

Pioneer Technology Center Board of Education

Regular Meeting

Tuesday, August 13, 2024, 6:00 PM

Seminar Center West

2101 N. Ash St.

Ponca City, Oklahoma 74601

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

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations
Presentation of the 2024-2025 Marketing Plan - Terri Busch, Communications & Marketing Coordinator
5. Discussion and vote to approve or not approve the Minutes of the July 16, 2024 regular Board of Education meeting
6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #50249-50391 in the amount of \$292,448.52; Building Fund #50010-50011 in the amount of \$10,348.00; Payroll #70138-70154 in the amount of \$1,326,931.74)
7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - 7.A. Traci Thorpe, Superintendent/CEO
 - 7.B. Molly Kyler, Executive Director, Business & Industry Services
8. Discussion and vote to approve or not approve the 2024-2025 Marketing Plan
9. Discussion and vote to approve or not approve the proposed policy updates as follows: DABB-P- Records Investigations, Procedures, DBCA- Standards of Performance and Conduct for Teachers, DHA- Fund Raising Activities Students, DO- Suspension, Dismissal and Nonreemployment of Teachers, DOAC- Support Personnel, Suspension, Dmotion, Nonrenewal, or Termination, DO-R- Teacher Termination Procedures, EHAGA- Live Work, FA- Moment of Silence, GJ- Nondiscrimination
10. Discussion and vote to approve or not approve the New Policies as follows: DOBD- Suspension of Certified Personnel, EGG- Prohibition of Race and Sex Discrimination Curriculum and Complaint Process

11. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A.
12. Discussion and vote to approve or not approve the following equipment as Surplus: 8 Desks (Tag #000439, 001291, 001312, 002699, 991973, 3 missing tags)
13. 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.
14. Discussion and vote to approve or not approve opening a new position for the Work Ready Oklahoma program: Employment & Job Specialist
15. Discussion and vote to approve or not approve hiring a Career Center Specialist
16. Discussion and vote to approve or not approve hiring a Welding Instructor
17. New Business
18. Board Comment
19. 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 TECH C&M

*Marketing
Plan* 2024 - 2025

pioneertech.edu



Pioneer Technology Center Communications & Marketing Plan

2024 - 2025

MISSION: "Enhancing Lives Securing Futures"

VISION: To be the preferred and most trusted resource for workforce and business development.

VALUES: People Innovation Character Learning Economic Development

MARKETING OBJECTIVES 2024 - 2025:

It is typical that each year PTC's communications and marketing department publishes an annual marketing plan. In addition to that plan, the department has established the following annual objectives:

- **INCREASE** engagement with audiences through Social Media platforms, Email Blast list, and News Media.
- **ELEVATE** and create five promotional pieces to the public each year, and promote through Email Blasts, Social Media and Newsprint.
- **IMPROVE** share meaningful, engaging stories that create a strong relationship with our target audiences.

Weekly Tactics

1. Weekly Marketing Meet-Ups to review goals, accomplish the to-do list (Any.do) and adjust the Marketing Plan as needed.
2. Maintain a consistent BRAND throughout all graphics and communications.
3. Promote PTC using social media and other outlets daily, targeting services, BIS classes & programs in need of enrollment and promotion.

AUDIENCES AND STRATEGIES

- 1) Internal
 - a) PTC employees and board members
 - b) Current students (adult and secondary) and clients
 - 2) External
 - a) Potential students & parents
 - b) Business and Industry
 - c) Potential adult students
 - d) Community at large/stakeholders
- ❖ Boomers (Ages 58 – 76) – 78% have a Facebook account, and 70% are on YouTube. They are adopting more technology to stay in touch, including video calls and smart home devices. Prioritize engaging, informative content on these platforms, and consider email marketing for direct communication.
 - ❖ Gen X (Ages 42 – 57) – This generation still reads newspapers, magazines, listens to the radio, and watches TV. They are digitally savvy, spending roughly 7 hours a week on Facebook. Effective strategies include a mix of traditional media and digital campaigns, particularly on Facebook and email newsletters. Personalized marketing resonates well with this group.
 - ❖ Millennials/Gen Y (Ages 26 – 41) – 95% still watch TV, and this generation is extremely comfortable with mobile devices, but 32% will still use a computer for purchases. They typically have multiple social media accounts. Focus on mobile-friendly content and seamless online shopping experiences. Utilize platforms like Instagram, Twitter, and LinkedIn, and invest in influencer partnerships and social proof.
 - ❖ Gen Z (Ages 11 – 25) – They have grown up in a hyper-connected world, with smartphones as their preferred method of communication. On average, they spend 3 hours a day on their mobile device. Engage with them through short-form video content on platforms like TikTok, Snapchat, and Instagram. Authenticity and social responsibility are key in marketing to Gen Z.
 - ❖ Gen Alpha (Ages 0 – 10) – Alphas are being raised in homes with smart speakers and devices everywhere; technology is built into everyday items. While they are not primary decision-makers, their preferences influence parental purchasing decisions. Utilize engaging, interactive content and ensure a strong online presence, especially in educational and entertainment spaces.

INTERNAL MARKET STRATEGIES:

PTC EMPLOYEES and BOARD MEMBERS

Messages:

YOU'RE ONLY STEPS FROM YOUR GOAL
INSPIRING LEADERS AT EVERY STAGE OF LIFE
DO WHAT DRIVES YOU

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Find 5-10 Employees as Brand Ambassadors	\$0	C&M Dept	TIME: On-Going
New Employee On-Boarding	In-house printing	Terri	TIME: August/On-Going EVAL: C&M Service Survey
In-Service Marketing Update	\$0	C&M Team.	Time: August EVAL: PTC Staff
PTC Employee FB Group Page	In-house	C&M Team & PTC Staff	TIME: August/On-Going EVAL: C&M Service Survey
Full-Time Programs/BIS Monthly Meetings	\$0	C&M Team & PTC Staff	TIME: August 2024 – July 2025 EVAL: C&M Survey
Work to fulfill all requests given to marketing throughout the year.	Budget	C&M Team	TIME: August 2024 – July 2025 EVAL: C&M Survey

CURRENT STUDENTS & CLIENTS

Messages:

REAL WORK, REAL REWARD
EARN YOUR FUTURE
YOU'RE ONLY STEPS FROM YOUR GOAL
INSPIRING LEADERS AT EVERY STAGE OF LIFE
DO WHAT DRIVES YOU
GET SKILLED, GET PAID

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Survey Enrolling Students	CrowdSignal Survey Site \$200	C&M Team SS Team/Director Team	TIME: First & Second Semester EVAL: Compare results to prior surveys
Creative Graphic Printed Pieces	\$\$39,000	C&M Team	TIME: On-Going EVAL: Student/customer comments
Utilize lobby displays, LED sign, website, Facebook, Instagram, X, & TikTok to promote all PTC activities.	Activity lists from all PTC departments, news media, photos, etc.	C&M Team	TIME: Daily (screens) Regularly (web) EVAL: Student/Stakeholder comments, web clicks
Eblast	\$300	C&M Team	TIME: August 2024 – July 2025 EVAL: C&M Survey

ADVISORY MEMBERS & EDUCATORS

Messages:

NOTHING TEACHES LIKE EXPERIENCE
SUCCESS TAKES PRACTICE
THE HEARTBEAT OF OKLAHOMA'S WORKFORCE

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Advisory Night/Luncheons	Promo Items \$1500 Print Support Email Blast	C&M Team Exec Director FTP	TIME: Nov & Throughout the year EVAL: Compare results to prior surveys
New Teacher Luncheon	Promo Items \$250 Print Support	Student Services & C&M	TIME: 1 time per semester EVAL: Survey at the end
Counselor's Retreat	Promo Items \$100 Print Support	Student Services & C&M	TIME: 1 time per semester Regularly (web) EVAL: Survey at the end
Teaching Canva Class	\$0	Terri Busch	TIME: Biannually EVAL: BIS Survey

EXTERNAL MARKETING STRATEGIES:

POTENTIAL STUDENTS & PARENTS

Messages:

REAL WORK, REAL REWARD
 HANDS ON, GET HIRED
 YOU'RE ONLY STEPS FROM YOUR GOAL
 INSPIRING LEADERS AT EVERY STAGE OF LIFE
 DO WHAT DRIVES YOU
 GET SKILLED, GET PAID

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Produce print advertising in all schools when it is needed.	\$750	Angie	TIME: Through-out the year
Support Student Services and Career Development Facilitator in recruitment activities with promo items & design recruitment materials. Support Apprenticeship Training Coordinator and Work Ready Ponca City.	3 rd grade promo items: \$1,500 (+\$50 for booths) 8 th grade promo items: \$1,800 Mid-school items: \$1,000 Sophomore promo items: \$1,000 (+\$200 for booths) Career Fairs	C&M Team	TIME: As Scheduled by recruitment team EVAL: Student Feedback; Target Market Research
Continue sending and placing information on the website geared towards adult students and parents.	\$60 Domain Hosting, \$5,000 for web changes	C&M Team; supported by staff for content and web solution company	TIME: Through-Out the Year
Enhance brand and "messages" with social media X, Facebook, Instagram, & TikTok	\$0	C&M Team will act as clearing house but be supported with information for content.	TIME: Weekly/Daily if needed EVAL: Engagement Stats
Support Student/Parent Back to School Event	\$250 for signs, advertising, & materials. SignUpGenius	C&M Team help with supplies, survey students/parents	TIME: AUGUST EVAL: Number of student's pre-enrolled stay enrolled.
Work with Recruitment/Retention Team and supply T-shirts for enrolling High School Students	\$4,100	R/R Team & C&M	TIME: June/July EVAL: Survey
Support Career Fairs: Work Ready Ponca City Blackwell Authority PO HI Health	\$5000	C&M Team & PTC Staff	TIME: August 2024 – July 2025 EVAL: C&M Survey

BUSINESS & INDUSTRY

Messages:

LAUNCH YOUR BUSINESS FROM SQUARE ONE
 MAKING CHALLENGES EASIER
 EXPERTS, SAVING TIME AND MONEY
 OUR EXPERTISE IS YOUR REWARD

TRAIN YOUR WAY
 START YOUR SUCCESS STORY

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Have daily information posted for BIS Opportunities on social media. Promote BIS events.	\$0	C&M Team	TIME: Weekly EVAL: Engagement Stats
Produce flyers, brochures, stories, ads and videos to promote BIS specific efforts.	<i>Ads Included in advertising budget under "Community at Large" section</i>	C&M Team BIS Staff	TIME: As needed/requested EVAL: BIS event evaluations and follow-up
Email Blast BIS/WRO/AT&D	\$300	C&M Team BIS Staff	TIME: Monthly EVAL: Analytics of Clicks
Provide promo items for potential clients and business gatekeepers. (This will help them meet their goal of increasing market reach.)	\$5,000	C&M Team BIS Staff	TIME: August and on-going
Small Business Week assist in hospitality event to promote BIS Incubator & Coordinators.	\$750	BIS Staff	TIME: May
BBQ w/BIS event support.	\$750	C&M Team BIS Staff	TIME: May
1Million Cups on YouTube each month. Run Livestream.	\$0	C&M Team	TIME: On-Going
Support All BIS activities; B&I Breakfast, Advisory Group, Lunch/Learns & more.	\$500 Flyers/Online Content	C&M Team	TIME: On-Going
Okie Safety Conference	\$750	C&M Team & PTC Staff	October 2024

POTENTIAL ADULT STUDENTS

Messages:

EARN YOUR FUTURE
 PASSION GOES PRO
 CHANGE UP YOUR CLASSROOM
 GET SKILLED, GET PAID

TACTICS	SUPPLIES & EST. COST	PLAYERS	TIMELINE/EVAL.
Design, print and mail AT&D Schedule 2 times per year, plus Summer Postcard (coordinate newspaper ads with schedule)	\$29,000	C&M Team AT&D Staff	TIME: Design in July, November, March. EVAL: AT&D Staff, customer feedback; # of calls when launched
Support all areas in maintaining a customer friendly atmosphere	PTC pens for customers (\$300-\$500), marketing materials	C&M Team	TIME: As requested EVAL: Informal observations and feedback
Eblast per month to promote AT&D classes/WRO/BIS	\$300	C&M Team	Email Marketing
Work with Recruitment/Retention team and supply T-shirts and promo items for incoming adult students	\$1500	R/R Team & C&M Team	Time: April/May
Social Media Events, boost to fill classes.	\$500	C&M Team	Time: On-Going

COMMUNITY-AT-LARGE & STAKEHOLDERS

Messages:

REAL WORK, REAL REWARD
 THE REAL WORK, RIGHT NOW
 PRACTICE PAYS OFF
 CHANGE UP YOUR CLASSROOM
 THE HEARTBEAT OF OKLAHOMA'S WORKFORCE

TACTICS	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Participate in Chamber Business Resource Directories	~\$1500 PC _ \$500 Blackwell	Angie	TIME: PC – Annually EVAL: Informal feedback, # of inquiries from ad in resource guide
Produce and schedule ads for full-time programs, BIS, AT&D <ul style="list-style-type: none"> • Newspaper • Radio • School publications (Ads include display ads, classifieds/position announcements, public and legal notices, and news briefs)	\$5,000 +	Terri Angie	TIME: On-going EVAL: Informal staff/customer feedback. "How did you hear about us?" survey
Produce catalog that highlights all of PTC's programs and services.	\$4,200	C&M Team	TIME: Print March EVAL: Informal feedback
Email Marketing Blast for BIS/AT&D/WRO	\$300	Angie	TIME: Weekly EVAL: Analytics
Coordinate marketing efforts with regional and statewide initiatives	\$13,750 Statewide Mktg Cooperative	C&M Team	TIME: On-going EVAL: State Surveys
Coordinate marketing efforts for CareerTech month	Printing, Giveaways, Videos	C&M Team	TIME: February
Host a booth at the Kay County Free Fair	Promo Items: \$1,500	PTC Staff	TIME: September EVAL: Feedback of visitors at booth
Assist in technology telling stories on Web/Lobby Display, News Media	\$500	Academic Center, C&M Team, HR, Placement Facilitator	TIME: As occur
Utilize LED sign for announcements & Marketing Opportunities	\$0	C&M Team	TIME: All Year
Promote Summer Camp/buy T-shirts for staff for recruitment.	\$1,500	C&M Team, Student Services	TIME: May
Annual Parade Support	\$1,500	C&M Team/Parade Committee	TIME: Oct/Nov/Dec
Promote Work Ready Ponca City on all Marketing Platforms	\$0	C&M Team	TIME: All Year
Update the Crisis Communication's Plan	\$0	C&M Team	TIME: All Year

SOCIAL MEDIA MARKETING PLAN

Goals:

1. **INCREASE** Social Media Engagement, Email List, and Enrollment
2. **ELEVATE** Brand Awareness and Partnership with WRO
3. **IMPROVE** Online Brand and Reputation Internally and Externally

Goal 1 Tactics	Goal 2 Tactics	Goal 3 Tactics
<ol style="list-style-type: none"> 1. Each year create list of “Brand Ambassadors,” to share content. 2. Create at least 5 new marketing pieces and 1 video each week using Canva to promote across social media networks. 3. Add email addresses from surveys on a weekly basis. 	<ol style="list-style-type: none"> 1. Post an estimated 3 times daily about FTP, AT&D & BIS 2. Set aside time each day to respond to comments and interactions. 3. Have designated monthly posts for ABE, WRO, Testing Center, and other services. 4. Celebrate PTC Successes on a weekly basis 	<ol style="list-style-type: none"> 1. Consistently do tactics from Goals 2 & 3 2. Use Canva to create consistent look and use AI for content. 3. Update social media planner with holidays and specific social media engagement days as well as National Days. Make a folder for holiday closure banners and greetings. 4. Make every effort to fulfill promo item requests from employees & community.

MARKETING TIMELINE:

2024

AUGUST:

- Update “Branding” Info. & New Employee On-Boarding - *Terri*
- Promote ABE/GED enrollment period - *Terri*
- Print & distribute AT&D fall schedule - *All*
- Promote Back to School night with media– *Terri*
- Prepare Survey for campus visitors during Back to School Event - *Terri*
- Get Daytime/Full-time Catalog in house and on website – *Angie*
- Promote Student Ambassador application -- *All*
- Promote Guaranteed Graduate Initiative with directors to new students – *C&M Team & Directors*
- Check Rack Card Supplies for Programs/Order New Business Cards/Stationary if needed – *Angie*
- Start Promotion of Foundation Dinner – *C&M*
- Run video for recruitment using past Student Ambassadors – *Terri*

SEPTEMBER:

- Start Planning for Holiday Market in November – *C&M*
- Design chamber directory ads. Use new messages. - *Angie*
- Host a booth at the Kay County Free Fair – *PTC Staff*
- Make Ads for the Ponca City & Blackwell Newspaper to Promote Fair – *Angie*
- Use iPads for surveys at the Fair/Giveaways for each night – *Terri*
- Order promo items for parades – *Angie*
- Assist with CTSO Kick-Off Party – *C&M*
- Manufacturing Day Promotion – *C&M*
- Make plans for Construction month (October) – *C&M*
- Planning of Foundation Dinner – *C&M*
- Shoot video for recruitment using Student Ambassadors – *Terri*
- Get items for POHI Career Fair (250) – *C&M*

OCTOBER:

- Construction Month – C&M
- Assist/Support for the Po-Hi Career Fair – *Student Services*
- Assist with Sophomore Visits - *Staff*
- Promote ABE/GED enrollment period – *Terri*
- Promote Fall Fest and Activities – *Terri*
- Holiday Market Planning – C&M
- Take Program photos – C&M
- Attend Foundation Roast, Take photos & Post – *Terri*
- Work with Foundation about Giving Tuesday – *Angie*
- Prepare to run ads as Testimonials in area Newspapers – C&M/BIS
- Update target audience graphics for web/Gold Star School – *Angie*
- Assist Work Ready Ponca City with Worklahoma - C&M

NOVEMBER:

- Design AT&D Winter/Spring & get Cover Options to AT&D- *Angie*
- Send Board Election Legal Notices to appropriate newspaper - *Angie*
- Advisory Night Set-Up and Communication - C&M
- Run Ads as Testimonials in area Newspapers – C&M/BIS
- Send AT&D schedule to printer - *Angie*
- Veterans Activities Military – *Angie*
- Set-Up and have Holiday Market – C&M/*Holiday Market Volunteers*
- Giving Tuesday Eblast/Brochure – *Angie*
- Help with Frontier Career Fair 200 items – C&M Team

DECEMBER:

- Prepare for Board Recognition Month/Social Media/Newspaper/Lobby/Sign – C&M
- Create videos with class photos – *Terri*
- Create video for holiday greeting on Social Media – *Terri*
- Update and view marketing survey and make changes as needed – *Terri*
- Update all surveys, BIS, AT&D and Student – *Terri*
- Constant Contact Christmas Card – *Angie*
- Print Christmas Cards for Traci – *Angie*
- Start Wall of Fame Project – *Angie*
- Take Program Photos – C&M

2025

JANUARY:

- Start Catalog Design - *Angie*
- Send Board Appreciation Ads to Newspapers – *Angie*
- Communicate Employee Satisfaction Results (if appropriate year) – *Terri*
- Schedule CareerTech Month Activities – C&M
- Mid-Year Review of C&M Goals – C&M
- Update staff and assist Professional Development group with Customer Service Overview – *Terri*

FEBRUARY:

- Promote CareerTech Month (Radio, table displays, Supt. Corner, mid-week) – *CM Staff*
- Add daily photos to all social media to promote CareerTech Month – *Terri*
- Promote Preview Night – *Terri*
- Start working on Summer Camp/Summer Academies – C&M Team
- Get new t-shirt theme for new enrolling students for April – July – SS/C&M Team
- CareerTech Month Dress-Up Week for our Decades Bury Time Capsule– C&M Team
- Get Wall of Fame Students on Social Media– C&M Team

MARCH:

- Promote ABE/GED enrollment period if needed – C&M
- Put Up Wall of Fame Posters - *Angie*
- Design AT&D summer postcard/schedule – *Angie*
- Schedule Spring Break Social Media – *Terri*
- Rotate board seats on website and other media – *Angie*
- Get 500 items for Career/Internship Fair – *C&M*

APRIL:

- Talk with BIS about plans for Small Business Week – *C&M Team*
- Send AT&D summer schedule to printer and put on website – *Angie*
- Design and print Senior Post Cards for Student Services - *Angie*
- Promote BBQ with BIS – *C&M*
- Start on Gold Star Award Application - *Terri*
- Continue Promotion for Summer Camp/Summer Academies – *Terri*
- Order t-shirts for new enrolling students – *Angie*
- Adjust Board Seats on the website - *Angie*
- Purchase Promote Items for Safety at Okie Contractor Fair (promo items) – *Angie*
- Promo items for Blackwell Career Fair – *C&M*
- Work Ready Assistance with Worklahoma – *C&M*
- Start Planning Foundation Dinner with Lori – *C&M*

MAY:

- Update survey for new students when they enroll – *Terri/Lori*
- Small Business Week, promote on web & social media with BIS Staff - *Terri*
- Help promote summer camps/academies on web & social media – *C&M*
- Promote Graduations with video, news releases and picture opps – *C&M*
- Facebook Live all graduations and events – *Terri*
- Work on Full-Time Program Catalog/Upload to Website– *C&M*
- Update website with new information from Catalog – *Angie*
- Update By the Numbers Flyer/Powerpoint/Web – *Angie*
- Support Safety at Okie Contractor Fair (promo items) – *Angie*
- Work Ready Oklahoma Assistance– *Terri*

JUNE:

- Capture Summer Camp/Academy moments and group photos run in all media– *C&M*
- Revise marketing plan – *C&M (talk with Exec Team)*
- Assist in FTP/Nursing/BPOC Handbook Cover & place on website – *C&M*
- Meet with staff to update website – *C&M*
- Review Crisis Management Plan – *Terri*
- Update school calendar & Main PTC Calendar on website - *C&M*

JULY:

- Capture Summer Academy moments and group photos run in all media– *C&M*
- Submit new marketing plan – *Terri*
- Design AT&D fall schedule – *Angie*
- Add Catalog graphics to website – *C&M*
- Prepare for In-Service Marketing Update – *Terri*

ON-GOING/AS NEEDED ACTIVITIES:

- Facebook/X/Instagram Daily Updates
- Live Facebook videos for special events
- Press Releases for PTC activities to papers, web media & website
- Staff surveys - *C&M*
- “Cross-promote” PTC options (AT&D, BIS, Full-Time, WRO etc.)
- Website updates - *C&M*
- Student surveys - *C&M*
- Lobby Display & Outside Sign updates (weekly)

- Positive media coverage for ALL of PTC (ads, press releases, website, etc.)
- Ads in HS yearbooks and activity programs
- Special and new AT&D course promotion and boost classes on Facebook.
- Assist any program & Superintendent/CEO with PTC presentations to community
- Involvement in local and state CTE as well as OKSPRA
- Monthly assist BIS/AT&D/WRO with Email Blast promotion
- Monthly filming of 1Million Cups and place on YouTube
- Make flyers for all programs/services and hang them up when needed
- Regularly tour hallways for sign/flyer cleanup
- Consistent Brand across all campus and media
- Work Ready Oklahoma Marketing Initiative when grant is approved
- Promote Flex Lab to BIS clients and the community
- Take photos regularly for all events to post.
- Promote Cafeteria menu weekly
- Be a positive group always promoting PTC to employees and the community.
- Help the Apprenticeship Training Coordinator with events and promo items.

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, July 16, 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 Knight, Kahle Goff, Stacey Rush, Molly Kyler, Mike Orr, Terri Busch, Kellie Johnson, Wendy Terrazas, Paytan Hodgson and Tod Overstreet.

3. Flag salute and moment of silence
4. Reports and Presentations

Newkirk Middle School Technology Engineering Program - Tod Overstreet, Superintendent, Wendy Terrazas, MS Principal, and Paytan Hodgson, Technology Engineering Instructor

Wendy Terrazas stated that they have had discussions about our Technology Engineering program. Some of our equipment is outdated, and we would like to bring this work space up to date. We have a vision that this room can be a project-based learning, and we could help lead students into careers here at Pioneer Technology Center. We send many kids to PTC each year, and we like it when they come here. Middle school students in this program work on projects that would go hand in hand with the programs offered, such as Construction, Health Careers and Criminal Justice. We would like to have a great working relationship with Pioneer Technology Center and get our kids interested in careers.

5. Discussion and vote to approve or not approve the Minutes of the June 11, 2024 regular Board of Education meeting

Motion to approve the Minutes of the June 11, 2024 regular Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Abstain (Without Conflict)
Yea: 4, Nay: 0, Abstain (Without Conflict): 1

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (FY24 General Fund #41929-41934 in the

amount of \$2,372.46; Building Fund #40068-40069 in the amount of \$47,018.53; Payroll-None; FY25 General Fund #50001-50 in the amount of \$1,921,936.94; Building Fund #50001-50009 in the amount of \$1,738,953.22; Payroll #70001-70137 in the amount of \$8,563,147.88)

Motion to approve the Financial Reports; Activity Fund Report; Encumbrance & Change Order Lists as presented 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

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 Academies for June and July. We've had 14 different academy opportunities, and 89 students participating. Next week will wrap up the final academies with Visual Communications and Welding. Brenda Pollak's recent Culinary Arts graduate from Ponca City, Nikki Longoria, was invited to participate along with four other technology center students from other districts in the Oklahoma Restaurant

PTC hosted the B&I Breakfast for the construction sector in July. Eighteen participants were in attendance, with multiple fields of construction trades represented. Discussion centered around apprenticeships, test preparation courses for HVAC and Electrical trades; and leadership development and sales training needs for the industry.

PTC received a \$100,000 non-competitive Lottery Grant for FY25 to purchase several trainers that will be used in BIS and FTP training. We will add two Amatrol trainers for HVAC/Residential Heat Pump and Basic Electrical Systems as well as a Snap-on Precision Measurement Training and Certification System.

Summer projects are maintaining steady progress. B-hallway bathroom tile installation is finished. The partitions, countertops and plumbing will be installed in the coming weeks. The construction shop ceiling has been painted, the floor is being polished. The construction and machining classrooms have had LVP flooring installed. The South parking lot concrete upgrade is being poured in sections, and the fire panel upgrade in BIS is going well and will finish shortly. We are in the process of collecting applications for the Career Center Specialist and in finalizing interviews for the Welding Instructor position.

Kahle Goff, Executive Director, Full-Time Programs

Mr. Goff stated that we have had a busy summer and we are looking forward to welcoming our students back on campus in just a few short weeks.

8. Discussion and vote to approve or not approve FY25 resource allocation to support Newkirk Technology Engineering Program

Motion to approve or not approve FY25 resource allocation to support Newkirk Technology Engineering Program 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

9. Discussion to approve or not approve Out-of-State Travel for Traci Thorpe to attend NCLA Best Practices Conference, Oct. 9-11, 2024, Portland, OR

Motion to approve Out-of-State Travel for Traci Thorpe to attend NCLA Best Practices in Portland, Or. October 9-11, 2024. 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 purchases over \$10,000 as listed on Appendix A.

Motion to approve purchases over \$10,000 as listed on Appendix A passed with a motion by 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

11. Discussion and vote to approve or not approve the welding remodel architect contract with Winterrowd Talley beginning in FY25

Motion to approve the welding remodel architect contract with Winterrowd Talley for FY25 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

12. Discussion and vote to approve or not approve revisions to the following policies: GJ- Nondiscrimination, DABD- Professional Conduct by Staff, DHA- Fund Raising Activities, Students, DHAC- Staff Members and Social Networking Sites, DM- Educational Assistance Plan, FDC- Student Attendance, FL- Student Records, FL-R- Compliance with Family Education Rights and Privacy (Regulation)

Motion to approve revisions to the following policies:GJ- Nondiscrimination, DABD- Professional Conduct by Staff, DHA- Fund Raising Activities, Students, DHAC- Staff Members and Social Networking Sites, DM- Educational Assistance Plan, FDC- Student Attendance, FL- Student Records, FL-R- Compliance with Family Education Rights and Privacy(Regulation) 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

13. Discussion and vote to approve or not approve rescinding the following policies: DABB-E-4- Records Investigation Authorization and Release, DABC- Employee Yearly Criminal Record Questionnaire.

Motion to approve rescinding following policies: DABB-E-4- Authorization and Release, DABC- Employee Yearly Criminal Record Questionnaire. 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

14. Discussion and vote to approve or not approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Pick-A-Date Calendar Drive, Community (Single-Occurrence) Event(s), Solicitation of donations - if a list of prospective donors is submitted with

the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator

Motion to approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s) Pick a Date Calendar Drive, Community (Single-Occurrence) Event(s), Solicitation of donations, if a list of prospective donors is submitted with the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator 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 approve or not approve the 2024-2025 Full-Time Programs Handbook

Motion to approve the 2024-2025 Full-Time Programs Handbook passed with a motion by Ms. Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

16. Discussion and vote to approve or not approve the 2024-2025 Practical Nursing Handbook

Motion to approve the 2024-2025 Practical Nursing Handbook 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 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 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

18. Discussion to approve or not approve hiring a Health Careers Certification Instructor

Motion to approve hiring Mary Bathurst as the Health Careers Certification Instructor 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 a Medical Services Instructor

Motion to approve Rebekah Koch as the Medical Services Instructor 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

20. New Business- None

21. Public Comment- None

22. The President adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Kellie Johnson

Kellie Johnson
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:



PIONEER TECHNOLOGY CENTER

From PO: 50249 to PO: 50391

General

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>
50249	SELECT OKLAHOMA	INNOVATION MGR - TRAVEL REGISTRATION	299.00	07/15/2024
50250	AMAZON CAPITAL SERVICES	AT&D INSTRUCT - SUPPLIES	111.39	07/15/2024
50251	WOLTERS KLUWER	PN SELECT BOOKS	2,655.67	07/15/2024
50252	HARTMAN PUBLISHING INC	PN SELECT BOOKS	803.26	07/15/2024
50253	F A DAVIS COMPANY	PN SELECT BOOKS	1,927.72	07/15/2024
50254	ELSEVIER	PN SELECT BOOKS	14,195.40	07/15/2024
50255	CENGAGE LEARNING	PN SELECT BOOKS	2,002.94	07/15/2024
50256	A+ PRINTING	MARKETING/ADVERTISING	66.00	07/15/2024
50257	FIRST NATIONAL BANK OF OMAHA	FINANCE - TRAVEL LODGING	2,485.43	07/15/2024
50258	DXC TECHNOLOGY SERVICES LLC	AUTO SERVICE - SUBSCRIPTION	2,015.00	07/15/2024
50259	SCHOOLGIRL STYLE	CHILD'S LAB & PRESCHOOL - SUPPLIES	727.63	07/15/2024
50261	PIONEER FIRE SAFETY LLC	FIREFIGHTING - PROFESSIONAL SERVICES	375.00	07/15/2024
50262	PDG+CREATIVE	MARKETING/WEB HOSTING	1,187.50	07/15/2024
50263	STAPLES ADVANTAGE	FULL TIME PROGRAM - SUPPLIES	182.92	07/15/2024
50264	COURTYARD BY MARRIOTT	FULLTIME/DIR OF INSTR - TRAVEL LODGING	120.00	07/15/2024
50265	FIRST NATIONAL BANK OF OMAHA	BIS COORD - TRAVEL AIRFARE & LODGING	1,366.95	07/16/2024
50266	FIRST NATIONAL BANK OF OMAHA	PRECISION MACHINING - TRAVEL AIRFARE & LODGING	1,366.95	07/16/2024
50267	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	1,004.47	07/16/2024
50268	AMAZON CAPITAL SERVICES	STAFF DEVELOPMENT - SUPPLIES	420.00	07/16/2024
50269	AMAZON CAPITAL SERVICES	PRECISION MACHINING SUPPLIES	86.17	07/16/2024
50270	AUDIOMETRICS, INC	SAFETY SUPPLIES	450.00	07/17/2024
50271	FARHA WHOLESALE COMPANY INC	BUILDING MAINT EQUIPMENT	5,599.95	07/17/2024
50272	AMERICAN TELEPHONE	COMPUTER SERVICES SUPPLIES	5,170.00	07/17/2024
50273	NEWKIRK PUBLIC SCHOOLS	GATEWAY PROGRAM	30,000.00	07/17/2024
50274	WINTERROWD TALLEY ASSOCIATES	ARCHITECT FEES	68,000.00	07/17/2024
50275	FIRST NATIONAL BANK OF OMAHA	CONSTRUCTION - TRAVEL AIRFARE & LODGING	1,381.95	07/17/2024
50276	STANDING BEAR FOUNDATION	MARKETING/ADVERTISING	120.00	07/17/2024
50277	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	291.66	07/17/2024



PIONEER TECHNOLOGY CENTER

From PO: 50249 to PO: 50391

Encumbrance For Board Approval GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
50278	CAREER TECH PRINTING SERVICES	FULLTIME PROGRAMS - SUPPLIES	456.00	07/17/2024
50279	HAMPTON INN & SUITES-TULSA	PN TRAVEL LODGING	1,300.00	07/19/2024
50280	HYATT REGENCY - TULSA	PN TRAVEL LODGING	314.00	07/19/2024
50281	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	1,263.70	07/19/2024
50282	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	900.00	07/22/2024
50283	KELLE REPAIR AND TIRE CENTER	VEHICLE MAINT - REPAIRS	1,136.50	07/22/2024
50284	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	36.06	07/22/2024
50285	KELLE REPAIR AND TIRE CENTER	VEHICLE MAINT - REPAIRS	637.60	07/22/2024
50286	BEN E. KEITH FOODS-OKLAHOMA	CHILD'S LAB & PRESCHOOL - SUPPLIES	438.39	07/22/2024
50287	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	817.34	07/22/2024
50288	STUEVER DIRTWORKS LLC	BLDG MAINT - REPAIRS	750.00	07/22/2024
50289	AMAZON CAPITAL SERVICES	WRO - STUDENT OR OFFICE SUPPLIES/EQUIP	356.10	07/22/2024
50290	PONCA CITY CHAMBER OF COMMERCE	WRO- ADVERTISING	823.00	07/22/2024
50291	PONCA CITY QUARTERBACK CLUB	MARKETING/ADVERTISING	200.00	07/22/2024
50292	MERIDIAN TECHNOLOGY CENTER	STAFF DEVELOPMENT - REGISTRATION	14,700.00	07/23/2024
50293	OSU FIRE SERVICE TRAINING	SAFETY RESALE SUPPLIES	1,575.00	07/23/2024
50294	BARTLETT'S OVERHEAD DOORS	BUILDING MAINT MAJOR REMODEL/REPAIR	37,500.00	07/23/2024
50295	OHD, LLP	SAFETY REPAIRS	860.00	07/23/2024
50296	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	292.81	07/23/2024
50297	STAPLES ADVANTAGE	CENTRAL, BIS ADMIN, LEADERSHIP DEVELOP, BIS COORD - SUPPLIES	183.72	07/23/2024
50298	AMAZON CAPITAL SERVICES	CENTRAL - SUPPLIES	68.95	07/23/2024
50299	STAPLES ADVANTAGE	STAFF DEVELOPMENT - SUPPLIES	43.43	07/23/2024
50300	GRAINGER	BUILDING MAINT REPAIRS	538.45	07/23/2024
50301	SP2	COSMETOLOGY - BOOKS/CURRICULUM	399.00	07/23/2024
50302	ADAMS PLUMBING	BUILDING MAINT REPAIRS	500.00	07/23/2024
50303	STAPLES ADVANTAGE	FINANCE SUPPLIES	161.66	07/23/2024
50304	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	195.78	07/23/2024
50305	WAL-MART COMMUNITY CARD	BUILDING MAINT SUPPLIES	178.95	07/23/2024



PIONEER TECHNOLOGY CENTER

From PO: 50249 to PO: 50391

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

PO	Vendor Name	General Description	Amount	Date
50306	JONES & BARTLETT LEARNING LLC	FF/EMS RESALE BOOKS	1,188.16	07/23/2024
50307	JONES & BARTLETT LEARNING LLC	FF/EMS BOOKS	1,188.16	07/23/2024
50308	A+ PRINTING	MARKETING/ADVERTISING	116.00	07/23/2024
50309	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	20.10	07/24/2024
50310	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	786.66	07/24/2024
50311	EMBASSY SUITES BY HILTON - OKLAHOMA CITY NORTHWEST	WRO - TRAVEL LODGING	450.00	07/24/2024
50312	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	947.89	07/24/2024
50313	OSU FIRE SERVICE TRAINING	AT&D - RESALE SUPPLIES	336.00	07/24/2024
50314	AMAZON CAPITAL SERVICES	BUS MAINT - REPAIRS	159.99	07/24/2024
50315	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	83.96	07/25/2024
50317	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	19.98	07/29/2024
50318	AMAZON CAPITAL SERVICES	SAFETY - RESALE SUPPLIES/MISC	108.00	07/29/2024
50319	AES WAVE	AUTO SERVICE - SUPPLIES	222.00	07/29/2024
50320	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	358.83	07/29/2024
50321	FIRST NATIONAL BANK OF OMAHA	TRAVEL- SHARE AND INST. DIRECTOR LODGING	1,686.00	07/29/2024
50322	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	25.61	07/29/2024
50323	ES2OK	BLDG MAINT - REPAIRS	820.00	07/29/2024
50324	MURRAY WOMBLE	BUILDING MAINT REPAIRS	81.00	07/29/2024
50325	FIRE PROTECTION PUBLICATIONS	FF/EMS BOOKS	1,420.00	07/29/2024
50326	AMAZON CAPITAL SERVICES	AT&D SUPPLIES	350.59	07/30/2024
50327	PONCA CITY CHAMBER OF COMMERCE	LEADERSHIP DEV - TRAVEL REGISTRATION	500.00	07/30/2024
50328	HOBBY LOBBY	BUILDING MAINT/ SUPPLIES	125.00	07/30/2024
50329	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	37.95	07/30/2024
50330	FIRST NATIONAL BANK OF OMAHA	MARKETING/ADVERTISING	195.00	07/31/2024
50331	TEACHERSPAYTEACHERS.COM	CHILD'S LAB & PRESCHOOL - SUPPLIES	105.98	07/31/2024
50332	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	356.98	07/31/2024
50333	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	95.00	07/31/2024
50334	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	1,266.18	07/31/2024



PIONEER TECHNOLOGY CENTER

From PO: 50249 to PO: 50391

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>
50335	FIRETROL PROTECTION SYSTEMS INC	BLDG MAINT - REPAIRS	600.00	07/31/2024
50336	SHERWIN WILLIAMS CO	BLDG MAINT - REPAIRS	51.99	07/31/2024
50337	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	628.43	08/05/2024
50339	AMC URGENT CARE PLUS	BUS PHYSICALS/ SHOTS	675.00	08/05/2024
50340	FLEETPRIDE, INC	VEHICLE MAINT - REPAIRS	300.00	08/05/2024
50341	AIRGAS USA, LLC	BUILDING MAINT REPAIRS	341.54	08/05/2024
50342	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	1,389.79	08/05/2024
50343	OKLAHOMA SKILLS USA	COSMO/MECHATRONICS STAFF/STUDENT TRAVEL REGISTRATION	340.00	08/05/2024
50344	FIRST NATIONAL BANK OF OMAHA	COSMO/MECHATRONICS STAFF/STUDENT TRAVEL LODGING	1,040.00	08/05/2024
50345	NSPRA (NATIONAL SCHOOL PUBLIC RELATIONS ASSOC)	SCHOOL MEMBERSHIP	295.00	08/05/2024
50346	SHERWIN WILLIAMS CO	BLDG MAINT - SUPPLIES	1,000.00	08/05/2024
50348	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	CULINARY ARTS--BOOKS	432.00	08/07/2024
50349	ADAMS PLUMBING	BLDG MAINT - REPAIRS	500.00	08/07/2024
50350	STOLHAND-WELLS GROUP	BLDG MAINT - REPAIRS	500.00	08/07/2024
50351	BEST WESTERN OKMULGEE	COMPUTER SERVICES - STAFF TRAVEL LODGING	214.00	08/07/2024
50352	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	756.00	08/07/2024
50353	FIRST NATIONAL BANK OF OMAHA	SUPT, BIS, BOARD, COSMO - TRAVEL LODGING/ AIRFARE/GROUND TRANSPORT/MEALS	8,410.00	08/07/2024
50354	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	949.56	08/07/2024
50355	STOLHAND-WELLS GROUP	BLDG MAINT - REPAIRS	1,985.00	08/07/2024
50356	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	117.94	08/07/2024
50357	LOWE'S HOME CENTER INC	BLANKET CONSTRUCTION TECH - SUPPLIES	5,000.00	08/07/2024
50358	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	123.71	08/07/2024
50359	SACKET MEDIA, INC.	PROFESSIONAL SERVICES PROFESSIONAL DEVELOPMENT	3,000.00	08/07/2024
50360	WAL-MART COMMUNITY CARD	VISUAL COMM SUPPLIES	100.00	08/07/2024
50361	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	2,000.00	08/07/2024
50362	STAPLES ADVANTAGE	TEACHER PREP SUPPLIES	985.69	08/07/2024
50363	AMAZON CAPITAL SERVICES	CAREER DEVELOPMENT SUPPLIES	377.49	08/07/2024



PIONEER TECHNOLOGY CENTER

From PO: 50249 to PO: 50391

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

PO	Vendor Name	General Description	Amount	Date
50364	AMAZON CAPITAL SERVICES	BIOMED - SUPPLIES	25.00	08/07/2024
50365	PROJECT LEAD THE WAY (PLTW)	BIOMED - SUPPLIES	1,731.25	08/07/2024
50366	WAL-MART COMMUNITY CARD	TEACHER PREP SUPPLIES	100.00	08/07/2024
50367	MURRAY WOMBLE	BUILDING MAINT REPAIRS	1,134.00	08/07/2024
50368	PROJECT LEAD THE WAY (PLTW)	BIOMED - SUPPLIES	674.25	08/07/2024
50369	FIRST NATIONAL BANK OF OMAHA	WRO ADVERTISING	3,000.00	08/07/2024
50370	ASSESSMENT TECHNOLOGIES INSTITUTE LLC	PN SELECT BOOKS	7,780.00	08/07/2024
50372	MERRIFIELD OFFICE PLUS	BLDG MAINT - EQUIP UNDER \$5000	750.00	08/07/2024
50373	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	120.75	08/07/2024
50375	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	395.40	08/08/2024
50376	STAPLES ADVANTAGE	FULLTIME PROG DIR - SUPPLIES	115.00	08/08/2024
50377	PIONEER FIRE SAFETY LLC	BLDG MAINT - REPAIRS	1,500.00	08/09/2024
50378	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	520.58	08/09/2024
50379	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	1,356.13	08/09/2024
50380	ADAMS PLUMBING	BUILDING MAINT REPAIRS	967.50	08/09/2024
50381	JUNIOR'S LOCK & ALARM	BUILDING MAINT REPAIRS	20.00	08/09/2024
50382	STAPLES ADVANTAGE	TEACHER PREP SUPPLIES	274.59	08/09/2024
50383	A+ PRINTING	MARKETING/ADVERTISING	58.00	08/09/2024
50384	AMAZON CAPITAL SERVICES	MARKETING/SUPPLIES	20.47	08/09/2024
50385	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	367.36	08/09/2024
50386	QUALITY LOGO PRODUCTS	MARKETING/ADVERTISING	1,196.69	08/09/2024
50387	FIRST NATIONAL BANK OF OMAHA	COSMETOLOGY - STUDENT TRAVEL LODGING	5,895.00	08/09/2024
50388	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	57.99	08/09/2024
50389	TOOLINGU - SME	WELDING - BOOKS/CURRICULUM	4,000.00	08/09/2024
50390	ACTE	BOARD, SUPT, BIS, COMO- STAFF TRAVEL-REGISTRATION	3,440.00	08/09/2024
50391	PROJECT LEAD THE WAY (PLTW)	BIOMED - STAFF TRAVEL REGISTRATION	745.00	08/09/2024

(11) GEN FUND-FOR OPERAT Current Encumbered:

292,448.52



PIONEER TECHNOLOGY CENTER

From 12 Jul 2024 to 09 Aug 2024

CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
50008	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	-3.00	7/1/2024
50043	PONCA CITY NEWS	BLANKET PO	-0.05	7/1/2024
50056	TRAVEL (STAFF)	BLANKET PO	1,000.00	7/1/2024
50072	ADIRA LLC	IT - TECHNOLOGY RELATED SERVICES	-125.00	7/1/2024
50085	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES SUBSCRIPTION/LICENSE/ SOFTWARE	-2,382.97	7/1/2024
50087	CONSTANT CONTACT	MARKETING ADVERTISING	15.60	7/1/2024
50089	DAYSMAST SOFTWARE LLC	COSMETOLOGY SUBSCRIPTION	-34.00	7/1/2024
50096	FIRST NATIONAL BANK OF OMAHA	CHILDREN'S LAB SUBSCRIPTION	45.00	7/1/2024
50098	FIRST NATIONAL BANK OF OMAHA	BIOMED SUBSCRIPTION	-96.00	7/1/2024
50100	FIRST NATIONAL BANK OF OMAHA	FULL TIME PROGRAMS SUBSCRIPTION	-17.11	7/1/2024
50103	FLORIDA VIRTUAL SCHOOL	SHARE CURRICULUM	-1,450.00	7/1/2024
50106	ID SCAN	COMPUTER SERVICES REPAIRS	96.00	7/1/2024
50119	LARRY MURPHY INSUR	INSURANCE/BONDS	-1,552.39	7/1/2024
50121	MARCIA BRENNER ASSOCIATES, LLC	MAINTENANCE CONTRACT	50.00	7/1/2024
50154	RESPONDUS	NURSING SUBSCRIPTION	150.00	7/1/2024
50159	SMART DEPLOY	COMPUTER SERVICES SUBSCRIPTION	100.00	7/1/2024
50161	SREB	SCHOOL MEMBERSHIP	-2,000.00	7/1/2024
50185	VILLAGE SCREEN PRINT	MARKETING/ADVERTISING	0.01	7/1/2024
50186	HOLIDAY INN EXPRESS, GREENWOOD DISTRICT	WRO - STAFF TRAVEL LODGING	676.00	7/1/2024
50188	FIRST NATIONAL BANK OF OMAHA	STAFF DEVELOPMENT & TCTW - STAFF TRAVEL	-119.88	7/1/2024
50192	AMAZON CAPITAL SERVICES	BUS MAINT - REPAIRS	-0.35	7/2/2024
50195	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	-1.13	7/2/2024
50205	AMAZON CAPITAL SERVICES	PD SUPPLIES	-20.00	7/8/2024
50206	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	-24.27	7/8/2024

50207	FIRST NATIONAL BANK OF OMAHA	FINANCE - TRAVEL LODGING	-2.38	7/8/2024
50209	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	-0.90	7/8/2024
50212	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	-1,000.00	7/9/2024
50218	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	-77.35	7/9/2024
50224	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	-14.86	7/10/2024
50226	FIRST NATIONAL BANK OF OMAHA	SUPT & FT DIR - STAFF TRAVEL LODGING	-133.49	7/10/2024
50227	FIRST NATIONAL BANK OF OMAHA	VARIOUS STAFF TRAVEL - LODGING	-224.03	7/10/2024
50228	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	-200.00	7/10/2024
50229	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	-200.00	7/10/2024
50231	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	-30.00	7/10/2024
50232	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	-45.00	7/10/2024
50234	WAL-MART COMMUNITY CARD	TANF - STUDENT ASST OTHER	-22.68	7/10/2024
50236	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	-30.00	7/10/2024
50238	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	-35.00	7/10/2024
50239	SELECT OKLAHOMA	BIS ADMIN TRAVEL/REGISTRATION	-151.00	7/10/2024
50240	REAL COLORS	IT&D - RESALE BOOKS	-1.22	7/11/2024
50241	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASST OTHER	-40.00	7/11/2024
50248	TEACHER CREATED RESOURCES	CHILD LAB & PRESCHOOL - SUPPLIES	8.27	7/11/2024

(11) GEN FUND-FOR OPERAT Total:

-7,893.18



PIONEER TECHNOLOGY CENTER

From PO: 50010 to PO: 50011

Building
Encumbrance For Board Approval
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
50010	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS/REMODEL	2,900.00	07/17/2024
50011	STUEVER DIRTWORKS LLC	MAJOR REPAIR/ REMODEL BLDG MAINT	7,448.00	07/22/2024
(21) BUILDING FUND Current Encumbered:			10,348.00	



PIONEER TECHNOLOGY CENTER

From 12 Jul 2024 to 09 Aug 2024

~~X~~ **CHANGE ORDER REPORT**
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
50005	SECURITY TITLE SERVICE	NEW BUILDING PURCHASE - CLOSING COST	-1,811.69	7/1/2024
(21) BUILDING FUND Total:			-1,811.69	



PIONEER TECHNOLOGY CENTER
From PO: 70138 to PO: 70154

Payroll
Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
70138	FOSTER, TYLER J	PAYROLL ENCUMBRANCE	87,026.91	07/23/2024
70139	BATHURST, MARY F	PAYROLL ENCUMBRANCE	89,782.97	07/30/2024
70140	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	90,324.04	07/30/2024
70141	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	108,785.88	07/30/2024
70142	BULLER, TROY J	PAYROLL ENCUMBRANCE	89,756.76	07/30/2024
70143	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	51,794.98	07/30/2024
70144	EVANS, JAYME A	PAYROLL ENCUMBRANCE	92,286.00	07/30/2024
70145	EVANS, TYLER E	PAYROLL ENCUMBRANCE	58,332.56	07/30/2024
70146	HARDIMAN, CELESTINE	PAYROLL ENCUMBRANCE	65,643.07	07/30/2024
70147	HORNE, CORTNEY L	PAYROLL ENCUMBRANCE	88,445.12	07/30/2024
70148	KOCH, REBEKAH K	PAYROLL ENCUMBRANCE	83,197.38	07/30/2024
70149	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	99,769.08	07/30/2024
70150	MUNGER, JOHN R	PAYROLL ENCUMBRANCE	98,741.18	07/30/2024
70151	PHILLIPS, MELINDA S	PAYROLL ENCUMBRANCE	55,297.67	07/30/2024
70152	SMITH, LACEY D	PAYROLL ENCUMBRANCE	65,197.85	07/30/2024
70153	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	50,176.89	07/30/2024
70154	KEELER, PAM	PAYROLL ENCUMBRANCE	52,373.40	08/07/2024

(11) GEN FUND-FOR OPERAT Current Encumbered: 1,326,931.74



PIONEER TECHNOLOGY CENTER
From 12 Jul 2024 to 09 Aug 2024

X **CHANGE ORDER REPORT**
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
70132	BULLER, TROY J	PAYROLL ENCUMBRANCE	-287.03	7/1/2024
70134	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	-80.75	7/1/2024

(11) GEN FUND-FOR OPERAT Total: -367.78

Superintendent Report – August 2024

Meetings and Activities

- **July– 17** – After Board Meeting Report to PTC Staff; Back to School Night Recruitment Team meeting
- 18 – RCB Bank Community Advisory meeting; Workforce and Education Summit; 2nd Interview Welding position
- 19 – PTC - Adira Cybersecurity Project Meeting
- 22 – RCB Bank Community Advisory meeting; CTE Superintendent Zoom with Director Haken
- 23 – PC Chamber Board meeting
- 25 – ADPC property closing; Active Shooter Tabletop Exercise
- 26 – Funeral
- 30 – OSU Polytech Roundtable at Enid; Kathryn Sullins Retirement Celebration
- **July 31 – August 2nd** OkACTE Summit Awards Ceremony and Summit Conference
- 5 – All staff welcome back breakfast and inservice; Title IX policy meeting; Admin team meeting
- 6 – Staff picture; All staff inservice – strategic planning; Team goals meetings; Career Center Specialist 2nd Interview
- 7 – GLBA Data Governance meeting with Adira; OASA Region 3/Area School Superintendent meeting; Staff Pile-on Luncheon; Instructional Staff meeting
- 8 – Team Mural Painting; PTC/Rotary Fox Preview; CTE Superintendent Meeting Program Planning Zoom; Back to School Night Event
- 9 – Team Mural Painting; ADPC Facility Tour with Facilities and Admin
- 12 - Vacation
- 13 – First Day of School; PTC Board meeting

Full-Time Programs

- Information about the graduation requirements approved with HB3278 is being provided to our area schools. Director Haken attended the OASA Region 3/PTC Area Superintendent meeting on Aug. 7th and shared some resources the department has prepared for our sending schools as they look at the implementation of these new requirements. It is required to begin with the next year's 8th grade class, but schools can choose to implement early. This legislative session, they will be working to ensure the Oklahoma's Promise (OHLAP) credit requirements align to these new graduation requirements. With these new allowances, students will be able to get a year of math or science waived for each year of a full-time approved CTE program.
- We had the opportunity to work with Theresa Sacket, local mural artist, to provide an all-staff team building event for this year's inservice activities. Theresa created a design and assisted in developing a team "Paint by Color" event, where work teams could paint by color to create the full mural. This has been such a fun event, and we couldn't be happier with the visual representation of our PTC Core Values and partner schools at the West entrance.

Business and Industry Services

- PTC hosted the B&I Breakfast for the automotive sector in July. Twenty-four participants were in attendance, with seven automotive related businesses represented. Discussion centered around the need for training in Advanced Diagnostics for the industry. Markesha Duggan, our AT&D Coordinator and Brett Haas, Automotive Instructor will coordinate the effort to secure a recommended presenter.
- PTC will be unveiling "Edison" the fox donated by the Noon Rotarians and painted by local artist, Mindy Littlecook. The fox design was inspired by Visual Communication student submissions and adapted by Mrs. Littlecook. We will be celebrating his addition to the campus on Sept. 9th at 1:00 pm and appreciate the Noon Rotary members' beautiful donation to our campus.

Capital Planning

- Summer projects are wrapping up. B-hallway bathroom updates are completed. The construction shop concrete polishing is finished. The South parking lot concrete upgrade is done, and the fire panel upgrade in BIS is in the process of completion. BIS carpet installation is also wrapping up and items are being moved back into place. We have left to complete the HVAC and exhaust fans for the C-hallway shops, which will begin in early September. We're waiting on the arrival of the overhead doors to schedule those replacements for all the back lot shop areas.

Retirements/Resignations/Staff Changes

- All open staff positions have been filled.

Upcoming Events

- August 13 – First Day of School
- August 14 – Leadership Ponca City Orientation Luncheon
- August 15 – PCPS Welcome Back Breakfast
- August 21 – NCOCWE Quarterly Meeting
- September 9 – PTC/Rotary Fox Reveal

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

Business & Industry Services & Safety

- The BIS team conducted 119 one-on-ones/consults for 126.75 counseling hours and 15 marketing visits.
- Ben Evans, Brook Lindsay, Dawn Brakey, and Jeff Lockett provided technical assistance to clients, saving approximately \$4,858,059.
- July was a busy month for Jeff Lockett in working with clients on FSA loan packaging.
- The BIS team also logged . . .
 - 1,098 Safety Contact Hours
 - 1,392 AT&D/Open Enrollment Contact Hours
 - 944 Customized Contact Hours (Type 31)
- The revenue generated from our Safety training is \$8,205; BIS classes generated revenues \$1,140; AT&D classes generated revenues \$5,906.
- AT&D offered 12 on-campus classes: 6 classes made, 6 classes canceled, 142 fulfilled registrations, and 2 enrollments in online courses.
- Of the 11 on-campus classes starting this month – 3 offer certification: Early Care Unit 2, CNA, Paramedic 2023/2024, and CPR/FA.
- Ben Evans continues to help with SBA's disaster assistance program for the north east region of Oklahoma.
- Heather Smith put on a special Lunch N Learn series for our district teachers on topics like AI, Creating Resources, etc.
- We had another CDL Class A program wrap up and just started Class B.
- Sylvia Urioste is putting her new Real Colors® Certification to work by providing Real Colors® facilitation to departments within the Ponca and Kaw Tribes.
- We partnered with PCDA, PCPS, and NOC to host a regional Workforce & Education Summit. Mark Perna was the keynote.
- Ian Freeman has been meeting with local industry partners to get to know their businesses and needs for future apprenticeship opportunities.
- Jenn Miller worked with the PC Chamber on an employee engagement session that promotes our new Entrepreneur to Enterprise Leader program kicking off this fall.
- Molly worked with the Leadership Ponca City chairs on the selection of this year's class. The group interviewed 46 individuals and 24 were selected for the class.
- Molly worked with the hiring committee for UC in hiring their new executive director. Mr. Tim Williams was their selection.
- Molly participated with other admin team members in the active shooter table top activity facilitated by Mike Orr.

On the horizon...

8/26-Forming an LLC

8/29-10/10 - "Quilted Jacket" Quilting **NEW!**

8/30-12/13-Dental Assisting

9/3-Gentle Yoga

9/3-12/4-Child Development Associate

9/9-11/18-Guitar 101 **NEW!**

9/10-Basic Scrapbook Design **NEW!**

9/17-10/1-Family Tree - Genealogy

9/23-10/4 - School Bus Training

9/19-Charcuterie 101 **NEW!**

9/19-Wheel of Life **NEW!**

9/24-Asian Food **NEW!**

9/30-Canning **NEW!**

9/9- CNA-Long Term Care Nurse Aide

9/9-Fast Track Phlebotomy **NEW!**

9/26-EMT

9/10-Couples Massage Techniques **NEW!**

9/4-12/4-Beginning Welding

Communications & Marketing

- Angie Ogden assisted Student Services with printing and putting together welcome packets.
- Terri Busch and Speak Now met twice to talk about new BIS/Full-Time Program videos. We are hoping to bring more animation to the videos this year.
- Angie Ogden assisted in updating the organizational chart.
- Terri Busch ran social media pictures and newspaper pictures for summer academies.
- Angie Ogden printed and distributed new classroom posters for instructors.
- Terri Busch assisted Traci in making an In-Service theme for employees and PowerPoint
- Football programs for several communities are requesting ads, Angie Ogden is taking care of that.
- The C&M Team assisted with the Children's Lab graduation, creating programs and the video to highlight the children.
- Terri Busch provided new employee on-boarding to 3 new employees.
- New surveys for the year have been created by Terri Busch and links have been distributed to those that need them.
- The C&M Team worked with Apptegy for the new App launch as well as website updates in July.
- Terri Busch and Angie Ogden attended Oklahoma Summit and the Communications and Marketing Meeting held at the Boathouse of The Gathering Place.
- The C&M Team attended and took photos at Kathryn Sullins Retirement Party, photos were posted after. Angie Ogden created the invite with help from the PN instructors.
- Terri Busch took photos at the Gold Star Recognition Banquet and posted to social media as well as made press release for the newspaper.
- Back 2 School materials were printed and created. The C&M Team assisted with set-up and ran the survey station. Angie Ogden created "Yay, You're In," stickers that were handed out to all students.
- Terri Busch put final touches on the Marketing Plan for 2024 – 2025, Angie Ogden created the cover graphic which matches the theme for the year.
- The C&M Team met at the Perk to go over future goals which include Crisis Communication, Reading and Reviewing a John Maxwell Communication book, and the launch of PTC's new app in September.

- Ashley Ballinger with Speak Now assisted Terri Busch in taking our yearly group photo! It turned out great and big Kudos to her.

Instructional Directors / Full Time Programs

Instructional Directors

- Dr. Burkett provided a tour of PTC programs to Grand Mental Health clients.
- Kahle Goff and Dr. Burkett met with members of Apptegy to begin the process of starting Rooms 1-1 communication tool.
- Kahle Goff and Dr. Burkett attended the Workforce and Education Summit at PTC.
- Kahle Goff, Lori Evans, and Carol Lynes conducted interviews for the Career Center Specialist position.
- Kahle Goff, and Dr. Burkett conducted Welding Instructor interviews.
- The Director Team participated in an Active Shooter Tabletop Exercise.
- Kahle Goff attended a retirement reception for Practical Nursing Instructor Kathryn Sullins.
- The Director Team attended Oklahoma Summit in Tulsa.
- Kendra Knight attended SREB Conference.
- Kendra Knight finalized preparations for In-service training for all staff.
- Kendra Knight and Dr. Burkett helped facilitate the K20 Center OETT 5 E's professional development session for instructors.
- Dr. Burkett trained new instructors with Canvas and PowerSchool.

Practical Nursing

-

Health, BITE and Special Programs

Medical Services

- New Instructor, Rebekah Koch worked with Shonda Garrison on curriculum and prepared for the beginning of the school year.
- Rebekah Koch attended Oklahoma Summit

Children's Lab and Preschool

- Completed Summer Program
- Kaitlynn Clark, Lindsey McGee, Courtney Getman, Cheyanne Herring, and Kyla Carlson are enrolled and attending college in August.

Health Careers Certification

- Mary Bathurst worked with Shonda Garrison and Tessa Cramer on curriculum and prepared for the beginning of the school year.
- Mary Bathurst attended Oklahoma Summit

ABE/HSE (AEFL)

- 28 new students enrolled in the AEFL and TANF programs
- 1 HiSET/GED test was passed
- AEFL Staff attended virtual and face-to-face training:
 - Laces and Coffee Training on Closing Out the Program
 - ODCTE AEFL Director's Meeting

SHARE

- The SHARE program continues to have student call that are interested in the program.
- We have updated our subscription to FlexPoint which is our education program

New Beginning

-

T&I and Service Programs

Automotive

- 6 new trainers up and running for Electrical training this year.
- Looking at bringing in experts in automotive diagnostics to offer classes for local technicians in the evenings or on Saturdays, in coordination with the BIS Center.
- Have already scheduled industry field trips and speakers for the upcoming year.

Construction

- Preparing shop (from moving back in).
- Preparing new Safety test.
- Working on updating new curriculum.

Cosmetology

- Kayla and Kari obtained Hydrafacial certification and completed the train-the-trainer course, enabling us to instruct and certify students in Hydrafacial techniques.
- Kayla attended the SREB Conference in Nashville.
- We are working to update our curriculum for the upcoming academic year.

Criminal Justice

- Working on Curriculum for the upcoming school year.
- Cleaning the classroom and Shop Area.
- I have been meeting with Police Chiefs to discuss the upcoming school year.

Culinary Arts

- Met a couple of new advisory members Jermie F from Camp McFadden and Bruce M GM of Rock and Brews Casino.
- Attended Oklahoma Summit.
- Finishing preparing classroom and curriculum for another school year.

Firefighter/EMT

- EMT students will be in a different textbook and curriculum this year. With the help of former students, we spent the Summer looking at other options and believe we will have better results.
- The month of July was good for job placement. Five PTC students started their careers at area fire departments. Hunter Walker and Ethan Vap at Ponca City FD, Keegan Goff and Colton Gray at Blackwell FD, Tabron Stanton at Newkirk FD.
- Preparing for the next school year.

Mechatronics

- Found "new" NIDA trainers that they use at Nationals, and a rep is coming later this month.
- I now have 20 Chromebooks for the students, along with new desks.
- Received 4 medals from State competition.

Precision Machining

- Working with a 3D scanner that was donated to the program.
- Working with a 3D printer donated to the program.
- Classroom is finished on the remodel.

Welding

- Repainted Safety yellow lines to designate safe walking area.
- Built welding curtain racks on all existing booths and hung them.
- Organizing shop and tool room to prepare for students
- Painting of shop is complete.

Student Services

Student Services

- Summer was a blur!!! Enrollment is in good shape. We will have a full report in September. Jayme, Carol and I attended TCTW in Nashville in July. We are excited to be back to full staff to begin the new year with the hiring of a new Career Specialist at the August board meeting. Thank you!

Career Center

- NA Summer

Career Development Facilitator

- NA Summer

Counselor

- It was such a benefit to have Jayme work an extra duty contract for part of July. I recommend she begin 12 months next summer in July! We were able to take care of last-minute enrollment and other needs.

Testing Specialist

- In July, our testing center saw significant activity, administering 209 exams to kick off the new fiscal year.
- We collaborated closely with local fire departments, by adding sessions to accommodate employees who completed an advanced EMT course and needed PearsonVue testing. Two graduates from Kiamichi's Paramedic program, who completed their training remotely on our campus, successfully took their licensing exams in our testing center and are now licensed Paramedics!! We had several incoming first-year Cosmetology students complete their required WorkKeys assessments. We provided free proctoring services to a local resident whose college course mandated weekly proctored sessions.
- Our collaboration with AT&D remained strong as we continued to provide seamless testing solutions aligned with their short-term course schedules.

Disabilities Specialist/Job Placement Facilitator

- Congratulations to Carol, who is now the new ADA Coordinator for the district. She began working 12 months in July and has been coordinating student rosters with all the sending schools to begin IEP/504 documentation and paperwork. She has been invaluable this summer!

Plant/Facilities/Maintenance

- New Fleet vehicle was delivered (2024 Chevrolet Malibu).
- BIS carpet installed scheduled to be complete August 8th, 2024.
- Concrete at the South Parking lot completed.
- Concrete training prop pad at the training tower completed.
- 4 restrooms in B-hallway tile installation completed.
- Shop space for Construction Trades ceiling insulation removed, painted, walls repainted, and concrete shop floor polished.
- Shop space for Welding was repainted ceiling and walls.

- Construction Trades and Machine Tool classroom had new LVP installed, as well as new paint and furniture.
- Campus wide furniture installed in select areas.
- Sliding west entrance doors replaced.
- Overhead door installation scheduled for mid-August.
- C-109, C-110, & C-111 Shop HVAC scheduled September 5rd, 2024.
- BIS fire alarm panel and devices installed and should be finished by August 9th, 2024.
- Annual bus-driver in-service held at PTC July 30st, and served approximately 200 attendees.
- Maintenance and Custodial staff completed first aid/CPR training, and several completed aerial lift training as well.
- Mike lead an active-shooter table top exercise at PTC on July 25th, 2024 for select key personnel.

Paperclips

July 2024

LEGAL

FIRST PUBLICATION

Pioneer Technology Center offers career and technical education training opportunities without regard to race, color, national origin, sex/gender, age, religion, disability, or veteran status. Training is available in the areas of Architecture & Construction; Business, Management & Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Manufacturing; Science, Technology, Engineering & Mathematics; Transportation, Distribution & Logistics, Education; Law, Public Safety & Corrections. All individuals wishing to enroll in a full-time training program must provide evidence satisfying the program minimum academic requirements or undergo a free assessment to evaluate his/her skill level in the areas of reading, mathematics, and writing. The assessment process also includes an interest inventory. 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 Carol Lynes or Caroll@pioneertech.edu (580) 718-4298, 504/ADA Coordinator

LEGAL

FIRST PUBLICATION

Pioneer Technology Center

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords adult students and guardians of minor students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of Pioneer Technology Center receiving a request for access.

A student should submit to the registrar, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Pioneer Technology Center official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Pioneer Technology Center official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Pioneer Technology Center to amend a record should write the Pioneer Technology Center official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Pioneer Technology Center decides not to amend the record as requested, Pioneer Technology Center will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Pioneer Technology Center discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Pioneer Technology Center discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Pioneer Technology Center in an administrative, supervisory, academic or research role or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Pioneer Technology Center has contracted as its agent to provide a service instead of using Pioneer Technology Center employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or other educational institutions in which the student is currently enrolled.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to Pioneer Technology Center.

Upon request, Pioneer Technology Center also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pioneer Technology Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory information may be released without student notification. Directory information at Pioneer Technology Center includes

- The student's name;
- The student's class designation (i.e., first grade, tenth grade, etc.);
- The student's extracurricular participation;
- The student's achievement awards or honors;
- The student's photograph; and
- The school or school district the student attended before the student enrolled in this school district.



JOIN OUR TEAM! PART-TIME CHILDREN'S LAB & PRESCHOOL TEACHER/FLOATER

Pioneer Technology Center, an engaging and supportive workplace providing high-quality programs and services, is looking for a Part-Time Children's Lab and Preschool Teacher Floater.

You must have a High School Diploma or High School Equivalency (HSE). Additionally, you must have 2+ years of related experience and/or training and the ability to build relationships with and relate to children. Previous teaching experience is preferred, but not required.

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

Salary is commensurate with experience and qualifications

Oklahoma State Bureau of Investigation records check required upon employment.

A complete job description, list of qualifications, and application can be found at www.pioneertech.edu/about



PUBLISHED IN THE
PONCA CITY NEWS ON
JULY 13, 2024

PUBLIC NOTICE

All having a claim against the Pioneer Technology Center, Public School District #13 are notified that all invoices and required documentation pertaining to an approved purchase order for services rendered or goods or materials delivered pursuant to that purchase order must be recorded with the encumbrance clerk of the district on or before the 30th day of September, 2024, covering all debts now unpaid and incurred during the period of the prior fiscal year beginning on July 1, 2023, and ending on June 30, 2024, or the claim upon which the invoices or purchase order is based shall be void and forever barred.

Secretary, Board of Education



JOIN OUR TEAM! CAREER CENTER SPECIALIST

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

Are you someone who is motivated to assist students in developing career readiness skills, and creating and maintaining positive working relationships with students and other professionals? To be successful in this job you must be team focused, dependable, supportive, encouraging, and productive. A working knowledge of classroom procedures and technology is beneficial.

You must hold an Associate's Degree and possess the ability to connect with students/client to qualify. Preference will be given to 3+ years of related experience and/or the ability to build relationships and relate to students. Previous teaching experience with middle/high school aged students is preferred, but not required. You must be able to work with a team that values people, innovation, character, learning, and economic development. If this is you, 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.

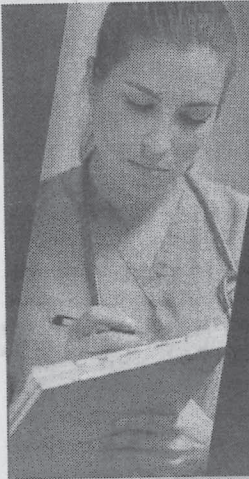
Salary is commensurate with experience and qualifications. Contract length is 10 months (school year)

Oklahoma State Bureau of Investigation records check required upon employment.

A complete job description, list of qualifications, and application can be found at www.pioneertech.edu/about



HEALTH & Wellness



NOW ENROLLING



MEDICAL SERVICES (Adults & High School)

Contact Student Services at (580) 762-8336

MEDICARE 101 A Free Event for Seniors

July 25th | 6-7 pm | Pioneer Tech

Medicare beneficiaries will have the opportunity to learn the difference between original Medicare and Medicare Advantage plans, the changes taking place, how penalties can be avoided, and so much more.

Call to Register (580) 762-8336

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

Ian Freeman is the new Apprenticeship Training Coordinator at Pioneer Technology Center

Ponca City, OK — Pioneer Technology Center (PTC) proudly announces Ian Freeman as the new Apprenticeship Training Coordinator. Apprenticeships play a crucial role in connecting students with employers, offering hands-on experience, and developing industry-specific skills. This new position aims to bridge the gap between education and the workforce, ensuring students are job-ready upon graduation.

Freeman, who previously worked at MJ&H Fabrication, has been the Welding Technology Instructor at PTC for six years. He holds a Communications degree from Collin College in Plano, TX, and has also had a brief background in the radio industry. "I'm thrilled for this new role, where I can support businesses with their apprenticeship needs and make a meaningful impact," Freeman remarked.



Ian Freeman

The Apprenticeship Training Coordinator role is part of PTC's broader initiative to link education with industry. This position will help both students and current employees gain practical, on-the-job experience, enhancing their ability to apply skills in real-world settings. Additionally,

PTC will support employees in developing new skills while on the job. Freeman will collaborate closely with local businesses, Business and Industry Services (BIS) Coordinators, and instructors in Full-Time Programs, under the guidance of the Executive Directors of BIS and Full-Time Programs.

The Department of Labor recognizes 16,000 occupations in the United States. These programs enable employers to shape their future workforce by training students in essential skills and company culture. Participants gain practical experience and a comprehensive understanding of daily operations in their fields, resulting in well-trained, industry-ready individuals who can contribute immediately to productivity and innovation.

A key aspect of this initiative is the collaboration between educational institu-

tions, businesses, and government agencies. PTC has established meaningful partnerships with local businesses, ensuring a smoother transition from the classroom to the workplace through a hands-on approach.

"Pioneer Tech is excited to introduce Ian Freeman as the new Apprenticeship Training Coordinator. His focus will be to assist in bridging the gap between classroom and career, ensuring our students gain practical experience and employers receive job-ready talent. Ultimately, this addition will benefit students, employers, and the community, fostering a skilled and adaptable workforce ready to face future challenges," stated Traci Thorpe, Superintendent/CEO.

For more information about Pioneer Tech's apprenticeship program call 580-762-8336 or visit pioneertech.edu

PTC Construction Academy inspires students

Ponca City, OK – Pioneer Technology Center (PTC) recently held a special Construction Academy for 8th, 9th, and 10th-grade students. This exciting program allowed students to learn about architecture, construction, and reading blueprints through fun, hands-on activities. Each student designed and built their own wooden projects, which they proudly took home at the end of the week.

The Construction Academy, taught by Cody Tabor, gave students a taste of the activities in the Construction Technology program. The class is pictured left to right: Asa Carson (Ponca City), Aidan Iverson (Ponca City), Koltan Dowler (Newkirk), Cody Tabor (Instructor), and Kenna Fitzpatrick (Ponca City).

For students interested in more hands-on training, visit www.pioneertech.edu or call 580-762-8336.



Babysitting Academy at Pioneer Tech helps students develop childcare skills

Ponca City, OK -----The Babysitting Academy at Pioneer Technology Center (PTC) helped 8th, 9th, and 10th grade students learn the skills they need to safely supervise and manage children with instructor Vicki Braden. This class was a great way for students to get ready for babysitting jobs and learn how to take care of kids. For enrollment information for the Teacher Preparation program at Pioneer Tech, visit pioneertech.edu or call 580-762-8336.

Pictured in the back row (L-R): Aubrey Riggle (Ponca City), Lillian Pester (Shidler), Paisley Dowler (Newkirk), and Molly Singleton (Ponca City)

Front Row (L-R): Gia Dickinson (Ponca City), AJ Iverson (Ponca City), Addyson Daley (Fairfax), Gabby Riley-Mitchell (Ponca City), and Reese Jenkins (Ponca City)



ADULT STUDENTS •

NOW ENROLLING

FOR THE 2024-2025 SCHOOL YEAR

Start the process at pioneertech.edu/pre-enrollment
or call Karen at 580.718.4234



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

PTC construction academy inspires



Pioneer Technology Center recently held a special Construction Academy for 8th-, 9th-, and 10th-grade students. This exciting program allowed students to learn about architecture, construction, and reading blueprints through fun, hands-on activities. Each student designed and built their own wooden projects, which they proudly took home at the end of the week.

The Construction Academy, taught by Cody Tabor, gave students a taste of the activities in the construction technology program. The class is from left: Asa Carson (Ponca City), Aidan Iverson (Ponca City), Kolten Dowler (Newkirk), Cody Tabor (Instructor), and Kenna Fitzpatrick (Ponca City). *(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.ninjagig.com or scan the QR Code below:



Pioneer Technology Center

Since its founding in 1973, Pioneer Tech has offered full-time or short-term education and training to meet the needs of both high school and adult students.

In the full-time career training areas, Pioneer Tech customizes each student's training based on his or her career goals, by offering multiple career majors. According to Raci Thorpe, Superintendent/CEO, "Our career majors give each student lots of options. They have more courses to choose from and can design their training for a specific career."

Pioneer Tech has 17 career programs. They are Automotive Service Technology,

Information Technology, Basic Peace Officer Certification, Biomedical Sciences Academy, Construction Technology, Cosmetology, Criminal Justice, Culinary Arts, Teacher Preparation, Firefighter/EMT, Health Careers, Industrial Technology, Mechatronics, Medical Services, Practical Nursing, Welding Technology, Visual Communications. Some of these career training programs have options for students to qualify for college credit. These partner institutions include Northern Oklahoma College, Cowley College, Oklahoma Wesleyan University, and Oklahoma State University's Institute of Technology.

Each year nearly 500 high school students and adults enroll in PTC's full-time career training curriculum where they gain knowledge and skills that are needed for success in life and at work.

Adult students have the option of attending on either a part-time or full-time basis. Tuition for adults varies depending on which area they enroll in. Financial aid and scholarships are available to eligible applicants.

Along with quality career-specific training, Pioneer Tech also offers experiences that allow students to find success in core academic subjects as well. Providing free tuition to all high school and home school

students within the district, PTC partners with Blackwell, Newkirk, Ponca City, Tonkawa, and Woodland high schools. The tech center also has high school students attending from Frontier, Medford, and Shidler this year. All students attend on a part-time basis dependent upon class schedules from their home high school.

Through the Adult Education and Family Literacy program adult students without a high school diploma can gain the knowledge they need to earn their GED or high school equivalency. For high school-age students who may be at risk of not earning their high school diplomas, PTC works with partner schools to provide academic enhancement and credit recovery opportunities assisting students in meeting graduation requirements.

PTC also offers academic math classes in College Algebra, Math of Finance, Algebra II, Math Analysis, and Geometry. These courses are taught by a certified math teacher at the PTC campus.

Pioneer Technology Center also uses the WorkKeys assessment system and a career curriculum to enhance student and client training. The online-system is a tool to measure basic skill requirements for employment, assess skills relative to a particular career, and for improvement to basic workplace skills. This system assists students in successfully qualifying and retaining a high-skilled, high-wage career.

In addition to providing programs for the emergent workforce, Pioneer Tech also provides an array of services for existing companies, start-up businesses, and industries re-locating into the service area as well as adults who

simply want to update or enhance existing job skills.

Pioneer Tech's Business and Industry Services (BIS) division offers client-based and training programs that include small business management, agribusiness management, bid assistance, leadership development, safety training, industry training, marketing solutions and the business incubator program. The Emergency Services Training Center completed in August of 2019 benefits not only the full-time career programs but also PTC's safety education for the industry. The tower stands 44 feet high with 18,425 square feet of usable training space, including burn rooms, movable partitions, rappelling capabilities, and much more.

Each year, over 9,000 individuals take advantage of the BIS offerings which, in turn, enhances the business climate, and economy of Kay County; thus, providing an increased number of jobs and salaries within the district.

Through the Adult Training and Development (AT&D) program, more than 500 on-site and on-line courses are available ranging from a few hours to complete career training offerings. Other courses available through the AT&D department include emergency medical technician, welding, certified nurse aide, culinary courses, and many more. Fall, spring, and summer class schedules are also available at the PTC campus or on the website at www.pioneertech.edu.

For more information on PTC's Full-Time programs, Business and Industry Services programs, and Adult Training and Development classes, please call 580-762-8336 or visit pioneertech.edu.

Get Skilled. GET PAID.

FULL-TIME CAREER PROGRAMS FOR HIGH SCHOOL JUNIORS & SENIORS AND ADULTS

SHORT-TERM & ONLINE ADULT CLASSES

BUSINESS & INDUSTRY SERVICES



2101 N Ash, Ponca City, OK 784601
pioneertech.edu | 580.762.8336



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

RECORDS INVESTIGATION PROCEDURES

Pursuant to 70 O.S. §5-142, the Pioneer Technology Center School District will obtain the results of a national criminal history record search of the name and fingerprints of every new school district employee and any current employee whose job requires it. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a national criminal history record search of every new employee's name and fingerprints as a condition of employment;
2. To enable the school district to request the search and obtain the results, the new employee must complete and sign an Authorization and Release form provided by the school district;
3. The school district will request a national criminal history record search only if the superintendent of schools recommends employment of the applicant;
4. If the superintendent of schools recommends employment of the applicant, he/she must permit the Oklahoma State Bureau of Investigation to fingerprint him/herself and he/she must pay the search fee;
5. The school district will reimburse the new or current employee for the search fee. ~~Unless the search discloses a prior felony offense conviction~~ **If the national criminal history record search reveals a prior felony offense conviction or if the new employee provides a false response to one or more of the questions on the Authorization and Release, the district will withhold the search fee(s) from the final paycheck; and**
6. The applicant, if placed on duty prior to receipt of the national criminal history record search results, will be classified as a temporary employee until the school district is notified that the search is clear of any felony record.

If the national criminal history record search reveals a prior felony offense conviction or if the new employee provides a false response to one or more of the questions on the Authorization and Release, the new employee, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the school district, effective upon acceptance by the Superintendent. The Superintendent may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the new employee's false response, whichever is later. Under these circumstances, the employee waives any due process procedures that might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a national criminal history record search of the name and fingerprints of any current school district employee if the board of education recommends a search of that employee's felony record.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of youth and adults. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
 - A. Exclude any student from participation in any program,
 - B. Deny benefits to any students,
 - C. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

**PRINCIPLE II
COMMITMENT TO THE PROFESSION**

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist the entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

- A. Willful neglect of duty.
 - B. Repeated negligence in performance of duty.
 - C. Mental or physical abuse to a child.
 - D. Incompetency.
 - E. Instructional ineffectiveness.
 - F. Unsatisfactory teaching performance.
 - G. Commission of an act of moral turpitude.
 - H. Abandonment of contract,
 - I. Conviction of a felony,
 - J. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
 - K. Failure to earn required staff development points.
2. Pursuant to the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.
2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
- 3. 5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
- 4. 6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
- A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

REFERENCE: 70 O.S. §6-101.21, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

THIS POLICY REQUIRED BY LAW.

**FUND RAISING ACTIVITIES
STUDENTS**

It is the policy of the Pioneer Technology Center Board of Education that fund raising activities by students, as representatives of the school, will be permitted on or off school premises only when connected with specific school activities approved by the board of education. District-wide fund raising activities by students may be conducted only with the consent of the board of education. Requests for fund raising activities are approved by the board on an annual basis. If a requested fund-raiser is not on the approved list, it must first be presented to the appropriate administrator, who will approve the activity and place it on the agenda for the next regular board of education meeting.

All fund raising activities are to be approved in advance by the appropriate administrator supervising the program. No solicitation of funds from students or teachers for any purpose shall be made without the prior approval of the appropriate administrator or the superintendent. Each request for a fund raising activity must meet the following guidelines:

1. Identify the purpose of the funds and the amount needed for the project.
2. Identify the method/activity to be used and the time needed.
3. Plans for use of excess funds or alternative project if goal is not reached.
4. Accountability of funds raised.

Proceeds from all fund raising activities shall be deposited in the student activity fund.

All fund raising activities are subject to the condition that any income or revenue cannot be derived from the sale of property, supplies, products, or other assets belonging to the school district. Approved individual class fund-raising projects may include the following:

- Extra Curricular Event Staffing
- Apparel and Accessories Sale(s)
- Food or Other Product Sale(s)
- Silent Auctions(s)
- Garage Sale(s)
- Raffle(s)
- Community (Single-Occurrence) Event(s)
- Pick-A-Date Calendar Drive
- Solicitation of donations, if a list of prospective donors is submitted with the fund-raiser request
- Student organization dues
- Live Work – CTSO Donation**
- Projects approved in advance by the appropriate administrator

FUND RAISING ACTIVITIES, STUDENTS (Cont.)

Expenditure of funds raised may be for any of the following purposes:

- Community service projects
- Conference and competitive registration fees
- Expenses (including supplies and materials) for district, state, and national competition
- Student organizational dues
- Prizes, awards and supplies for student activities
- Program area related apparel
- Other purposes approved in advance by the appropriate administrator

**REFERENCE: 70 O.S. §5-122, §5-129, §5-135
Board Minutes dated July 19, 1994**

SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS

It is the policy of the Pioneer Technology Center Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. 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.

Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year likewise require a release by the board and will be considered on an individual basis. **(See also Policy DDC – Employee Resignations and Reference Requests)**

I.—Definitions and Scope

- A. “Teacher” means a duly certified or licensed person who is employed to serve as a counselor, librarian, school nurse, or any instructional capacity. An administrator shall be considered a “teacher” only with regard to service in an instructional, nonadministrative capacity.
- B. “Dismissal” means the discontinuance of the teaching service of a teacher during the term of a written contract.
- C. “Nonreemployment” means the nonrenewal of a teacher’s contract upon expiration of the contract.
- D. “Suspension” means the temporary discontinuance of a teacher’s services during the term of a contract pending dismissal or nonreemployment.
- E. “Career teacher” means a teacher who has completed three (3) or more consecutive complete school year in such capacity in the Technology Center under a written teaching contract.
- F. “Probationary teacher” means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity in the Technology Center under a written teaching contract.
- G. This policy does not apply to:
 - 1. substitute teachers,
 - 2. adult education teachers or instructors,
 - 3. teachers employed on temporary contracts, and
 - 4. administrators, except with regard to service in an instructional, non-administrative position.
- H. This policy does apply to teachers employed in positions *fully funded* by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but not in regard to “nonreemployment” at the expiration of the grant.

II. Grounds for Dismissal or Nonreemployment - Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

- A. Cause
 - 1. A career teacher may be dismissed or not reemployed for:
 - a) willful neglect of duty,
 - b) repeated negligence in performance of duty,
 - c) mental or physical abuse to a child,

SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)

- d) incompetency,
- e) instructional ineffectiveness,
- f) unsatisfactory teaching performance,
- g) commission of an act involving moral turpitude,
- h) abandonment of contract,
- i) conviction of a felony,
- j) after a finding that such person has engaged in criminal sexual activity or sexual misconduct (as those terms are defined by law) which that has impeded the effectiveness of the teacher's individual's performance of school duties,
- k) failure to meet local school board staff development requirements, and
- l) any other grounds hereafter allowed by law.

Mental or physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

2. ~~A career or probationary teacher shall be dismissed or not reemployed for conviction of a felony.~~

~~A probationary teacher may be dismissed or not reemployed for cause.~~

Probationary teachers may be terminated or nonrenewed by the board for cause subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

A cause listed in 1. a) – e l) for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures involving admonishment/plan for improvement have been followed. Dismissal or nonreemployment for any cause not listed in 1. a) – e l) for a career teacher, or not related to inadequate teaching performance for a probationary teacher, shall not require corrective action procedures (i.e. admonishment) to be followed.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

~~B. Corrective Action — Admonishment/Plan for Improvement~~

- 1. ~~When the administrator who has evaluated a teacher pursuant to Technology Center policy identifies poor performance or conduct that the administrator believes may lead to a recommendation for the teacher's dismissal or nonreemployment, the administrator shall:~~
 - a) ~~admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and~~

SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)

- b) establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher's performance or conduct.
- 2. Whenever a member of the board of education, superintendent, or other administrator identifies poor performance or conduct that may lead to a recommendation for dismissal or nonreemployment of a teacher, the administrator who has responsibility for evaluation of the teacher shall be informed and shall admonish the teacher as described above. If the administrator fails or refuses to admonish the teacher within ten (10) days after being informed of the problem, the board, superintendent or other administrator who identified the problem shall admonish the teacher.
- 3. If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator (or other admonishing official) shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. The superintendent shall furnish a copy of the recommendation to the board of education.

III. Procedures for Dismissal or Nonreemployment

A. Commencement of Action

- 1. Whenever the superintendent determines that cause exists for the dismissal or nonreemployment of a teacher employed within the Technology Center, the Superintendent shall submit a recommendation in writing to the board of education. The recommendation shall state the one or more specific grounds (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommended dismissal or nonreemployment is based.
- 2. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or nonreemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures, if applicable, have been followed.

B. Suspension (See also Policy DOBD: Suspension of Certified Personnel)

Whenever the superintendent has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent, or the board of education on the recommendation of the superintendent, may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or pursuant to law. Within ten (10) days after the suspension becomes effective, the board of education shall, in a matter involving a teacher, initiate a hearing for dismissal pursuant to this policy law. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated at trial, except such The extension shall not include any appeal process.

C. Notice and Hearing

- 1. Prior to the time that the board of education takes any action to dismiss or nonreemploy a teacher, whether the board is acting on its own volition or on a recommendation of the superintendent, the clerk of the board shall mail to the teacher, by certified mail, restricted delivery with return receipt requested, a copy of the recommendation (or a comparable statement of grounds and underlying facts, if the board is acting on its own volition), and a notice that the probationary teacher has a right to a hearing before the board or the career teacher has a right to a pretermination hearing and stating the date, time and place set by the board for the probationary teacher hearing or career teacher pretermination hearing. The hearing shall be held no fewer than 20 days and no more than 60 days after the teacher receives the notice.

SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)

Notice of a recommendation of nonreemployment or possible nonreemployment action by the board acting on its own volition shall be given to the teacher prior to the first Monday in June.

2. The teacher hearing before the board of education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed in paragraphs 10-13 below.

TEACHER HEARING

1. The teacher hearing shall commence with a statement to the teacher of the teacher's rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the teacher's dismissal or nonreemployment. The teacher shall then have the right to present the teacher's side of the matter. After both the school administration and the teacher have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the teacher's dismissal or nonreemployment in executive session.
2. At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school administration, to present witnesses on the teacher's behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or nonreemployment shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.
3. After due consideration of the evidence and testimony presented at the teacher's hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or nonreemploy the teacher. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and nonappealable. The motion to dismiss or nonreemploy the teacher should state the specific cause for dismissal or nonreemployment, although such cause need not be a statutory cause for probationary teacher. For a career teacher, must include the statutory ground for the dismissal or nonreemployment.
4. The teacher shall be sent notice of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process. The notice shall state the basis for the board's decision.
5. The teacher shall receive any compensation or benefits to which the teacher is entitled until such time as the board's decision is final. If the teacher's hearing is for nonreemployment, and not for dismissal, the teacher's compensation and benefits may continue only until the end of the teacher's current contract.

IV. Termination Based on Reduction in Force

- A. The decision of the board of education in terminations based on reduction in force is final and nonappealable. Terminations resulting from a reduction in force are not included within the procedures provided by this policy and are not within the Teacher Due Process Act of 1990.

LEGAL AUTHORITY: 70 O.S. Section 6-101.14
70 O.S. Section 6-101.29, §6-101.20, et seq.
70 O.S. §18-123
Accreditation Standard 210:20-29-5
Accreditation Standard 210:35-3-86

See also Policy DOBD: Suspension of Certified Personnel

**SUPPORT PERSONNEL
SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION**

The Pioneer Technology Center Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days (172) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172), adult education instructors and adult coordinators are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

If the district has received notice of felony investigation into a support employee by a law enforcement agency, the employee shall be placed on administrative leave. If the district does not place a non-certified employee on administrative leave during the time such employee is under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendere to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency by the State Department of Education.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness, or chronic failure to properly clock into and out of the work day.
5. Persistently wasting time or distracting others during working hours.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Sexual harassment, harassment, intimidation, bullying or retaliatory behavior.

41. Violation of any district rule or policy.
42. Violation of any administrative rule or order.
43. Failure or inability to perform the essential functions or duties of the assigned position.
44. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

REFERENCE: 70 O.S. §6-101.40, et seq.

THIS POLICY REQUIRED BY LAW.

**TEACHER TERMINATION
PROCEDURES**

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board **or individual designated by the board** shall mail, or cause to be mailed, a copy of the recommendation to the teacher, **by personal delivery to the teacher with a signed acknowledgement of receipt,** or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice unless the teacher advises that no hearing is desired. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:
 - A. The right to be represented.
 - B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions if agreed to by the parties. A list of all witnesses and exhibits shall be furnished to the other party at least five (5) days before the hearing.
 - C. The right to cross-examine witnesses.
 - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
 - E. The right to have an orderly hearing.
 - F. The right to have an impartial decision based upon the evidence presented.
2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.

TEACHER TERMINATION PROCEDURES (Cont.)

4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.
6. The local board of education shall maintain such a record (including a tape or other electronic or digital recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
8. The order of the procedures shall be:
 - A. Opening statement by the superintendent.
 - B. Opening statement by the teacher.
 - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
 - D. Questions by the board members.
 - E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
 - F. Questions by the board members.
 - G. Presentation of rebuttal and surrebuttal evidence as necessary.
 - H. Closing argument by the superintendent.
 - I. Closing argument by the teacher.
 - J. Deliberation by the board members.
 - K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.
9. Presentation and consideration of evidence shall abide by the following:
 - A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.

TEACHER TERMINATION PROCEDURES (Cont.)

- B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
- C. Rulings on admissibility of evidence will be made by the presiding officer.
- D. Documentary evidence may be received in the form of copies or excerpts.
- E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
- F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their counsel.

The board of education may convene into executive session to deliberate findings of fact. ~~After hearing~~ **After due consideration of** the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, **or substitute process as authorized by law within ten (10) business days of the hearing.** The decision of the board regarding a teacher shall be final and nonappealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office. The superintendent or designee shall notify the State Board of Education within ten (10) days of the dismissal or nonreemployment of a probationary or career teacher for either criminal sexual activity as defined in 21 O.S. § 886 (sodomy) or sexual misconduct as defined at 70 O.S. § 5-144.

LIVE WORK

When students can enhance or improve the skills being learned in the classes by working on projects to complement course curriculum or training aids, the administration may authorize specifically or generally such activity.

Such activity shall be designated "live work." Live work is defined as laboratory, classroom, shop, community service or field work being performed under contract (written or implied) by students under the direction of instructors, and must be an integral part of the instructional process that will allow students to achieve a desired level of competency. Live project work shall cause no conflict of interest to occur.

All live work shall be chosen on the basis of merit and relation to the instructional objectives of the individual programs. Live work should enhance the instructional process rather than replace it.

Program instructors or administration shall have the responsibility to inform the customer whether the proposed project does or does not fit into the instructional process.

The following guidelines shall apply to all live work:

1. Discussion with and approval of the administration is required prior to live work acceptance.
2. All work performed must be of an educational nature as determined by a collaborative effort of the instructor and administration.
3. Regardless of the size or scope of the project, all items accepted as live work shall be documented through pre-numbered live work tickets containing authorization signatures, signature of the project owner, estimated amount, amount paid or deposited, scope of the work, estimated completion date and record of all materials and parts purchased. **The Automotive Services Program may utilize digital live work tickets mirroring technology utilized in industry.**
4. All cost for parts, materials, and consumable materials must be paid in full before the job is released to the customer.
5. No warranty will be given or implied. However, all instructors will strive for work of professional quality.
6. All invoices on completed projects are to be given to the book store custodian to have parts totals checked.
7. A shop fee of \$10.00 will be charged for live work with a total estimated cost of up to \$100. A shop fee of 10% will be charged for live work with a total estimated cost of over \$100. The estimated cost will be placed on the live work ticket and will be based upon industry recognized standards that include labor and / or parts. Students will be responsible for estimating cost and completing work. **A required \$15.00 donation to Career Tech Student Organization (CTSO) will be added to live work tickets.** No shop fee or CTSO donation will be collected from students enrolled in the instructional program in which the work will be conducted, or for a project done on behalf of Pioneer Technology Center. Community service live work is exempt from the required shop fee. **Those** customers may make a donation to the student organization, if desired.
8. Any parts/materials used in live work supplied by Pioneer Technology Center will be charged to the customer at Pioneer Technology Center's cost of the parts/materials. (Shipping and handling will be added if applicable)

LIVE PROJECT WORK REPAIR (Cont.)

- a. It is expected that a student may on occasion damage an item that is part of live work being completed. The repair or replacement of that item is to be charged to the program's instructional budget and not to the customer, as this is part of the instructional process. The parts or material purchased to correct this error (and the corresponding purchase order number) shall also be listed on the live work ticket with the notation "student error" written in the charge column.
 - b. If the customer supplies the parts and materials to be used for live work, this should be noted on the live work ticket by listing the parts and materials used and noting "supplied by customer."
9. All live work will be completed by students during regular instructional hours. Instructors will supervise and assist with the completion of the work but will not perform the work.
10. Superintendents, Directors, and local board members shall be ineligible from utilizing live work services.

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.

School employees are free to engage in private religious prayer during school events, including sporting events and graduation ceremonies when employees are free to attend briefly to personal matters and students are engaged in other activities in accordance with the holding in *Kennedy v. Bremerton School District*, 142 S.Ct. 2407 (2022).

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 school year, the 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 **One minute** of silence shall be observed **each day** 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. 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.

The minute of silence will be held at the start of the school day. The minute of silence shall be announced in each classroom as follows: “We now pause for a minute of silence in which students may 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”

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.

Individuals who wish to file a complaint regarding a violation of 70 O.S. §11-101.1 or §11-101.2 should notify the Executive Director of Full-time Programs in writing of the specific issue that has occurred. The Executive Director of Full-time Programs will notify the superintendent that a complaint has been received. The Executive Director of Full-time Programs shall investigate the issue and determine whether a violation of the law has occurred. If the law has been violated, a plan of corrective action should be taken to address the issue.

**REFERENCE: 70 O.S. §11-101.1
70 O.S. §11-101.2
Accreditation Standard 210:35-3-251
Accreditation Standard 210:35-3-252**

Kennedy v. Bremerton School Dist., 142 S. Ct. 2407 (2022)

**A POLICY ON THIS TOPIC IS REQUIRED
BY THE REFERENCED RULES EFFECTIVE 2024**

Note: This policy was modified to merge language from OSSBA Policy EMI – Voluntary Prayer and Minute of Silence, which is an alternate version

NONDISCRIMINATION

The Pioneer Technology Center Board of Education is committed to a policy of nondiscrimination in relation to race, color, national origin, sex/gender (including harassment), age, religion, disability or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to designate compliance coordinator(s)/officer(s) and to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

“Pioneer Technology Center does not discriminate on the basis of sex/gender, race, color, national origin, disability, age, or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment, religion, or veteran status. For inquiries concerning the application of this policy contact either Wendy Burg (580) 718-4308 or Kellie Johnson (580) 718-4224, Compliance Officers/Title IX Coordinators, or Carol Lynes (580) 718-4298, 504/ADA Coordinator. Pioneer Technology Center, 2101 N. Ash, Ponca City, Oklahoma 74604”

Inquiries concerning application of this policy may be referred to the designated Title IX/504/ADA compliance coordinator(s)/officer(s) at:

Pioneer Technology Center
2101 N. Ash
Ponca City, Oklahoma 74604
(866) 612-4782

REFERENCE: Policy GJ-P, Grievance Procedures for Filing, Processing and Resolving Discrimination complaints
Policy GJ-A, Sexual and Other Harassment
Oklahoma Constitution, Article 1, Section 6
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals With Disabilities Education Act, 20 USC §1400, et seq.

SUSPENSION OF CERTIFIED PERSONNEL

It is the policy of the Pioneer Technology Center Board of Education that a teacher or administrator may be suspended from employment in accordance with state law and the accreditation standards. Such suspension will be with pay, pending additional due process procedures.

If a district that has received notice under Oklahoma Accreditation Standard 210:35-3-86, section (g) that an investigation or certification review of a certified employee has been commenced by the State Department of Education, the employee may be placed on administrative leave. The determination as to whether the employee will be placed on leave is a decision of local control. If the district does not place such certified employee on administrative leave during the time that such employee is under investigation for certificate revocation, and that employee's certificate is revoked at the conclusion of that investigation, the district shall be given a health and safety deficiency.

Whenever the superintendent of a school district has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent or the local board of education upon receiving recommendation for suspension from the superintendent may suspend the teacher without notice or hearing. However, the suspension shall not deprive the teacher of any compensation or other benefits to which otherwise entitled. Within ten (10) days' time after the suspension becomes effective, the local board of education shall initiate a hearing for dismissal pursuant to law. However, in a case involving a criminal charge or indictment, the suspension may extend until the case for the teacher is finally adjudicated at trial. The extension shall not include any appeal process.

Whenever the local board of education or the administration of a school district has reason to believe that cause exists for the dismissal of an administrator, and when they are of the opinion that the immediate suspension of an administrator would be in the best interests of the children in the district, the local board of education or the superintendent of the school district may suspend the administrator without notice or hearing. However, the suspension of the administrator shall not deprive the administrator of any compensation or other benefits to which he or she would otherwise be entitled under his or her contract or pursuant to law. Within ten (10) days' time after such suspension becomes effective, the local board of education shall initiate proceedings pursuant to Section 6-102.4 of this title to have the administrator dismissed. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the administrator's case is finally adjudicated at a trial. Provided, however, such extension shall not include any appeal process.

LEGAL AUTHORITY: 70 O.S. Section 6-101.14
 70 O.S. Section 6-101.29
 Accreditation Standard 210:35-3-86

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, any employee, nor an independent contractor of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates PTC Compliance Officer(s) as the employees responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-762-8336 and via email to Info@pioneertech.edu. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: 70 O.S. § 24-158
State Accreditation Standard 210:10-1-23

See also - Policy GJ - Nondiscrimination

**A POLICY ON THIS ISSUE IS REQUIRED
BY THE STANDARDS OF ACCREDITATION
FOR OKLAHOMA SCHOOLS**

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
Equipment/Furniture/Remodel or Repairs/Technology
August 13, 2024

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Building Maintenance	Stolhand Wells Group	New 15 Ton Trane RTU In Precision Machining area - Includes: Demo, New Unit, All Labor & Materials, and Crane	\$27,450.00

Other quotes:
John's Heating & AC, Arkansas City \$35,000

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
August 13, 2024 FY 2024/2025

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Carol Bottoms	ABE/HSE Instructor	08/01 – 08/31 (28 hrs)	700.00
Aimee Clark	ABE/HSE Instructor	08/01 – 08/31 (28 hrs)	700.00
Tanner Crawford	CPR/First Aid	07/23 – 07/29 (6 hrs)	150.00
Lori Evans	Evening Supervisor	07/16 – 08/15 (up to 40 hrs)	1,080.00
Lori Evans	Evening Supervisor	08/16 – 09/15 (up to 40 hrs)	1,080.00
Lori Evans	Evening Supervisor	09/16 – 10/15 (up to 40 hrs)	1,080.00
Lori Evans	Evening Supervisor	10/16 – 11/15 (up to 40 hrs)	1,080.00
Lori Evans	Evening Supervisor	11/16 – 12/15 (up to 32 hrs)	864.00
Joella Francis	CSO Skills Check-off	07/20 – 07/31 (16.5 hrs)	577.50
Elaine Harman	ABE/HSE Instructor	08/01 – 08/31 (59.5 hrs)	1,547.00
Katheryn Johnson	CSO Skills Check-off	07/20 – 08/15 (3 hrs)	90.00
Aletha Kearney	Pizza Making for Two Prep	07/11 (1 hr)	30.00
Aletha Kearney	Pizza Making for Two	07/11 (3 hrs)	90.00
Natalie Kershner	Observing Kristi Reed-CNA	07/18 (2 hrs)	50.00
Julie Lawrence	ABE/Corrections Instructor	08/01 – 08/31 (17.5 hrs)	437.50
Allyson Leonard	ABE/HSE Instructor	08/01 – 08/31 (47.5 hrs)	1,187.50
Sandy May	ABE/HSE Instructor	08/08 – 08/31 (17.5 hrs)	437.50
John Munger	CPR/First Aid	07/29 (6 hrs)	180.00
John Munger	School Bus Driver In-Service	07/30 (5 hrs)	150.00
Ashley O'Hara	RN Supervisor	07/01 – 07/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	07/21 – 08/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	08/21 – 09/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	09/21 – 10/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	10/21 – 11/20 (10 hrs)	250.00
Ashley O'Hara	RN Supervisor	11/21 – 12/20 (10 hrs)	250.00
Eric Payne	Class B ELDT	08/08 – 08/23 (96 hrs)	2,880.00
Eric Payne	School Bus Driver In-Service	07/30 (5 hrs)	125.00
Brenda Pollak	Evening Supervisor	07/16 – 08/15 (up to 28 hrs)	700.00
Brenda Pollak	Evening Supervisor	08/16 – 09/15 (up to 36 hrs)	900.00
Brenda Pollak	Evening Supervisor	09/16 – 10/15 (up to 44 hrs)	1,100.00
Brenda Pollak	Evening Supervisor	10/16 – 11/15 (up to 48 hrs)	1,200.00
Brenda Pollak	Evening Supervisor	11/16 – 12/15 (up to 32 hrs)	800.00
Pam Powers	ABE/HSE Instructor	08/01 – 08/31 (70 hrs)	1,750.00
Chuck Rector	Resin Art Prep	07/09 – 07/16 (2 hrs)	56.00
Chuck Rector	Resin Art Cutting Board	07/09 – 07/16 (4 hrs)	112.00
Rebecca Stephens	ABE/HSE Instructor	08/01 – 08/31 (63 hrs)	1,575.00
Mary Ann Sudbury	ABE/Corrections Instructor	08/01 – 08/31 (20 hrs)	500.00
Kami Threlkeld	Pizza Making for Two Asst.	07/11 (4.5 hrs)	67.50

Adjunct Firefighter Instructors: Only 1, from the adjunct pool, will be working in the classroom at a time.
Live burn events could require all adjuncts to be on campus at once.

Ashton Armstrong	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Stanley Avans	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Garrett Clark	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Tanner Crawford	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Nicholas Duggan	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Scott Feaster	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Donald James	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Jared Licklitter	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Trystan Lopez	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Benjamin Steichen	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
James Stolhand	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr
Daniel Vap	Adjunct Firefighting Instructor	08/14 – 12/19	30.00/hr

Appendix B