA CITY UTILITY AUTHORITY	BLANKET PO	-500.00	7/1/2023
40035	DECORATIVE CONCRETE BY NORTHCUTT	BLDG MAINT - MAJOR REPAIRS REMODEL	-2,500.00	12/1/2023
(21) BUILDING FUND Total:			-3,000.00	



PIONEER TECHNOLOGY CENTER

From PO: 70184 to PO: 70190

Payroll

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

PO	Vendor Name	General Description	Amount	Date
70184	BURGESS-TARR, MONTANA A	PAYROLL ENCUMBRANCE	3,168.68	05/15/2024
70185	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	3,468.64	05/20/2024
70186	MCCLEARY, MASON D	PAYROLL ENCUMBRANCE	1,498.48	05/20/2024
70187	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	3,797.47	05/20/2024
70188	OFFICER, KARI D	PAYROLL ENCUMBRANCE	1,027.71	05/20/2024
70189	SMITH, LACEY D	PAYROLL ENCUMBRANCE	1,024.81	05/20/2024
70190	OVERMAN, NOLAN R	PAYROLL ENCUMBRANCE	6,297.41	05/20/2024
(11) GEN FUND-FOR OPERAT Current Encumbered:			20,283.20	

Superintendent Report – June 2024

Meetings and Activities

- **May– 15** – PTC Foundation Board meeting; After Board Meeting Report to PTC Staff; PTC Graduation Planning meeting
- 16 – PTC Awards Assembly; PTC meeting with incoming PoHi Principal, Sean Tagliatalata
- 17 – BBQ with BIS; Blackwell HS Graduation
- 20 – Admin Team meeting; May/June Birthday Luncheon; CTE Legislative Committee meeting
- 21 – TANF Meeting at ODCTE; PTC Graduation
- 22 – OkSNAP Education and Training Zoom; NCOCWE Meeting
- 23 – Vector Live Training Webinar; MS CTE Program discussion with Newkirk MS Principal, Wendy Terrazas
- 24 – Ponca City Graduation
- 28 – PC Chamber Board meeting
- 29 – CTE Legislative Committee meeting; Cindy Ivie Retirement Celebration
- 31 – B&I Breakfast; PTC End of the Year Celebration; Lori Brown Retirement Celebration
- **June 3** – Admin Team meeting; 6-7th Grade Summer Camp
- 4 – 6-7th Grade Summer Camp; Representative John Pfeiffer Reception
- 5 – 6-7th Grade Summer Camp
- 6 – FTP Handbook review meeting; UC Board meeting; Education and Workforce Committee meeting
- 11 – PTC Board meeting

Full-Time Programs

- Summer Camps for incoming 6th and 7th graders were hosted June 3-5th. We had 135 participants in the camp. We have 14 additional Summer Academy options for 8th-10th graders throughout June and July. There are still openings in most academies.
- Kahle and Traci met with Wendy Terrazas, Newkirk Middle School principal, to discuss a middle school outreach program. They are interested in partnering on a NMS CTE Outreach program to provide support to their current middle school CTE programs.

Business and Industry Services

- PTC hosted the B&I Breakfast for the Healthcare sector in May. Forty participants were in attendance, with multiple segments of the healthcare field represented. Discussion centered around employee retention, training needs, resources and communication to HR professionals about Medicare and the challenges in ensuring coverage for necessary services within network for those insured in this region.
- The North Central Center of Workforce Excellence held its quarterly meeting with the advisory committee. This meeting we were joined by Dr. Andrew Van Leuven, OSU Extension Specialist, to visit with our group about *Taking Inventory of Your Community Development Assets* and shared data that to evaluate strengths and weaknesses in Kay County.

Capital Planning

- Summer projects are underway. B-hallway bathroom remodels are in progress, the construction shop ceiling is being scraped, and the South parking lot concrete upgrade and painting projects are set to begin mid-June.

Retirements/Resignations/Staff Changes

- We are in the process of collecting applications for the Health Careers and Welding Instructor positions.

Upcoming Events

- June 10-13 – Culinary; Salon and Horsepower Academies
- June 13th – Elected Officials Picnic at Big Fork Ranch
- June 11-20 – Babysitting Academy
- June 17-20 – Metalworks, Biomed, Youth Police Academies
- June 17-19th – CTE Superintendent June Planning Meeting
- June 20th – Worklahoma – Work Ready Ponca City Career Expo
- June 24-27 – Babysitting and Construction Academies
- July 8-11 – Esports, STEM Engineering, Youth Firefighter Academies
- July 15-18 – Welding and Graphic Design Academies
- **Reminder** – July 16th – next PTC Board meeting (Third Tuesday)



2801 N. Lincoln Blvd, Suite 130
Oklahoma City, OK 73105-3404
(405) 525-8906 · Fax: (405) 525-8973 · www.okacte.org

OKLAHOMA ASSOCIATION OF TECHNOLOGY CENTERS

June 6, 2024

Dear Superintendent:

On behalf of the Oklahoma Association of Technology Centers' (OATC) award selection committee, I am pleased to notify you your school has met all the criteria set forth in the OATC Gold Star Recognition Program. Congratulations on receiving the Gold Star designation!

Congratulations to Pioneer Technology Center for achieving Gold Star!

We congratulate you for qualifying as a **2024 OATC Gold Star** recipient. The Gold Star recognition ceremony will take place during the OkACTE Awards Banquet at OK Summit on Wednesday, July 31st in the Cox Business Center, downtown Tulsa. The social hour will begin at 5:00pm with the ceremony beginning promptly at 6:00.

If you have any questions, please feel free to call our office at 405.525.8906.

Best Regards,

A handwritten signature in blue ink that reads "Skye McNeil". The signature is written in a cursive, flowing style.

Skye McNeil
OkACTE Executive Director

Paperclips

May 2024

Friday

May 31, 2024

Vol. 131 - No. 172
poncacitynews.com

Emily Tate named Student of the Year at Pioneer Technology Center

Ponca City, OK — Pioneer Technology Center (PTC) is proud to announce Emily Tate as the Student of the Year. Tate, a recent graduate of the Practical Nursing (PN) program, she was selected for her outstanding achievements and dedication to her studies.

Tate recently was recognized at the PN Pinning Ceremony on April 26th, marking the near completion of her rigorous nursing program. Raised in Newkirk, Tate completed her High School Equivalency through Meridian Technology Center before embarking on her nursing career.

Throughout her time in the PN program, Tate demonstrated exceptional drive and dedication to mastering the curriculum. Despite the demands of her studies, she always made time to positively impact her classmates and



patients during her clinical experiences.

Tate excelled in the PN curriculum while simultaneously caring for her three children: Gabriel (15), Allen (14), and Harley (8). This balancing act

(See STUDENT, Page 3)

Student of the Year...

Con't from Page 1

of family and studies earned her recognition from her peers who selected her for the Pioneer Spirit Award. Additionally, she received accolades from the National Technical Honor Society for her outstanding academic performance.

Looking ahead, Tate plans to continue her education at the University of Oklahoma, where she will enroll in the Bachelor of Nursing program with a focus on becoming a Nurse Practitioner. She is determined to make a lasting impact in the healthcare field.

"Pioneer Tech has provided me with the knowledge and skills I need to pursue my passion for nursing," said Tate. "I am grateful for the support of my instructors and classmates, and I look forward to continuing my education and making a difference in the lives of others."

Pioneer Tech congratulates Tate on her well-deserved recognition and wishes her continued success in her future endeavors.

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

Newkirk's Tate is Student of the Year at PTC

Press Release

Pioneer Technology Center announces Emily Tate as the Student of the Year. Tate, a recent graduate of the practical nursing program, she was selected for her outstanding achievements and dedication to her studies.

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Throughout her time in the PN program, Tate demonstrated exceptional drive and dedication to mastering the curriculum. Despite the demands of her studies, she always made time to positively impact her classmates and patients during her clinical experiences.

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Emily Tate

PN curriculum while simultaneously caring for her three children: Gabriel (15), Allen (14), and Harley (8). This balancing act of family and studies earned her recognition from her peers who selected her for the Pioneer Spirit Award. Additionally, she received accolades from the National Technical Honor Society for her outstanding academic performance.

(See Tate, Page 4)

Tate

From Page 1

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**WORK
LA
HOMA**
Job Fair
Ponca City



Schedule a
Workshop

Career EXPO

with on-site interviews

- 10:15 am Work Ready Workshop
- 11:00 am Time Management with Kelsey Wagner
- 1:00 pm Work Ready Info Session
- Meet with Employers
- Connect with Resource Vendors

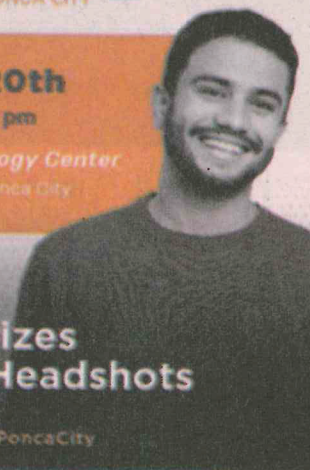
Presented by

WR WORK READY
PONCA CITY

JUNE 20th

10 am - 2 pm

Pioneer Technology Center
2101 N. Ash, Ponca City



**Door Prizes
Professional Headshots**

#WORKlahomaPoncaCity

Wednesday, May 29, 2024



Photo Submitted

Pictured above, BPOC's graduating class, comprised of dedicated individuals from various communities, includes back row, left to right William Hubler from Ponca City, Riley Weber from Blackwell, David Deboard from Newkirk, Bryce Williamson from Tonkawa, Chrys Thiele, Ponca City. Front row left to right Cristin Overman from Ponca City, Morgan Collius from Lamont, and Tiffany Standsblack from Tonkawa.

PTC honors BPOC graduates

Pioneer Technology Center's Basic Peace Officer Certification (BPOC) class recently marked a significant milestone as they celebrated their graduation with a heartfelt ceremony and reception.

The event was attended by proud family members, friends, and distinguished guests.

Throughout their training, these students engaged in rigorous hands-on exercises, facilitated by highly qualified instructors, to simulate real-world law enforcement scenarios.

See *PTC* page 3

PTC

Continued from page 1

They demonstrated exceptional competency and proficiency in all aspects of the program, adhering to the highest standards of excellence.

Enrollment for the next BPOC class is now open, offering aspiring law enforcement professionals the

opportunity to pursue their passion for serving their communities.

Applications for the upcoming class are due by June 17th. For more information, interested individuals can contact Tucker Hodgson, BPOC Coordinator, at 580-762-8336 or visit the Pioneer Technology Center website at www.pioneer-tech.edu.



**Earn
Your
FUTURE.**

**CONGRATULATIONS
CLASS OF 2024**



pioneertech.edu

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LA Job Fair
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Ponca City



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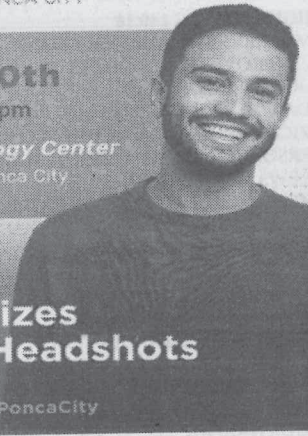
Presented by

WR WORK READY
— PONCA CITY —



JUNE 20th
10 am - 2 pm

Pioneer Technology Center
2101 N. Ash, Ponca City



**Door Prizes
Professional Headshots**

#WORKlahomaPoncaCity

PTC recognizes Guaranteed Graduates

Press Release

In a ceremony held last week, Pioneer Technology Center proudly honored the exceptional achievements of its 2023-24 Guaranteed Graduates. This initiative, established nine years ago, continues to serve as a beacon of excellence and dedication to both students and industry partners.

The Guaranteed Graduate

Initiative has been instrumental in fostering a culture of high achievement and quality workforce development.

According to Traci Thorpe, Superintendent/CEO of Pioneer Technology Center, "The Guaranteed Graduate Initiative is a tool created to benefit industry partners. The high achievement expected from these students means

quality employees in the workplace, which ultimately results in productive companies for our district."

Area employers can rest assured in hiring graduates who qualify for the guarantee, knowing they possess outstanding attendance, an excellent grade point average, and have successfully completed their training program. Additionally, these

graduates have achieved an industry-licensed credential or certification, ensuring they are equipped with the necessary skills to excel in their respective fields.

In the rare event that employers are not satisfied with a graduate's job performance, Pioneer Tech stands by its graduates and will provide retraining to address any concerns.



In a ceremony held last week, Pioneer Technology Center honored its following 2023-24 Guaranteed Graduates:
FIRST ROW, FROM LEFT: Shane Magnus and James Swenson.

SECOND ROW: Lillie Roberts, Allison Officer, Lindsy Kelly and Braelynn Carnes.

THIRD ROW: Brycen Hester, Maddie Weidman, Moriah Smith, Megan Roddy and Keegan Goff.

FOURTH ROW: Braden Paker, Sanaya Rabb, Lucas Hodgson, Daniel Jimenez Garcia and Ethan Vap.

Not pictured include: Kylie Drebenstedt, Jackson Gallagher, Kamden Hager, Lexie Reilly, Katlyn Ruff and Isaiah Spoon.

(Courtesy photo)



JOIN OUR TEAM WELDING INSTRUCTOR

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for a **Welding Instructor**.

Are you someone who is moved by facilitating all aspects of instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, supportive, encouraging and productive. You must also qualify for the Oklahoma Department of Career and Technology Education Teaching Certification. Additionally, you must have 3+ years of related experience and/or training, a clear criminal background check, and the ability to build relationships and relate to students. Previous teaching experience is preferred, but not required. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and can prove it, you could be a great fit for our team.

PTC offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization. Complete your application at www.pioneertech.edu under the about section.

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

Salary is commensurate with experience and qualifications

For application and more information go to pioneertech.ninjabig.com or scan the QR Code below:



Tonkawa

- Thursday, May 16, 2024 -- Page 6

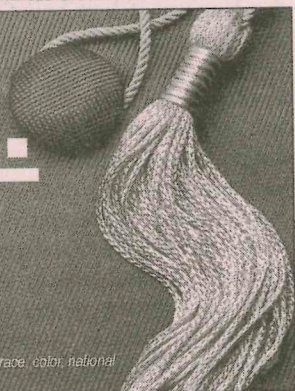
Earn Your FUTURE.

CONGRATULATIONS CLASS OF 2024



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Ponca City

SATURDAY, MAY 18, 2024 • PAGE 12

S



Pioneer Tech Practical Nursing Class celebrates milestone

Ponca City, OK — The Pioneer Technology Center (PTC) Practical Nursing Class of 2024 marked a significant milestone last week as they celebrated their Pinning Ceremony. The event, filled with pride and achievement, saw members of the class being pinned by their family and friends.

The students, representing a diverse range of communities, include back row, left to right Britny Smith from Newkirk, Justine Boynton from Ponca

City, Madison Trillo from Arkansas City, Emily Tate from Ponca City, and Sydney Houchin from Ponca City. In the front row left to right Stacy Stout from Ponca City, Elizabeth Crosby from Tonkawa, Alexandra Sieminskie from Ponca City, Camri Gage from Arkansas City, Leah Campbell from Ponca City, and Elizabeth Knight from Ponca City.

The Practical Nursing program at PTC prepares students for a rewarding career in healthcare by providing comprehensive education and hands-on training. Graduates emerge equipped with the skills and knowledge necessary to excel in the field of nursing. For individuals interested in joining the ranks of future nursing professionals, the Practical Nursing team at Pioneer Technology Center welcomes inquiries about enrollment. For more information, please contact them at 580-762-8336 or visit the PTC website at www.pioneerotech.edu.

Pioneer Tech Celebrates Graduation of Basic Peace Officer Certification (BPOC) Class

Ponca City, OK - Pioneer Technology Center's Basic Peace Officer Certification (BPOC) class recently marked a significant milestone as they celebrated their graduation with a heartfelt ceremony and reception. The event was attended by proud family members, friends, and distinguished guests.

The graduating class, comprised of dedicated individuals from various communities, includes back row, left to right William Hubler from Ponca City, Riley Weber from Blackwell, David Deboard from Newkirk, Bryce Williamson from Tonkawa, Chrys Thiele, Ponca City. Front row left to right Cristin Overman from Ponca City, Morgan Collius from Lamont, and Tiffany Standsblack from Tonkawa.

Throughout their training, these students engaged in rigorous hands-on exercises, facilitated by highly qualified instructors, to simulate real-world

law enforcement scenarios. They demonstrated exceptional competency and proficiency in all aspects of the program, adhering to the highest standards of excellence.

Enrollment for the next BPOC class is now open, offering aspiring law enforcement professionals the opportunity to pursue their passion for serving their communities. Applications for the upcoming class are due

by June 17th. For more information, interested individuals can contact Tucker Hodgson, BPOC Coordinator, at 580-762-8336 or visit the Pioneer Technology Center website at www.pioneertech.edu.



PTC celebrates graduation of BPOC class



Pioneer Technology Center's Basic Peace Officer Certification (BPOC) class recently marked a significant milestone as they celebrated their graduation with a ceremony and reception. The event was attended by proud family members, friends, and distinguished guests.

Throughout their training, these students engaged in rigorous hands-on exercises, facilitated by highly qualified instructors, to simulate real-world law enforcement scenarios. They demonstrated exceptional competency and proficiency in all aspects of the program, adhering to the highest standards of excellence.

Pioneer Technology Center's Basic Peace Officer Certification graduating class, includes front row, from left: Cristin Overman from Ponca City; Morgan Collius from Lamont; and Tiffany Standsblack from Tonkawa. Back row: William Hubler from Ponca City; Riley Weber from Blackwell; David Deboard from Newkirk; Bryce Williamson from Tonkawa; and Chrys Thiele, Ponca City. *(Courtesy photo)*

Earn Your
FUTURE.

CONGRATULATIONS
CLASS OF 2024



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Blackwell

Page 2B

2024 Graduation Edition

May 15, 2024

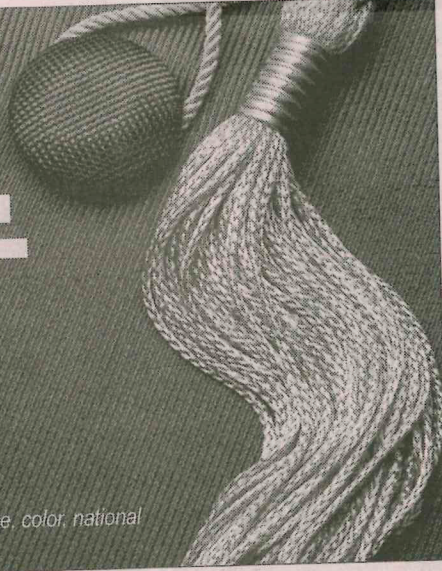
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CONGRATULATIONS
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THE FAIRFAX CHIEF
FAIRFAX, OKLAHOMA

PAGE 11
THURSDAY, MAY 16, 2024

Earn Your **FUTURE.**

CONGRATULATIONS
CLASS OF 2023



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Leaming Construction picked as Business of the Month

By ADAM CATLIN
NHJ Editor

The Newkirk Chamber of Commerce has recognized Leaming Construction as its May Business of the Month. The business is just south of Newkirk at 4525 N. Pleasant View Road.

Debbie Leaming said the company has been in business since 1972. She is originally from Pleasanton, Kan. She said her husband, Rick, had an uncle who owned Leaming Construction. She married Rick and moved to Kay County.

In 1989, her husband took over the business, "and we've been here ever since."

The company deals in agri-construction, working on coops, grain elevators, anything that handles or stores grain. Their primary customer base is Kansas, Oklahoma and Missouri. They have shipped parts to China in



Debbie and Rick Leaming of Leaming Construction were honored last week as the Newkirk chamber's business of the month. (Photo by ADAM CATLIN/The Newkirk Herald Journal)

recent years.

Leaming said she has enjoyed the flexible hours the best.

"I get to watch my grandchildren quite a bit. I have wonderful staff so I can be in and out."

She is very excited to receive Business of the Month. "I think this is our first time. It's kind of an honor."

Vap Honored



Ethan Vap, of Newkirk, was inducted into the Pioneer Technology Center National Technical Honor Society last week and received the Guaranteed Graduate award. He's pictured with the superintendent of Pioneer Technology Center Traci Thorpe. Vap graduated in May 2023 from Newkirk High School. This was his second year at Pioneer Technology Center for firefighter/EMT instruction. He has passed all certifications and graduates from PTC on May 21. *(Courtesy photo)*

PTC celebrates students of the month

Press Release

PONCA CITY — Pioneer Technology Center proudly announces Malik Owdetallah and Lindsi Kelly as the April Students of the Month.

Malik Owdetallah, hailing from Ponca City, shines as an exemplary Information Technology student. His dedication and positive attitude sets him apart. "Malik was an easy choice for my Student of the Month," says his instructor. "His work ethic is second to

none, and he consistently seeks opportunities to expand his skills." Upon graduation, Owdetallah has already secured a Network and Server Specialist position at Northern Oklahoma College.

Lindsi Kelly, also from Ponca City, has made remarkable strides in the Cosmetology program. Her commitment to excellence and continuous pursuit of growth have earned her this honor. "Lindsi embodies the essence of a true

cosmetologist-in-training," praises her instructor. "She's not only dependable but also a supportive classmate, always ready to lend a helping hand." Kelly has accepted a position at Beauty Studio 214, where she will begin this summer.

In recognition of their outstanding achievements, these honorees will enjoy the privilege of filling up their Student of the Month cups with their favorite beverages at no cost for the entire month.



Malik Owdetallah and Lindsi Kelly

PUBLISHED IN THE
PONCA CITY NEWS ON
APRIL 30, 2024 AND May
4, 2024.

Pioneer Technology Center is accepting bids for:
2024 HVAC Project.

Refer to specifications in the bid packet for detailed information for installation, timeline schedule, bonding requirements, and verifying field measurements for installation. Bid packets are available at Pioneer Technology Center and constructconnect.com listed under projects.

Bid deadline:
Bids must be received by 1:00 pm on May 6th, 2024. Bids will be read aloud at Pioneer Technology Center Business and Industry Services building plan room D-121. Bids must be sealed and accompanied with a bid bond for the 5% of bid amount. Late bids or bids without bid bond will not be considered. Successful bidder will be notified within 10 working days after bid opening. Unsuccessful bidder will have bond returned within 10 working days after bid closing.

Return-bids to:
Michael Orr
Facilities Manager
Pioneer Technology Center
2101 N. Ash Ponca City,
OK 74601
(580)762-8336 ext. 371

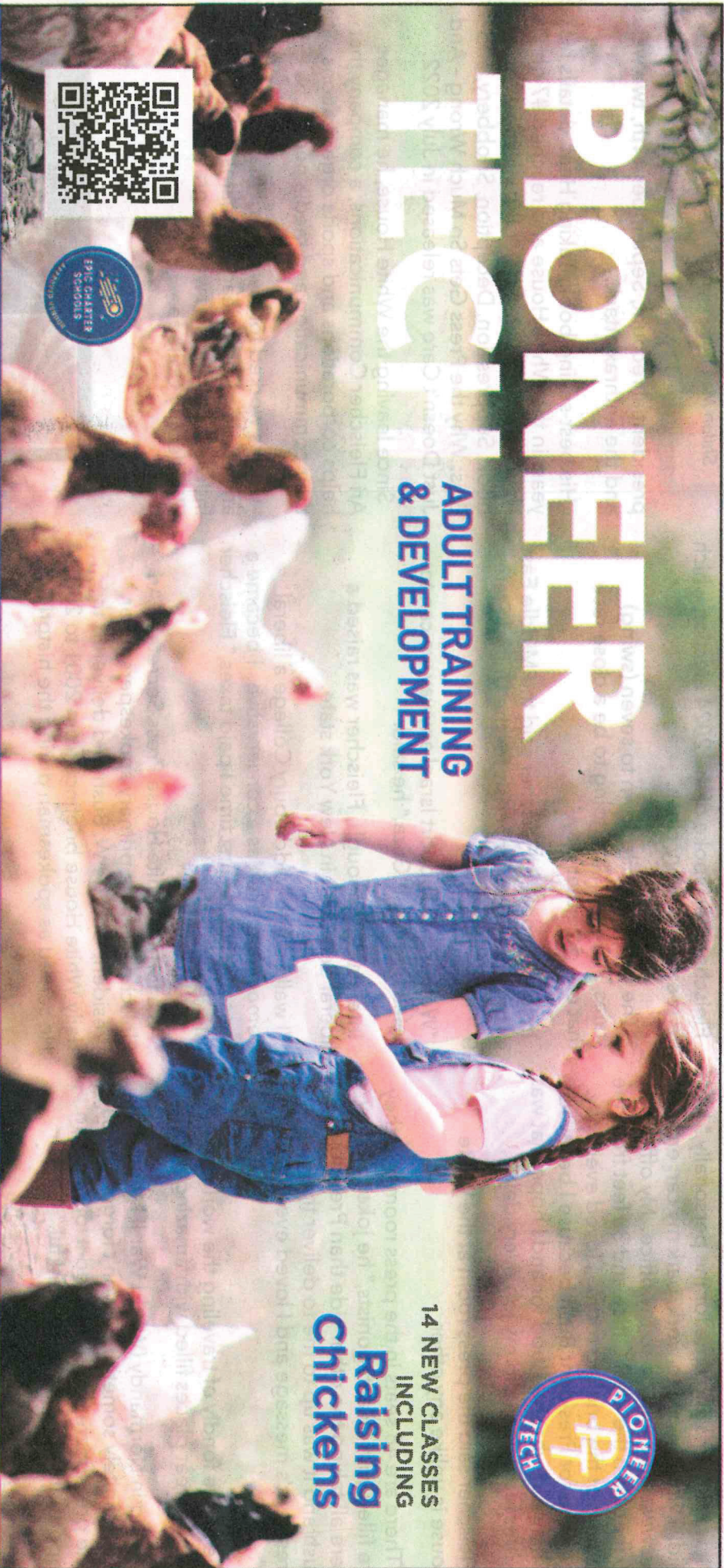
PAGE 12 - THE PONCA CITY NEWS, SATURDAY, MAY 4, 2024

Earn Your
FUTURE.

 **CONGRATULATIONS
CLASS OF 2024**

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pioneertech.edu



PIONEER TECH

**ADULT TRAINING
& DEVELOPMENT**



**14 NEW CLASSES
INCLUDING
Raising
Chickens**



SUMMER ENROLLMENT BEGINS MAY 6 | pioneer.tech.edu/adult

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

PONCACITY MONTHLY

MAY 2024 41

Pioneer Tech practical nursing class celebrates milestone



ABOVE: The Pioneer Technology Center (PTC) Practical Nursing Class of 2024 marked a significant milestone last week as they celebrated their Pinning Ceremony. The event, filled with pride and achievement, saw members of the class being pinned by their family and friends.

The students, representing a diverse range of communities.

FRONT ROW, FROM LEFT: Stacy Stout from Ponca City, Elizabeth Crosby from Tonkawa, Alexandra Sieminskie from Ponca City, Camri Gage from Arkansas City, Leah Campbell from Ponca City, and Elizabeth Knight from Ponca City. BACK ROW: Brittany Smith from Newkirk, Justine Boynton from Ponca City, Madison Trillo from Arkansas City, Emily Tate from Ponca City, and Sydney Houchin from Ponca City.

The Practical Nursing program at PTC prepares students for a rewarding career in healthcare by providing comprehensive education and hands-on training. Graduates emerge equipped with the skills and knowledge necessary to excel in the field of nursing. (Courtesy photo)

ABOVE RIGHT: Students in the Pioneer Technology Center Practical Nursing program recently received scholarships from the Community Health Foundation. Established in 2006, the Foundation is dedicated to enhancing the health of Kay County residents through various initiatives, including education, scholarships, and partnerships. Each fall and spring semester, the Foundation generously sponsors scholarships for PN program students. The recipients are from left: Allison Burch, Ponca City; Ashley Coleman, Wichita; Joseph Sherman and Christi Sherman, both of Blackwell, and Taylor McMartin, from Ponca City. (Courtesy photo)



PIONEER TECH

ADULT TRAINING & DEVELOPMENT



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

pioneertech.edu/adult

Business Services

Creating Your Own Resources (Lunch & Learn)
6/20 Th 11:30 am - 1 pm \$15

SE Oklahoma Procurement Event
5/16 Th 9 am - 3 pm \$25
Take advantage of this opportunity to meet and connect with government agency contracting officers, buyers and more. Kiamichi Tech, Seminar Center, 301 Kiamichi Dr. McAlester, OK.

SW Oklahoma Procurement Event
6/13 Th 9 am - 4 pm \$25
Meet and connect with government agency contracting officers, buyers and more. Great Plains Tech Center, 4500 SW Lee Blvd Lawton, OK Bldg 300 Worley Seminar Center. Matchmaking begins at 10:00 am.

Cooking Classes

Couples Cooking - The Perfect Steak NEW!
6/12 W 6-9 pm \$65

Couples Cooking - Pizza Making for Two NEW!
7/11 Th 6-9 pm \$50

Couples Cooking - Shrimp 101 - NEW!
7/25 Th 6-9 pm \$50

Fresh Summer Sides - NEW!
6/18 T 5-8 pm \$35

Homemade Dog Treats
6/26 W 6-9 pm \$35

Early Care & Education

Bullying Awareness/Prevention - NEW!
6/11 T 6-9 pm FREE

Caregiver Support Series - "Caring for the Aging" - NEW!
6/26 W 6-9 pm \$25

Child Development Associate - Pathway to Your National Credential
5/4-8/17 Varies 5:30 - 9 pm \$825
*Does not include testing fees.

Intro to American Sign Language
6/18-7/30 T/Th 6-8 pm \$125

Medicare 101
7/25 Th 6-7 pm FREE

SAT/ACT Prep Course - Part 1
Monthly Online \$89

SAT/ACT Prep Course - Part 2
Monthly Online \$89

Health & Wellness

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

Security Guard

Private Security: Phases 1 & 2 (Security Guard)
6/5-7/24 M/W 5-8 pm \$235
Cost does not include test fees.

Private Security: Phase 3 (Security Guard)
CALL FOR DATE/TIME

Special Interst/Crafts

Decorative Welding
6/17-7/10 M/W 6-9 pm \$155

Raising Chickens 101 - NEW!
6/4 T 5-8 pm \$25

Raising Chickens 201 - NEW!
6/11 T 5-8 pm \$25

Cricut for Beginners
6/11 T 6-9 pm \$30

Family Tree Genealogy
7/9-7/23 T 3-6 pm \$35

Resin Art
6/11-6/18 T 6-8 pm \$35
7/9-7/16 T 6-8 pm \$35

Acrylic Painting - Wood Flower Wall Art NEW!
7/25 Th 6-9 pm \$35

Trade & Industry

Advanced Welding
For Advanced Welding Please Call 580-718-4296

Beginning Welding
6/4-7/30 T/Th 6-9 pm \$415

Industrial Technology Career Training
Varies 6-9 pm Call for details

Small Engine Repair
6/4-27 T/Th 6-9 pm \$125

Sensory Salon - VIA ZOOM - NEW!
6/17 M 10 am - 12:30 pm Pros \$169 Students \$99

Welding TEST Prep Workshop (MIG and TIG) - NEW!
6/24-6/28 M-F 8-12 pm \$325

Technology

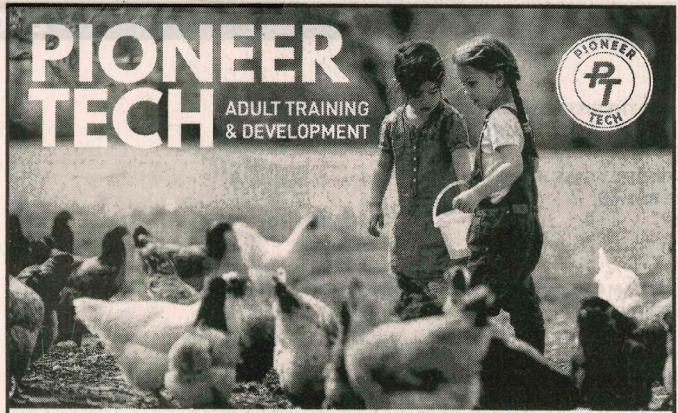
Advanced Portrait Retouching - NEW!
7/1-7/10 M/W 6-9 pm \$125

Beginning 3D Modeling
6/4-7/30 T/Th 6-8:30 pm \$215

Beginning CHAT GPT
6/11 T 6-8 pm \$45

PIONEER TECH

ADULT TRAINING & DEVELOPMENT



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pioneertech.edu/adult

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Monthly Online \$89

SAT/ACT Prep Course - Part 2
Monthly Online \$89

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

CMA - Certified Medication Aid
8/12-8/23 M-F 8:30 am - 2:30 pm \$435

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Acrylic Painting - Wood Flower Wall Art NEW!
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Trade & Industry

Advanced Welding
For Advanced Welding Please Call 580-718-4296

Beginning Welding
6/4-7/30 T/Th 6-9 pm \$415

Industrial Technology Career Training
Varies 6-9 pm Call for details

Small Engine Repair
6/4-27 T/Th 6-9 pm \$125

Sensory Salon - VIA ZOOM - NEW!
6/17 M 10 am - 12:30 pm Pros \$169 Students \$99

Welding TEST Prep Workshop (MIG and TIG) - NEW!
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Canva for Teachers (Lunch & Learn)
6/6 Th 11:30 am - 1 pm \$15



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6/20 Th 11:30 am - 1 pm \$15

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*Does not include testing fees.

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

Business & Industry Services & Safety

- The BIS team conducted 127 one-on-ones/consults for 147 counseling hours and 18 marketing visits.
- Ben Evans and Dawn Brakey provided technical assistance to clients, saving approximately \$11,150.
- The BIS team also logged
 - 894 Safety Contact Hours
 - 423 AT&D/Open Enrollment Contact Hours
 - 334 Customized Contact Hours (Type 31)
- The revenue generated from our Safety training is \$19,155; BIS classes generated revenues \$1,895; AT&D classes generated revenues \$24,006.
- AT&D offered 7 on-campus classes: 5 classes made, 2 classes canceled, 106 fulfilled registrations, and 2 enrollments online courses.
- Of the 10 on-campus classes starting this month – 2 offer certification; advanced CMA-Diabetes and CPR/FA/AED.
- May 1, Pioneer Tech BIS hosted the Small Business Conference.
- BIS team members also supported the 3rd Grade Career Fair Days.
- The BIS team hosted the annual client appreciation event, BBQ with BIS. Over 125 folks were fed.
- The team participated in PTC's B&I Breakfast for the health care sector. 39 were in attendance.
- We wrapped up our first ever Manufacturer's Supervisor Primer and we finished another Manager's Tool Belt series.
- Ben Evans worked with clients on business startup basics, funding for new businesses, BOI, DEQ, marketing, bank meetings, sales tax filing, business plans, and moving business to Oklahoma.
- Brook Lindsay worked with clients in the areas of branding, logo work, SEO, Google listings, websites, licenses, training and organizational development.
- Heather Smith started work on an HVAC Mechanical Journeyman test prep program to start in the fall. She has also been assisting clients and partners with some AI platforms. Heather also assisted with the May 1 Career Expo in Blackwell.
- Janet Schwabe has been working with clients in the areas of business registrations, quarterly business operation consults, grants and HR policies/practices. Additionally, she coordinated the quarterly Center for Workforce Excellence meeting with a speaker from the OSU Extension's research/data department and the monthly B&I Breakfast.
- Jeff Lockett worked with his clients on the following: auditing invoices, public notice for public projects, annuities, options trading, 403b conversions, HR issues, FSA loans, etc.
- Jenn Miller is working with her clients on developing training in the areas of core values, team development, The 6 Working Geniuses, 5 Dysfunctions of a Team, team dynamics, productivity, and management development.
- Johnny Thornburgh worked on projects related to connecting Dondi Rowe to local business leaders, making instructor introductions to align our FT programs with industry needs, prototyping, R&D for companies regarding new tech, industry tours, test welds with the laser.

- Sylvia is working with various departments from the Ponca, Kaw, Otoe and Tonkawa tribes to putting training together for late summer.
- Molly Kyler helped coordinate the Boss to Coach supervisor training for all of PTC’s supervisors. Molly also attended the P66 Community Advisory Council meeting and has been asked to be the newest chair of Leadership Ponca City.
- The BIS team participated in the end of year celebration: the goals report out and pickle ball tournament. It was a lot of fun!

On the horizon...

6/3-6/25-CNA-Long Term Care Nurse Aide
 6/3-8/15-Early Care Unit 2 through Unit 10
 6/4-7/30-Beginning Welding
 6/4-7/30-Phlebotomy
 6/4-6/27-Small Engine Repair
 6/4-7/30-3D Modeling for Beginners
 6/4-Raising Chickens 101 **NEW!**
 6/5-7/24-Private Security: Phases 1 & 2
 6/10-Intro to (SEO) Search Engine Optimization **NEW!**
 6/10-6/19-Portrait Retouching **NEW!**
 6/11-Bullying Awareness/Prevention Event **NEW!**
 6/11-Raising Chickens 201 **NEW!**
 6/11-6/18-Resin Art (Cutting Board)
 6/11-Beginning CHAT GPT
 6/11-Cricut for Beginners
 6/12-The Perfect Steak (Couples Cooking) **NEW!**
 6/13-Intermediate CHAT GPT
 6/17-28-School Bus Driver
 6/17-7/10-Decorative Welding
 6-17-Sensory Salon for Licensed Professionals **NEW!**
 6/17-Sensory Salon for Students **NEW!**
 6/18-19-CPR and First Aid/AED
 6/18-7/30-Intro to American Sign Language
 6/18-Fresh Summer Sides **NEW!**

6/20-Intro to Marketing Automation&CRM **NEW!**
 6/24-28- Welding TEST Prep Workshop (MIG&TIG) **NEW!**
 6/24-6/25-Cloud-Based QuickBooks
 6/26-Caregiver Support Series-“Caring for the Aging” **NEW!**
 6/26-Homemade Dog Treats
 7/1-7/24-CNA-Long Term Care Nurse Aide
 7/1-7/10-Advance Portrait Retouching **NEW!**
 7/2-7/30-Master Your Drone
 7/9-7/23-Family Tree – Genealogy
 7/9-7/16-Resin Art (Cutting Board)
 7/11-Pizza Making for 2 (Couples Cooking)**NEW!**
 7/15-19-School Bus Driver
 7/16-17-CPR and First Aid/AED
 7/25-Shrimp 101 (Couples Cooking) **NEW!**
 7/25-Acrylic Painting-Wood Flower Wall Art **NEW!**
 7/25-Medicare 101
 8/9-CMA Continuing Ed
 8/12-8/23-CMA-Certified Medication Aide
 Meat Certification Program – Online
 Anatomy & Physiology – Online
 MAT Full Course
 Medical Terminology – Online
 Private Security: Phase 3 – Call for dates

BIS EVENTS

5/22-6/26-Building Blocks Director Development Series
 6/6-Canva for Teachers (Lunch & Learn)
 6/13-Using AI for the Classroom (Lunch & Learn)
 6/13-SW Oklahoma Procurement Event
 6/20- Creating Your Resources (Lunch&Learn)

Communications & Marketing

- Angie Ogden assisted the directors with gift tags for Teacher Appreciation Week.
- The C&M Team took photos during graduation, ran the A/V during the ceremony, and posted to social media.
- The C&M team assisted with the PTC Student Awards Assembly with photos and A/V.
- Terri Busch is attending a Officers Training for OKSPRA in Medicine Park, OK.
- The C&M team is facilitating use of the clean uniform website for all staff to order recruitment shirts.
- The C&M Team assisted during 3rd Grade Days with cameras, photos, and additional help when needed.
- The C&M Team assisted with Summer Camp registration and crowd control. Pictures were placed on social media.
- Terri Busch and Troy Buller won 1st place in the Pickleball Tournament.
- Numerous press releases were sent during the month of May by Terri Busch.
- The C&M Team assisted with A/V, photos, and set-up for the BPOC graduation.
- Several eblasts were sent in the month of May for BIS and AT&D by Angie Ogden.
- Terri Busch attended Boss to Coach Supervisor Training.
- Angie Ogden helped make several flyers for BIS and AT&D.
- The C&M Team continues to help fill Summer Academies.
- Terri Busch attended the Core Planning Team meeting and training.
- Terri Busch hosted my Hometown Live with Jessi Parker from THE BULL. It concluded our 50th Anniversary activities.
- Angie Ogden assisted with BBQ w/BIS photos.
- The C&M Team is assisting WRO with their Worklahoma Job Fair.
- Terri Busch, is scheduled to teach a Canva class for Teachers.
- C&M Team is promoting the Children's Lab Graduation in July.
- The C&M Team attended the End of the Year events and assisted when needed.

Instructional Directors / Full Time Programs

Instructional Directors

- Kahle Goff, Kendra Knight and Dr. Ryan Burkett participated in the Core Planning Team meeting.
- Kahle Goff, Kendra Knight and Dr. Ryan Burkett facilitated PTC's Graduation Practice.
- Kahle Goff and Kendra Knight attended Oklahoma Supplemental Nutrition Assistance Program (SNAP) Employment and Training meeting.
- Kahle Goff, Kendra Knight and Dr. Ryan Burkett participated in Pioneer Tech's Graduation.
- Dr. Ryan Burkett attended the Pioneer Woman Museum Board Meeting.
- Dr. Ryan Burkett attended Shidler's graduation ceremony.
- Dr. Ryan Burkett Emceed 3rd Grade Days at PTC.
- Kahle Goff attended the BPOC Graduation
- Kahle Goff, Kendra Knight and Dr. Ryan Burkett celebrated staff for Teacher Appreciation Week.
- Kahle Goff, Kendra Knight and Dr. Ryan Burkett attended Boss to Coach Supervisor Training.
- Kahle Goff attended the Opportunity Centers board meeting.
- Dr. Ryan Burkett and Kendra Knight attended the K20 Center OETT Grant Planning meeting.
- Dr. Ryan Burkett Emceed the PTC Student Awards.

- Kahle Goff, Kendra Knight and Dr. Ryan Burkett met with new PoHi Principal Sean Tagliatella to discuss upcoming opportunities to collaborate.
- Kahle Goff attended Newkirk's graduation.
- Kendra Knight attended Woodland's awards ceremony.

Practical Nursing

-

Health, BITE and Special Programs

Medical Services

- All students from second semester were CMC.
- 3/4 students left with some sort of CareerTech credential.
- All students have the information to set up their national certification testing. All but 1 student is waiting on a diploma to be able to test.
- All of my high school seniors will be going to college in the fall.

Academic Math

- All Students completed their respective math or science. Two students completed both science and math.
- One Construction student started the Interim Credentials for Apprenticeship in the Electrical Union Program.

Teacher Prep

- Third Grade tours
- Morning Class Lesson Plan presentation
- Field Trip: Bethany Children's Hospital and Special Care

Children's Lab and Preschool

- Staff attended FrogStreet training through the Kaw Nation.
- Held end of school year party

HCC

- Students participated in the 3rd-grade tours for two days by assisting kids through a digestive system obstacle course.
- We created posters and helped to give Special Olympics kids a great send-off even in the rain. Able students got to participate in getting HOSA community service hours by going down to work at an event at the Special Olympics.
- Students completed 16 hours of clinicals at Ponca City Nursing and Rehab
- Students completed the Long-term care aid and Home health care nursing assistant curriculum.
- 21 students have passed not only their skills testing but their written exams as well and are now certified by the Oklahoma State Department of Health as CNAs (certified nurse aids)
- 3 students taking skills testing today and if passed will take the written exam to become certified.
- We have celebrated the students this month at an awards assembly recognizing NTHS, Guaranteed Graduate, attendance award winners, and other students. We also got to celebrate our graduates at PTC graduation night.

ABE/HSE

- 126 students enrolled in the ABE and TANF programs
 - 6 new students enrolled in the ABE and TANF programs
 - 22 HiSET/GED tests were passed
 - 6 students graduated and earned their high school equivalency diploma
- ABE Staff attended virtual and face-to-face training:
 - Retaining Teachers: Supportive Strategies to Keep Adult Educators in the Classroom
 - PTC Supervisor Training-Boss to Coach

SHARE

- SHARE had 5 more students finish all their courses in order to graduate.
- Students continue to contact us for next year's SHARE program.

New Beginning

- Continued attending meetings to discuss TANF and ODCTE partnership

BITE

- The BITE programs recently celebrated our students at the end of the year.
- We had many Career Major Completers this school year.
- Zac Ladner and Troy Buller have wrapped up the year and are looking forward to welcoming kids back in the fall.

Biomed

- Students completed school year and attended graduation

WRO

- Planning for Worklahoma Job Fair on June 20th at PTC.
- Held 2nd training sessions for participants.

T&I and Service Programs

Automotive

- 126 ASE tests passed this year.
- New electrical trainers to use next year.
- 4 new scan tools to accommodate students.

Construction

- Working on curriculum.
- Building new class syllabus.
- Making Industry Visits.

Cosmetology

- 2nd year students took their state board practical exam on May 8th in OKC and have completed their hours.
- All Cosmo students completed an Anything But Hair project. The project was a lot of fun and gave each student the opportunity to showcase their creativity.
- The Hydrafacial machine that was ordered for Cosmo during equipment request has been delivered. Kari and I started the training and certification process to be able to teach Hydrafacials. We have to complete a 40 hour online training, 1 day in person hands on training, and then give 8 treatment facials.

Criminal Justice

- Students have been training with the Kay County Detention Center on Jail Standards and Day to Day Operations.

- Students competed in the Criminal Justice physical Challenge for Criminal Justice Students in the State of Oklahoma. The Contest was held at the Oklahoma National Guard training center in Norman Oklahoma.
- Officers from the Ponca City Police Department have been training with Students on Multiple training scenarios.
- OSBI Special Agents Brown, Lara and VanHoesen Trained students on Crime Scene Investigation.

Culinary Arts

- Student field trip to One Gas Education and Training Kitchen in Tulsa
- Lots of ideas from my recent advisor meeting about our new courses under our career major pertaining to 1st year capstone projects and 2nd year internships (Need to visit Mother Market in Tulsa so students learn about pop up concepts)
- Student completer Niki L. will participate in the ORA Odyssey de Culinaire in Tulsa, July 9th

Firefighter/EMT

- Looking at new curriculum for the EMT program.
- Planning some instructor updates for the adjuncts over Summer.
- Working with OSU-FST to provide regional training for area fire departments.

Mechatronics

- Had 9 students graduate (complete all courses) this year. A couple of Guaranteed Graduates and a couple of NTHS.
- One signed with Cowley, free ride for wrestling. He is going to take Engineering classes. One started with TDS in Blackwell and one is starting with SWG soon.
- Met with IBEW again to discuss Interim Training and “direct hires”. Looks to be very promising for a few students each year.

Precision Machining

- Students starting jobs this summer were provided with toolboxes full of tools thanks to the Gene Haas Foundation Grant.
- Received training on the HURCO Mill for programming and features.
- Ready to host summer camp.

Welding

- Two students got jobs welding before school ended.
- Last test day May 15th we had an 80% pass rate.
- Finished several fabrication projects to end the semester.

Student Services

Student Services

- Just completed summer camp with 140ish 6th/7th graders – it was team effort!
- The team all volunteered to help with graduation
- Finished the year strong with enrollment and meeting student needs
- Programs are filling up for August – enrollment is sitting right at 400 students so far
- 10 month employees are finished and we go to a short June schedule

Career Center

WorkKeys:

- Attended WRO professional development week
- Preparing lesson plans for revamping the Career Center next year and move to new area

Employability Skills:

- Mock interviews with industry professionals were completed and final resumes
- Attended WRO session for professional development

Career Development Facilitator

- Maternity Leave – sending school activities ended in April

Counselor

- Met with students regarding attendance/grades
- Assisted students with high school classes/grades.
- Assisted students with college applications/scholarships/FAFSA
- Provided scholarship and job opportunities to students
- Attended the Career Fair at Blackwell
- Assisted with 3rd grade days preparation and ceremony
- Assisted with graduation prep and ceremony

Testing Specialist

- May was another productive month for the Testing Center, where we continued to support both the community and our students. Despite our small size, we successfully administered 315 tests. This brings our fiscal year total up to 2,720. We hosted Tri-County's Cosmetology Program for their PSI written exams, conducted 8 HiSet sessions allowing several students to complete their requirements before graduation night, and facilitated testing for individuals completing short-term classes through AT&D. We had City of Newkirk employees test for their *Oklahoma Emergency Medical Responder* licenses.
- Multiple programs, including Automotive, BioMed, Criminal Justice, Culinary Arts, Firefighting, HCC, Medical Services, and Precision Machining, completed several certifications. Additionally, I assisted in gathering and submitting documents to the Oklahoma Department of Labor for our welding program. As we wrap up May, we are now gearing up for our summer testing season, ensuring all resources and schedules are in place to accommodate increased testing demands.

Disabilities Specialist Facilitator

- Completed all 2nd-semester IEP/504 Student Conferences.
- Hosted and attended IEP/504 meetings with sending schools.
- Assisted with enrollment conferences with students and parents.
- Provided read-aloud accommodation for IEP students as needed.
- Sent end-of-the-year Progress Reports for IEP/504 students to all sending schools.

Plant/Facilities/Maintenance

- Ceiling insulation removal started in Construction Trades shop area.
- B hallway east side restroom's under demolition getting ready for new tile installation. (4 restrooms')
- Machine Tool classroom wing wall removal, new flooring scheduled to be installed.
- New Furniture arrived and is currently being disseminated throughout areas of the campus.
- Obtaining documents and bonding for the HVAC project for C109, C110, and C111.
- Obtaining documents and bonding for the concrete project for the south parking lot and live fire props for the EMS training tower.
- Painting projects scheduled to start in mid-late June in the Welding shop, and Construction Trades shop.

- Parking lot poles (older poles) being painted throughout the campus.
- 2 new parking light poles installed. One by the east back parking lot gate, and the other on the drive are going to the back of BIS.
- Table top exercise for active shooter scheduled for June 26th, 2024 with select administrators and various other key personnel.
- Bus drivers for the Summer camps June 3-5th, 2024.
- OPTA conference scheduled (June 9-12th) for our part-time bus driver/instructor. This will allow this person to inspect our buses and preform our annual bus driver's training classes for the district.

**BOARD OF EDUCATION
INTERNAL ORGANIZATION/OFFICERS**

The Pioneer Technology Center Board of Education shall be organized at the beginning of the first meeting following the annual school election and certification of election of new members. The term of office of newly elected board members shall begin at the first regular, special, or emergency board meeting after the member has been certified as elected.

The board shall elect from its membership, at the first meeting, a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the board, and each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board may allow.

PRESIDENT

The president of the board of education serves as the presiding officer, appoints all committees, and performs other duties that are delegated to him or her by state law or by order of the board of education.

~~The president of the Pioneer Technology Center Board of Education serves as the presiding officer and manages routine work of the board, signs all contracts, appoints all committees, signs all warrants ordered by the board of education to be drawn upon the treasurer of school money, defends the treasurer of school money, certifies tax levies and defends them, serves as spokesman, and performs other duties that are delegated to him or her by state law or by order of the board of education.~~

~~In addition to performing the duties specifically imposed by the board of education, the president shall have the authority to enforce all permanent rules and regulations adopted for the government and control of the district, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within the district in the interim of the meetings of the board.~~

~~The president shall have authority to appoint a member or members as ex officio representatives of the board of education to other organizations of the community such as the Recreation Board, Master Planning Board, etc., who request such representation.~~

VICE-PRESIDENT

It shall be the duty of the vice-president to perform all of the duties of the president in case of the president's absence or disability.

TREASURER

It is the policy of the Pioneer Technology Center Board of Education to employ a treasurer. The treasurer shall serve at the pleasure of the board and for such compensation as the board may determine and shall perform those duties as the board may in its discretion confer upon said treasurer including the following:

The treasurer shall maintain the following records:

1. Treasurer's General Ledger
2. Treasurer's Cash Ledger

3. Treasurer's Investment Ledger
4. Treasurer's Warrant Register

BOARD OF EDUCATION INTERNAL ORGANIZATION/OFFICERS (Cont.)

5. Treasurer's Receipt
6. Treasurer's Check
7. Bond Register
8. Deposit Books
9. Such other books or records as may be deemed advisable or useful.

The treasurer shall maintain adjunct files of:

1. Paid warrants.
2. Voided warrants.
3. Paid bonds and coupons.
4. Canceled bonds and coupons.
5. Bank and fiscal agency statements, including deposit tickets and paid checks.
6. County Clerk's remittance advices.
7. Copies of any directive from the County Clerk or County Excise Board supplementing, changing, or transferring appropriation balances.
8. State Board of Education notices and allocation of state and federal aid.
9. School board resolutions pertinent to the conduct of the treasurer's office and duties.
10. A copy of the claim and encumbrance clerk's certificate to substantiate the registration of a warrant or warrants.
11. Letters, memos, and other supporting data pertaining to transactions of the school district or to the operation of the treasurer's office.
12. Any other files which may be considered advisable or useful.
13. The board of education shall require a minimum bonding capacity of \$50,000.00 when using an independent treasurer and may increase that amount as circumstances warrant.

CLERK

The Pioneer Technology Center Board of Education has established the following duties for the clerk of the board of education:

1. It shall be the duty of the clerk of the board of education to attend all regular and special meetings of the board and to countersign all warrants for school moneys drawn upon the treasurer by the board; and perform such other duties as the board may direct.
2. The clerk shall, in addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer, the minutes clerk, and the encumbrance clerk in the management of the business affairs of the school.
3. The clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the board of education.

4. The clerk shall furnish, whenever requested, any and all reports concerning the school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.

BOARD OF EDUCATION INTERNAL ORGANIZATION/OFFICERS (Cont.)

5. The clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of such district for a period of longer than five (5) years.
6. Performs such other duties as are required by the board of education.

MINUTES CLERK

The Pioneer Technology Center Board of Education has established the following duties for the minutes clerk:

1. Attend all regular and special meetings of the board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the board meetings;
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. Perform such other duties as required by the board of education.

The minutes clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes clerk.

REFERENCE: 70 O.S. §5-119

NOTE: Board of education members cannot serve as minutes clerk. Superintendents, principals, instructors, or teachers employed by the board may not serve as minutes clerk.

ENCUMBRANCE CLERK

The Pioneer Technology Center Board of Education has established the following duties for the encumbrance clerk:

1. Keep all books and documents of this school district;
2. Enter the authorized amounts of appropriations in the various appropriations accounts;
3. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
4. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.

5. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can

BOARD OF EDUCATION INTERNAL ORGANIZATION/OFFICERS (Cont.)

record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.

6. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.

7. Perform such other duties as directed by the board of education.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

Within nine (9) months of employment, the district encumbrance clerk shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district encumbrance clerk. In addition to these requirements, the district encumbrance clerk is required to complete a minimum of twelve (12) hours of continuing education every three (3) years. Any instruction completed by the encumbrance clerk within three (3) years prior to employment in the position shall count towards satisfying the requirements of this section.

REFERENCE: 51 O.S. §8
70 O.S. §5-107A
70 O.S. §5-114
70 O.S. §5-119, §5-122
70 O.S. §5-121
Atty. Gen. Op. No. 80-292 (January 19, 1981)

NOTE: The encumbrance clerk cannot be a member of the board of education. Superintendents, principals, treasurer, assistant treasurer, instructors, and teachers employed by the board may not serve as the encumbrance clerk.

**SCHOOL BOARD MEETINGS
AGENDA PREPARATION AND DISSEMINATION**

As executive officer of the Pioneer Technology Center Board of Education, the superintendent of schools, in consultation with the president and other appropriate members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the superintendent and board president.

The board will follow the order of business established by the agenda unless altered by a two-thirds vote of the board.

If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known prior to the formation of the agenda, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, **the names of school employees (if any) to be discussed**, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible, but not less than three calendar days. Copies of the agenda will be made available to the media and the public upon request. The school district will offer and consistently maintain an email system for distribution of the agenda and a process for people to obtain a copy of the agenda at the school district during normal business hours at least twenty-four hours prior to the meeting. Those interested in receiving a copy of the agenda via email should contact the business office of the school district during normal business hours.

In addition, a copy of the agenda will be posted on the school district's website located at <https://meeting.assemblemeetings.com/Public/Organization/321>.

REFERENCE: 25 O.S. §311

**FIRE DRILLS
RULES AND PROCEDURES**

In accordance with the policy of the board of education and Oklahoma law, fire drills will be scheduled by the Plant/Facilities Manager at least twice each semester school year. The first fire drills shall be conducted within the first fifteen days of each semester. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class using the room during the first day(s) of the school year.
2. A district fire alarm signal will be used for fire drills only; another signal will be established by the administration to return to class.
3. No person is to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet if possible) away from buildings and driveways.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. Provided safety considerations allow, the teacher or other fire evacuation leader will be responsible for:
 - A. Seeing that windows are closed.
 - B. Assuring that electrical circuits and gas jets are turned off.
 - C. Maintaining order during the evacuation.
 - D. Assigning students to hold doors open, if their group is the first to evacuate from such doors, and instructing students holding doors to rejoin the class after the last person has passed through the doors.
 - E. Taking the roll book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to administration or designee.

All personnel will use reasonable judgment in determining whether these responsibilities may be safely carried out.

7. The exercise will be observed and the time required to complete the evacuation will be reported by the Plant/Facilities Manager.
8. The Plant/Facilities Manager will provide the superintendent, or the superintendent's designee, with a report on all fire drills, including the time required for evacuation. The superintendent or designee shall preserve such reports for at least three years and make them available to the State Fire Marshal, or his agent, upon request.

REFERENCE: 63 O.S. §176

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES**

The Pioneer Technology Center Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal chemical Substances.

1. Statement of Purpose and Intent

- A. The safety of students and employees of the technology center is of paramount concern to the School Board.
- B. Employees who are under the influence of alcohol or any illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.
- C. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students. (see also policy DCC-R)
- D. Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
- E. The Board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. Tit. 40, §§ 551 et seq. (Supp. 1994), as amended. This policy will not infringe on those rights.
- F. The Board encourages employees who have chemical dependency problems to seek professional assistance.
- G. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as designed in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.
- H. This Policy will apply to all employees of the technology center regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the technology center's Policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.
- I. Violations of this Policy will subject the employee to disciplinary action, including termination.

2. Definitions

- A. "Applicant" means a person who has applied for a position with an employer and received a conditional offer of employment, or an existing employee seeking transfer or reassignment to a different position, or an existing employee who is being transferred or reassigned to a different position.
- B. "Illegal chemical substance" means any substance which an individual may not sell, possess, use distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phenylclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances. (Also referenced in Policy DCC-R) By this policy, applicants and employees are placed on notice that the technology center may test individuals for drugs and alcohol.

- C. "Alcohol" means ethyl alcohol or ethanol.
- D. "Under the influence" means any employee of the technology center or applicant for employment with the technology center who has any alcohol or illegal/abusable chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
- E. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
- F. "School property" means any property owned, leased or rented by the technology center, including but not limited to school buildings, parking lots and motor vehicles.
- G. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol, drugs, or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test.
- H. "On duty" means any time during which an employee is acting in an official capacity for the technology center or performing tasks within the employee's job descriptions, including the taking of an annual physical examination.
- I. "Reasonable suspicion" means a belief that an employee is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
 - 1) Observable phenomena, such as:
 - (a) The physical symptoms or manifestations of being under the influence of alcohol or a drug while at work or on duty, or
 - (b) The direct observation of alcohol or drug use while at work or on duty;
 - 2) A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated;
 - 3) Evidence that an individual has tampered with an alcohol or drug test during his employment with the technology center; or
 - 4) Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on duty or while on the technology center's vehicles, machinery or equipment.

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

- J. "Bus driver" means:
- 1) a technology center employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
 - 2) employees of independent contractors who are required to have a CDL;
 - 3) owner-operators;
 - 4) leased drivers; and
 - 5) occasional drivers.
- J. "Direct Child Care" means the following:
- 1) Administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours;
 - 2) By persons other than their parents, guardians, or custodians;
 - 3) For any part of the twenty-four-hour day;
 - 4) In a place other than a child's own home, except that an in-home aide provides child care in the child's own home.
- K. To the extent not specifically defined herein, the definition of any term, word or phrase found in this Policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

3. Procedures of Alcohol or Illegal Chemical Substance Testing

- A. Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants for employment or employees to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any applicant or employee while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an applicant or employee is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant or employee giving the sample.

TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)

**WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

The test monitor shall give each applicant or employee a form on which the applicant or employee may, but shall not be required to, list any medications he/she has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

- B. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
- C. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.
- D. Upon written request, the applicant or employee will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the applicant's or employee's personnel records.
- E. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.
- F. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee attests that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The technology center will rely on the opinion of the technology center's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the applicant or employee will have a right to have a second gas chromatography/mass spectroscopy test performed on the same test sample at the expense of the employee. In the case of alcohol testing, the applicant or employee will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the technology center's consulting laboratory that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the applicant or employee conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the technology center will reimburse the applicant or employee for the cost of the

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND**

**ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second laboratory.

- G. The technology center may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing.
- H. The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the technology center will not report on or disclose to the technology center any physical or mental condition affecting an applicant or employee which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use samples to test for any other substances will not be permitted.
- I. The records of all drug and alcohol test results and related information retained by the technology center shall be the property of the technology center unless:
 - 1) the information will be admissible evidence by an employer or applicant or employee in a court case or administrative agency hearing if either the employer or applicant or employee is a named party;
 - 2) the information is required to comply with a valid judicial or administrative order; or
 - 3) the technology center's applicant or employee, agent or representative needs to access the records in the administration of the Act.

4. Employee Alcohol and Drug Use Test Requirements

The technology center is authorized to conduct drug and alcohol testing in accordance with the Act. The technology center has chosen to conduct drug or alcohol testing under the following circumstances:

A. *Applicant testing:* The technology center will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire or grant a voluntary transfer/reassignment.

B. *For-cause testing:* The technology center will require an employee to undergo drug or alcohol testing at any time the superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- 1) drugs or alcohol on or about the employee's person or in the employee's vicinity,
- 2) conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
- 3) a report of drug or alcohol use while at work or on duty,
- 4) information that an employee has tampered with drug or alcohol testing at any time,
- 5) negative performance patterns, or
- 6) excessive or unexplained absenteeism or tardiness.

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES**

(Continued)

C. *Post-accident testing:* The technology center may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or property has been damaged

while at work, including damage to equipment. The technology center may require post-accident drug or alcohol testing if there is a reasonable possibility that employee drug use could have contributed to the

reported injury or illness. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation.

D. *Random testing:* As determined appropriate by the board of education, the technology center may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the technology center will require random testing only of employees who:

- 1) are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
- 2) are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics and those employees designated as "safety sensitive" pursuant to this policy.

E. *Scheduled, periodic testing:* The technology center will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination, or in connection with an employee's return to duty from leave of absence, of employees who:

- 1) are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
- 2) are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics and those employees designated as "safety sensitive" pursuant to this policy.

F. *Post-rehabilitation testing:* The technology center may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

5. **Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance**

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as designed by this Policy) of alcohol or any illegal chemical substance while on duty,

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES**

(Continued)

while on school property or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including termination.

6. Alcohol and Drug Use Tests of Applicants for Employment – When Required

Applicants for employment may be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

7. Applicants Under the Influence of Alcohol or An Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance will not be hired.

8. Person(s) Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this Policy:

- A. The Superintendent of schools;
- B. Any employee designated for such purposes by the Superintendent or the School Board

9. Person(s) Authorized to Receive Alcohol or Drug Testing Results

- A. The Superintendent of schools;
- B. Any employee designated for such purposes by the Superintendent or the School Board
 - a. Employee Results – HR Manager
 - b. Full-time Students – Executive Director, Full-Time Programs
 - c. Short-term Students - Executive Director, Business and Industry Services
 - d. Bus Drivers – Bus Driver Coordinator

10. Release of Information

- A. Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.
- B. The technology center shall not release such records to any person other than the applicant, employee or the technology center's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the technology center to release such records in order to comply with a valid judicial or administrative order.
- C. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.
- D. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

E. This policy does not preclude the technology center, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

11. Medical Marijuana

Pursuant to OKLA. STAT. tit. 63, § 420A et. seq., unless failure to do so would cause the technology center to imminently lose a monetary or licensing related benefit under federal law or regulations, the technology center will not discriminate against an applicant in hiring or take employment action against an employee on the basis of the employee's or applicant's status as a medical marijuana license holder.

Additionally, the technology center shall not refuse to hire, discipline, discharge, or otherwise penalize an applicant or employee solely on the basis of a positive test for marijuana components or metabolites unless:

1. The applicant or employee is not in possession of a valid medical marijuana license;
2. The licensee possesses, consumes or is under the influence of medical marijuana or medical marijuana product while at the place of employment or during the fulfillment of employment obligations; or
3. The position is one involving safety-sensitive job duties, as set out in this policy.
- 4.

When permitted, adverse action pursuant to this policy may be taken against an employee or applicant for a positive drug test for marijuana components or metabolites.

As used in this section, a determination of whether an applicant or employee is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances.

Circumstances that may contribute to a determination that the applicant or employee is under the influence may include, but are not limited to:

1. Observation of any of the conduct or phenomenon described below:
 - A. the odor of marijuana on or around the individual;
 - B. Disorganized thinking;
 - C. Paranoia and/or confusion;
 - D. Bloodshot eyes;
 - E. Increased heart rate;
 - F. Increased appetite; or

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

G. Loss of Coordination and

2. Any circumstance that would permit the technology center to engage in “for cause” drug or alcohol testing of the employee under this policy.

The technology center has determined that the following categories of jobs qualify as having safety sensitive job duties:

1. Police or peace officers, those employees with drug interdiction responsibilities, or who are authorized to carry firearms;
2. School Bus Mechanics;
3. Employees whose responsibilities require driving a school vehicle;
4. School Nurses or Employees who are authorized to administer medicine to Students;
5. Employees whose responsibilities include direct patient care or direct child care; and
6. Teachers and Instructors responsible for the following courses: [This list is provided as an example] Biomedical Sciences, Cosmetology, Culinary Arts, Nursing, Secondary Health, **Safety Training**, and Trade and Industry

12. Notice of Policy

This policy shall be given broad circulation to all employees of the School District, which shall include prominent posting in the technology center. Each employee shall be given a copy of this Policy at the beginning of each school year and each applicant shall be given a copy of this Policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy:
2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;
3. Electronically transmitting a copy of the policy through an email or by posting on the employer’s website or intranet site; or
4. Posting a copy in a prominent employee access area.

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL AND
ILLEGAL CHEMICAL SUBSTANCES
(Continued)**

13. The Standards for Workplace Drug and Alcohol Testing Act

This Policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this Policy is in contravention to the Act, then the Act shall control. To the extent that this Policy is silent as to any matter covered by the Act, then the Act shall control. This Policy shall be interpreted by the Board of Education of the technology center and its employees consistent with the Act.

Reference Policies:

DCC, Use of Illegal/Abusable Chemical Substances by Employees (Drug-Free Workplace)
DCC-E1, Drug-Free Workplace, Notice to Employees
DCC-R, Illegal/Abusable Chemical Substances by Employees (Drug-Free Workplace) (Regulations)

- **See Policy Forms folder for DCCA-E1, Alcohol and Illegal Chemical Substances, Acknowledgment Form**

**EMPLOYEE RESIGNATIONS
AND REFERENCE REQUESTS**

EMPLOYEE RESIGNATIONS

It is the policy of the Pioneer Technology Center Board of Education that any employee may submit a written resignation from employment with the school district. The resignation must be written, dated and signed. It must specify the date upon which the resignation is to be effective.

Teacher resignations must be submitted to the superintendent within fifteen (15) days after the first Monday in June. Resignations submitted after fifteen (15) days after the first Monday in June may not be accepted by the board unless a replacement teacher of similar quality has already been secured ~~by the resigning teacher and only if such replacement teacher is acceptable to the board.~~ Therefore, in order for certified employees to avoid a binding contract for the ensuing school year, resignations must be submitted to the superintendent within fifteen (15) days after the first Monday in June.

The Board of Education authorizes the Superintendent, as an agent of the Board, to accept on its behalf letters of resignation from any School District employee. Receipt of a letter of resignation by the Superintendent constitutes acceptance of such resignation by the Board of Education and releases the employee from any further contractual and/or employment duties owed to the District upon the effective date of the resignation. By delivering the resignation to the Superintendent, by any means other than certified mail, the employee waives the right to send the Board a resignation by certified mail. The Superintendent shall report to the Board each resignation accepted at the regular meeting of the Board which follows the resignation. **Any resignation received by the superintendent is irrevocable.**

ACCEPTANCE OF LETTERS OF RESIGNATION

Upon receipt of a letter of resignation, the superintendent will give the resigning employee, either via email, in person or by certified mail, the following statement:

I, the Superintendent of Schools, acting as the Chief Executive Officer of the Pioneer Technology Center Board of Education, acknowledge receipt this date of a resignation from employment signed by _____, effective the _____ day of _____, _____.

This notice constitutes acceptance of this resignation by the Board of Education and releases the resigning employee and the district, upon the effective date of the resignation, from all further contractual obligations. By accepting this resignation from the employee, the employee's offer to be released from his or her contract with the board of education is accepted, and thus the resignation is irrevocable.

Superintendent

REFERENCE REQUESTS

Any individual who is a school employee, contractor, or agent of the school district is prohibited from assisting a school employee, contractor, or agent in obtaining a new job, if the individual has probable cause to believe that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This prohibition shall not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and
2. The information giving rise to probable cause has been properly reported to any other authorities as required by Federal, State, or local law; and
3. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged sexual misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law; and
4. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
5. The case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within four (4) years of the date on which the information was reported to a law enforcement agency.

The routine transmission of administrative and personnel files is not considered assisting a school employee in obtaining a new job and will be exempt from the requirements of the procedure listed above.

REFERENCE: 70 O.S. §6-101

FLAGS

It is the policy of the Pioneer Technology Center Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours: **except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.**

The school day will begin with a flag salute. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

**REFERENCE: 25 O.S. §91.2
25 O.S. §153
70 O.S. §24-106**

MOMENT OF SILENCE

The Oklahoma Legislature has directed that the board of education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

It shall be the policy of Pioneer Technology Center's Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during noninstructional time and does not interfere with the rights of other students.

The administrator in charge of each school building within the school district **Executive Director of Full-Time Programs** is hereby directed to designate approximately one minute of instructional time each school day for the observation of a moment of silence. At the beginning of each semester **school year**, the **building administrator of Executive Director of Full-Time Programs** or his or her designee will give instructional personnel direction as to how the moment of silence is to be observed.

The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. All instructors shall be made aware that it is the student's decision as to how to utilize the moment of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices. Instructors shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose, ~~such as reflection, meditation, prayer, or other silent activity.~~ All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the Full-Time Programs Student Handbooks.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

**REFERENCE: 70 O.S. §11-101.1
70 O.S. §11-101.2**

**STUDENT DISCIPLINE
POSSESSION OF NONINTOXICATING BEVERAGES,
INTOXICATING BEVERAGES, CONTROLLED DANGEROUS
SUBSTANCES, COUNTERFEIT DRUGS, OR OTHER ABUSABLE
CHEMICAL SUBSTANCES
(REGULATION)**

Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law), (b) any mind altering substance, except for medication taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content is not permitted in school buildings, on school property, or at school functions.

Violation of This Policy Will Result in The Following Consequences:

1. When possible, the parent/guardian will be notified.
2. The law enforcement agency will be notified of any criminal activity and school officials will cooperate fully.
3. The student may be required to submit to any or all of the following tests: blood, breath, polygraph.
4. 1st Violation: The student will be suspended for no less than 20 days.
 - The consequences may be lessened if:
 - ♦ The student elects to participate in a drug/alcohol assessment. (Proof of a drug/alcohol assessment must be provided.)
 - ♦ Information provided by the student leads to student(s) involved in the sale, distribution, use or possession of nonintoxicating beverages, intoxicating beverages, controlled dangerous substance, counterfeit drug, or other abusable chemical substance as defined by policy FNCE-R.

2nd Violation: The student will be suspended for the remainder of that semester and the following semester.

These consequences will be imposed independently of court action

Any school employee who suspects that a student is violating this policy must report the name of the student and details to an Instructional Director. **The Instructional Director shall immediately notify the superintendent and a parent or legal guardian of the student.**

A student may be searched when there is reasonable suspicion that a student may be hiding evidence of a wrongdoing.

Students suspected of violating this policy should be referred for counseling and parents should be notified. Due Process will be observed in the administration of this policy.

Definitions

Drug Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to, nonintoxicating and intoxicating beverages, controlled dangerous substances, counterfeit drugs, abusable chemical substances, hallucinatory drugs, marijuana, steroids, glue, paint, or materials expressly prohibited by federal, state, or local law. (See also policy FNCE-R)

Possession Possession includes having the drug on the person, in the immediate vicinity of their person, or among the personal possessions (locker, automobile, etc.) of the individual.

Abusive Use The taking of more or less of a drug than what is prescribed so to alter the person's ability to function normally on a mental or physical task.

The counselors of Pioneer Technology Center may be of some help to students and parents in suggesting possible areas of drug/alcohol assessment, counseling and rehabilitation centers in our area.

REFERENCE:

FO - Student Conduct, Behavior and Discipline

FOD – Suspension of Secondary Students

FOD-R – Suspension of Secondary Students, Regulation

FNCE - Reporting Students Under the Influence

FNCE-R – Dangerous Weapons, Nonintoxicating Beverages, Intoxicating Beverages, Controlled Dangerous Substances, Counterfeit Drugs, or Other Abusable Substances

FNCF - Drug-Free Schools

FNF - Search of Students

FNF-R - Search of Students, Regulation

FNFBA - Drugs, Alcohol and Contraband Searches

FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation

OPEN RECORDS ACT

It is the policy of the Pioneer Technology Center Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.1. and only to the extent that said act does not violate federal law. (See GBA-R.)

~~The Board of Education of the Pioneer Technology Center adopts this Policy Statement in connection with the Oklahoma Open records Act (the "Act").~~

Pioneer Technology Center's Philosophy

The Technology Center, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. It strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this Technology Center desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the Technology Center, except those records designated as confidential in this Policy Statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying, and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the Technology Center shall be accorded prompt and reasonable access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the Technology Center hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the

OPEN RECORDS ACT (Cont.)

Technology Center as directory information and (ii) parents have been notified of and have not exercised their non-release rights.

7. Instructor lesson plans, tests and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the Technology Center.
11. The home telephone number of any person employed or formerly employed by the Technology Center, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Confidential information concerning or related to threats or acts of terrorism including, but not limited to: plans for deterrence or prevention of terrorism; records or technology which identify district designs or functional schematics involving facility layout, organization, system configurations, and security devices and monitoring capabilities; and other information as may be related to prevention of or response to terrorism.

Records Custodian

The district's Chief Financial Officer shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The Board of Education hereby designates its Chief Financial Officer, or if such person is not available during regular business hours, then it's Human Resources Manager as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Fees for Records and for Search for Records

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies:	Research:
8 1/2" X 11" or	\$25.00 per hour
8 1/2" x 14" \$.25 per copy	
11" x 17" ledger \$.50 per copy	
Certified copy \$1.00 per page	

OPEN RECORDS ACT (Cont.)

When a request for public records would clearly cause excessive disruption of the Technology Center's essential functions or is solely for commercial purpose the Technology center will charge a reasonable fee in the amount of \$25.00 per hour to recover the direct cost of document search.

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available online at the school district's website to comply with the obligation of providing prompt, reasonable access to records.

The following fees shall be charged for records reproduction and any compensable search for records:

Copies:
8 1/2" x 14" (or smaller) _____ \$.25 per copy
11" x 17" (ledger) _____ \$.50 per copy

The Technology Center does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the Technology Center shall charge the news media and others the direct cost of copying electronic data.

~~A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.~~

~~Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request, the Technology Center may request a deposit, to be set by the records custodian, to be made at the time of the request.~~

Request for Records

Requests for public records shall be made to the attention of the Superintendent of Schools or the Technology Center's Records Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the Records Custodian may request that the requestor provide a more precise explanation or description of the records requested. The Technology Center shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of Technology Center business. The district may make requested records available on the school district's website to comply with the obligation of providing prompt, reasonable access to records.

An individual requesting public records, pursuant to the Act, is requested to use the Technology Center's Request Form to expedite the processing of the request.

See GBA-E – Public Record Access Request Form

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Superintendent of Schools.

REFERENCE: 51 O.S. §24 A.1, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.

POLICIES: GBA-R – Open Records Act, Regulation
GBA-E – Public Record Access Request Form

ALCOHOL AT SPECIAL EVENTS

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

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

All events and functions must be approved in advance by the Superintendent or the Board of Education. All alcoholic beverage services must be provided by a caterer, licensed by the State of Oklahoma to purchase and serve alcohol to the public. Charitable events will also require a Charitable Alcoholic Beverage Event/Auction License from the Oklahoma ABLE Commission. Proof of caterer’s liquor liability coverage required.

Approved applicants must provide a copy of the following within seven days prior to the event:

- Caterer’s liquor liability license/coverage
- Charitable Alcoholic Beverage Event/Auction License (if applicable)

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

All exceptions specified above must adhere to the following:

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

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

See form: **GKA - Alcoholic Beverage Event Request Form**

HYPOGLYCEMIC EMERGENCY PROCEDURES

In the event a student is believed to be having a hypoglycemic emergency, a school employee shall contact 911 immediately. The employee will notify the parent or legal guardian of the student as soon as possible.

The school district has decided to stock glucagon to treat a student with diabetes who experiences a hypoglycemic emergency or to provide glucagon when a student's prescribed glucagon is not available on site or has expired. The Superintendent shall designate the employee who will be responsible for obtaining the glucagon at each school site. The glucagon shall be maintained on school premises in accordance with the manufacturer's instructions.

The parent or legal guardian of each student who has a diabetes management plan will be notified that the district has a school nurse, a school employee trained by a health care professional, or a volunteer diabetes care assistant who may administer, with parent or legal guardian written consent, but without a health care provider order, glucagon to a student with diabetes whom the employee in good faith believes is having a hypoglycemic emergency or if the student's prescribed glucagon is not available on site or has expired.

A waiver of liability must be executed by a parent or legal guardian and must be on file prior to the administration of glucagon. This waiver of liability is effective for the school year for which it is granted and shall be renewed each subsequent school year.

REFERENCE: 70 O.S. §1210.196.9

**ADMINISTRATION OF
EMERGENCY OPIOID ANTAGONISTS**

It is the policy of the Pioneer Technology Center Board of Education, in light of the increased opioid addiction crisis nationwide, to authorize district medical personnel and/or appropriately trained and designated personnel to administer an opioid antagonist to any student or person they in good-faith suspect is having an opioid related drug overdose.

State law defines "medical personnel at schools" to include a certified school nurse or any other nurse employed by or under contract with a school, any licensed practitioner of the healing arts, or any person designated by the school administration to administer an opioid antagonist in the event of a suspected overdose.

The board of education hereby designates any school nurse, public health nurse, licensed practitioner of the healing arts, nurse working under contract with a school district or any person designated by the school administration to administer an emergency opioid antagonist in the event of a suspected overdose is authorized regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist when encountering a student or other individual exhibiting signs of an opioid overdose.

The administration of the school district may formally authorize one or more persons employed by the school to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. Persons designated to receive this training may include, but are not limited to, the certified and noncertified staff members required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver in accordance with statute. If in-person training is not readily available in the area, the person or persons designated under this provision may access opioid antagonist training materials available online through the State Department of Health or another entity. Such training shall include information on how to recognize symptoms of an overdose, instruction in basic resuscitation techniques, instruction on proper administration of an antagonist and the importance of calling 911 for help.

In the absence of the person or persons specifically designated and trained to administer an emergency opioid antagonist under the provisions of this section, the administration of a school may authorize any person to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opioid antagonist to a student or other individual at a school site or school-sponsored event in a manner consistent with addressing opioid overdose shall be covered under the Good Samaritan Act. A school and any of its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist in the event of a suspected overdose

The person(s) who has been approved by the administration of the school to administer an emergency opioid antagonist to a student suspected to be undergoing an opioid-related drug overdose, may administer the antagonist, and, as soon as practicable, shall notify first responders of the situation.

The emergency opioid antagonist supplied by the school district shall be approved by the United States Food and Drug Administration.

Each school site shall maintain a supply of opioid antagonists in a secure but unlocked and easily accessible location. The antagonists shall be maintained in quantities and types deemed adequate by the administration, in consultation with local first responders.

ADMINISTRATION OF OPIATE ANTAGONISTS (CON'T)

The emergency opioid antagonists shall be accessible in the school during regular school hours and during school-sponsored functions that take place on school grounds. The board of education at its discretion, may make emergency opioid antagonists accessible during school-sponsored functions that take place off school grounds and/or on school transportation.

Each person approved to administer the emergency opioid antagonist shall be required to receive training on proper administration of the antagonist, to be chosen by the administration and paid for by the school district.

REFERENCE: 68 O.S. 1-2506.1
70 O.S. 1210.242

NOTIFICATION

No school district, and no employee of the district or its schools, shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child’s parent(s) or guardian(s).

The School District shall disclose to a student’s parent(s) or guardian(s) any information known to the district or its employees regarding material changes reasonably expected to be important to parent(s) regarding their child’s health, social or psychological development, including identity information. Such disclosures shall occur within thirty (30) days of learning the information and may include referrals to appropriate counseling services that the parent(s) or guardian(s) may use at their discretion.

“Identity information” means information, including but not limited to,

- (1) Any names or pronouns used by a student at school;
- (2) Any social transition or other transition to a gender that differs from the student’s sex.

LEGAL REFERENCE: Oklahoma Accreditation Standard 210:10-2-3

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
 - a. the right to opt out of a sex education curriculum if one is provided by the school district,
 - b. open enrollment rights,
 - c. the right to opt out of assignments,
 - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
 - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
 - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
 - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

PARENT PARTICIPATION (Cont.)

- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

8. Additional parents' rights may be specified in Oklahoma Administrative Code.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: 70 O.S. § 10-106
 70 O.S. § 11-103.3
 70 O.S. § 11-103.6
 70 O.S. § 11-105.1
 70 O.S. § 11-106
 70 O.S. § 1210.192
 70 O.S. § 1210.301 through § 1210.308
 70 O.S. § 1210.508E

THIS POLICY REQUIRED BY LAW.

GRADUATION POLICY

The Pioneer Technology Center Board of Education recognizes that graduation ceremonies are important events for our students, patrons, guests, and community. Students who have not met state mandates or local school district graduation requirements may not be allowed to participate in the graduation ceremony. In order to participate in the graduation ceremony a student must be in good standing. Students who have not conformed with student discipline policies, those that have been charged, are under investigation, or have been convicted of a crime, and those that have unpaid fines or fees to the school district may not be considered in good standing.

To ensure that graduation ceremonies are enjoyable for all participants and spectators, the board enacts the following policies:

1. Students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. In addition, students shall not engage in the following conduct during graduation exercises:
 - A. Throwing caps or other objects in the air; or,
 - B. Engaging in any disruptive activity that substantially interferes with the graduation process or the rights of other individuals.
 - C. Students shall be prohibited from decorating PTC owned graduation caps or gowns.
 - D. Students may choose to wear the cap and gowns from their public school district.
2. Students may wear tribal regalia during graduation ceremonies. Tribal regalia will include traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of culture and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. Tribal regalia does not include any firearm or other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit.
3. The administration may impose discipline on any student who commits any act referred to in (1) above. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after completion of graduation exercises.

TORNADO DRILLS RULES AND PROCEDURES

In accordance with the policy of the board of education, tornado drills will be scheduled by the Plant/Facilities Manager at least two times per school year in order to ensure the best possible plan has been established and to ensure all students and personnel know what they are to do when a signal for a tornado drill is given. Tornado drills must be conducted in September and March of each school year. The Plant/Facilities Manager or designated staff member shall submit a copy of the drill plan for the building to the superintendent's office during the first month of school. Tornado drills are to be held on different days of the week at different hours of the day.

Definition of Terms

A **tornado watch** indicates that, within a period of several hours, a tornado may strike in a designated area.

A **tornado warning** indicates a tornado has been spotted or indicated on radar and that the tornado is likely to strike in a designated area immediately or within the next hour.

Procedures

Upon being notified of a tornado warning, the administrator or designated staff member must check weather conditions in the area to determine if it is necessary for students to be moved into the refuge areas. A designated staff member will monitor available weather sources for tornado warnings.

It is not necessary for schools to wait for the "weather alert" before moving students into the refuge areas. If the superintendent or designated staff member deems it advisable to move students into the refuge areas, this should be done immediately. Designated staff members will be assigned to bring in children from playgrounds or other outdoor areas during a tornado warning.

Each administrator or staff representative will need to use individual best judgment as to when students should leave the refuge areas and return to the classrooms.

Refuge Areas

Students housed in single story buildings should be moved into a safe room or the interior corridors that are not parallel to the tornado's path (usually from the southwest).

Students housed in single story buildings that do not have a safe room or corridors should seek refuge under tables, desks, etc. preferably away from areas containing glass.

In situations where some of the students are located in annexes adjacent to the main building, students should be moved from the annex into the main building when space is available.

Avoid the use of large enclosed areas not designated as safe rooms, such as cafeterias, or other rooms with wide, free-span roofs as places of refuge.

TORNADO DRILLS, RULES AND PROCEDURES (Cont.)

If a school bus is caught in the open when a tornado is approaching, the students will be escorted to a nearby ditch or ravine and made to lie face down, hands over their heads. They should be far enough away from the bus so that the bus cannot topple onto them.

Planning Security Drills

When developing a tornado security drill, selecting refuge areas to be used should be the first consideration. After refuge areas are determined, the following should be accomplished:

1. Assign and fit the students into the refuge areas. Adjustment may be necessary.
2. Determine the position(s) to be taken in the refuge areas and explain them to the students. The following positions are recommended:
 - A. Down on knees, lean forward, cover as much of exposed body as possible by crossing arms and burying the face in the arms.
 - B. Cross legs, sit on the floor, and cover face with folded arms. (Students should turn their backs to natural light.)
3. Determine the signal to be used for the security drill and ensure all school personnel and students know how to distinguish it from other signals. Establish a backup alarm to be used in the event of a power failure, e.g. a battery-operated bullhorn, hand-cranked siren, or hand bell.
4. Conduct a building drill and make any changes necessary to improve the plan.

Instructor Responsibility

The classroom instructor has the responsibility of preparing the students for the drills as well as the real emergency. Information given by the instructor will do much to protect the emotional health of the student. Statements by uninformed or poorly informed individuals can cause students to become emotionally upset. It would seem psychologically sound to teach all students the usable facts that can be understood at their intelligence level. There cannot be a quick course of instruction once a tornado has struck.

Preparation of the Building

Close the outside doors on the side from which the tornado is approaching.

All inside doors leading into corridors must be left open.

TORNADO DRILLS, RULES AND PROCEDURES (Cont.)

The facilities/maintenance staff or alternate MUST turn off the gas on the outside of the building when a tornado warning has been received.

Variety

It is recommended that tornado drills be held under all kinds of conditions and circumstances and from all parts of the building in order to prepare students for any emergency that would make it necessary for them to be moved into the refuge areas. Among these would be the following situations:

- From regular classrooms
- From regular classrooms with a blocked exit
- From assemblies
- When some of the students are in the classrooms and others are on the school grounds or in the cafeteria
- When students are in the process of changing classes
- Any other situation in which students might be found
- From the cafeteria
- From a bus

Dismissal from School

School will not be dismissed because of a tornado warning.

Children will not be permitted to leave school during a tornado warning alert in the immediate area. However, parents may go to the school and get their children. Parents should contact the Full-time Programs office and let a member of the school staff get the student from the classroom. When parents go to the classroom, it excites the other students and disrupts teaching.

If, at dismissal time, a storm is approaching and it is believed the student will not have time to reach home before it strikes, student should be kept in the building until it is deemed safe to dismiss them. School buses will not be used during tornado warnings.

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
 Equipment/Furniture/Remodel or Repairs/Technology
 June 11, 2024

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Building Maintenance	Anderson Flooring	LVP Flooring for Construction Trades and Precision Machining Classrooms	<u>\$11,559.46</u>
		TOTAL	<u>\$11,559.46</u>
	<i>Other quotes:</i>		
	<i>Mill Creek Carpet & Tile \$12,855.05</i>		
Building Maintenance	Anderson Flooring	Carpet Replacement in BIS Building	<u>\$35,459.07</u>
		TOTAL	<u>\$35,459.07</u>
	<i>Other quotes:</i>		
	<i>Bryan's Flooring \$39,359.00</i>		
	<i>Mill Creek Carpet & Tile \$41,166.22</i>		

LIST OF ITEMS - TO DECLARE SURPLUS

June 11, 2024

<u>Quantity</u>	<u>Description</u>	<u>Tag #</u>
1	2011 Chrysler 200 Sedan 4 door	VH0020
1	Washer and Dryer (poor condition)	690296, 690297
4	Large Desks	002695, 002699, 970162, 990025
1	Scaffolding from Construction (does not need)	970014, 991285
1	Cement Mixer	970020
2	Drill Presses	686600*
1	Miter Table	990335
2	Shapers	688622*
10	Lateral File Cabinets	001723, 980074, 990028*
2	4-drawer File Cabinets	001721, 001722
1	Bed Frame	No tag numbers
1	Large Storage Cabinet	No tag numbers
8	Tables (poor condition)	No tag numbers
18	Assorted Student Tables	No tag numbers
4	Metal Stools	No tag numbers
4	Hospital Beds (poor condition)	No tag numbers
14	Gray Chairs	No tag numbers
2	Floor Buffers	No tag numbers
3	Sanders (do not work)	No tag numbers
1	Wet saw (does not work)	No tag numbers
1	Grinder (does not work)	No tag numbers
1	Stack of FRP Waterproof Paneling	No tag numbers

**Some tag numbers are missing or not legible*



CADET HANDBOOK

2024

2025

Basic Peace Officer Certification

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

BPOC Coordinator

- Tucker Hodgson (Pioneer Technology Center/Director B.P.O.C.)
TuckerH@pioneertech.edu

Pioneer Technology Center Administrative Staff

- Traci Thorpe - Superintendent/CEO TraciT@pioneertech.edu
- Kahle Goff - Executive Director, Full-Time Programs KahleG@pioneertech.edu
- Molly Kyler - Executive Director, BIS MollyK@pioneertech.edu
- Stacey Rush - Chief Financial Officer StaceyR@pioneertech.edu
- Kendra Knight - Instructional Director KendraK@pioneertech.edu
- Dr. Ryan Burkett - Instructional Director RyanB@pioneertech.edu

Introduction

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

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

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

Hours of Operation

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

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

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

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

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

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

Attendance

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

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

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

Authorized Absence

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

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

Unauthorized Absence (UA)

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

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

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

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

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

Unauthorized Absences

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

Tardiness

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

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

Call-In/Late

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

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

Non-Call In/Non-Report

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

Unauthorized Departure

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

Injuries or Illness

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

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

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

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

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

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

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

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

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

Academy Uniforms

The Academy Uniform:

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

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

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

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

Exceptions to Prescribed Academy Uniform

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

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

Personal Grooming

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

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

Jewelry: It is highly suggested that wrist watches be worn. There are subjects covered in the Academy that will require the cadet to monitor the passage of time. Rings may be worn, but only one on each hand is permitted. (A wedding set is considered one ring.) Visible necklaces, earrings and other decorative jewelry are prohibited. During Defensive Tactics/Custody Control, rings or other jewelry will not be allowed on the mats.

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

Achievement Standards

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

Academic Grading

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

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

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

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

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

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

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

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

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

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

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

Cadet Expected Behavior

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

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

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

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

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

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

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

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

BPOC Code of Ethics

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

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

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

General Provisions

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

Likewise, it is of the utmost importance that the Staff maintains optimum channels of communication and instruction with each individual to enhance his/her successful entry into the field of law enforcement.

The Academy main phone number is (580 718-4339). Only messages of an emergency nature will be accepted on behalf of cadets, and it is advisable to remind friends and family not to violate this order.

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

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

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

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

Cadet Discipline

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

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

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

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

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

formally documented, and the documentation will be signed by both the counselor and the cadet.

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

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

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

Alcohol, Drug and Tobacco

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

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

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

Fraternization Rules

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

Discrimination, Harassment and Hazing/Grievance Procedures

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

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

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

Inspections

The Academy Staff is allowed, at any time, to perform administrative inspections and/or searches, **adhering to PTC Search of Students policy**, for security and violations of Academy Policies and

Procedures. All classrooms, classroom furniture and fixtures; all cadet assigned rooms, furniture and fixtures; and all facilities owned and controlled by Pioneer Technology Center are subject to inspection. It shall be understood there is no expectation of real or assumed privacy. Cadets should expect, at a minimum, weekly inspections.

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

Parking/Driving

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

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

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

Equipment Requirements

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

Academic/Classroom Instruction

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

Firearms Training

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

Ammunition Requirements

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

Ammunition Quantities

Each student will be required to bring:

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

Specifications for Handgun Ammunition:

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

Custody and Control / Defensive Tactics – Equipment Requirements

- Cadets are required to have appropriate groin protection and supportive undergarments

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

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

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

Computer and Technology Use

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

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

Unacceptable Practices

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

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

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

Daily Physical Training - PT

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

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

Pioneer Technology Student Handbook

Any item not addressed by the BPOC Academy Handbook will be addressed through the PTC Full-Time Programs Student Handbook which is available online at www.Pioneertech.edu.

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

Pioneer Technology Center BPOC Cadet Agreement

Cadet Printed Name: _____

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

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

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

Cadet Signature: _____

Date: _____

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

**APPLICATION FOR APPROVAL
OF TEMPORARY APPROPRIATIONS
FOR THE FISCAL YEAR 2024-25**

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

	<u>REQUESTED APPROPRIATIONS</u>
General Fund	
Current Expense	<u>\$ 13,500,000</u>
Building Fund	
Erecting, remodeling, or repairing school buildings and purchase of equipment	<u>\$ 9,000,000</u>

Approved this 11th day of June, 2024.

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

ATTEST:

CLERK

PRESIDENT

COUNTY EXCISE BOARD

Approved by the Kay County Excise Board this _____ day of _____, 2024.

ATTEST:

CHAIRMAN

MEMBER

SECRETARY OF KAY COUNTY
EXCISE BOARD

MEMBER

**PIONEER TECHNOLOGY CENTER
2101 NORTH ASH
PONCA CITY, OKLAHOMA
FY 2024-25**

RESOLUTION

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

Approved and dated this 11th day of June, 2024.

BOARD PRESIDENT

BOARD CLERK

**PIONEER TECHNOLOGY CENTER
ACTIVITY FUND – LIST OF SUBACCOUNTS
FY 2024 – 2025**

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

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

<u>Type</u>	<u>FY24</u> <u>Expiring</u>	<u>FY25</u> <u>Renewal</u>	<u>Change</u>
Workers Comp	30,318.00	28,971.00	- 1,347.00
General Liability	891.00	719.00	- 172.00
Umbrella-Excess Limits	307.00	274.00	- 33.00
Educators Legal Liability	890.00	718.00	- 172.00
Auto Liability	1,189.00	959.00	- 230.00
Auto Physical Damage	4,743.00	5,560.00	+ 817.00
Property	155,963.00	169,576.00	+ 13,613.00
Equipment Breakdown	651.00	683.00	+ 32.00
Crime	2,720.00	2,584.00	- 136.00
Fiduciary Liability	1,222.00	1,222.00	0
Bailee's Liability	312.50	295.00	- 17.50
Student Accident	4,895.10	4,895.10	0
Cyber Liability (included)	0.00	0.00	0
Day Care General Liability	<u>3,002.00</u>	<u>5,000 est-PENDING</u>	<u>+1,998.00</u>
OSIG TOTALS	207,103.60	221,456.10	+14,352.50 (9.35%)
LIBERTY MUTUAL:			
Treasurer Bond	1,350.00	1,350.00	0

APPENDIX D

INSURICA OkACTE Program

*Protecting your program while minimizing risk and exposure to students,
staff and the campus.*



INSURICA[®]
EDUCATION

OKLAHOMA
ACTE

INSURICA OkACTE

Our Partnership Benefits U

◆ PUTTING OUR NETWORK BEHIND YOUR SCHOOL

School systems, private schools and universities are worlds unto their own, operating with unique and challenging codes, requirements and jurisdictions. Rising operational costs, security concerns, decreases in funding and employment practice liability can seriously affect your institution's future.

Protecting your assets while minimizing risk and exposure to students, staff and the campus demands a thorough understanding of the educational system.

INSURICA's Education Experts bring the experience, guidance and resources you need to uncover and manage unforeseen risks on and off campus. In addition to our industry expertise our partnership with OkACTE provides multiple benefits to you and your organization.



PROGRAM HIGHLIGHTS

- Annual in-depth review of all policy forms and definitions
- Annual Exposure Analysis based on current educational trends/incidents/litigation
- Benchmark Coverage Surveys with other Educational Risks
- All program carriers maintain AM Best rating of A – X
- All program carriers provide 24 hour claims service
- Claims Advocate on staff
- Service Team engaged in continued Education Risk Management
- In-House Loss Control Services
- Fiduciary Liability Regulation Compliance
- Human Resources Hotlines/Libraries
- Certificate of Insurance Maintenance Program
- OkACTE Legislative Support

“An investment in **knowledge** pays the best interest.”

– Benjamin Franklin

COVERAGE & SERVICE

While insurance is all too often the primary focus of most programs, in today's rapidly changing, viciously competitive, constantly evolving corporate world, it's not enough. Through the INSURICA OkACTE Program you will have access to major carriers, providing a wide variety of education-specific coverages and services.

◆ GENERAL, AUTO AND SCHOOL BUS LIABILITY

- Broadest coverage available; competitive price; stable insurance option for educational members including technology centers
- Student professional included for any services by students in practicum as part of their training
- Bodily Injury/Property damage liability for Drones/Model Aircraft used for educational purposes
- Infringement of copyright, trademark, title or slogan
- Disaster Management Services included
- Violent Malicious Acts included

◆ PROPERTY

- Inclusive definition of Real Property
- \$500,000,000 maximum limit of liability for all OkACTE members
- Flat wind/hail deductible with Buy-Back options
- Includes separate aggregate limits for Flood and Earthquake

◆ GLOBAL REACH

As an Assurex Global Partner, we have the ability to place coverage in all 50 states and, through local foreign sources, in close to 100 countries worldwide, but continue to coordinate all efforts through our office.

◆ WORKERS' COMPENSATION

- Workers' Comp Modifier Review – prior to NCCI critical value date
- Ability to generate claims reports and analysis of various claims
- Loss control services
- Monthly open claims review
- Carriers must be able to provide Work Comp to educational facilities with 5 + years' experience
- No annual audit

◆ MISCELLANEOUS

- Coverage includes MultiMedia liability for no extra premium; optional cyber deception to include 'spear phishing' and 'social engineering'



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2024 - 2025 Premium Comparison

Coverages	23-24	24-25	% Change
Property	\$155,963	\$169,576	9%
All Other Peril Deductible (\$25,000)			
Wind/Hail/Tornado Deductible (\$25,000)			
Equipment Breakdown	\$651	\$683	5%
General Liability	\$891	\$719	-19%
Educators Legal Liability	\$890	\$718	-19%
Auto Liability	\$1,189	\$959	-19%
Auto Physical Damage	\$4,743	\$5,650	19%
Excess Liability	\$307	\$274	-11%
OSIG PREMIUM	\$164,634	\$178,579	8%
Workers' Compensation	\$30,318	\$28,971	-4%
Crime	\$2,720	\$2,584	-5%
Fiduciary	\$1,222	\$1,222	0%
Bailee's Liability	\$312.50	\$295	-6%
Day Care General Liability	\$3,002	PENDING	%
Student Accident	\$4,895.10	\$4,895.10	0%
Total Premium	\$207,104		

Property Deductible Options:

Deductible	Saves	Indicated Savings
All Peril 25K to 50K	1.30%	\$2,204
All Peril 25K to 75K	2.20%	\$3,371
All Peril 25K to 100K	2.90%	\$4,918
Deductible	Saves	Indicated Savings
W/H 25K to 50K	1.30%	\$2,204
W/H 25K to 75K	2.20%	\$3,371
W/H 25K to 100K	2.90%	\$4,918

Note:

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

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

This is not an invoice.

Breakdown of Insurance Cost

Annual Premium Breakdown

Property:	\$169,576
Boiler & Machinery:	\$683
Auto Physical Dmg:	\$5,650
General Liability:	\$719
Auto Liability:	\$959
Educators Legal:	\$718
Excess Liability:	\$274
Total Annual:	\$178,579

A 25% minimum earned premium applies.

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

Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Total Values	\$773,376	\$28,870,668	\$29,741,565	\$31,228,403	\$41,301,561	\$44,088,635
Premium	\$7,910	\$62,675	\$74,455	\$92,017	\$130,383	\$165,600
Distribution	\$0	\$358	\$0	\$0	\$0	\$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
2	\$532,339	\$9,146	1.72%

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

Coverages

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

Property

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

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

Deductibles Optional increased deductible quotations are available upon request.

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

General Liability

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

School Board Legal Liability

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

Employee Benefit Liability

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

Automobile Liability

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

Automobile Physical Damage

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

Crime

No Coverage

Cyber Liability

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

Deadly Weapon Protection

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

Excess Liability

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

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

WORKERS' COMPENSATION

Carrier	CompSource Mutual Insurance Company
Policy Number	Renewal of 03482308221
Policy Term	7-1-2024 to 7-1-2025
Annual Premium	\$ 28,971
Workers' Compensation	Statutory Limits
Employer's Liability	\$1,000,000 Each Accident
	\$1,000,000 Policy Limit
	\$1,000,000 Each Employee
Location	Per Schedule on file with carrier

Note: 2024-2025 policy is non-auditable.

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

CRIME

Carrier	Travelers Casualty and Surety Company of America
Policy Number	107113888
Policy Term	7-1-2024 to 7-1-2025
Premium	\$2,584
Claims Made Form	

Revenues * Per Expiring

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

Insureds Premises Covered: Worldwide

FIDUCIARY

Carrier	Federal Insurance Company - Chubb
Policy Number	8211-9057
Policy Term	7-1-2024 to 7-1-2025
Annual Premium	\$1,222

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

Retention Amounts

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

BAILEE'S LIABILITY COVERAGE

Carrier	Mid-Continent Casualty Company
Policy Number	04CIM000027667
Policy Term	7-1-2024 to 7-1-2025
Premium	\$295.00

Coverage

(A) RV/Motorcycle/Watercraft/Construction Equipment	
(B) Repair, Modification &/OR Service	
(C) List of Scheduled Premise and Limits: On File with the Carrier	\$50,000
(D) Additional Limits of Insurance Transit Limit	\$50,000
(E) Deductibles	\$1,000
(F) Premium	\$295.00

GENERAL LIABILITY - CHILD CARE

Carrier	TBD
Policy Number	TBD
Policy Term	7-1-2024 to 7-1-2025
Premium	PENDING
Location	2101 N Ash St Ponca City, OK 74601

LIMITS OF LIABILITY:	General Aggregate Limit	\$2,000,000
	Products & Completed Operations Aggregate Limit	\$2,000,000
	Personal Injury and Advertising Injury Limit	\$1,000,000
	Bodily Injury and Property Damage Occurrence Limit	\$1,000,000
	Damage to Premises Rented to You	\$100,000
	Medical Expense - Any One Person	\$5,000
COVERAGE PLAN:	Occurrence Basis	
DEDUCTIBLE(S):	None	

CLASS CODE

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

ADDITIONAL COVERAGES

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

STUDENT ACCIDENT

Carrier	United States Fire Insurance Company
Policy Number	TBD
Policy Term	7-1-2024 to 7-1-2025
Annual Premium	\$4,895.10

Class I.	Number Eligible
Work Based Experience Students	378

Description of Hazards

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

Description of Benefits

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

Principal Sum

\$15,000 Maximum Benefit Limit
\$10,000 AD&D

Aggregate Limit of Liability

\$250,000 Per Accident

Loss & Percentage of Principal Sum

Loss of Life 100%
Loss of Both Hands 100%
Loss of Both Feet 100%
Loss of Entire Sight of Both Eyes 100%
Loss of One Hand and One Foot 100%
Loss of One Hand and Entire Sight of One Eye 100%
Loss of One Foot and Entire Sight of One Eye 100%
Loss of Speech and Hearing (both ears) 100%
Quadriplegia (total paralysis of both upper and lower limbs) 50%
Paraplegia (total paralysis of both lower limbs) 50%
Loss of One Hand 50%
Loss of One Foot 50%
Loss of Entire Sight of One Eye 50%
Loss of Speech 50%
Loss of Hearing (both ears) 50%
Hemiplegia (total paralysis of upper and lower limbs on one side of body) 50%
Loss of Thumb and Index Finger of the Same Hand 25%

DISCLOSURES

Compensation Disclosure to our Customers

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

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

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

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

Property Schedule

Report Printed: 06/02/2024 09:18 pm

Pioneer Technology Center

Location	Occupied As	Bldg Value	Contents Val
1500 South Waverly	Safety Training (Contents Only)	\$0	\$53,190
2101 North Ash	BIS Building	\$2,414,582	\$100,485
2101 North Ash	EMS Training Tower (No Contents)	\$920,618	\$0
2101 North Ash	Main Building	\$23,384,452	\$5,098,226
2101 North Ash	Main Building Addition - Conference Center/Safe Room/Culinary Arts/Cosmetology	\$8,791,753	\$879,176
2101 North Ash	Sign	\$157,816	\$0
400 E. Central	Work Force Ready Oklahoma Program (Contents Only)	\$0	\$165,000
		<u>\$35,669,221</u>	<u>\$6,296,077</u>

Floater Limi \$150,000
 EDP Limit: \$1,000,000
 Extra Expense Limit \$1,250,000

Auto Values: \$1,478,244
 Total Values: \$45,843,542

Auto Schedule

Report Printed: 06/02/2024 09:18 pm

Pioneer Technology Center

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2001	Ford	F-250	3	1FTNF20L551EB43461	\$6,550
2	1992	Callen	Trailer	0	1C9UU3820NC440083	\$67,000
3	2002	Ford	E-150 Van	2	1FTRE1427HB81449	\$5,587
4	2001	Chevrolet	MiniBus	8	1GBHG31R911193889	\$5,000
5	2004	Chevrolet	Silverado	3	1GCHC23U24F178838	\$15,150
6	2003	Jackson	CarHauler	0	1J9FS182731033435	\$2,925
7	2006	Bluebird	Bus	35	1BAKCKH66F232400	\$24,000
8	2007	Freightliner	TrkTor		1FVAFCDK0747458598	\$80,000
9	2008	Dodge	Caravan	7	1D8HN44H98B177174	\$8,925
10	2009	Cargo	Trailer		406EG26239C022973	\$15,400
11	2011	Chrysler	200	5	1C3BC1FB2BN531306	\$12,125
12	2013	Dodge	Caravan	6	2C4RDGCG4DR549290	\$16,725
13	2015	IC	Bus		4DRNZSKH9FB645958	\$78,125
14	2015	Top Hat Bumper	Dump Trailer		4R7BD142XFT145216	\$6,627
15	2016	Chevy	Impala		2G1WA5E36G1103244	\$17,529
16	1996	Daihatsu	Mini Truck		S110P076979	\$0
17	2018	International	Bus		4DRBUC8N7JB518817	\$99,000
18	2017	Chevy	Suburban	8	1GNSCKEC1HR302281	\$37,835
19	2018	Chevy	Impala		2G11X5S39J9110114	\$21,239
20	2019	International	Special Needs Bus	71	4DRBUC8PXKB595135	\$97,025
21	1985	Spartan	Fire Truck		S29MT6C00FC423791	\$14,500
22	1999	Ford	Crown Victoria		2FAFP71W0XX173097	\$2,000
23	2018	Ford	Expedition	8	1FMJK1FT8JEA53602	\$39,000
24	2019	Dodge	Caravan	6	2C4RDGBG4KR568503	\$21,566
25	2020	International	Bus	71	4DRBUC8P6LB422875	\$93,685
26	2020	Sundowner	Cargo Trailer		13SCG3022L1CA3831	\$128,800
27	2008	Ford	Ambulance		1FDWF36R88ED58439	\$110,000
28	2022	International	Bus	71	4DRBUC8N4NB244692	\$97,100
29	2023	Chevy	Malibu		1G1ZC5ST7PF164834	\$25,000
30	2023	Chevy	Malibu		1G1ZC5ST4PF163690	\$25,000
31	2023	Collins	Mini Bus	14	1GB3GSB71P1105198	\$88,927
32	2014	Dodge	Ram 1500		1C6RR7XT7ES292979	\$32,000
33	2023	Chrysler	Pacifica	6	2C4RC1BG5PR568808	\$40,147
34	2024	Ford	Expedition	8	1FMJK1G87REA29572	\$62,384
35	2024	Chevy	Malibu	5	1G1ZC5ST8RF189339	\$24,934
36	2024	Chevy	Malibu	5	1G1ZC5STXRF189293	\$24,934
37	2015	Freightliner	Cascadia 125		3AKGGLD50FSGP8319	\$31,500

Total Value of All Autos for Pioneer Technology Center: \$1,478,244

IMPORTANT EXPOSURE AND COVERAGE ITEMS

- Each Building or Structure: - Margin Clause 125% of scheduled limits per statement of value
- BBPI limit 10% of building value for Blanket Coverage to apply. If you have a location with less than 10% limits, you should consider increasing those limits to at least 10% of the building value

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

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

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

THIS ENDORSEMENT CHANGES THE PLAN. PLEASE READ IT CAREFULLY.

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

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

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

Overview

Background

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

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with **broad insurance coverage through "A" rated insurance carriers and professional risk management services**. Over the past 22 years, OSIG's membership has grown to 538 and the program insures more than \$28.5 Billion in school property across Oklahoma.

Structure

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

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

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

OSIG has contracted with Arthur J. Gallagher Risk Management Services, Inc in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

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

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

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

Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/23 was more than \$6.4 million and our assets were more than \$46.7 million.

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

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

<i>Statement of Net Assets</i>	
<i>As of 6/30/23</i>	
Cash	\$ 37,364,915
Other Assets	\$ 9,417,966
Total Assets	\$ 46,782,881
<hr/>	
Total Liabilities	\$ 40,333,906
Total Net Assets/Surplus	\$ 6,448,975

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

Important Plan Information

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

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

Actuarial Review

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

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

Resolution of Pioneer Technology Center to Join Oklahoma Schools Insurance Group

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

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

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2024-2025 plan year; and

Whereas, the quotation is acceptable to the District;

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

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

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

Date: _____

Pioneer Technology Center By:

Attest:

President, Board of Education

Clerk, Board of Education

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
June 11, 2024 FY 2023/2024

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Vicki Braden	ABE/HSE Instructor	06/01 – 06/30 (24.5 hrs)	637.00
Amev Branson	CSO Skills Check-off	05/23 (4 hrs)	140.00
Montana Burgess-Tarr	Temp-Children’s Lab Teach. Asst.	05/15 – 06/28 (up to 29 hrs/wk)	2,943.50
Aimee Clark	ABE/HSE Instructor	06/01 – 06/30 (42 hrs)	1,050.00
Tanner Crawford	CPR/First Aid	05/07 (3 hrs)	75.00
Sarah Denton	Children’s Lab Teaching Asst.	06/03 – 06/28 (up to 29 hrs/wk)	1,160.00
Priscilla Derrick	Children’s Lab Teaching Asst.	06/03 – 06/28 (up to 29 hrs/wk)	1,160.00
Rylie Evanoff	Children’s Lab Teaching Asst.	06/03 – 06/28 (up to 29 hrs/wk)	1,160.00
Lori Evans	Evening Supervisor	05/16 – 06/15 (up to 44 hrs)	1,188.00
Lori Evans	Evening Supervisor	06/16 – 06/30 (up to 24 hrs)	648.00
Kathay Farmer	CNA Skills Check-off	05/21 – 05/31 (1 hr)	35.00
Lane Fisher	Welding Instructor	06/04 – 06/11 (9 hrs)	270.00
Joella Francis	CSO Skills Check-off	05/09 – 05/20 (13.5 hrs)	472.50
Keeley Gottman	Children’s Lab Teaching Asst.	06/03 – 06/28 (up to 29 hrs/wk)	1,160.00
Elaine Harman	ABE/TANF Instructor	06/01 – 06/30 (28 hrs)	728.00
Elaine Harman	ABE/HSE Instructor	06/01 – 06/30 (31.5 hrs)	819.00
Tonya Jackson	ABE/HSE Instructor	06/01 – 06/30 (122.5 hrs)	3,185.00
Bryce Klinger	Computer Tech Summer Help	06/03 – 06/28 (up to 80 hrs)	840.00
Julie Lawrence	ABE/HSE Instructor	06/01 – 06/30 (28.5 hrs)	712.50
Allyson Leonard	ABE/HSE Instructor	06/01 – 06/30 (105 hrs)	2,625.00
John Munger	CPR/First Aid	05/08 (3 hrs)	90.00
Eric Payne	Heavy Equip. Basic Operation	06/24 – 06/28 (40 hrs)	1,200.00
Brenda Pollak	Indian Cuisine	05/07 (4 hrs/6-9pm)	100.00
Brenda Pollak	Evening Supervisor	05/16 – 06/15 (up to 36 hrs)	900.00
Brenda Pollak	Evening Supervisor	06/16 – 06/30 (up to 24 hrs)	600.00
Pam Powers	ABE/TANF Instructor	06/01 – 06/30 (42 hrs)	1,050.00
Pam Powers	ABE/HSE Instructor	06/01 – 06/30 (10.5 hrs)	262.50
Kristi Reed	MAT Full Course	05/09 – 05/10 (16 hrs)	368.00
Kristi Reed	Adv. CMA – Diabetes	05/15 – 05/17 (24 hrs)	552.00
Kristi Reed	CNA Instructor	06/03 – 06/20 (71 hrs)	1,647.30
Kristi Reed	CNA Instructor	06/21 – 06/30 (23 hrs)	549.20
Arlene Stauffer	Customer Service Strategies	06/13 – 06/27 (3 hrs)	75.00
Rebecca Stephens	ABE/HSE Instructor	06/01 – 06/30 (28 hrs)	700.00
Rebecca Stephens	ABE/TANF Instructor	06/01 – 06/30 (42 hrs)	1,050.00
Jamie Stolhand	Adjunct Firefighter Instructor	01/09 – 05/24 (up to 75 hrs)	1,500.00
Mary Ann Sudbury	ABE/HSE Instructor	06/01 – 06/30 (28.5 hrs)	712.50
Kami Threlkeld	Indian Cuisine Asst.	05/07 (4.5 hrs)	67.50
Colton Tripp	Computer Tech Summer Help	06/03 – 06/28 (up to 80 hrs)	960.00
Anthony Valentin	Welding Instructor	04/16 – 04/25 (8.25 hrs)	206.25
Anthony Valentin	Beginning Welding	06/04 – 06/20 (up to 18 hrs)	450.00
Anthony Valentin	Beginning Welding	06/21 – 06/30 (up to 18 hrs)	450.00