

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, April 8, 2025, 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. Oath of office
5. Reports and Presentations
Report out from Work Ready Ponca City- Dondi Rowe, WRO Coordinator
6. Discussion and vote to approve or not approve the Minutes of the March 11, 2025, regular Board of Education meeting
7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #51394-51523 in the amount of \$263,581.44; Building Fund #50037-50075 in the amount of \$989,790.77; Payroll #70183-70186 in the amount of \$16,675.65)
8. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - 8.A. Traci Thorpe, Superintendent/CEO
 - 8.B. Kahle Goff- Executive Director Full-Time Programs
9. Discussion and vote to approve or not approve authorizing Traci Thorpe, Superintendent/CEO, to be the individual responsible for the DHS Subsidy Contract
10. Discussion and vote to approve or not approve the North Parking Lot Reconstruction Project by Stuever Dirtworks LLC, under TOPS contract #230101-100034, in the amount of \$1,098,137.80.
11. Discussion and vote to approve or not approve items as surplus as listed on Appendix A.
12. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B.

13. Discussion and vote to approve contract renewals for employees listed on Appendix C (Support Staff).
14. Discussion and vote to approve or not approve the hiring of a Receptionist.
15. Discussion and vote to approve or not approve the hiring of a Evening Custodian.
16. New Business
17. Board Comment
18. The Board President adjourned the meeting at 6:56 pm

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

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

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, March 11, 2025 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, Terri Busch, Kellie Johnson and Jay States with S&B CPA's and Associates

3. Flag salute and moment of silence

4. Reports and Presentations

Presentation of FY24 audit report- Jay States, S & B CPA's and Associates

Jay States discussed the audit documents with the Board. He discussed the financial statements for FY24 and reported no findings and full compliance in the audit.

5. Discussion and vote to accept or not accept FY24 Audit report.

Motion to accept FY24 Audit report. passed with a motion by Mrs Gay Norris and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

6. Discussion and vote to approve or not approve the Minutes of the February 11, 2025, regular Board of Education meeting

Motion to approve the Minutes of the February 11, 2025 regular Board of Education meeting passed with a motion by Ms. Rachel Shuey and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #51272-51393 in the amount of \$86,953.52; Building Fund #none in the amount of \$0.00; Payroll #70179-70182 in the amount of \$76,729.35)

Motion to approve the Financial Reports, Activity Fund Report, and Encumbrances & Change Order Lists as presented passed with a motion by Mr. J.D. Soulek and a second by Mrs Gay Norris.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

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

A. Traci Thorpe, Superintendent/CEO

Competition season is in full swing, and we have had many students competing in district and regional events with some moving on to their respective state competitions. Mr. Ladner's group has attended their state event, and he had several winners: Management, Marketing and HR Concepts - Ben Dailey - 1st Place (Advances to Nationals) Digital Communication and Design Concepts (Secondary) - David Derrick - Finalist Visual Design Team—Pilot (Post-Secondary) - Ben Daily and Emma Pena - Finalist Digital Marketing Concepts—Open (PS) - Ben Dailey - 3rd Place o Podcast Production Team (S) - Hunter Wilson, Jackson Reimer, Jacob Espinoza, David Derrick - Finalist o Banking and Finance (S) - Rodrigo Navarro - Finalist Podcast Production Team (PS) - Tyler Busby, Andrew Rodriguez, Addison Gibson - Finalist Interview Skills (PS) - Tyler Busby – Finalist .Mrs. Pollack's culinary teams participated in the Spring ProStart competition. The post-secondary team of Chad Chrisco, Stephanie Sims and Ray Kirk placed first, but unfortunately, there is no national event for their group. SkillsUSA, HOSA and FCCLA state conventions will be upcoming in April Business and Industry Services PTC graduated several Class B students in February from the City of Blackwell and in March from the City of Ponca City. The Partners in Progress celebration and recognition event scheduled for February 18th was postponed due to weather. John Adams, with Adams Plumbing, is this year's award winner. We will be celebrating his recognition at the First Americans Museum on April 7th. We met with the healthcare sector for the B&I Breakfast in February. We had a full house with 31 participants, and the conversation broached topics such as staffing challenges, customer service and de-escalation training, recruitment and healthcare promotion initiatives. Capital Planning The renovation for the welding area has started. The interior walls have been removed and some patching of the walls where the ventilation system exited to the exterior has been completed. The exterior foundation work is underway for the tool room addition and the pad for the gas manifold and new ventilation systems. They are in process of pouring the footings for the pads and will run the slabs next week. The CMU block for the tool room has been delivered. Things are

progressing as planned, and the timeline continues to hold for the end of July as completion of the project.

B. Kahle Goff, Executive Director Full-Time Programs

9. Discussion and vote to approve or not approve policy: EBA-School Calendar Hours

Motion to approve policy: EBA-School Calendar Hours passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs 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 the school calendar for 2025-2026

Motion to approve the 2025-2026 school calendar as presented passed with a motion by Ms. Rachel Shuey and a second by Mrs Gay Norris.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs 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 contracts for FY25 Audit and Financial Statement Services with S&B CPA's & Associates PLLC and Mary E. Johnson & Associates PLLC

Motion to approve contracts for FY25 Audit and Financial Statement Services with S&B CPA's & Associates PLLC and Mary E. Johnson & Associates PLLC passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs 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 the ADPC software License and Support Agreement for FY26 (\$1,037 month / \$12,444 annual)

Motion to approve the ADPC software License and Support Agreement for FY26 (\$1,037 month / \$12,444 annual) passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs 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 FY25 Building Fund Budget Appropriation changes as listed on Appendix A

Motion to approve FY25 Building Fund Budget Appropriation changes as listed on Appendix A passed with a motion by Mr. J.D. Soulek and a second by Mrs Gay Norris.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs 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 purchases over \$10,000 as listed on Appendix B

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

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs 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 proposed equipment purchases

Motion to approve proposed equipment purchases as presented passed with a motion by Mr. Laurence Beliel and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs 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 individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix C

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix C passed with a motion by Mr. J.D. Soulek and a second by Mrs Gay Norris.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

17. Vote to approve contract renewals for the employees listed on Appendix D (Coordinators/Counselors/Managers)

Motion to approve FY 26 contract renewals for the employees listed on Appendix D (Coordinators/Counselors/Managers) passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

18. Vote to elect the President of the Board of Education

Motion to elect Debbie Leaming as the President of the Board of Education passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

19. Vote to elect the Vice-President of the Board of Education

Motion to elect JD Soulek as the Vice-President of the Board of Education passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

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

20. Vote to elect the Clerk of the Board of Education

Motion to elect Gay Norris as the Clerk of the Board of Education passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

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

21. Vote to elect the Deputy Clerk of the Board of Education

Motion to elect Rachel Shuey as the Deputy Clerk of the Board of Education passed with a motion by Mrs Gay Norris and a second by Mr. J.D. Soulek.

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

22. Vote to approve or not approve the appointment of Kellie Johnson as Minutes Clerk and Stacey Rush as Deputy Minutes Clerk for the Board of Education

Motion to approve the appointment of Kellie Johnson as Minutes Clerk and Stacey Rush as Deputy Minutes Clerk for the Board of Education passed with a motion by Mrs Gay Norris and a second by Ms. Debbie Leaming.

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

23. New Business- None

24. Board Comment

25. President Beliel adjourned the meeting at 7:30 pm.

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: 51394 to PO: 51523

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
51394	S&K DIRECT STEEL	WELDING SUPPLIES	1,246.52	03/07/2025
51395	CHEMSEARCH	BLDG MAINT - SUPPLIES	305.00	03/07/2025
51396	PONCA CITY DISCOUNT FOODS	CENTRAL SUPPLIES	102.17	03/07/2025
51397	CAREER TECH PRINTING SERVICES	MARKETING/ADVERTISING	1,175.00	03/10/2025
51398	NEWKIRK HIGH SCHOOL YEARBOOK	MARKETING/ADVERTISING	75.00	03/10/2025
51399	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	247.92	03/10/2025
51400	HOLIDAY INN EXPRESS	FULLTIME/DIR OF INSTR - TRAVEL LODGING	130.00	03/11/2025
51401	BILL CORRELL BODY & PAINT	VEHICLE MAINT - REPAIRS	2,500.00	03/11/2025
51402	DIGI-KEY 1448646	MECHATRONICS - SUPPLIES	91.50	03/11/2025
51403	AMAZON CAPITAL SERVICES	AUTO SERVICE TECH - SUPPLIES	151.99	03/11/2025
51404	AMAZON CAPITAL SERVICES	CULINARY SERVICES - SUPPLIES	318.00	03/11/2025
51405	STAPLES ADVANTAGE	MARKETING/SUPPLIES	35.16	03/11/2025
51406	FIRST NATIONAL BANK OF OMAHA	STAFF/STUDENT TRAVEL LODGING SKILLS USA STATE	8,165.00	03/11/2025
51407	CENTRAL TECHNOLOGY CENTER	WRO- PARTICIPANT CERTIFICATIONS	12,900.00	03/11/2025
51408	BEN E. KEITH FOODS- OKLAHOMA	CHILD'S LAB & PRESCHOOL - SUPPLIES	454.78	03/11/2025
51409	AMAZON CAPITAL SERVICES	HEALTH CAREERS - SUPPLIES	74.22	03/11/2025
51410	FIRST NATIONAL BANK OF OMAHA	WRO- STAFF TRAVEL LODGING	1,210.00	03/11/2025
51411	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	2,069.37	03/11/2025
51412	SURESTAY PLUS BY BEST WESTERN ADA	SAFETY - TRAVEL LODGING	164.00	03/11/2025
51413	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	189.00	03/11/2025
51414	FIRST NATIONAL BANK OF OMAHA	FINANCE - TRAVEL LODGING/MEALS/PARKING	1,185.00	03/12/2025
51415	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	189.00	03/12/2025
51416	LOWE'S HOME CENTER INC	GROUNDS SUPPLIES	493.20	03/12/2025
51417	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	189.00	03/12/2025
51418	MEDICAL EQUIPMENT AFFILIATES	PN SUPPLIES	877.95	03/12/2025
51419	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	35.00	03/12/2025



PIONEER TECHNOLOGY CENTER

From PO: 51394 to PO: 51523

Encumbrance For Board Approval GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
51420	WALLCUR	PN SUPPLIES	391.99	03/13/2025
51421	P&K EQUIPMENT	VEHICLE MAINT. SUPPLIES	79.97	03/13/2025
51422	FIRST NATIONAL BANK OF OMAHA	CULINARY STAFF/STUDENT TRAVEL LODGING	300.00	03/13/2025
51423	AMAZON CAPITAL SERVICES	PRECISION MACHINING - REPAIRS	114.28	03/13/2025
51424	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	189.00	03/13/2025
51425	AMAZON CAPITAL SERVICES	MECHATRONICS - REPAIRS	23.99	03/13/2025
51426	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	184.84	03/13/2025
51427	S&K DIRECT STEEL	WELDING EQUIPMENT	62,527.00	03/13/2025
51428	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	1,061.98	03/13/2025
51429	GREAT WESTERN TRAILER	GROUNDS EQUIPMENT	8,533.98	03/14/2025
51430	VANCE COUNTRY FORD	NEW VEHICLES	39,403.00	03/14/2025
51431	VANCE COUNTRY FORD	NEW VEHICLES	55,521.20	03/14/2025
51432	LEGACY SIGNS	IT&D INSTRUCTIONAL REPAIR	5,836.00	03/14/2025
51433	HUDSON AUTO SUPPLY, LLC	BUILDING MAINTENANCE EQUIPMENT	14,799.99	03/14/2025
51434	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	153.61	03/14/2025
51435	AMAZON CAPITAL SERVICES	WELDING - SUPPLIES	44.64	03/14/2025
51436	OKLAHOMA BPA	STAFF/STUDENT TRAVEL REGISTRATION - BPA NATIONALS	250.00	03/14/2025
51437	FIRST NATIONAL BANK OF OMAHA	STAFF/STUDENT TRAVEL AIRFARE - BPA NATIONALS	1,000.00	03/14/2025
51438	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	157.54	03/14/2025
51439	FIRST NATIONAL BANK OF OMAHA	STAFF/STUDENT TRAVEL LODGING - BPA NATIONALS	3,375.00	03/14/2025
51440	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL - MEALS/LUGGAGE BPA NATIONALS	530.00	03/14/2025
51441	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	328.60	03/14/2025
51442	LEGACY SIGNS	BUILDING MAINT REPAIRS	43.58	03/14/2025
51443	QUALITY LOGO PRODUCTS	MARKETING/ADVERTISING	414.46	03/14/2025
51444	FRANCIS TUTTLE - RENO CAMPUS	CRIMINAL JUSTICE - STUDENT TRAVEL REGISTRATIONS	420.00	03/14/2025
51445	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	147.53	03/14/2025
51446	CITY OF PONCA CITY	LAND PURCHASE	10.00	03/20/2025
51447	AMAZON CAPITAL SERVICES	AT&D SUPPLIES & RESALE BOOKS	988.38	03/24/2025



PIONEER TECHNOLOGY CENTER

From PO: 51394 to PO: 51523

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

PO	Vendor Name	General Description	Amount	Date
51448	FIRST NATIONAL BANK OF OMAHA	NEW LAND PURCHASE/DEED	50.00	03/24/2025
51449	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	12.16	03/24/2025
51450	FIRST NATIONAL BANK OF OMAHA	MARKETING/SUPPLIES	193.00	03/24/2025
51451	PETTY CASH FUND	PETTY CASH - CAR TAGS	200.00	03/24/2025
51452	INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL (IEDC)	BIS ADMIN - STAFF TRAVEL REGISTRATION	300.00	03/24/2025
51453	FIRST NATIONAL BANK OF OMAHA	BIS ADMIN - STAFF TRAVEL LODGING	800.00	03/24/2025
51454	FIRST NATIONAL BANK OF OMAHA	BIS ADMIN - STAFF TRAVEL AIRFARE	820.00	03/24/2025
51455	CAREER TECH PRINTING SERVICES	DISABILITY SERVICES GENERAL OFFICE SUPPLIES	277.00	03/24/2025
51456	OSSBA	FULLTIME/DIRECTOR OF INSTR - TRAVEL REGISTRATION	100.00	03/25/2025
51457	LEGACY SIGNS	IT&D INSTRUCTION REPAIR	7,745.50	03/25/2025
51459	LOWE'S HOME CENTER INC	PRECISION MACHINING REPAIRS	23.73	03/25/2025
51460	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	1,172.79	03/25/2025
51461	ADVANTAGE SIGN & GRAPHIC INC	BLDG. MAINT. SUPPLIES	634.00	03/25/2025
51462	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	606.00	03/25/2025
51463	OK STATE REGENTS FOR HIGHER EDUCATION	TEACHER PREP - STAFF TRAVEL REGISTRATIONS	50.00	03/26/2025
51464	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	200.00	03/26/2025
51465	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	35.00	03/26/2025
51466	PONCA EVENT RENTAL	WRO- WORKLAHOMA MATERIALS	248.00	03/26/2025
51467	TEAM RADIO INC - KPNC, KLOR, TRIPLE PLAY SPORTS	WRO-WORKLAHOMA ADVERTISING	800.00	03/26/2025
51468	AMAZON CAPITAL SERVICES	VEHICLE MAINT - REPAIRS	110.67	03/26/2025
51469	TEAM RADIO MARKETING GRP- KQSN, WBBZ, TRMG DIGITAL	WRO- WORKLAHOMA ADVERTISING	700.00	03/26/2025
51470	FAIRFAX CHIEF	WRO- WORKLAHOMA ADVERTISING	1,074.00	03/26/2025
51471	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	252.40	03/26/2025
51472	CAREER TECH PRINTING SERVICES	MARKETING/PRINTING	141.00	03/26/2025
51473	A+ PRINTING	CENTRAL PRINTING	230.75	03/26/2025



PIONEER TECHNOLOGY CENTER

From PO: 51394 to PO: 51523

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
51474	BLACKWELL JOURNAL-TRIBUNE	WRO-WORKLAHOMA ADVERTISING	458.00	03/26/2025
51475	TONKAWA NEWS	WRO- WORKLAHOMA ADS	846.00	03/26/2025
51476	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	338.26	03/26/2025
51477	LEGACY SIGNS	BUILDING MAINT REPAIRS	200.00	03/26/2025
51478	LOWE'S HOME CENTER INC	BPOC SUPPLIES	50.00	03/26/2025
51479	PONCA CITY CHAMBER OF COMMERCE	MARKETING/ADVERTISING	350.00	03/26/2025
51480	LOWE'S HOME CENTER INC	GROUNDS SUPPLIES	334.29	03/26/2025
51481	KEATHLYS	GROUNDS SUPPLIES	519.60	03/26/2025
51482	AMAZON CAPITAL SERVICES	MEDICAL SERVICES - SUPPLIES	72.49	03/27/2025
51483	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	54.88	03/27/2025
51484	AMAZON CAPITAL SERVICES	VISUAL COMM - SUPPLIES	423.50	03/27/2025
51485	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	184.99	03/27/2025
51486	CITY OF PONCA CITY	WRO-WORKLAHOMA JOB FAIR ADS	30.00	03/27/2025
51487	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	795.56	03/27/2025
51488	AMAZON CAPITAL SERVICES	FINANCE - SUPPLIES	56.51	03/27/2025
51489	FLAIR CONSULTING GROUP LLC	IT&D INSTRUCT - PROF SERVICES	500.00	03/28/2025
51490	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	85.64	03/28/2025
51491	WAL-MART COMMUNITY CARD	MEDICAL SERVICES - SUPPLIES	47.74	03/28/2025
51492	A+ PRINTING	AT&D SUPPLIES	134.90	03/28/2025
51493	AMAZON CAPITAL SERVICES	AT&D SUPPLIES	162.69	03/28/2025
51494	S&K DIRECT STEEL	WELDING SUPPLIES	288.68	03/28/2025
51495	FARHA WHOLESALE COMPANY INC	WRO- CLASSROOM SUPPLIES	244.45	03/28/2025
51496	CENTRICITY, AN E GROUP COMPANY	WELDING SUPPLIES	233.00	03/31/2025
51497	AUTOZONE INC	TANF - STUDENT ASSIST OTHER	347.97	03/31/2025
51498	S&K DIRECT STEEL	WELDING SUPPLIES	266.00	03/31/2025
51499	UNIFORM STOP - STILLWATER	STUDENT ASSIST- TANF STATE - TANF	135.44	03/31/2025
51500	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	81.89	03/31/2025
51501	TAMMY TAYLOR	COSMETOLOGY SUPPLIES	422.09	03/31/2025
51502	SILLY FARM SUPPLIES	COSMETOLOGY SUPPLIES	280.56	03/31/2025
51503	A+ PRINTING	MARKETING/ADVERTISING	80.00	03/31/2025
51504	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	550.92	04/01/2025





PIONEER TECHNOLOGY CENTER

From PO: 51394 to PO: 51523

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
51505	WARDS SCIENTIFIC	BIOMED SUPPLIES	784.94	04/01/2025
51506	OKLA ASBO	FINANCE- REGISTRATION	35.00	04/01/2025
51507	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	50.00	04/01/2025
51508	AMAZON CAPITAL SERVICES	PRECISION MACHINING SUPPLIES	42.00	04/01/2025
51509	POCKET NURSE	HEALTH CAREERS - SUPPLIES	975.16	04/01/2025
51510	UNIFORM STOP - STILLWATER	AT&D - RESALE SUPPLIES	361.20	04/01/2025
51511	AMC URGENT CARE PLUS	BUS PHYSICAL	55.00	04/01/2025
51512	RAINMAKER SPRINKLERS	BUILDING MAINT REPAIRS	2,260.26	04/01/2025
51513	CHOCTAW LANDING	FULLTIME/DIR OF INSTR - TRAVEL LODGING	150.00	04/02/2025
51514	CAREER TECH PRINTING SERVICES	MARKETING/PRINTING	532.00	04/02/2025
51515	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	70.48	04/02/2025
51516	OKACTE GUIDANCE	CAREER/TESTING CENTER - TRAVEL REGISTRATION	60.00	04/03/2025
51517	MEDICAL EQUIPMENT AFFILIATES	HEALTH CAREERS - SUPPLIES	559.30	04/03/2025
51518	AMAZON CAPITAL SERVICES	HEALTH CAREERS - SUPPLIES	228.55	04/03/2025
51519	CAREER TECH PRINTING SERVICES	MARKETING/PRINTING	141.00	04/03/2025
51520	OSU FIRE SERVICE TRAINING	IT&D - RESALE SUPPLIES	105.00	04/03/2025
51521	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - RESALE SUPPLIES/MISC	100.00	04/03/2025
51522	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	174.16	04/03/2025
51523	AMAZON CAPITAL SERVICES	BUILDING MT- REPAIR	141.00	04/03/2025

(11) GEN FUND-FOR OPERAT Current Encumbered:

263,581.44



PIONEER TECHNOLOGY CENTER

From 07 Mar 2025 to 03 Apr 2025



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

PO	Vendor Name	General Description	Amount	Date
50006	AUTOZONE INC	BLANKET PO	-1,830.00	7/1/2024
50007	BEN E. KEITH FOODS- OKLAHOMA	BLANKET PO	6,500.00	7/1/2024
50010	BRIDGEWAY INC.	BLANKET PO	-600.00	7/1/2024
50016	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	1,700.00	7/1/2024
50030	MSC INDUSTRIAL SUPPLY CO	BLANKET PO	4,000.00	7/1/2024
50033	O'REILLY AUTOMOTIVE INC	BLANKET PO	1,830.00	7/1/2024
50045	RK BLACK INC - LOCKBOX	BLANKET PO	2,000.00	7/1/2024
50048	SGC FOODSERVICE	BLANKET PO	5,500.00	7/1/2024
50055	TANF STUDENT ASSISTANCE	BLANKET PO	8,300.00	7/1/2024
50062	WAL-MART COMMUNITY CARD	BLANKET PO	1,400.00	7/1/2024
50087	CONSTANT CONTACT	MARKETING ADVERTISING	661.50	7/1/2024
50103	FLORIDA VIRTUAL SCHOOL	SHARE CURRICULUM	600.00	7/1/2024
50151	QUADIENT FINANCE USA, INC	POSTAGE	-100.00	7/1/2024
50152	QUADIENT LEASING USA, INC	MAINTENACE CONTRACT	-864.00	7/1/2024
50496	AMAZON CAPITAL SERVICES	PROFESSIONAL DEVELOPMENT - SUPPLIES	-73.81	8/27/2024
50931	MY MEDIA MATTERS	WRO- GENERAL ADVERTISEMENT	-39.00	11/20/2024
51032	LINCOLN ELECTRIC COMPANY	WELDING - EQUIP OVER \$5000	-63,278.58	12/12/2024
51038	FIRST NATIONAL BANK OF OMAHA	CULINARY STAFF/STUDENT TRAVEL LODGING	-957.00	12/16/2024
51053	ADAMS PLUMBING	BUILDING MAINT REPAIRS	-116.69	12/18/2024
51089	MEDICAL EQUIPMENT AFFILIATES	HEALTH CAREERS - SUPPLIES	2.90	1/7/2025
51095	FIRST NATIONAL BANK OF OMAHA	BITE STAFF/STUDENT TRAVEL LODGING	-718.08	1/7/2025
51109	OKLAHOMA FCCLA	CULINARY STAFF/STUDENT REGISTRATION	-370.00	1/8/2025
51183	SOUTHWESTERN STATIONERY & BANK SUPPY, INC	WRO- PARTICIPANT SUPPLIES	1,143.55	1/24/2025

51217	EMBASSY SUITES - NORMAN	HEALTH STAFF/STUDENT TRAVEL LODGING	-600.00	1/29/2025
51224	FIRST NATIONAL BANK OF OMAHA	SUPT / BIS ADMIN - TRAVEL LODGING	-278.00	1/30/2025
51230	CENGAGE LEARNING	PN BOOKS RESALE	75.70	1/30/2025
51233	MEDICAL EQUIPMENT AFFILIATES	PN SUPPLIES RESALE	-165.51	1/30/2025
51239	LAKE MURRAY LODGE	FULL TIME PROGRAMS - TRAVEL LODGING	-55.00	1/31/2025
51241	FIRST NATIONAL BANK OF OMAHA	RECEPTIONIST/FINANCE- TRAVEL LODGING	-79.06	2/3/2025
51270	MEEKS HOLDINGS LLC	BLDG MAINT - SUPPLIES	-50.45	2/6/2025
51289	4 IMPRINT INC	WRO- ADVERTISING	-299.34	2/13/2025
51290	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	-7.99	2/13/2025
51316	C4 INDUSTRIAL IN	PERCISION MACHINING SUPPLIES	-100.00	2/20/2025
51317	PIONEER FIRE SAFETY LLC	BUILDING MAINT. REPAIRS	-25.00	2/20/2025
51320	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	-7.99	2/21/2025
51339	AMC URGENT CARE PLUS	TANF - STUDENT ASSIST OTHER	-10.00	2/25/2025
51341	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	-68.83	2/25/2025
51345	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	-52.80	2/26/2025
51347	THE PERK BEVERAGE COMPANY	AT&D - PROF SERVICES	-13.00	2/27/2025
51356	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	-75.34	2/28/2025
51363	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	-19.91	3/3/2025
51364	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	-0.01	3/3/2025
51368	LOWE'S HOME CENTER INC	GROUNDS SUPPLIES	-19.56	3/3/2025
51369	WARDS SCIENTIFIC	HEALTH CAREERS - SUPPLIES	0.79	3/4/2025
51372	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	-37.34	3/4/2025
51375	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	-29.93	3/5/2025
51376	AMAZON CAPITAL SERVICES	AUTO SERV TECH - SUPPLIES	-20.00	3/5/2025
51381	AMAZON CAPITAL SERVICES	TANF - CONSUMABLE SUPPLIES	-47.73	3/5/2025
51382	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	-12.51	3/5/2025
51385	SAFELITE FULFILLMENT INC	VEHICLE MAINT - REPAIRS	382.00	3/5/2025
51387	AMAZON CAPITAL SERVICES	TANF - CONSUMABLE SUPPLIES	-19.95	3/6/2025

51388	OKLAHOMA SKILLS USA	STAFF / STUDENT TRAVEL SKILLS USA REGISTRATION	-360.00	3/6/2025
51389	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	-28.12	3/6/2025
51390	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	-22.58	3/6/2025
51391	AMAZON CAPITAL SERVICES	MECHATRONICS- SUPPLIES	-48.90	3/6/2025
51392	CENTRICITY, AN E GROUP COMPANY	MECHATRONICS - SUPPLIES	-25.00	3/6/2025
51393	KELLE REPAIR AND TIRE CENTER	VEHICLE MAINT - REPAIRS	-25.72	3/6/2025

(11) GEN FUND-FOR OPERAT Total:

-37,456.29



PIONEER TECHNOLOGY CENTER

From PO: 50037 to PO: 50075

Encumbrance For Board Approval BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
50037	CLUTCH SOLUTIONS, LLC	CAMPUS WIDE EQUIPMENT/TECHNOLOGY	171,785.00	03/12/2025
50038	FIRST NATIONAL BANK OF OMAHA	VISUAL COMMUNICATIONS EQUIPMENT	8,378.00	03/12/2025
50039	BENCO DENTAL	AT&D EQUIPMENT	8,061.00	03/12/2025
50040	WAL-MART COMMUNITY CARD	SAFETY/COMPUTER SERVICES EQUIPMENT	7,500.00	03/12/2025
50041	AMAZON CAPITAL SERVICES	BIS ADMIN/VIS COMM/INFO TECH EQUIPMENT	10,076.36	03/12/2025
50042	BG PRODUCTS	AUTO SERVICE EQUIPMENT	7,285.00	03/14/2025
50043	MATCO TOOLS CORPORATION	AUTO SERVICE EQUIPMENT	808.34	03/14/2025
50044	TOOLKIT TECHNOLOGIES	AUTO SERVICES EQUIPMENT	46,899.00	03/14/2025
50045	MARKET SOURCE INC	CHILDRENS LAB EQUIPMENT	4,165.63	03/14/2025
50046	GT SIMULATORS BY GLOBAL TECHNOLOGIES	MEDICAL SERVICES EQUIPMENT	2,526.95	03/14/2025
50047	MEDICAL EQUIPMENT AFFILIATES	HEALTH CAREERS EQUIPMENT	2,665.40	03/14/2025
50048	AMAZON CAPITAL SERVICES	CHILDRENS LAB EQUIPMENT	2,139.94	03/14/2025
50049	AMAZON CAPITAL SERVICES	BUILDING MAINTENANCE EQUIPMENT	798.99	03/14/2025
50050	KEELER EQUIPMENT SALES	BUILDING MAINTENANCE EQUIPMENT	7,000.00	03/14/2025
50051	DOOSAN BOBCAT NORTH AMERICA, INC.	BUILDING MAINTENANCE EQUIPMENT	3,026.93	03/14/2025
50052	WHITTON SUPPLY CO.	BUILDING MAINTENANCE EQUIPMENT	1,398.00	03/14/2025
50053	HUDSON AUTO SUPPLY, LLC	BUILDING MAINTENANCE EQUIPMENT	1,810.00	03/14/2025
50054	LOWE'S HOME CENTER INC	CONSTRUCTION EQUIPMENT	928.14	03/14/2025
50055	ADVANCED TECHNOLOGY CONSULTANTS	MECHATRONICS EQUIPMENT	57,348.67	03/14/2025
50056	TECH LABS	MECHATRONICS EQUIPMENT	50,015.00	03/14/2025
50057	AIRGAS USA, LLC	IT&D EQUIPMENT	9,510.00	03/14/2025
50058	TIMCO	MACHINE TOOL EQUIPMENT	3,000.00	03/14/2025
50059	ADVANCED TECHNOLOGY CONSULTANTS	MACHINE TOOL EQUIPMENT	85,000.00	03/14/2025
50060	BLAUER TACTIVAL	BASIC PEACE OFFICER EQUIPMENT	3,150.00	03/14/2025
50061	BANNER FIRE EQUIPMENT	EMERGENCY SERVICES EQUIPMENT	38,440.00	03/14/2025
50062	BURMAX COMPANY, INC.	COSMO EQUIPMENT	7,825.00	03/14/2025
50063	HYDRAFACIAL LLC	COSMO EQUIPMENT	1,912.61	03/14/2025
50064	OHD, LLP	SAFETY EQUIPMENT	11,825.00	03/14/2025
50065	LAGUNA TOOLS	CONSTRUCTION EQUIPMENT	59,200.00	03/14/2025



PIONEER TECHNOLOGY CENTER

From PO: 50037 to PO: 50075

Encumbrance For Board Approval

BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
50066	MURRAY WOMBLE	BUILDING MAINT MAJOR REPAIR/REMODEL	3,466.01	03/14/2025
50067	PYROSOFT	FF/EMS EQUIPMENT	19,800.00	03/25/2025
50068	ADVANCED TECHNOLOGY CONSULTANTS	IT&D EQUIPMENT	14,251.00	03/25/2025
50069	GALAXIE BUSINESS EQUIPMENT INC	FURNIATURE/EQUIPMENT	232,331.39	03/25/2025
50070	M4 CONSTRUCTION LLC	BLDG MAINT - MAJOR REPAIRS/REMODEL	9,708.56	03/26/2025
50071	HERITAGE PAINTING & SERVICES	BUILDING MAINT REPAIR/REMODEL	9,300.00	03/27/2025
50072	SERRA LASER CENTER	IT&D EQUIPMENT	76,250.00	03/31/2025
50073	GSG	VISUAL COMMUNICATIONS EQUIPMENT	1,940.00	03/31/2025
50074	DINGES FIRE COMPANY	FF/EMS EQUIPMENT	3,264.85	04/03/2025
50075	FIRETROL PROTECTION SYSTEMS INC	BLDG MAINT - MAJOR REPAIRS/REMODEL	5,000.00	04/03/2025
(21) BUILDING FUND Current Encumbered:			989,790.77	



PIONEER TECHNOLOGY CENTER

From 07 Mar 2025 to 03 Apr 2025



CHANGE ORDER REPORT BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
50002	OKLAHOMA NATURAL GAS COMPANY	BLANKET PO	3,000.00	7/1/2024
50004	UMB BANK	LOAN REPAYMENT/TRUST FEES	-180,303.20	7/1/2024
(21) BUILDING FUND Total:			-177,303.20	





PIONEER TECHNOLOGY CENTER

From PO: 70183 to PO: 70186

Payroll

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

PO	Vendor Name	General Description	Amount	Date
70183	HCC - CNA SKILLS TESTING	BLANKET PAYROLL ENCUMBRANCE	538.25	03/07/2025
70184	BOSWELL, BELINDA G	PAYROLL ENCUMBRANCE	3,410.66	03/14/2025
70185	CATHEY, HANNAH A	PAYROLL ENCUMBRANCE	2,562.07	03/28/2025
70186	TODD, CHELSEA L	PAYROLL ENCUMBRANCE	10,164.67	03/28/2025
(11) GEN FUND-FOR OPERAT Current Encumbered:			16,675.65	



PIONEER TECHNOLOGY CENTER

From 07 Mar 2025 to 03 Apr 2025

X CHANGE ORDER REPORT
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
70002	IT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	77.00	7/1/2024
70008	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	345.00	7/1/2024
70010	ADJUNCT FIREFIGHTING INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	4,829.00	7/1/2024
70157	WRO - PT TEMP RESUME WRITERS	BLANKET PAYROLL ENCUMBRANCE	100.00	9/9/2024
70179	JOHNSTONE, LAYNEE M	PAYROLL ENCUMBRANCE	-32,366.93	2/18/2025
(11) GEN FUND-FOR OPERAT Total:			-27,015.93	

Superintendent Report – April 2025

Meetings and Activities

- **March**– 12 – After Board Report with PTC staff
- 13 – Welcome new PN class; Tonkawa Partner Meeting – MS STEM
- 17 – 21 – Spring Break
- 18 – Luncheon with Chris Mendoza, Integris CEO and TL Walker, Integris Hospital Board Member
- 20 – RCB Bank Community Advisory Board meeting
- 24 – CTE Legislative Committee Zoom
- 25 – PC Chamber Board meeting; ODCTE Accreditation Team meeting
- 26 – PCDA Partners meeting @ the Perk; NCOCWE meeting with Heather Turner, Department of Commerce
- 28 – B&I Breakfast – Construction Sector; PTC/ODCTE School Calendar meeting; CTE Superintendent Zoom with Director Haken; Savonah Kimbrel Baby Sprinkle
- 31 – CTE Legislative Committee Zoom
- **April 1** – ODCTE Accreditation Team meeting; 3rd Grade Days/Summer Camp planning meeting
- 2 – OASA Region 4/PTC Area Superintendent meeting; Staff Performance Reviews
- 3 – UC Board meeting; Staff Performance Review; PTC Welding Remodel meeting; 2nd Interview Evening Custodial Position; NOC Lectureship
- 7 – Admin Team meeting; CTE Legislative Zoom; OkACTE Partners in Progress event at OKC
- 8 – ODCTE Accreditation Team meeting; PTC Board meeting

Full-Time Programs

- Kahle and Traci met with Tonkawa high school principal, Joey Reinart, Monica Grein, counselor, and their new STEM instructor to discuss a potential middle school/high school STEM outreach partnership.
- We started a new cohort of 14 PN students and have 17 enrolled for the September class. We'll cap the September enrollment at 20 and start accepting candidates for the March 2026 class.
- The communication to individuals affected in the PowerSchool student information system incident has been concluded. PowerSchool provided their own international communications to those affected and posted the required legal notices in national sources. Pioneer Tech additionally generated emails to the addresses we had in place for the individuals, we provided notice on our website and posted resources the individuals could use to access credit monitoring services that PowerSchool will provide.

Business and Industry Services

- The Manager's Toolbelt training series will kick off this week with 16 participants. These individuals will participate in 8 weeks of lunch and learn meetings to assist in developing leadership skills for managing employees. Jenn Miller is the coordinator for this training and is assisted by other leaders who share their expertise throughout the program.
- We met with the construction trades sector for the B&I Breakfast in March. We had a great group with 21 participants. PTC's Construction Trades instructor, Cody Tabor, shared with the group about his program format and the pathways and skills students are now able to obtain. He explained the upcoming student organization competitions and the skills students will need to demonstrate in those activities. The group discussed apprenticeships and additional training needed for their industry.

Capital Planning

The City of Ponca City commissioners approved the donation of the city property adjacent to the recent acreage purchased from One Gas, and the deed has been filed. The renovation for the welding area is progressing and on schedule. The exterior tool room and gas manifold storage area has been constructed and the concrete pads finished for both. The roofing materials are scheduled for delivery next week, and the contractors are working on installing the ducts. Concrete polishing is scheduled to begin next month. Exterior painting has been scheduled for the ADPC building and will begin as the weather warms a bit.

Retirements/Resignations/Staff Changes

- We are in the process of finalizing candidates for the evening custodial position.

Upcoming Events

- April 10 – PTC Foundation Roast (Shelley Arrott, honoree)
- April 15 – Good Friday (Snow Day Makeup Day – School in Session)
- April 17 – OSSBA Region 3 Meeting in Blackwell
- April 22-23 – CTE Superintendent Meeting – Metro Tech
- April 24 – SDE Spring Accreditation Visit; PTC Supervisor training with OSSBA
- April 25 – Spring PN Pinning Ceremony
- May 1-2 – 3rd Grade Days Career Fair; BPOC Graduation

**Directors' Report to the PTC Board of Education – April 2025
(Alphabetic by Area)**

Business & Industry Services & Safety

- The BIS team conducted 122 one-on-ones/consults for 170.25 counseling hours and 13 marketing visits.
- Dawn Brakey provided technical assistance to clients for the first quarter of 2025 in receiving approximately \$19M and resulting in 170 awards/contracts.
- The BIS team also logged
 - 690 Safety Training Contact Hours
 - 216 Customized Training Contact Hours
- Ben Evans worked with clients in March on business plans, LLC formation, sales tax permits, loan applications, refinancing commercial loans, financial statement reviews, and business purchase feasibility.
- Brook Lindsay consulted with her clients in the areas of social media, websites, photography, and logo design.
- Janet Schwabe worked with incubator clients on grant administration and award nomination paperwork. She coordinated the NCOCWE (North Central Oklahoma Center for Workforce Excellence) quarterly meeting with Heather Turner from the Oklahoma Department of Commerce and the B&I Breakfast for the construction industry sector.
- Janet also worked with the Oklahoma Center for Non-Profits to offer the Non-Profit Accounting Fundamentals course as a part of a future series design for our non-profit audience. Twenty-two organizations participated in the March session.
- Jenn Miller consulted with clients on employee engagement surveys, team training and professional development along with custom management training programming. She coordinates the Manager's Tool Belt program, which kicked off April 3.
- Jenn Miller and Markesha Duggan completed ODCTE's BIS Certification program (the program is a statewide orientation of BIS/WED for newer BIS professionals). They had a graduation session at Northeast Tech's Mid-America Industrial Park campus.
- Dawn Brakey completed the ODCTE's BIS Professional Certification (this program is for experienced BIS professionals to experience advanced professional development in leadership and management of BIS programs). Dawn's graduation session was at Gordon Cooper Technology Center.
- Johnny Thornburgh worked with clients on a demo of the laser welder for proof of concept, process improvement for automation, plant tours, CMM (Coordinate Measuring Machine) demo, Plan Room, quality reviews, and fixturing.
- Ian Freeman worked with businesses on apprenticeship occupations in press brake/fabrication, childcare, laser welding, and bookkeeping/accounting. He also presented on apprenticeships to the local SHRM Chapter and a group of Childcare Directors.
- The 1 Million Cups presenter on April 1 was Anna Ballagh with Sown. Sown is a local flower farm.
- Training provided specifically by BIS team coordinators included: Cyber Security, Canva, Safety, ChatGPT, Driving Results, Investing in Your Workforce.
- Molly Kyler and Heather Smith attended the Leadership Ponca City State Government session. In addition to visiting with our local legislators, Lt. Governor, Attorney General and lobbyists at the State Capitol; they visited the OKC Bombing Memorial Museum and the State Chamber offices.

- Gail Boswell (BIS Admin Assistant), Shelly Houston (Safety Registrar), Marcie Close (AT&D Registrar), and Dolor Assidio (AT&D Evening Secretary) represented the PTC BIS department at the OkACTE's Support Staff Division's spring conference at Southern Technology Center in Ardmore. The theme was Cruising to Success. They attended sessions on customer service, building trust, communication and they got to "cruise" Lake Murray.

On the horizon for AT&D...

- | | |
|--|---|
| 3/4-5/1-Phlebotomy | 4/14- 4/14-5/7-CNA-Long Term Care Nurse Aide |
| 3/4-5/1-Gentle Yoga | 4/21-5/7-Digital Photography Mastering Manual Mode |
| 3/25-5/1-Intro To American Sign Language | 4/23-30-Resin Art - Cutting Board |
| 3/26-4/23-Construction Documents 101 | 4/24-Carpal Tunnel Release |
| 4/1-Beginning CHAT GPT | 4/28-Landlord/Tenant Law ZOOM CLASS |
| 4/3-17-Family Tree Genealogy | 4/30-Watercolor 101 |
| 4/3-Intermediate CHAT GPT | 5/5-7-Resin Art - HOME |
| 4/7-15-Excel 2019 Level 2 | 5/5-13- Excel 2019 - Level 3 |
| 4/7-Raising Chicken 101 | SAT/ACT Prep Course - Part 1 & 2 Offered Monthly Online |
| 4/7-9-AAA Defensive Driving | DDS MAT- NEW! Call for Information |
| 4/7-21-School Bus | |
| 4/14-Raising Chickens 201 | |
| 4/14-16- Resin Art - FAMILY | |

On the horizon for BIS...

- Kaufmann FastTrack! (Business Start-up)
- 4/3-5/22-Manager's Tool Belt

Communications & Marketing

- Terri Busch assisted WRO Cena/Dondi with marketing ideas for the future.
- Troy Buller and his student filmed the 1 Million Cups Presentation assisted by Terri Busch who promoted it on social media.
- Angie Ogden assisted with numerous flyer and hand-out creations for both AT&D and BIS.
- Terri Busch attended a Pre-Accreditation meeting to make changes to the website.
- Angie Ogden created monthly eblasts for AT&D and BIS.
- The C&M Team attended the WRO Oklahoma planning meeting to assist the event in May.
- March Students of the month were placed on all social media, newsprint and throughout the campus displays by the C&M Team.
- The C&M Team is attending the Oklahoma School Public Relations Conf in Bartlesville at the Hilton Garden Inn. Terri Busch is President Elect and has been planning the entire event.
- Terri Busch was the co-host with Larry King on the Morning Buzz during the month of March.
- Angie Ogden did business card orders, flyers, and updated all 5 Step Flyers plus numerous other items across all campus teams.
- The C&M team put together goodie bags for several different groups on campus.
- Terri Busch created a data sheet to track AT&D classes being cancelled as well as age groups that are targeted. We are trying to find correlations to better promote classes.
- Angie Ogden created next year's tshirt designs and these were approved by Student Services.
- The C&M Team met with Laura Fields to make changes on the Testing Center page.
- Angie Ogden put together summer classes and communicated with the printers for the mailers to go out in May.

- Terri Busch assisted the PTC Foundation on promotion of their upcoming Roast, promotions were made daily/weekly on social media and also in area newspapers.
- Angie Ogden is working on the Full-Time Programs catalog and updating it.
- Terri Busch is making plans with Clean Uniforms to update the Employee portal for our new recruitment wear for next school year.
- Angie Ogden assisted Brenda Bennett with future HOSA Tshirt designs.
- The C&M Team worked with Ryan Burkett to send out a survey to community members for the Perkins Grant.
- Terri Busch created a google form for AT&D to spotlight instructors, this was a request form AT&D.
- The C&M Team worked with Lori on the Foundation Dinner, we are assisting with set-up, A/V, decorations, and photos during the event.
- Survey results for classes were given to AEFL and AT&D to notify them.
- The C&M Team met with Student Services to finalize plans for Summer Camps/Academies in June and July.
- Terri Busch is attending the weekly accreditation meetings to update the application with Kahle, Traci, Molly, Kendra, and Ryan.
- The C&M Team is sending information to the PC Monthly about BBQ with BIS and promoting this event in May.

Instructional Directors / Full Time Programs

Instructional Directors

- Kahle Goff and Traci Thorpe met with the Principal, Counselor, and STEM Instructor from Tonkawa High School to discuss partnering with their STEM program.
- Kahle Goff, Kendra Knight, Dr. Ryan Burkett, Wendy Burg, and Jennifer Wehrenberg wrote PTC's Supplemental Nutrition Access Program Employment and Training (SNAPE&T) application. When approved, this program will allow PTC to seek 50% reimbursement for training and related activities for students participating in the SNAP program.
- Kahle Goff participated in the Opportunity Center's Board Meeting.
- Kahle Goff participated in the North Central Oklahoma Center of Workforce Excellence quarterly meeting held at PTC.
- Dr. Ryan Burkett, Kendra Knight, and Kahle Goff attended OSSBA's Student Handbook training.
- Kahle Goff attended a Blackwell Career Fair planning meeting.
- Kahle Goff and Traci Thorpe attended an ODCTE Accreditation Meeting discussing PTC's school calendar and the length of PTC programs.
- Kahle Goff and Traci Thorpe attended an ODCTE Superintendents Meeting to discuss school calendars and ODCTE's Instructional Framework.
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett attended a baby shower for Savannah Kimbrel who works part time in the Culinary Production Kitchen.
- Dr. Ryan Burkett attended the Pioneer Woman Museum Board meeting.
- Dr. Ryan Burkett attended B&I Breakfast focused on construction.
- Kendra Knight and Dr. Ryan Burkett attended the K20 Center training session on building digital portfolios and assisted Mr. Buller with the OETT Grant Evaluator visit.

Practical Nursing

- The faculty welcomed 14 new students to the PN program on March 13th.
- The Spring Pinning Ceremony will take place on April 25 at 6:00 PM. I hope you can attend this special event.
- The PN Select students are busy finishing skills in Fundamental and Pharmacology. They are completing Basic 1 clinicals.
- The March 24 cohort is in the final stages of the program. Several will complete their clinical rotations by June and graduate.
- Elissa Rowton is the first PN Select student to complete the program. She completed her training in 20 months and will take the NCLEX this week.
- Ashley and Robbin are taking the Sept 24 and the Aug 24 cohorts on a field trip to Bethany and Sabolich Prosthetics.
- Ashley will be attending HOSA events later this month.
- PN and WORKlahoma are collaborating to host a Health-themed career fair on May 6th from 10:00 a.m. to 2:00 p.m. in the Conference Center. Thank you, Dondi and Cena, for all of your help.
- The PN faculty and Michelle attended the B&I Health Breakfast in Feb.

Health, BITE and Special Programs

Medical Services

- Clinical rotations are going strong with most students having completed 39 hours among several specialties. I have been receiving so much positive feedback from our clinical locations and I am extremely proud of the student's efforts. Each and every one of them are putting forth exceptional effort and professionalism maintaining PTC's reputation for providing trusted and capable students to one day join their workforce.
- In-class days are spent reviewing for our certifications. We have implemented formal review in the form of practice tests with class-review and remediation for wrongly answered questions in effort to improve their test-taking abilities and rationalization. In addition we spend time with informal review including group work, online study games/chapter reviews, skill review, etc.

Academic Math

- Many students are completing their math or science courses, which allows them to continue fulltime in their CT program.
- When needed, students will come to the Lab to work on their other courses to get caught up or improve grades at their sending school.
- WBL on Fridays is continuing when needed. Transportation is provided for students who need it to their respective businesses.

Teacher Prep

-

Children's Lab and Preschool

- Kaitlynn Clark, Tianna Tattershall, Heather Golay, Cheyanne Herring, and Kylia Carlson attended an evening training at PTC on Constructive Conflict Resolution Strategies

- We were successfully open for half of spring break with approximately 40% of students in attendance.
- Cheyanne Herring and Kyla Carlson are attending weekly CACFP (food program) Zoom training as they move all documentation to digital record-keeping.

HCC

- The class spent the first week of March in clinicals at Ponca City Nursing and Rehab. The students worked with residents for 16 hours. They were able to put their new skills to use in real life circumstances. They worked very hard and had a great time. Each student kept a journal to report what they learned, skills they used, and what they liked about giving care as a CNA. Several students noted favorite residents in the journals. The facility treated the AM and PM classes to pizza. We are so thankful for the opportunity and encouragement Ms. Kathy Casper, the administrator, provided our students. It was fun and educational for them.
- The following week, the students performed their skills on a testing platform to meet state requirement.
- Twenty-two students tested successfully. Students are taking their written CNA tests with Mrs. Fields the week after Spring Break. Once passed successfully, they will have their well-deserved Nurse Aide Certification.
- Friday the 28th we had a visit from Mrs. Koch and her class. They presented information on Medical Services that students would be able to take next Fall.

WRO

- Our March workshop was the week of March 3rd with 9 people successfully completing the week. At this time, we will need 20 people in our next 3 workshops to hit our target number of 150 participants in the fiscal year.
- Community engagements continue with effort to connect to more interested candidates. Ponca Tribal Head Start, PC Public School job fair and going to Stillwater to attend meetings with potential referral sources for continuing ed with medical fields. We had a few Zoom staffings with 3 other WRO sites to share recruitment strategies and motivate ideas for connecting outside of our immediate community. WR, PC office will be closed on April 1-2 for our required Motivational Interviewing training in OKC. We have pre-registration mingling with all WRO sites the evening before.
- We enjoyed a few days off with Spring Break and returned to planning meetings for WORKlahoma set on May 6th. We currently have 31 vendors pre-registered. In addition to having lunch and headshot photos for the attendees, we are scheduling a massage therapist for hand care to pour into our employment partners. We are partnering with Health Careers department which has helped us to reach new employers in the extended area.

AEFL

- March Data
 - 14 new students enrolled in the AEFL and TANF programs
 - 120 students total enrolled
 - 12 high school equivalency tests passed this month
 - 8 students have graduated and earned their high school equivalency diploma
 - 33 students have made an EFL gain (Educational Functioning Level)
- AEFL Staff attended virtual and face-to-face training:
 - Presenting at the COABE Conference in Dallas, TX
 - LACES Training

- Teaching with Burlington Core
- Aztec's Updated A Tutor for TABE for TABE 13/14
- Reading Ready: Preparing Adult Students to Pass GED and HiSET Reading
- Skill Gains in Science: Preparing Adult Students to Pass GED and HiSET Science
- Tackling Test Prep: Strategies to Teach Adult Students How to Test
- Testing Tools: Essential Education Support to Pass HSE Math and Science
- Transitioning Students from ESL to ABE
- Why Online Learning? How Hybrid and Distance Education Improves Progress
- Active Adult Ed: How Essential Education Meets the Unique Needs of Adult Learners

SHARE

- Several students who are about finished with the core courses they need to graduate.
- We have 4 students that have contacted Mr. Lynes about coming to SHARE next year.

New Beginning

- We have 16 students
- 5 students in follow up
- 2 students have already been excepted into LPN for the Sept. class
- Many students are taking Work Keys test so they can get into full time programs in the fall.
- Wendy Burg attended Marland's Place board meeting

BITE

- The BITE programs recently competed in the State BPA contest. Ben Dailey punched his ticket to Nationals in Orlando. He took 1st place in Management, Marketing and Human Resources\ and 3rd in Digital Marketing Concepts.

-

Biomed

- This month we have been able to take a deeper look at genetics and healthcare.
- First year students have been looking at the importance of routine testing in the doctor's office. This includes learning how to take a patient's vital signs and exploring more specific tests like sensation and memory.
- In anatomy & physiology we have been exploring the cardiovascular system. We had an opportunity to "scrub in" for a dissection on a fresh beef heart, thanks to a donation from Osage meat market!
- Second year students just finished a lab using their own DNA! We made multiple copies using a process called polymerase chain reaction or PCR, then we created a DNA profile using gel electrophoresis. Students were able to look at their results and see if they had a specific taste gene. Students became really engaged being able to test their own DNA.
- Many students took a first round qualifying test for HOSA. Nine biomed students were able to advance to the state competition. Six students will compete in a second round of skills being held in Norman in April. We are excited for them to be able to perform skills taught in the classroom or learn a new skill in a category that interests them!

T&I and Service Programs

Automotive

- Trying out a new curriculum, Electude, for next year

- Beginning HVAC training
- Will be using the new BG coolant flush machine this semester

Cosmetology

- March 3rd, Cosmo Hosted Clips for a Cause to raise money for a service dog for an Oklahoma Veteran.
- March 10th, students participated in a hands-on updo class.
- Students are currently working on the Salon Enterprise Challenge and designing their own salons.
- 1 Student completed the program, passed both state board exams & is now a licensed cosmetologist.

Construction Trades

- Students are taking OSHA 10 online training.
- We are preparing for SkillsUSA.
- Work Based learning: siding cabins at Camp McFadden and pouring concrete at Johnny Thornburg's house.

Criminal Justice

- Students attended a Homicide Jury Trial in Newkirk at the Kay County Courthouse.
- Students observed The CLEET Basic Academy Cadets Train in Defensive Tactics.
- Students received training in the use of Pepper Spray, Baton Training, Taser and Handcuffing by the Newkirk Police Department.

Culinary Arts

- Preparing one high school student for the SkillsUSA Commercial Baking competition.
- Gearing up for the FCCLA State Convention next week.
- Taking an OSUIT Culinary tour this month

Firefighter/EMT

- EMT students have completed all course work and have taken their psychomotor skills testing. All passed their skills. Joel Menchaca has taken his NREMT written exam and is now certified as an EMT.
- Joel has accepted employment with Blackwell FD starting in April.
- Fire students are working on Firefighter 2 certification and will test at the end of April.

Mechatronics

- Adult student applied for internship at P66
- HS student met with Joe Carter and I about his future (college) plans (Joe knows about Wyoming schools 😊)
- Was approved for new trainers (a big one will be the UR3)

Precision Machining

- Students worked with the welding class to make small axle shafts.
- Students worked on their certifications for micrometer.
- All of the afternoon class are now on the CNC side of the shop.

Welding

- Intro to aluminum GMAW
- Cutting and fabricating plate and structural steel
- SMAW pipe welding
- Students are working on a live work trailer repair

Student Services

Student Services

- Finishing up PreEnrollment at Ponca City and then all schools are complete
- Team is planning for end of year activities to include NTHS, GG, and Awards Day
- Foundation has awarded spring scholarships to include Branstetter and Industrial Tech Memorial

WorkKeys:

- WorkKeys continues with new incoming math students, others are about 75% complete
- Continued working on student portfolios
- Professional skill this month is job interviews and communication

Employability Skills:

- The topic for the month of March was interpersonal communications. Students are prepping on how to communicate with future employers as well as other employees.
- Attended the graduation meeting. Conducted several mock interviews for Practical nursing students

Career Development Facilitator

- Attended 'For Counselors Only' Professional Development
- Explored the following Career Clusters with district 8th graders:
 - Hospitality and Tourism
 - Human Services
- Made recruitment visits to district 9th graders at Woodland, Newkirk, Blackwell, and Tonkawa
- Organized volunteer schedule for 3rd Grade Days Event

Counselor

- Met with students/instructors regarding grades and attendance
- Proctored HOSA test for Biomed
- Attended NTHS meeting
- Assisted with Life Launch-doodling to destress
- Attended For Counselor's Only in Owasso

Testing Specialist

- A total of 349 tests were proctored this month, bringing our fiscal year total to 1,934 exams administered.
- Automotive students completed another round of ASE certification tests.
- An EMT student earned their NREMT certification.
- HCC students completed their CNA exams.
- Students from Construction, Criminal Justice, Cosmetology, Culinary, Firefighting, Mechatronics, Precision Machining, and Welding completed SkillsUSA testing.
- Several students earned their WorkKeys National Career Readiness Certificates.
- We continue to offer both AM and PM testing sessions for HiSET, PSI, Pearson VUE, and Health & Professional Certifications (HCP) through CareerTech.

Disability Services Facilitator

- Continue with ongoing conferences with parents, students, DRS and Opportunity Center.
- Provide read aloud accommodation for testing Adults and PTC students as eligible.
- 3rd quarter Progress Reports to sending schools for IEP/504 students.
- Participate in meetings and organization to implement BEST-STEP camp at PTC for area students with disabilities.

Plant/Facilities/Maintenance

- On-site pre-accreditation meeting for civil right issues for PTC.
- Completed 2024-2025 support staff evaluations.

- Evening custodial staff Darlene Anderson is out for 8 weeks for surgery.
- Moved the BIS plan room to new location.
- Completed the TOPS project paper work with Stuever Dirtworks for the upcoming North Parking Lot Project 2025. (pending board approval. To be completed from Mid-May to the first week in August 29025.
- Scheduled painting to be started on the exterior of the ADPC building.
- Mike and Jason attended the OSSBA Campus Security Summit in OKC.
- Scheduling for Centigix to provide a demo of their personal panic button name badges. More info to follow.

CAREER FIELD	a.m.	p.m.	Total Slots Enrolled	High School a.m.	High School p.m.	Pt Adult a.m.	Pt Adult p.m.	Full-Time	Total Students	# of Slots Capacity	% Enrolled
PN - M. Tripp											
Practical Nursing*	40		40	0	0	0	0	40	40	36	111%
Sep-24	10										
Sep-23	1										
Mar-24	12										
Mar-25	14										
Jun-24	3		PN Select Transfer								
BPOC - T. Hodgson											
Basic Police Officer	6		6	0	0	0	0	6	6	8	75%
T&I - R Burkett											
203											
Automotive Tech	15	16	31	15	15	0	1	0	31	40	78%
Construction	13	17	30	10	14	1	1	2	28	30	100%
Cosmetology	13	15	28	10	13	1	0	2	26	40	70%
Criminal Justice	14	7	21	14	7	0	0	0	21	24	88%
Culinary Arts	12	12	24	9	11	3	1	0	24	30	80%
Firefighter/EMT	8	2	10	7	0	1	0	1	9	20	50%
Mechatronics	10	7	17	9	4	1	3	0	17	40	43%
Precision Machining	7	7	14	5	4	1	2	1	13	30	47%
Welding	17	17	34	17	17	0	0	0	34	40	85%
Health, BITE, TP, Sp Prog - K Keelin											
152											
Information Technology	15	10	25	12	7	1	1	2	23	30	83%
Teacher Preparation	11	10	21	11	10	0	0	0	21	30	70%
BioMedicial Sciences	11	10	21	11	10	0	0	0	21	30	70%
Health Careers	16	10	26	16	10	0	0	0	26	30	87%
Medical Services	4	4	8	3	3	0	0	1	7	30	27%
PN Select	4	4	8	3	2	1	2	0	8	12	67%
Visual Communications	14	8	22	12	2	1	5	1	21	30	70%
SHARE	14	11	25	14	11	0	0	0	2	40	63%
Academic Lab	14	10	24						0		
TOTAL			411						378		
HIGH SCHOOLS											
	a.m.	p.m.	Both	Total Students							
Blackwell	25	22	5	52							
Frontier	5	0	0	5							
Ponca City	47	62	15	124							
Tonkawa	6	6	1	13							
Newkirk	23	16	3	42							
Woodland	26	0	0	26							
DCLA	0	1	0	1							
Shidler	5	0	0	5							
Medford	11	0	0	11							
EPIC	6	8	0	14							
HomeSchool	1	2	0	3							
Total High School	155	117	296								
Adults - full-time			54								
Adults - part-time	10	18	28								
Total Adults			82								

NOTES: In the top table, the Total Students column counts each student on campus one time by program. The bottom table counts each student once by classification.
 * Practical Nursing total of 5 start dates.
 **SHARE has 23 students that are combined SHARE/CareerTech courses both a.m. and p.m.; and 2 who are SHARE Academic Only full time.

Special Programs	Total Enrollment
AEFL	120
New Beginnings	16
Apprenticeship	3

Grand Total			378
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Paperclips

March 2025

PTC cosmetology students host spa day for Ponca Tribe's Father-Daughter Dance

Press Release

Pioneer Technology Center's Cosmetology students helped members of the Ponca Tribe of Oklahoma get ready for a special event by hosting a spa day for the Father-Daughter Dance.

The event took place on Feb. 21 and was planned by PTC's SkillsUSA Chapter as a way to give back to the community. Three student leaders helped organize the event, which offered free beauty services to fathers and daughters attending the dance.

"We wanted to do something special to bring families together while also showing what our students have learned," said Kayla Randol, Cosmetology Instructor at Pioneer Technology Center.

The students provided hair styling, makeup, and manicures, for the daughters, and haircuts for the dads. The



(Courtesy photo)

event was held in partnership with the Native Connections Outreach & Activities Program of the Ponca Tribe.

One of the student leaders, Hailey Caniz-Lopez, shared, "It was amazing to see the

little girls so happy when they saw their new look. The dads were also really thankful for their haircuts."

The Father-Daughter Dance is an important tradition for the Ponca Tribe, celebrating

family and culture. This event helped both the students, the community as the Cosmetology students gained real-world experience, while tribal families enjoyed a fun and pampering day.

Friday

March 28, 2025

Vol. 132 - No. 125

poncacitynews.com

Pioneer Tech Foundation Dinner to Feature Roast of Shelley Arrott by Superintendent Adam Learning

Ponca City, OK - Get ready for an evening of laughter and lighthearted fun as the Pioneer Tech Foundation hosts its annual fundraising dinner on April 10 at Pioneer Technology Center. This year's event will feature a special roast of Shelley Arrott, with none other than her former colleague and successor, Superintendent Adam Learning, taking the mic.

Learning, who has spent his career in public education, stepped into Arrott's role at Ponca City Public Schools (PCPS) after serving as Assistant Superintendent. Prior to that, he was CEO/President of the University Center, held leadership positions at PCPS, and has been actively involved in numerous state and local organizations, including Leadership Oklahoma and the Ponca City Chamber of Commerce.

"This is my chance to return the favor for all the 'advice' Shelley gave me over the years," joked Learning. "In all seriousness, Shelley has been a phenomenal leader and mentor, and I can't wait to celebrate her impact with a few good-natured stories. It's all in fun—probably."

The Pioneer Tech Founda-



tion Dinner is an annual fundraiser that supports student scholarships and programs. Doors open at 5:30 PM, with dinner served at 6:15 PM and the roast beginning at 7:00 PM. Tickets are limited, so be sure to secure your spot for an evening of unforgettable stories and plenty of laughs.

For ticket information or sponsorship opportunities, visit pioneer.tech.edu. The Pioneer Tech Foundation provides financial support to students through scholarships, grants, and program funding, helping them achieve their educational and career goals.

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Pioneer Tech Names March Students of the Month

Ponca City, OK ----- Pioneer Technology Center (PTC) is pleased to announce Aiyden Rowton and Jordyn Carlton as the March Students of the Month, recognizing their outstanding achievements, dedication, and leadership both in and outside the classroom.

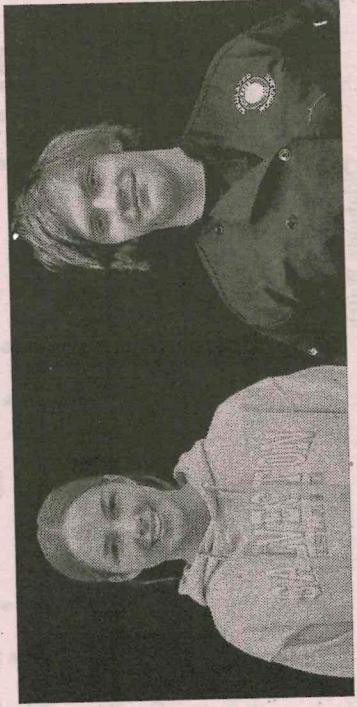
Aiyden Rowton is a junior at Ponca City High School enrolled in the Culinary Arts program. Selected by instructor Mrs. Brenda Polak, Aiyden has demonstrated exceptional dedication as a first-year student. He consistently arrives early, completes his bell work, maintains a clean workstation, and is always in uniform and ready to work when class begins. His motivation to learn and strong work ethic make him a standout student and a promising future employee.

Jordyn Carlton, also a junior, attends Newkirk High School and is part of the Health Careers program under the instruction of Mary

Bathurst. Jordyn excels academically with a 4.1 GPA and actively participates in extracurricular activities, including basketball, softball, and track. She has worked diligently to earn certifications in her field and plans to pursue a Registered Nursing degree after graduation. Jordyn is known for her positive attitude, friendly smile, and commitment to excellence.

Both students were chosen by their instructors for being role models in their respective programs. They exemplify Pioneer Tech's mission of Enhancing Lives and Securing Futures and have earned the special privilege of filling their Student of the Month cups with their favorite beverages at no cost for the entire month.

For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit pioneer.tech.edu.



PTC to host branding workshop

Business owners and entrepreneurs looking to strengthen their brand identity beyond just a logo will have an opportunity to gain valuable insights at an upcoming workshop hosted by Pioneer Tech's Business & Industry Services.

The event, titled "Branding Beyond the Logo: Creating a Cohesive Brand Identity," will take place on March 27, 2025, from 11:30 AM to 1:00 PM at the Blackwell Chamber of Commerce. This Lunch & Learn session aims to help businesses create a compelling and recognizable brand that resonates with their target audience.

The workshop will cover essential branding topics, including:

The key elements that shape a strong and recognizable brand.

The importance of tone, color, design, and layout in brand messaging.

See *PTC* page 3

PTC

Continued from page 1

How to craft a cohesive visual identity.

Ways to enhance brand impact across social media, marketing materials, and beyond.

Organizers emphasize that branding extends beyond a company's logo, encompassing the overall feeling, experience, and message that a business conveys to its audience. Whether attendees are building a brand from scratch or refining an existing one, the session will provide actionable strategies for creating a lasting and memorable identity.

The registration fee is \$20, which includes a boxed lunch. Interested participants can scan the QR code on the event flyer or contact GailB@pioneertech.edu for more information. Registration inquiries can also be made via phone at 580-718-4222.

This workshop is part of Pioneer Tech's ongoing efforts to support local businesses with education and resources that drive growth and success.

For business owners eager to stand out in a competitive market, this session promises to be an invaluable investment in their brand's future.

Saturday

March 22, 2025

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Po-Hi BPA attends State Leadership Conference

Ponca City High School's Business Professionals of America (BPA) attended the Oklahoma State Leadership Conference March 3-5 in Tulsa, Oklahoma. Our State qualifiers were Andi Massey, Rachel Lawson, Abigale Lowrey, Levi Wyatt, Nykol Luna, Chloe Southern, Jhansi Rapeti, Taelyn Montague, Hayden Misiura and Ayson Wilcox.

Rachel Lawson placed second in Management, Marketing, and Human Resource

Concepts and fourth in Presentation Individual. She also received the Stateman Torch Award. These awards recognize individuals who complete activities in the categories of leadership, service, cooperation, knowledge, friendship, love, hope, and citizenship. Placing fifth in Human Resource Management was Andi Massey. Placing seventh in Fundamentals Spreadsheet Applications was Jhansi Rapeti. Placing seventh in Administrative

Support Team was the team of Hayden Misiura, Taelyn Montague, Jhansi Rapeti, and Ayson Wilcox. Chloe Southern placed eighth in SQL Database Fundamentals. Others who competed were Abigale Lowrey in Promotional Photography, Levi Wyatt in Digital Media Production, and Nykol Luna in Fundamentals of Accounting.

Rachel Lawson will advance to the National BPA Leadership Conference com-

peting in Management, Marketing, and Human Resource Concepts. She is also eligible to receive the highest level of Torch Award, Ambassador. As of today, we are waiting on official confirmation for Andi Massey, Abigale Lowrey, and Jhansi Rapeti to qualify for nationals.

These students now have the task of raising the funds needed to attend the BPA National Leadership Conference May 7-11 in Orlando, Florida.

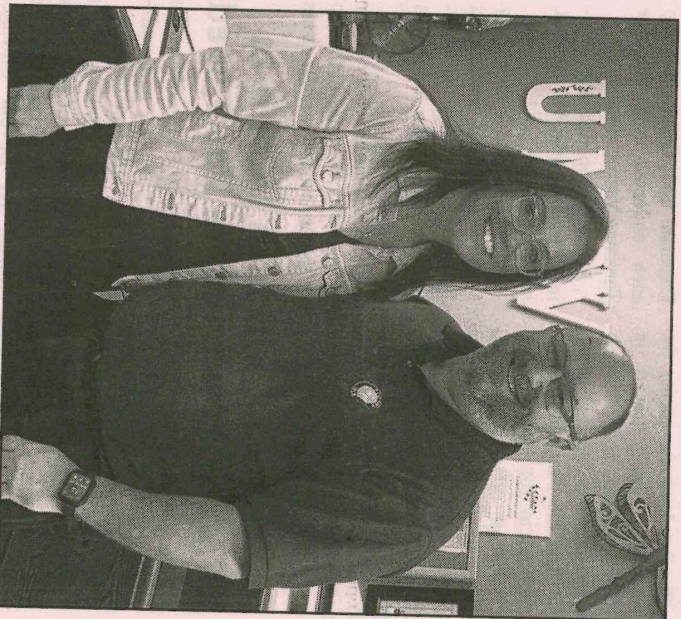


PO-HI BUSINESS Professionals of America recently attended the Oklahoma State Leadership Conference. from left to right: Andi Massey, Rachel Lawson, Ayson Wilcox, Hayden Misiura, Abigale Lowrey, Levi Wyatt, Nykol Luna, Taelyn Montague, Chloe Southern, and Jhansi Rapeti. (Photo provided)

Pioneer Tech Helps Local Business Owner Expand Childcare Services in Ponca City

Ponca City, OK – Pioneer Technology Center (PTC) is celebrating Career & Technical Education (CTE) Month by highlighting the impact of its business and industry successes. One recent story is Kristan Lawson, owner of Under My Wing Academy, LLC, who transformed her small at-home daycare into a full-scale childcare center with help from Pioneer Tech's Business and Industry Services (BIS) team.

Lawson faced many challenges while trying to expand her business. She originally planned to build or buy a facility but struggled with financial planning, business structuring, and the high costs of construction and property. Despite these setbacks, she was determined to grow her business and provide quality, accessible childcare for



families in Ponca City.

Pioneer Tech Entrepreneurial Services Coordinator and Small Business Development Center (SBD) Advisor, Ben Evans, worked closely with Lawson to improve her financial plan, identify funding sources, and organize her business structure. When Marland's Place offered her a leasing opportunity, he helped adjust her business plan to fit the new location and leasing model. He also guided her through the process of registering her business as an LLC.

Reflecting on her experience, Lawson shared, "Pioneer Tech was not only helpful but essential in helping me start my business. Ben offered encouragement, and we worked through other options when our first didn't come through. Now, we have an amazing working rela-

tionship with my bank and we are thriving. The business plan was also essential in helping me pitch to the city and lenders. I felt like an actual business owner when I worked with Ben at PTC. Before that, I felt like an underpaid babysitter. Now, I believe in my mission and that my small business is going to make a real change in our city and beyond as we grow and expand."

With support from Pioneer Tech and local community partners, Lawson successfully expanded Under My Wing Academy, LLC into a full-scale childcare center offering flexible, around-the-clock childcare to families in Ponca City. Her vision has become a reality, helping working parents and strengthening the local economy.

Lawson's success is just one example of how Pioneer Tech's BIS team supports local businesses. In the past year, Pioneer Tech has helped 253 businesses grow and succeed. Across the state, CareerTech programs supported nearly 9,300 businesses in Fiscal Year 2024, providing resources, training, and business development support.

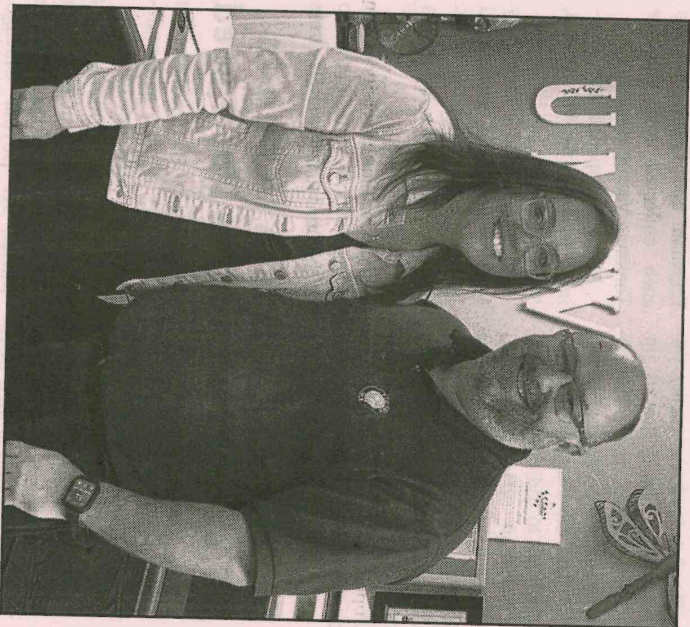
By offering training, business planning, and financial guidance, Pioneer Tech continues to help small business owners like Lawson build strong businesses that make a difference in their communities.

To learn more about Pioneer Tech's entrepreneurship training, business programs, and CareerTech opportunities, visit www.pioneertech.edu or call 580-762-8336.

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Thursday

March 20, 2025

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poncacitynews.com

Pioneer Tech Foundation Dinner to feature Hollye Theobald's hilarious roast of Shelley Arrott

PONCA CITY, OK - After nearly five decades of shaping young minds and bright futures, Hollye Theobald is taking on a new role—headlining the annual Pioneer Technology Center Foundation Dinner on April 10 with a roast that promises to keep the audience in stitches.

Theobald, whose 49-year career with the Ponca City Schools is the longest of any current teacher in the district is trading her school counselor hat for a microphone as she honors her longtime friend and former boss, Ponca City Superintendent Shelley Arrott, in a night of laughter, legacy, and lighthearted jabs.

"After all these years, I finally get to say everything I've been holding back—well, almost everything," Theobald joked. "Shelley has always been a good sport, so I figured it's my turn to test just how tough she really is."

A Bartlesville native, Theobald graduated from Sooner High School in 1972 before earning her degree from Oklahoma State University in 1976. Her passion for working with children led her to a 25-year career in special education, teaching



Hollye Theobald

students with multiple disabilities at the Opportunity Center and Union Elementary before transitioning into school counseling for another 24 years.

"Ponca City schools wouldn't be the same without Hollye," Arrott said. "She's been here longer than some of our buildings! I'm honored—and slightly nervous—to be on the receiving end of her humor."

Outside of education, Theobald enjoys life with her hus-

(See ROAST, Page 2)

Roast of Shelley Arrott...

Con't from Page 1

band, Joe Theobald, their three children—Hallie, Whit, and Patton—and six grandchildren. When she's not catching up with friends, she can be found soaking up the sun at Grand Lake, cruising Monkey Island in her beloved OSU golf cart.

The Pioneer Tech Foundation Dinner is an annual fundraiser supporting student scholarships and programs. This year's event will be held at Pioneer Tech on April 10. Doors open at 5:30 pm with dinner at 6:15 pm and the roast beginning at 7:00 pm.

Tickets are limited, so secure your spot for an evening of unforgettable stories and plenty of good-natured fun.

For ticket information or sponsorship opportunities, visit pioneertech.edu. The Pioneer Tech Foundation provides financial support to students through scholarships, grants, and program funding, helping them achieve their educational and career goals.

PTC names February Students of the Month

Press Release

Pioneer Technology Center has announced Billy Miller and Evan Mills as the February Students of the Month, recognizing their dedication, work ethic, and accomplishments in their respective programs.

Evan Mills, a junior from Ponca City, is enrolled in the Firefighter/EMT program under the instruction of Gary Vap. He is recognized for his dedication to his studies, often arriving early and staying late to deepen his understanding of

course materials. His initiative to work ahead and absorb as much knowledge as possible highlights his passion for emergency services and his drive to excel.

Billy Miller, a junior from Deer Creek-Lamont, has demonstrated exceptional commitment in the Precision Machining program. Known for his positive attitude and strong work ethic, he consistently assists in the shop and strives to improve his skills. His dedication has been evident in various competitions, including the

SkillsUSA District Manual Machining Contest, where he secured first place. With this achievement, he will advance to the State contest, where his instructors anticipate continued success.

Each month, PTC instructors select students who exemplify the school's mission of Enhancing Lives and Securing Futures. As part of this recognition, the honorees receive a Student of the Month cup, allowing them to enjoy their favorite beverages at no cost throughout the month.



PTC helps expand childcare services in Ponca City

Press Release

Pioneer Technology Center is celebrating Career & Technical Education (CTE) Month by highlighting the impact of its business and industry successes. One recent story is Kristan Lawson, owner of Under My Wing Academy, LLC, who transformed her small at-home daycare into a full-scale childcare center with help from Pioneer Tech's Business and Industry Services (BIS) team.

Lawson faced many challenges while trying to expand her business. She originally planned to build or buy a facility but struggled with financial planning, business structuring, and the high costs of construction and property. Despite these setbacks, she was determined to grow her business and provide quality, accessible childcare for families in Ponca City.

Pioneer Tech Entrepreneurial Services Coordinator and Small Business Development Center (SBDC) Advisor, Ben Evans, worked closely with Lawson to improve her financial plan, identify funding sources, and organize her business structure. When Marland's Place offered her a leasing opportunity, he helped adjust her business plan to fit the new location and leasing model. He also guided her through the process of registering her business as an LLC.

Reflecting on her experience, Lawson shared, "Pioneer Tech was not only helpful but essential in helping me start my business. Ben offered encouragement, and we worked through other options when our first didn't come through. Now, we have an amazing working relationship with my bank and we are thriving. The business plan was also essential in helping me pitch to the city and leaders. I felt like an actual business owner when I worked with Ben at PTC. Before that, I felt like an underpaid babysitter. Now, I believe in my mission and that my small business is going to make a real change in our city and beyond as we grow and expand."

With support from Pioneer Tech and local community partners, Lawson successfully expanded Under My Wing Academy, LLC into a full-scale childcare center offering



Kristan Lawson and Ben Evans

flexible, around-the-clock childcare to families in Ponca City. Her vision has become a reality, helping working parents and strengthening the local economy.

Lawson's success is just one example of how Pioneer Tech's BIS team supports local businesses. In the past year, Pioneer Tech has helped 253 businesses grow and succeed. Across the state, CareerTech programs supported nearly 9,300 businesses in Fiscal Year 2024, providing resources, training, and business development support.

Saturday

March 8, 2025

Vol. 132 - No. 111
poncacitynews.com

Workforce and Education Committee meeting held March 6

By CALLEY LAMAR
calley@poncacitynews.com

The Ponca City Area Chamber of Commerce Workforce and Education Committee held their regular monthly meeting on Thursday, March 6 at 4 pm.

Rachel Kirk called the meeting to order.

At the start of the meeting, it was shared that the Chamber is currently collecting door prizes for their annual School Support Staff Reception, which will be held on Thursday, April 10 from 10 am to 2 pm at the Chamber Office.

Next, Chamber CEO Shelley Arrott provided her Chamber update.

The next Chamber Business After Hours event will be hosted by the Phillips 66 Ponca City Refinery at the Conoco Museum on Thursday, March 27 from 5 pm to 7 pm.

The next Party at the Palace planning meeting will be held on Wednesday, March 26 at 5 pm at the Ponca City Country Club.

The Ponca City Association of Classroom Teachers are hosting a School Board Candidate Forum for the Ward 5 seat on Thursday, March 13 at 7 pm in the Seminar Room of Pioneer Technology Center (PTC). The forum is open to the public and will feature both candidates, Sean Stanton and Joe Vaden.

Discussion are still ongoing

concerning the replacement for the February Receipt Campaign. Presently, a committee assembled to discuss ideas is looking to have an event in June.

A lunch and learn event will be held at PTC on April 2 with Oklahoma Tax Commission Executive Director Doug Linehan.

The Chamber is also looking to start a "Business and Beyond Ponca City Chamber Luncheon" series. The first session will be on May 14 with guest speaker Lori Fullbright/News on 6.

The 38th Leadership Class will have their State Government Day on March 11 and March 12 in Oklahoma City.

Next, various school and workforce updates were provided by those in attendance.

Amy Geurin with Phillips 66 shared that there will be six interns coming to the refinery from across the country this summer including two chemical engineers, two mechanical engineers, an environmental engineer specializing in industrial hygiene, and a process safety engineer.

Principal Wade Laffey with St. Mary's Catholic School shared that the middle school returned from the National History Day Expo with other Catholic schools around the state. Several students are moving on to regionals.

Several students will be

sent to a statewide spelling bee for Catholic schools next week.

4th Grade recently held a food and clothing drive for NERA.

University Center CEO Tim Williams shared that new concurrent scholarships were kicked off last week for next year.

They are currently preparing for their summer LEGO robotics program.

Enrollment for the fall semester will open after Spring Break.

Cristyn Casey, Internship Coordinator at Po-Hi, provided an update for Ponca City Public Schools (PCPS).

A retirement reception will be held for Board of Education member Don Nuzum on Monday, March 10 at 4:30 pm in the Board of Education room prior to the Board of Education meeting.

A presentation on driver's education will be made at the Board of Education on Monday, March 10.

The Teacher of the Year celebration will be held on March 27 in the evening.

PCPS and Ponca City Development Authority (PCDA) will be partnering for an Internship & Career Fair on Thursday, March 27 in the east gym from 10:30 am to 12:45 pm during all three lunch periods for students grades 10th to 12th.

Dondi Rowe with Work Ready Oklahoma shared that

they are gearing up for the Worklahoma job fair which will be held at PTC on Tuesday, May 6.

Work Ready Oklahoma has 14 people in their monthly classes, the majority for scholarships for their CDLS.

Heather Smith with Pioneer Technology Center provided an update.

The welding remodel is underway, and students are going to TomCo to work on their projects during the renovation period.

Students are currently in competitions including those in cosmetology, culinary, and more.

PTC is purchasing new tech for automation and robotic arms.

The next 1 Million Cups event at PTC will be on Wednesday, April 2 featuring Sown, LLC.

Spring Manager's Tool Belt will be on Thursdays from April 3 to May 22. It is \$499 and includes lunch and training materials.

The Business and Industry Breakfast for March will be focused on construction and trades.

The PTC Foundation Roast of Shelley Arrott will be held on April 10.

Alan Moriarty, Principal at Central Baptist Academy, provided an update.

A group of 8 junior high and high schoolers went to Florida to visit a college in Pensacola.

The February fundraiser to expand the playground has wrapped up. The goal was \$12,000, but they managed to raise \$17,000 for the project.

The school will soon be going into testing and competition season.

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

This has been the inaugural year for wrestling, and the wrestlers will soon be heading to nationals.

Water outages in Tonkawa resulted in several events being rescheduled including the Alumni and Friends Social, which has been moved to Thursday, March 12 from 4:30 pm to 6 pm at the Rusty Barrell Lounge.

The Spring Lectureship Concert will be held on April 3 featuring Diamond Rio. General admission tickets are \$25 and go on sale Tuesday, March 11 at 9 am.

The next meeting will be held on Thursday, April 3 at 2025.

Thursday

March 6, 2025

Vol. 132 - No. 109
poncacitynews.com

M.E.A.N. Advertising featured at 1 Million Cups

By CALLEY LAMAR
calley@poncacitynews.com

The monthly entrepreneur gathering known as 1 Million Cups was held on Wednesday, March 5 at 8:30 am in the Pioneer Technology Center (PTC) cafeteria atrium. These events serve as a means for area entrepreneurs to share the origin stories and facts about their businesses.

Wednesday's presenter was Adam Meeks with M.E.A.N. Advertising. M.E.A.N. stands for "Media Experts And Nerds" and it is a marketing and sales automation system designed to assist businesses in generating leads, automating follow-ups, improving conversions with advanced CRM (Customer Relationship Management), digital strategies and targeted marketing.

Right out of college, Meeks had worked on the halftime play of the game at the Thunder Stadium and wrap around jumbotron. Meeks was also a government contractor working with agencies such as the Army, Air Force, and West Point making websites, as well as doing photography and documentary work.

Meeks had a desire to start his own business with an LLC, but found himself on the low and relocated to California, where he began selling motorcycles.



THE SPEAKER for this month's 1 Million Cups presentation was Adam Meeks (left), who shared information on M.E.A.N. Advertising. Meeks was given an orange cup by Molly Kyler (right), all 1 Million Cups speakers are presented with these following their presentations. (Photo by Calley Lamar)

Meeks describes an experience where after selling a motorcycle, the cyclist had crashed five minutes to buying the bike.

"It made me feel really bad, it was an ethical problem when I went to work the

next day, and I don't my sales manager: 'I can't sell bikes anymore, I need to go do something more meaningful with my life.' And that's the day I decided to move to Ponca City from the west coast," said Meeks.

While still in California, Meeks worked on developing a digital portfolio. He continued to work through contests in videos and 3D modeling with various gig work.

Upon coming home, Meeks began picking up clients and now has over 20 active clients building websites, social media accounts, and other tools that would eventually lead to the M.E.A.N. system.

Over the next five years, Meeks is looking to develop his strategic business network. This includes businesses using the M.E.A.N. system having the ability to utilize a referral and automatization system.

This also includes introducing people to the newest tools such as AI, and improving business response times to clients.

For more information on the tools and services available, visit www.meanadvertising.com.

Following his presentation, Meeks was given an orange cup, which are presented to all speakers at 1 Million Cups events.

26 MARCH 2025


PONCACITYMONTHLY

HIGH SCHOOL STUDENTS

NOW ENROLLING

FOR THE 2025-2026 SCHOOL YEAR

Start the process at pioneertech.edu/pre-enrollment or see your high school counselor.



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



JOIN OUR TEAM! EVENING CUSTODIAN

Pioneer Technology Center, an engaging and supportive workplace providing high quality programs and services, is looking for an **evening custodian** for the facilities department. This position is on a 12-month contract.

Are you someone who is moved by the satisfaction of a job well done, and developing and maintaining positive working relationships with other professionals? To be successful in this job you must be dependable, loyal, team-focused, detailed-oriented, hardworking and responsible. The ability to build relationships and relate to students. A high school diploma or equivalency is required. At least 2 years of related experience is preferred. The ability to work in a team that values people, innovation, character, learning, and economic development is essential. If this is you, and can prove it, you could be a great fit for our team.

Pioneer Technology Center 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.

Specific job duties:

- Set-up and tear down conference room frequently. (Need to be in good physical condition)
- The ability to organize frequent room arrangements from one day to the next and adapt to last minute changes as needed.
- Clean and disinfect hard and soft surfaces daily in assigned classroom, offices, meeting spaces and restrooms.
- Proficient in vacuuming, mopping, disinfecting, dusting, emptying trash cans, windows, etc.
- Operate and knowledge of specific cleaning equipment such as carpet extractors, buffing machines, and sweepers.
- Able to work independently and at a moderate work pace, with the ability to increase pace as needed per the situation.

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.

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

Oklahoma State Bureau of Investigation records check required upon employment.

Salary is commensurate with experience and qualifications

Apply at pioneertech.edu Or scan the QR code below.





Hope Squad Connections: Fostering Connection and Elevating Mental Well-Being in Youth

Story by **Marlys Cervantes** | Staff Writer

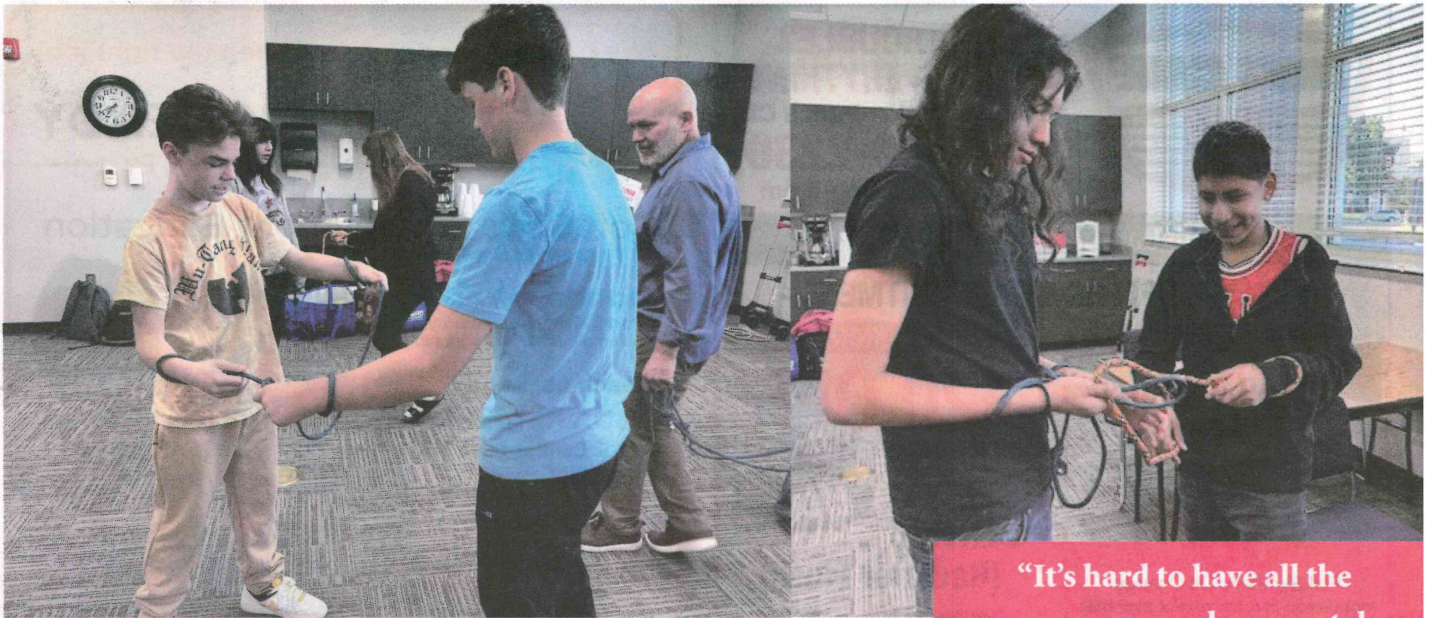
Ponca City schools are implementing the Hope Squad program in the middle schools and high school after dealing with some fairly recent tragedies for youth in the community. The program began in 1997 in a Utah school system after they had experienced suicides of youth that were felt by the entire community. Understanding that something needed to be done, high school principal Dr. Gregory A. Hudnall collaborated with law enforcement and began a program that has grown into the current peer-to-peer suicide prevention program. After its first successful year at his school in Provo City, they expanded it to every school in the district, where it resulted in zero suicides for nine years after implementation. There are now thousands of schools across the United States and Canada that use the program with 98% of their administrators agreeing on its positive success in their schools.

“It takes a village to raise a child, and an entire community to save one.”
~ Dr. Gregg Hudnall,
Founder of Hope Squad

Ponca City Schools’ superintendent Adam Learning explains that after three suicides in the last decade and the need to have more assistance for the mental health of students after the long-term effects of the pandemic, Integris Health brought the opportunity for this grant program to the school system.

“It’s hard to have all the eyes you need on mental health,” Learning says, “and the Hope Squad program prepares a group of peers to advocate for suicide prevention in their school. It is a great opportunity to help ensure students are able to cope in healthy ways.”

There has been training going on for the various schools this fall, with a recent parent and student meeting at the high school. However, Learning says East Middle School moved forward first with the program. Emily Goff and Stephen Lamar attended the training in the middle of September and moved forward with the program to beat the holiday season that they knew could be tough on many students.



Next, the students who would serve as mentors were selected through teachers' referrals and seeing who other students talked to when they had issues. They also made sure to have a selection to represent the student population at East. These students were invited to a luncheon to introduce the purpose of Hope Squad and then a parent/guardian meeting was held to address any questions. The first training included team building and teaching the members about suicide and depression, as well as helping them learn how to ask someone who was having difficulties if they were considering suicide. The students also learned how to cope with their own stress when dealing with these situations.

Emily Goff says, "We currently meet twice a month to learn new skills, like active listening. We call these meetings 'the lunch bunch.' At the beginning of each meeting, we check-in with the members. We ask what is good, bad or whatever is on their mind." While the group covers the Hope Squad curriculum, they

end the meeting with an activity where the members have fun and let go of the serious nature of what they just discussed. They are certainly learning how to help others and cope with stress themselves as well.

At the end of the year, East Middle School plans to invite the high school advisors to come meet the East Squad so they can continue their participation in Hope Squad if they would like to as they move on to the high school.

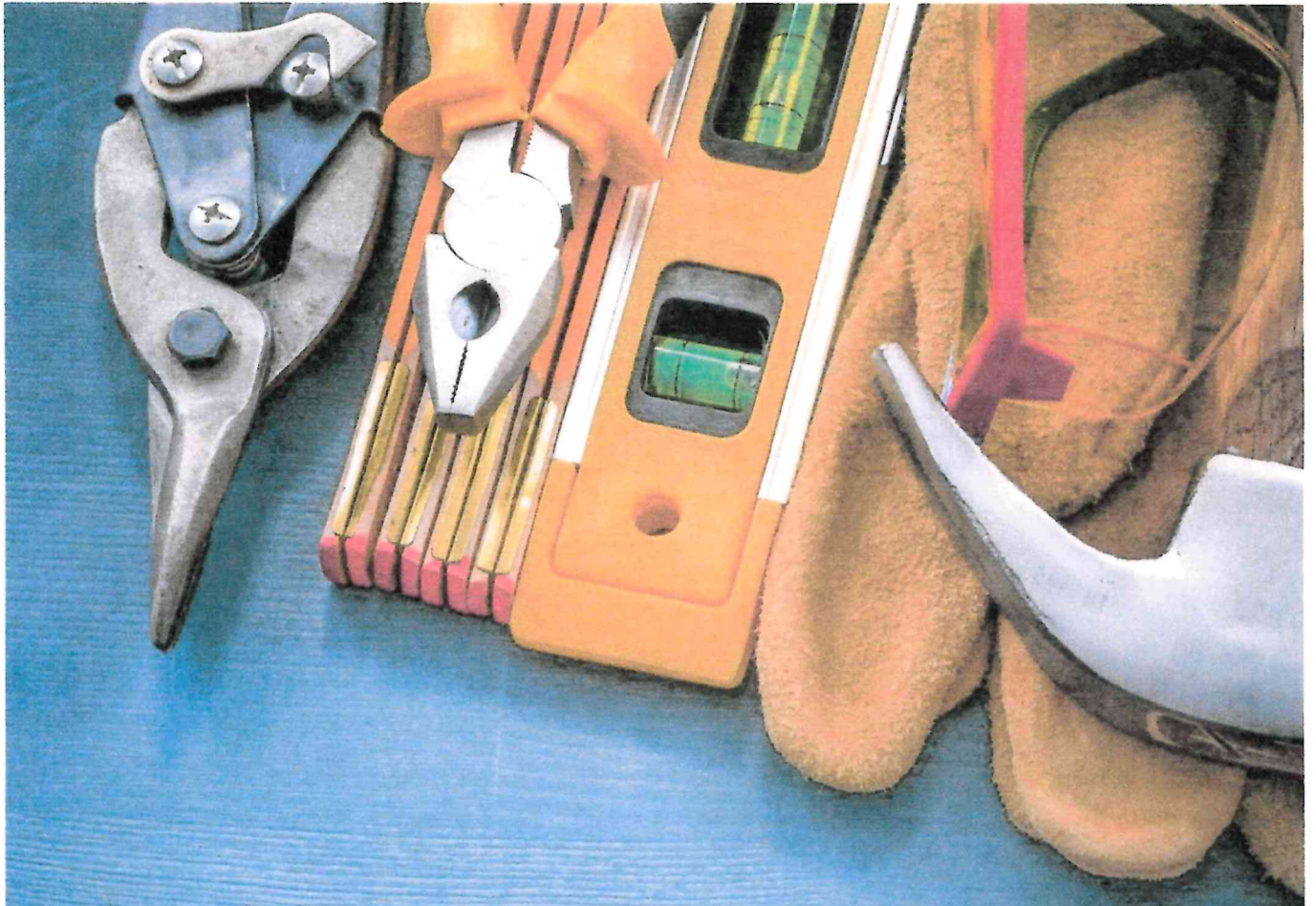
The local program serves the school community well just as has been seen in other programs throughout the nation. With just one of the schools already active, there have been 10 official referrals. However, as Goff says, "The best part is that our members will see someone having a bad day, and they ask if that person needs someone to talk to. Knowing that Hope Squad members are doing their work without letting you know is the best." Peer-to-peer is working well in Ponca City. Keep up the good work, Hope Squad!

PCM

"It's hard to have all the eyes you need on mental health," Adam Leaming says, "and the Hope Squad program prepares a group of peers to advocate for suicide prevention in their school. It is a great opportunity to help ensure students are able to cope in healthy ways."



All photos East Middle School's initial team building training at the Administration Building.



Pioneer Technology Center

BID PACKET

2025 Concrete Parking Lot Project



2101 N. Ash, Ponca City, Oklahoma 74601 • (580) 762-8336 • pioneertech.edu

Required Documents

(Must be included in bid)

Required Forms:

1. Original contract (Must include TOPS contract number 230101-100034). ✓
2. Bidder qualifications ✓
3. Non-Collusive Affidavit ✓
4. Business Relationship Affidavit ✓
5. Non-Kickback Affidavit ✓
6. Workers Comp Insurance
7. Contractor Statement of Assurance.
8. W-9 Request for Taxpayer ID form. ✓

Specific Project Approval for TOPS Vendor Contract Assignment

This is a Tri-Party Assignment Agreement

This form is required for each project entered into by the Assignee with another party that is pursuant to and the result of the limited contract assignment by the TOPS contract holder listed on both this document and the TOPS form entitled, *Limited Assignment of TOPS Construction Contract*. This document is not valid without a corresponding executed *Limited Assignment of TIPS Construction Contract*.

This specific approval of a project is pursuant to and incorporated by reference in the Limited Assignment of TOPS Construction Contract:

TOPS Contract Name and Number: 230101 – Job Order Contracting

Assignor (Original TOPS contract holder): Exterior Solutions Group, LLC

Assignee (Company Assigned the Contract): Stuever Dirtworks, LLC

Assignment Number: 230101-100034

The project approved by this fully executed form is described as:

TOPS Member: Pioneer Technology Center

Project Description: North Parking Lot Reconstruction

Project Site Location: 2101 N Ash Street Ponca City, OK 74601

Project Cost: \$1,098,137.80

Date of Estimated Substantial Completion: August 5, 2025

TOPS Administration Fee Responsibility: Assignee

Admin Fee to Assignee: Invoiced by BTOK Marketing, LLC (Invoiced at completion of project)

Assignor Fee to Assignee: Invoiced by BTOK Marketing, LLC (Invoiced when project begins)

3rd Party RS Means Estimator Fee to Assignee (If needed): Invoiced by PH2 Solutions (Invoiced when estimate is created)

The Oklahoma Purchasing System (TOPS)
A Department of Atoka Public Schools - (an Oklahoma governmental entity)
801 S. Greathouse Drive, Atoka, Oklahoma 74525
LIMITED ASSIGNMENT OF TOPS AWARDED JOB ORDER CONTRACT
TERMS AND CONDITIONS OF LIMITED ASSIGNMENT

The following tri-party limited assignment of contract (“Assignment”) creates a legal agreement between The Oklahoma Purchasing System (“TOPS”), a department of Atoka Public Schools, a governmental entity, and the Assignor and Assignee identified herein (individually, “Party”, and collectively the “Parties”) and this Assignment shall exclusively govern the terms of the limited assignment between the Parties. This Assignment is created to transfer to Assignee certain contractual rights and obligations afforded to Assignor through its awarded TOPS Contract(s) identified herein.

TOPS Contract(s) Subject to Assignment: **Job Order Contracting - 230101**

Assignor (*Awarded TOPS Contract Holder*): **Exterior Solutions Group, LLC**

Assignee (*Entity Assigned Contract*): **Stuever Dirtworks, LLC**

Assignment Number (*Included by TOPS*): **230101 - 100034**

Effective Date(s) of Assignment: **2/26/2025**

- I. Authority.** Contracts are a form of intangible property and Oklahoma law permits the assignment of some or all of a party’s rights or the delegation of some or all of a party’s performance, or both to a third-party. TOPS, as a governmental entity, publicly procures, evaluates, and awards Vendors (“Awarded TOPS Vendors”). Upon award, Awarded TOPS Vendors enter into a contract with TOPS which controls the legal terms, conditions, limitations, and pricing which apply to Awarded TOPS Vendors’ services to TOPS’s public entity and non-profit TOPS Member Customers. The intent of this Assignment is to permit an Awarded TOPS Vendor (“Assignor”) to delegate and assign limited rights and obligations under its TOPS Contract(s) to Assignee to enable Assignee to contract with TOPS’ public entity and non-profit TOPS Member Customers subject to the legal terms, conditions, limitations, and pricing which apply to Awarded TOPS Vendors’ contract. ***This Assignment does not qualify Assignee as an individually-Awarded TOPS Vendor but does qualify the Assignee to contract with TOPS Member under the Assignor’s TOPS Vendor Agreement herein assigned.***
- II. Assignee Prerequisites.** Prior to the execution of this Assignment, Assignee must provide to TOPS a completed TOPS Reference Form, provided by TOPS, in which Assignee must provide at least three (3) current and valid references from unaffiliated entities that have used Assignee’s services within the last three years. While it is preferable that those references are governmental entities, it is not required. Assignment cannot be completed without sufficient positive responses from the provided references. Prior to the execution of this Assignment, the Assignee must provide to TOPS proof of bonding capacity equivalent to the estimated cost of the anticipated project subject to this Assignment. This required proof of bonding capacity must have been issued on or after the date on which TOPS provided this document to Assignee. Assignee may need to provide additional capacity in the event that the estimated cost of the project subject to this Assignment increases.
- III. Limited Assignment.** Assignor retains all contractual rights and obligations under the identified contract and may continue operating under its assigned TOPS Contract(s) subject to the terms and conditions therein. However, Assignor is temporarily assigning and delegating, limited, non-exclusive rights under the referenced contract to the Assignee for the purpose of performing and completing the sale of construction or installation related projects(s) as specifically granted by the Assignor, in writing, and as

permitted under the assigned TOPS Contract(s) terms. Assignor agrees that, with the agreement of TOPS, Assignor has the right to assign and delegate the TOPS Contract(s) and that the Assignor has not done or knowingly permitted any act, deed or thing by which the contractual rights can be impeached or affected in any manner. Assignor agrees that it will not do any act which may prevent or hinder the Assignee from enforcing the assigned contractual rights. Assignor directs the Assignee to complete the contractual obligations, which would otherwise be the responsibility of the Assignor, but which have been transferred as indicated herein, with the Assignee. It is agreed that this Assignment will inure to the benefit of and be binding upon the Parties to this Assignment, their heirs, executors, administrators, and successors respectively.


- IV. **Liability.** The Parties agree that Assignee shall be legally responsible for all TOPS contracts made pursuant to this Assignment. Assignee hereby knowingly, expressly releases TOPS and Assignor, their directors, employees, affiliates, agents, contractors, successors, and assigns and agrees that TOPS and Assignor shall have no liability for any alleged act or omission of Assignee or any third-party arising out of TOPS contracts entered into pursuant to this Assignment or purporting to be made pursuant to this Assignment.
- V. **Indemnity.** Assignee agrees to indemnify, defend, and hold harmless TOPS and Assignor, their directors, employees, affiliates, agents, and contractors, successors, and assigns, from and against any and all claims, losses, damages and/or expenses, including, but not limited to damages, judgments, attorneys' fees, expert witness fees, court costs, and costs of settlement arising out of claims related to TOPS contracts entered into pursuant to this Assignment or purporting to be made pursuant to this Assignment. Payment or non-payment for TOPS purchases between TOPS Member Customers and Assignee and inspections, rejections, or acceptance of such purchases shall be the exclusive obligation of TOPS Member Customers and Assignee, and disputes shall be handled in accordance with the terms of the assigned TOPS Contract(s) identified herein and any Supplemental Purchase Agreement entered into between Assignee and TOPS Member Customer. TOPS and Assignor are not dealers or resellers of Assignees goods and services and shall not be responsible for any claims arising out of alleged insufficiencies or defects in Assignee's services, materials, or workmanship, should any arise.
- VI. **Assignor Assumption of Risk.** The Parties intend that Assignee shall be responsible and liable for its own TOPS contracts entered into pursuant to this Assignment. However, Assignor agrees that it is voluntarily assigning and delegating rights and obligations under its awarded TOPS Contract(s). In doing so, Assignor agrees that it is doing so at its own risk and agrees to protect, indemnify, and hold TOPS harmless from and against any and all losses, claims, actions, demands, allegations, suits, judgments, costs and expenses, and all other liability of any nature whatsoever, arising out of claims related to Assignee's TOPS contracts entered into pursuant to this Assignment or purporting to be made pursuant to this Assignment that may be asserted against Assignor whether rightfully brought or otherwise.
- VII. **Specific Project Approval.** No contract for specific projects entered into between Assignor and Assignee shall be valid until authorized by Assignor and TOPS through execution of the TOPS "Specific Project Approval for TOPS Vendor Contract Assignment." TOPS shall enter the executed "Specific Project Approval for TOPS Vendor Contract Assignment" form in the Assignor's file at the TOPS offices as a record of the permitted transaction under this assignment. All "Specific Project Approval for TOPS Vendor Contract Assignment" forms executed by the Parties under this assignment shall be incorporated into this Assignment by reference as if copied verbatim herein. Any sale made by Assignee pursuant to this Assignment without execution of the TOPS "Specific Project Approval for TOPS Vendor Contract Assignment" is in violation of this Assignment.
- VIII. **Exclusivity.** This Assignment is non-exclusive. It is agreed that the Assignor may assign contractual rights under the named contract to one or more Assignees at any time with the approval of TOPS.

- IX. Bonding & Insurance.** Payment and Performance or other bonding or insurance requirements of the TOPS Member Customer for an Assignment sale are the responsibility of the Assignee. When applicable, performance bonds and payment bonds will be required on construction or labor-required jobs. Assignee will meet the TOPS Member Customer's local and state purchasing requirements. Bond costs are passed through at cost to the TOPS Member Customer and are not subject to the TOPS Participation fee due to TOPS. The actual cost of the bond will be passed through to the TOPS Member Customer and shall be added to the purchase order or Contract at no markup.
- X. Specific Project Survival Clause.** The terms and conditions of this Assignment and the assigned contract(s) identified herein shall apply to any Specific Project Agreement, which is properly permitted pursuant to the terms and conditions of this Assignment, and shall survive termination of this Assignment or the termination of the Assignor's assigned Contract(s) identified herein until completion of the TOPS sale of goods or services by Assignee.
- XI. Termination for Convenience.** TOPS reserves the right to immediate termination of this Assignment at will, for cause, no cause or for convenience, with the issuance of written or electronic notice to the other two Parties at the addresses provided in the signature block herein. This Assignment may be terminated by any Party for cause, no cause or for convenience with ten (10) days written notice to the other Parties. Assignee is not granted rights to assign or delegate and rights or obligations under the assignment to any party or for any purpose.
- XII. Consideration.** In consideration thereof, the Assignor acknowledges receipt of 0.5% of project cost or \$500, whichever is greater, paid by the Assignee as good and valuable consideration. The Assignor fee of 0.5% of project cost will be billed to the Assignee by BTOK Marketing, LLC. BTOK Marketing, LLC will charge the Assignor a 0.1% administration fee for Assignment Services. (See Exhibit B)
- XIII. Controlling Terms.** Assignee agrees to be bound by all terms and conditions of the named TOPS contract and shall comply with all applicable federal, state and local law, regulations, and rules. The Assignor's TOPS Contract(s), the incorporated Request for Competitive Sealed Proposal (RCSP, RFQ, or RFP), and the Assignor's comprehensive response to the TOPS Request for Competitive Sealed Proposal (RCSP, RFQ, or RFP), are hereby incorporated herein in full and are as binding upon the Assignee as they are upon the Assignor for all TOPS contracts entered into by Assignee pursuant to this Assignment. If all named documents of Exhibit "A" are not attached or hyperlinked, they are incorporated herein by reference as if copied verbatim. By signing this Assignment, Assignor expressly authorizes TOPS to release all portions of Assignor's solicitation response(s) and TOPS Contract(s) to Assignee including all pricing and documentation whether or not deemed confidential by Assignor. It is the responsibility of each party to request, obtain, and read each document making up Assignor's TOPS Contract(s) identified herein. The signature of a party is express confirmation that the signing Parties read, understand, and agree to the terms of the documents making up Assignor's TOPS Contract(s), whether or not included in Exhibit "A."
- XIV. Payment of the TOPS Administration Fee.** Payment of TOPS Administration Fees, as provided for in the documents named in Exhibit "A," shall be the responsibility of the Assignee. The TOPS Administration Fee is set forth in Exhibit "A" and is typically up to 2% of the total price of any sale under the assigned TOPS contract(s). The Assignee shall pay the designated TOPS Administration Fee which is typically up to 2% of the total price of any sale under the assigned TOPS Contract(s). BTOK Marketing, LLC administers the TOPS cooperative for Atoka Public Schools and will handle the admin fee invoicing.
- XV. Reporting Specific Project Agreements.** All TOPS Specific Project Agreements made by Assignee pursuant to this Assignment must be reported to TOPS as required by the assigned contract and as instructed by TOPS.

- XVI. Compliance with the Law.** The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Assignment.
- XVII. Entire Assignment.** This Assignment constitutes the entire Assignment of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.
- XVIII. Severability.** If any term(s) or provision(s) of this Assignment are held by a court of competent jurisdiction to be invalid, void, or unenforceable, then such term(s) or provision(s) shall be deemed restated to reflect the original intention of the Parties as nearly as possible in accordance with applicable law and the remainder of this Assignment, and the remainder of the provisions of this Assignment shall remain in full force and effect and shall in no way be affected, impaired or invalidated, unless such holding causes the obligations of the Parties hereto to be impossible to perform or shall render the terms of this Assignment to be inconsistent with the intent of the Parties hereto.
- XIX. Waiver.** No waiver of any single breach or multiple breaches of any provision of this Assignment shall be construed to be a waiver of any breach of any other provision. No delay in acting regarding any breach of any provision shall be construed to be a waiver of such breach.
- XX. Binding Assignment.** This Assignment shall be binding and inure to the benefit of the Parties hereto and their respective heirs and legal successors.
- XXI. Headings.** The paragraph headings contained in this Assignment are included solely for convenience of reference and shall not in any way affect the meaning or interpretation of any of the provisions of this Assignment.
- XXII. Choice of Law and Venue.** This Assignment shall be governed by, construed, and enforced in accordance with the laws of the State of Oklahoma. Any proceeding, claim, action, or alternative dispute resolution arising out of or relating to this Assignment or involving TOPS shall be brought in a State Court of competent jurisdiction in Atoka County, Oklahoma, or if Federal Court is legally required, a Federal Court of competent jurisdiction in Oklahoma, and each of the Parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of this Assignment or and contemplated transaction i. The other court. The Parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the Parties irrevocably to waive any objections to venue or to convenience of forum.
- XXIII. Immunity.** The Parties agree that nothing in this Agreement shall be construed as a waiver of sovereign or governmental immunity; nor constitute or be construed as a waiver of any of the privileges, rights, defenses, remedies, or immunities available to Atoka Public Schools or its TOPS Department. The failure to enforce, or any delay in the enforcement of, any privileges, rights, defenses, remedies, or immunities available to Atoka Public Schools or its TOPS Department under this Agreement or under applicable law shall not constitute a waiver of such privileges, rights, defenses, remedies, or immunities or be considered as a basis for estoppel.
- XXIV. Relationship of the Parties.** Nothing contained in this Assignment shall be construed to make one Party an agent of another Party nor shall any party have any authority to bind another in any respect, unless expressly authorized by the other party in writing. Nothing herein creates a relationship of employment, trust, agency or partnership between them.


The Oklahoma Purchasing System (TOPS)

Printed Name of Authorized Signatory: **David Lassiter**

Signature:  _____
Title: **TOPS Director**
Address: **801 S. Greathouse Dr.**
City: **Atoka**
State: **OK** Zip: **74525** Date: 2/26/2025

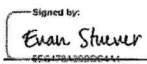
Name of Assignor Company: **Exterior Solutions Group, LLC**

Printed Name of Authorized Signatory: **Kyle Crawford**

Signature:  _____
Title: **Manager**
Address: **555 Enterprise Drive**
City: **Edmund**
State: **OK** Zip: **73013** Date: 2/26/2025

Name of Assignee Company: **Stuever Dirtworks, LLC**

Printed Name of Authorized Signatory: **Evan Stuever**

Signature:  _____
Title: **Owner**
Address: **3420 N Pecan Road**
City: **Ponca City**
State: **OK** Zip: **74604** Date: 2/27/2025

Primary Contact Name: **Evan Stuever**
Primary Contact Phone: **580-362-0649**
Primary Contact Email: **stueverdirtworks@gmail.com**

EXHIBIT "A"

Exhibit "A" includes:

1. Assignor's TOPS Contract, including Vendor's entire proposal, is hereby incorporated as if fully set forth herein and is as binding upon the Assignee as it is upon the Assignor.
2. The TOPS Request for Competitive Sealed Proposal related to this assignment is hereby incorporated as if fully set forth herein and is as binding upon the Assignee as it is upon the Assignor.

TOPS staff inserts below the above-named documents:

Assignor's TOPS Contract: Job Order Contracting (230101) https://tops-usa.org/wp-content/uploads/2023/06/230101_Contract_JOC_Exterior_Solutions_Group.pdf

TOPS Request for Competitive Sealed Proposal: : https://tops-usa.org/wp-content/uploads/2023/06/RCSP_Specifications_Job_Order_Contracting.pdf

If all named documents for Exhibit "A" are not attached or hyperlinked, they are incorporated herein by reference as if copied verbatim. It is the responsibility of each party to obtain and read each document named in Exhibit "A" prior to signing. The signature of a party is express confirmation that the signing parties read, understand, and agree to the terms of the documents identified in Exhibit "A." It is the responsibility of each Party to request, obtain, and read each document making up Assignor's TOPS Contract(s) identified herein. The signature of a Party is express confirmation that the signing Parties read, understand, and agree to the terms of the documents making up Assignor's TOPS Contract(s), whether or not included in Exhibit "A."

EXHIBIT "B"

Exhibit "B" includes:

1. Fees paid to Assignor.

Fees paid to Assignor is .5% of project cost or \$500, whichever is greater.

Example 1:

Project Cost \$50,000
 .5% of project cost - \$250
 Cost to Assignee - \$500
 (Assignor - \$400; BTOK - \$100)

Example 2:

Project Cost \$200,000
 .5% of project cost - \$1,000
 Cost to Assignee - \$1,000
 (Assignor - \$800; BTOK - \$200)

2. Fees paid to 3rd Party RS Means Estimator.

Fees paid to 3rd Party RS Means Estimator is .25% of project cost or \$500, whichever is greater.

Example 1:

Project Cost \$100,000
 .25% of project cost - \$250
 Cost to Assignee - \$500

Example 2:

Project Cost \$300,000
 .25% of project cost - \$750
 Cost to Assignee - \$750

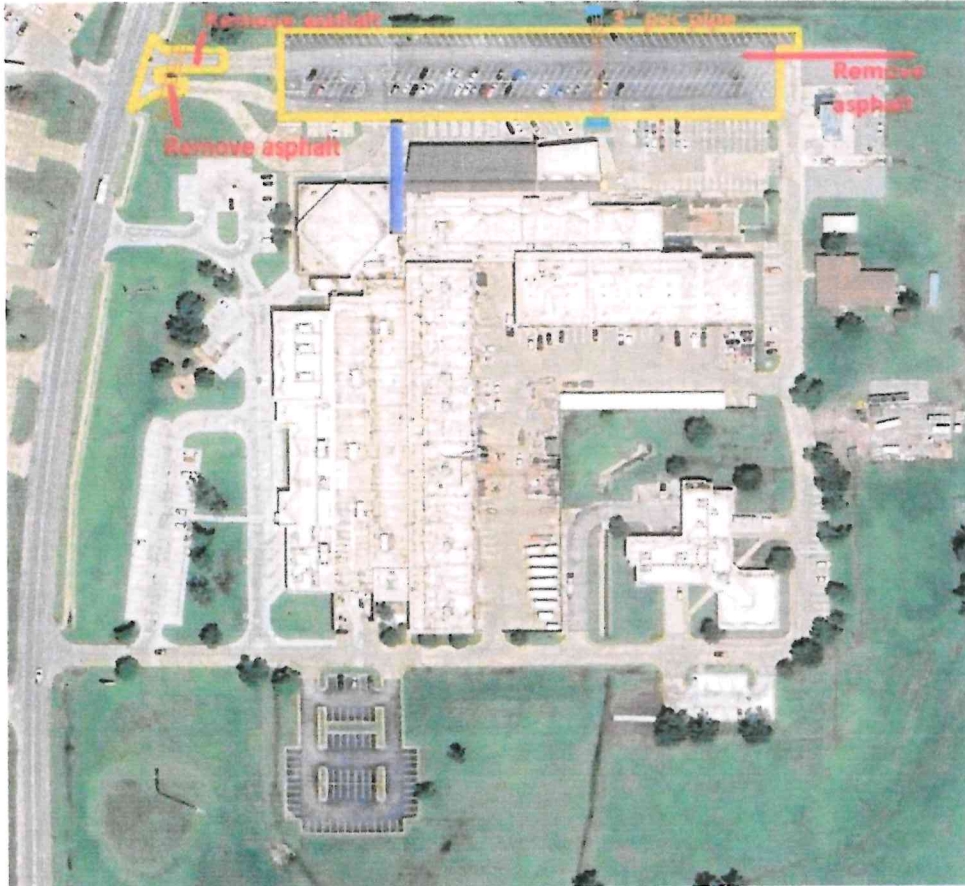
**** An RS Means Line-Item Estimate is required for ALL TOPS construction projects. If the Assignee can create their own RS Means Line-Item Estimate, the 3rd Party RS Means Estimator cost is waived.**

Scope of Work:

- Contractor is required to field verify for all materials to be installed and complete project before August 11th, 2025.
- Remove 945 ln ft curb and gutter.
- Install 945 ln ft 6" barrier curb.
- Remove existing 7,320 ^{Sy}cu-yd ^{MO} asphalt and base and dispose of materials.
- Unclassified excavation 1
- Install 7,425 ^{Sy}cu-ft ^{MO} 6" type-a agg base.
- Subgrade method B 7,425 ^{Sy}cu-yd ^{MO}.
- Install 7,320 ^{Sy}cu-ft ^{MO} 4000 psi 8" concrete with #4 rebar on 2' center each way set on concrete bricks with broom finish.
- Install 819 #4 epoxy coated doweled expansion joints.
- Install expansion joint around perimeter and apply DOT approved joint sealant.
- Saw cut joints in curb and gutter.
- Apply curing sealant if temperature is above 70 and/or below 50 degrees Fahrenheit.
- Restripe parking lot spaces for parking.
- Install new speed bumps and stop sign.
- Install 3" PVC SC 40 pipe at designated locations (labeled in orange) with (Quazite pull boxes labeled blue in attached map).
- Install stamped concrete in the median area where the main pylon sign is located.
- Sandblast all associated light pole bases and repaint.
- Provide barricades and traffic control.
- Provide right of way permit.
- Contractor quality control and dirt testing, agg. base testing, concrete testing. Concrete shall test at least 4,000 psi in 28 days and contractor to use a testing agency satisfactory by owner. A minimum of 1 sample per 100 cu yds shall be tested. Contractor to incur all associated costs for testing.

MAP AREA TO BE PERFORMED BELOW

- North Parking lot.



INFORMATION FOR BIDDERS

1. PREPARATION OF BID:

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, in both words and figures in a proposal, the amount stated in written words shall govern.

2. METHOD OF BIDDING:

The Owner invites the following bid: A lump sum.

3. ALTERNATES:

Each bidder shall state in his proposal the amount to be deducted from or added to the base bid, for all alternates, as specified in this specification or any Addendum thereto.

4. SIGNATURE OF BIDDERS:

Each bidder shall sign his proposal, using his regular signature, and shall give his title and business address. If the bidder is a corporation, the proposal shall be signed by an officer, attested by the Secretary, and the seal applied.

The name of the person or persons signing should be typed or printed below the signature. When requested by the Owner, satisfactory evidence of the authority of the person signing in behalf of a corporation, or partnership, shall be furnished.

5. QUALIFICATIONS OF BIDDERS:

In signing the proposal, the bidder represents that he has a practical knowledge of the particular work bid upon, adequate plant equipment, and the necessary financial resources to complete the proposed work; and unless he can show evidence of such ability, he will not be eligible to receive the award of the contract.

The Owner may require a bidder to furnish a financial statement, experience statement, and show that former work performed by him has been handled in such a manner that there are not just or proper claims pending against such work.

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

6. CONDITIONS AFFECTING WORK:

Each bidder shall visit the site of the work and shall thoroughly inform himself relative to construction hazards and procedures, labor, and all other conditions and factors, local and otherwise, which will affect the prosecution and completion of the work and the cost thereof, including the arrangement and conditions of existing structures affecting or structures which are affected by the proposed work, the availability and cost of labor, facilities for transportation, and the handling and storage of materials and equipment. It must be understood and agreed that all such factors have been properly investigated and considered in the preparation of every proposal submitted, as there will be no subsequent financial adjustment to any contract awarded hereunder which is based on the lack of such prior information or its affect on the costs of the work. Insofar as possible the contractor, in carrying out his work, must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor or owner.

7. PLANS AND SPECIFICATIONS:

Detailed plans and specifications are on file in the Owner's office~ 2101 North Ash, Ponca City, Oklahoma.

8. ADDENDA AND INTERPRETATIONS:

If an interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder, it will be in writing. Every request for such information should be in writing addressed to the Owner, and to be given consideration, must be received at least five (5) days prior to the date. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, which, if issued, will be mailed to all prospective bidders (at the respective addresses furnished for such purposes), no later than three (3) days after this time. Failure of any bidder to receive any such addenda or interpretations shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become a part of the contract documents.

9. EXAMINATION OF DRAWINGS, SITE, ETC.:

Before submitting a proposal, each bidder and any persons interested shall examine all drawings if any and complete specifications, shall become fully informed as to the materials and character of the work required and the relations of all the particular parts of the work, and shall visit and inspect the site, observing and examining the conditions which exist. After the execution of the contract, no consideration will be granted for any misunderstanding of the materials to be furnished or the work to be done; it is mutually understood that the tender of a bid carries with it an agreement to this end including all other conditions mentioned in the contract and the specifications, and it implies a full and complete understanding of them and a full and complete understanding of all drawings, note indications and requirements. Should anything be omitted from the drawings which is necessary to the proper completion of the work herein described, it shall be the duty of the contractor to give such notice, he shall make good any damage or defect in his work caused thereby without extra charge. No allowance will be made for the lack of full knowledge of all conditions.

10. SUBCONTRACTS:

The bidder is specifically advised that any person, firm or other party to whom award of subcontract, under this contract, is proposed must comply with all wage rates, statutes, law, codes, insurance and other requirements as shown in the specifications, and must be approved by the Owner.

11. WAGE LAW:

The contractor shall comply with any wage law that may be applicable. The contractor must abide by any applicable wage law of the State or any municipality and must pay not less than the rates legally prescribed.

12. LAWS, REGULATIONS AND SAFETY LAWS:

The bidder's attention is directed to the fact that all applicable federal laws, state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout; and they will be deemed to be included in the contract the same as though they were herein written out in full. The federal and other safety laws shall be followed by any and all contractors and sub-contractors. It shall be the responsibility of each contractor to be aware of and to follow the requirements of applicable safety laws.

13. HOLD HARMLESS AGREEMENT:

A. All contractors agree to indemnify and save harmless the Owner, from all loss, damage or expense which the Owner may sustain, incur or become liable on account of injury to or death of persons, on account of damage to or destruction of property resulting from the execution of work under this contract, or due to any act, or arising from any act, in any manner, or negligence on the part of the contractor, sub-contractor, and/or their employees.

- B. Contractor agrees to indemnify and save harmless the Owner against liability from injury to or death of contractor, any sub-contractor, or their employees in connection with any work related to the performance of this contract.
- C. It shall be the contractor's obligation to provide safe working conditions.

14. **OBLIGATION OF BIDDER:**

Bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the plans and contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to his bid.

15. **ORIGINAL SETS OF CONTRACT DOCUMENTS:**

The successful bidder will prepare one (1) originals of all required information to be inserted in the original set of the contract documents (i.e. insurance pre-qualification, sub-contractors list, cost break-down, etc.)

16. **ASSIGNING OF CONTRACT:**

The contractor shall not assign this contract or any part thereof or any money due, or to become due, hereunder without the written consent of the Owner.

17. **POWER OF ATTORNEY:**

Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

18. **NOTICE OF SPECIAL CONDITIONS:**

Attention is particularly called to those parts of the contract documents and specifications which deal with the following:

- A. Inspection and listing of materials to be used.
- B. Insurance requirements which includes workman's compensation.
- c. Sales Tax.
- D. Conditions affecting work.

19. **SUBSTITUTION OF MATERIALS:**

- A. Open competition is expected, but in all cases complete data must be submitted on all proposed materials.
- B. The contractor shall base his proposal on the material or specialty which is specified.

20. **SALES TAXES:**

Omit state sales tax on the project to the extent allowed by law, in compliance with provisions set forth in Oklahoma State Article 13, Section 1350 through 1369 of Title 68, was enacted by the 38th Oklahoma State Legislature in 1981, and accordance with the Order Number 82-05-21-27 dated and signed May 21, 1982, by the Oklahoma Tax Commission. The Owner will designate and appoint the contractor involved in the project as agent for the school district in connection with and solely for the purpose of purchasing materials and intangible property on which a sales tax would normally apply and to be

used in the same school project and to properly inform in order to qualify said purchases for exemption of state and municipal sales tax.

No payments will be made by the Owner to the contractor until sales tax documents are signed and returned to the Owner.

21. The contractor shall procure and shall maintain during the life of this contract the following:

- A. Broad Form Comprehensive General Liability Insurance in an amount specified in the construction contract.
- B. Product Completed Operations and Independent Contractors Insurance
- C. Comprehensive Automobile Liability, owned, non-owned, and hired: as specified in the construction contract.
- D. Workman's Compensation with Employer Liability Insurance in an amount as prescribed by the laws of the State of Oklahoma.

NOTE TO EACH BIDDER

- I. Please check the following items carefully before submitting a bid.
 - A. Sign the bid proposal.
 - B. List your company name and address on the bid proposal.
 - C. Fill in all blanks on the bid proposal including all bids, addendum, issued alternatives, and the days necessary to complete the project. Use words and figures when required. .
 - E. Double check your bid to see that you have not made a mistake when inserting your bid price.
- II. Special Note: If you have not checked every item listed above, then your bid is not complete and ready to be submitted.
*****BE SURE THAT ALL ITEMS THAT MUST BE NOTARIZED ARE NOTARIZED!!**



Stuever Dirtworks ,LLC

2600 Fieldstone Trl
 Ponca City, OK 74604 US
 (580) 362-0649
 Stueverdirtworks@gmail.com

Estimate

ADDRESS
 pioneer technology
 North Parking lot reconstruction

ESTIMATE 1459
 DATE 01/13/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/13/2025	Services	remove curb	945	8.00	7,560.00
01/13/2025	Services	remove pavement	7,320	10.25	75,030.00
01/13/2025	Services	unclassified excavation	1	30,500.00	30,500.00
01/13/2025	Services	6" barrier curb	945	24.00	22,680.00
01/13/2025	Services	8" reinforced concrete pavement	7,320	99.00	724,680.00
01/13/2025	Services	6" type a agg base	7,425	17.25	128,081.25
01/13/2025	Services	subgrade method b	7,425	4.00	29,700.00
01/13/2025	Services	doweled expansion joint	819	14.00	11,466.00
01/13/2025	Services	restripe parking lot	1	5,000.00	5,000.00
01/13/2025	Services	install new speed bumps, new stop signs	1	2,000.00	2,000.00
01/13/2025	Services	pvc pullboxes (3) 3"sc 40 conduit at entrance sign and middle of building across parking lot (4) quantite boxes	1	7,500.00	7,500.00
01/13/2025	Services	stamped concrete in island around entrance sign	1	4,500.00	4,500.00
01/13/2025	Services	sandblast light pole bases and repaint	1	5,000.00	5,000.00
01/13/2025	Services	barricades and traffic control	1	5,000.00	5,000.00
01/13/2025	Services	contractor quality control and testing dirt testing, agg base testing, concrete testing	1	10,000.00	10,000.00
01/13/2025	Services	right of way permit	1	50.00	50.00
01/13/2025	Services	Tops Fees 2.75%	1	29,390.55	29,390.55

Note: We have updated our address see above

TOTAL

\$1,098,137.80

We appreciate your business. Please find your invoice details here. Feel free to contact us if you have any questions. Have a great day!

BID PROPOSAL

(Must be included in Bid)

DATE: 2/13/25 PROJECT: North Main Parking Lot Project 2025

TO: Pioneer Technology Center
2101 North Ash
Ponca City, Oklahoma

The undersigned bidder, in compliance with your invitation for bids on the work of the above mentioned project, certifies that he has carefully examined the drawings, specifications and other related documents, together known as the Contract Documents, and has fully investigated the location, character, extent and conditions surrounding the work, and does hereby propose to furnish all of the labor, materials, equipment, etc., and agrees to construct and fully complete in a thorough workmanlike and satisfactory manner in accordance with said documents for the price hereinafter stated. The price stated below includes all expenses (including any and all applicable taxes, permits, royalties, utilities, services, etc.) to be incurred in the performance of the work required under the Contract Documents of which this Proposal is a part.

I acknowledge receipt of the following addendum (if any) None

BASE BID -Furnish all labor, materials, and equipment to \$ 1,098,137.80

Contractor will be available to begin work on or after May, 2025 and will need 70 calendar days to complete. **Project must Be completed by August 1, 2015.**

If this Proposal is accepted, upon notice thereof, the undersigned Contractor will execute a formal Agreement (Construction Contract) within ten (10) days.

Bidder: Stuever Dirtworks, LLC

BY: Guan Stuever

Authorized Signature

TITLE: Owner

ADDRESS: 3420 N Pecan Rd
Ponca City, OK 74604

GLB/dVO401.69

BIDDER'S QUALIFICATIONS

(To be submitted with contract)

Bidders Name Stuever Dirtworks LLC
Phone Number 580/362-0649
Number of Years Experienced as an installer: 5

The following five (5) projects have been completed in the past five (5) years of similar scope and size to the proposed project:

1. Owner City of Ponca City
Location Prospect RR tracks, PC
Date: 2024
2. Owner City of Ponca City
Location Elm Street reconstruction, PC
Date 2024
3. Owner City of Ponca City
Location: Prospect & Union reconstruction, PC
Date: 2023
4. Owner: Pioneer Tech
Location: 2024, South Parking Lot
Date: 2024 reconstruction
5. Owner: Ponca City Schools
Location: Tennis Courts Addition
Date: 2024

STATEMENT OF NONCOLLUSION OF BIDS
(Must be included)

STATE OF OKLAHOMA)

COUNTY OF KAY)

SS:

Evan Stuever

of lawful age, being first duly sworn, on oath says:

1. (s)he is the duly authorized agent of Stuever DITWORKS, LLC the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and school officials or employees, as well as facts pertaining to the giving or offering of things of value to district personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. any collusion with any school official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any school official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Evan Stuever

Subscribed and sworn to before me this

19th of March day of 2025

[Signature]

Notary Public

My Commission Expires:

6/5/26

#06005495



BUSINESS RELATIONSHIPS AFFIDAVIT
(Must be included)

STATE OF OKLAHOMA)

COUNTY OF KAY)

) SS:

Evan Stuever

of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows: .

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships hereinabove mentioned exist, affiant should so state.)

Evan Stuever
Signature of Company official

Subscribed and sworn to before me this 19th day of March, 2025
by Evan Stuever

[Signature] Notary Public

My Commission Expires: 6/5/26 # 06005495



NON-KICKBACK AFFIDAVIT

IMPORTANT

THIS FORM MUST BE PROPERLY COMPLETED AND RETURNED TO THE ACCOUNTS PAYABLE OFFICE BEFORE PAYMENT CAN BE MADE.
PLEASE READ INSTRUCTIONS BELOW AND CAREFULLY

A "Non Kickback Statement" is required by Oklahoma State Law for each invoice of \$25,000 or more. To comply with Title 62 O.S. 310.9 and 74 O.S. 3109 of Oklahoma State Law, you must execute the following affidavit and return to our office before your invoice or invoices can be paid.

MAIL TO: Pioneer Technology Center

ATTN: Accounts Payable

2101 N. Ash

Ponca City, OK 74601

Fax: 580.762.3107

erinm@pioneertech.edu

AFFIDAVIT OF CLAIMANT

STATE OF Oklahoma
COUNTY OF Kay) ss

The undersigned person, of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct and that (s)he is authorized to submit the invoice pursuant to a contract or purchase order. Affiant further states that the (work, services, or materials) as shown by this invoice have been (completed or supplied) in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that (s)he had made no payment directly or indirectly to any elected official, officer, or employee of the state, county, municipality, or school district, of money or any other things of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is required.

Company Name: Stuever Dirtworks, LLC
Company Address: 3420 N Pecan Rd Ponca City, OK 74604
Company Signature: Evan Stuever
Print Name and Title: Evan Stuever, Owner
Subscribed and sworn to me before this 19th day of March, 2025.

My Commission Expires: 6/5/26
06805495



A STOCK COMPANY
15200 W. Small Road, New Berlin, WI 53151

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

NCCI No. 24244
NAIC Code 291570572
POLICY NO. AF WCP 100116883

INFORMATION PAGE

Submission - New Business

State Unemployment I.D. or other Identifying Number as Required:

FEIN: 833419537

Client ID: A010232130

1. Insured: STUEVER DIRTWORKS, LLC
Mailing 2600 FIELDSTONE TRAIL
Address PONCA CITY, OK 74604

Producer: INSERVICES LLC, DBA DILLINGHAM INSURANCE
Mailing PO BOX 1669
Address ENID, OK 73702
580-233-2000

Agency Code:AF47962

Individual Partnership Corporation or Limited Liability Company (LLC)

Other workplaces not shown above: See Additional Locations Endorsement WC 99 06 05
Additional Named Insured: See Additional Named Insured Endorsement WC 99 06 04

2. Policy Period: The policy is from 08/01/2024 to 08/01/2025 12:01 A.M. Standard Time, at the Insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation law of the states listed here: OK

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.
The limits of our liability under Part Two are:

Bodily Injury by Accident \$ 1,000,000 each accident
Bodily Injury by Disease \$ 1,000,000 policy limit
Bodily Injury by Disease \$ 1,000,000 each employee

C. Other states Insurance: Part Three of the policy applies to the states, if any, listed here: All states and U.S. territories except: HI, monopolistic states, Puerto Rico, the U.S. Virgin Islands, and states designated in Item 3A of the Information Page

D. This policy includes these endorsements and schedules: See Endorsement Schedule WC 99 06 09 A

4. The premium for this policy will be determined by our Manuals of Rules, Classification, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classification	Code No.	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
SEE WC 99 06 01 EXTENSION OF INFORMATION PAGE				
Experience Modification Premium Discount Expense Constant	SEE WC 99 06 01 EXTENSION OF INFORMATION PAGE			
MINIMUM PREMIUM \$		TOTAL ESTIMATED ANNUAL PREMIUM \$		
750		18,847		

IF INDICATED BELOW, INTERIM ADJUSTMENTS OF PREMIUM SHALL BE MADE:

Semi-Annually Quarterly Monthly

ISSUING OFFICE: United Wisconsin Insurance Company
DATE PRINTED: 07/24/2024

Countersigned by: _____



RLI Surety
A division of RLI Insurance Company

1603 E. 19th Street | Suite 170 | Edmond, OK 73013
Monte Forsyth: 405-844-6034
John Henderson: 405-844-6384
www.rlicorp.com

January 31, 2025

**RE: Stuever Dirtworks, LLC
Contractor's Qualification Letter**

Dear Sir or Madam;

Stuever Dirtworks, LLC is a valued client of RLI Surety. We have written bonds on their behalf since 2023. Having recently completed our annual review of the account, they remain in good standing.

Naturally, the decision of whether or not to enter into a contract is a matter between the contractor and Surety based on a review of the contract's terms and conditions. That being said, under advantageous circumstances of all parties involved, we would feel comfortable issuing bonds up to \$2,000,000 on a single project with an aggregate work program of \$3,000,000.

RLI Insurance is rated A+ (Class size XI) by A.M. Best and is shown on the U.S. Treasury List with an underwriting capacity of \$152,014,000. We are licensed to conduct business in all 50 U.S. states.

This letter is issued only as a bonding reference to our client and is not an assumption of liability or a bond. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

We have the utmost confidence in the management of **Stuever Dirtworks, LLC**. If you need any additional information or have any questions, please feel free to contact me.

Regards,
RLI Surety


John Henderson, AFSB
Director, Contract Surety

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>Stuever Dirtworks, LLC</p>
	<p>2 Business name/disregarded entity name, if different from above.</p>
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) P <i>Note:</i> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____ </p>
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/></p>
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>3420 Pecan Rd</p>
	<p>6 City, state, and ZIP code</p> <p>PONCA CITY, OK 74604</p>
	<p>7 List account number(s) here (optional)</p>
	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
or									
Employer identification number									
8	3	-	3	4	1	9	5	3	7

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Urban Stuever</i>	Date <i>2/3/25</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**LIST OF ITEMS - TO DECLARE SURPLUS
APRIL 8, 2025**

<u>Quantity</u>	<u>Description</u>	<u>Tag #</u>
20	Office Desks	000766, 000767, 000820, 001310, 001311, 001507, 002669, 002701, 003083, 678909, 680960, 681665, 682450, 685320, 991291, 991302, 991303, 991310, 991942, 991293
6	Hutches/Credenzas	000768, 000769, 001206, 006344, 991300, 991982
5	File Cabinets	000384, 001229, 001230, 683600, 683694
3	Shelves	685927, 686863, 686864
35	Pro Plus Black Standup Desk Converters	690859 - 690893
28	Computer Desk	683414, 683477, 683478, 683480, 683481, 683483, 683484, 683485, 683486, 683487, 683488, 683489, 683509, 683510, 683511, 683513, 683514, 683515, 683516, 683517, 683518, 683519, 683521, 683522, 683523, 687237, 688414, 991591
2	Clausing Lathe	670015, 680744
1	Hwacheon Lathe	680741
2	Welding Machines	000245, 687975
1	Deep Freezer	003268
1	Pedestal Grinder	No Tag
1	Band Saw Blade Welder	003165
1	Rockwell Lathe	No Tag
1	Brown N Sharp Surface Grinder	000310
1	Bridgeport Mill w/readout	680752
1	Baldor Grinder Buffer	686926
1	Donaldson Torit Exhaust System CFM Weld Fume Collector	NT-487

APPENDIX A

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
April 8, 2025 FY 2024/2025

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Brittany Acklin	Cell Phone Photography	03/03 – 03/10 (9 hrs)	270.00
Keri Bartley	ABE/HSE Instructor	04/01 – 04/30 (31.5 hrs)	787.50
Sara Bell	Gentle Yoga	03/04 – 03/15 (8 hrs)	400.00
Sara Bell	Gentle Yoga	03/16 – 04/20 (8 hrs)	400.00
Gail Boswell	Evening Custodian	03/15 – 5/12 (up to 20 hrs/wk)	17.00/hr
Carol Bottoms	ABE/HSE Instructor	04/01 – 04/30 (21 hrs)	525.00
Wendy Burg	Canning – Jelly	03/24 (5 hrs)	150.00
Hannah Cathey	Evening Custodian/Bus Driver	04/02 – 06/30 (up to 10 hrs/wk)	17.00/hr
Chad Chrisco	Cookie Decorating Asst.	03/17 (4 hrs)	60.00
Aimee Clark	ABE/HSE Instructor	04/01 – 04/30 (49 hrs)	1,225.00
Nick Compala	EMT Instructor	01/16 – 03/20 (2 hrs)	50.00
Laura Mily Fonseca-Hogue	Training on Resin Art	02/10 (2.5 hrs)	62.50
Joella Francis	Skills Check-off CNA	03/12 (4 hrs)	140.00
Larry Godley	ABE/HSE Instructor	04/01 – 04/30 (30 hrs)	900.00
Elaine Harman	ABE/HSE Instructor	04/01 – 04/30 (31.5 hrs)	819.00
Alisa Johnson	St. Patrick Cookie Decorating	03/17 (2 students)	100.00
Katheryn Johnson	CSO Skills Check-off	03/01 – 03/20 (4.5 hrs)	157.50
Julie Lawrence	ABE/HSE Instructor	04/01 – 04/30 (23 hrs)	575.00
Allyson Leonard	ABE/HSE Instructor	04/01 – 04/30 (36.5 hrs)	912.50
Sandy May	ABE/HSE Instructor	04/01 – 04/30 (31.5 hrs)	787.50
John Munger	School Bus Driver Instructor	06/08 – 06/11 (32 hrs)	960.00
Joni Murphy	ABE/HSE Instructor	04/01 – 04/30 (18.5 hrs)	462.50
Angela Neufeld	Skills Check-off CNA	03/12 (4 hrs)	140.00
Ashley O'Hara	CSO Skills Check-off	03/01 – 03/20 (3 hrs)	105.00
Shelly Olsen	Spring Cookie Decorating	03/04 (14 students)	630.00
Pam Powers	ABE/HSE Instructor	04/01 – 04/30 (93.5 hrs)	2,337.50
Charles Rector	Resin Art Cutting Board	03/05 – 03/12 (6 hrs/6-9pm)	210.00
Kristi Reed	MAT Instructor	03/11 – 03/12 (16 hrs)	480.00
Kristi Reed	CMA Cont. Ed.	03/14 (8 hrs)	240.00
Kristi Reed	CMA Instructor	03/24 – 04/04 (60 hrs)	1,800.00
Joby Sadler	Phlebotomy Instructor	03/04 – 03/15 (24 hrs)	768.00
Joby Sadler	Phlebotomy Instructor	03/16 – 04/20 (24 hrs)	768.00
Robbin Seymour	BPOC-LEDT Female Chaperone	04/14 – 04/18 (up to 29.5 hrs)	30.00/hr
Rebecca Stephens	ABE/HSE Instructor	04/01 – 04/30 (84 hrs)	2,100.00
Mary Ann Sudbury	ABE/HSE Instructor	04/01 – 04/30 (17.5 hrs)	437.50
Crystal Warren	Lymph Self Massage	03/25 (2 hrs)	100.00

APRIL BOARD MEETING CONTRACT RENEWALS

Support Staff FY26

POSITION/TITLE	EMPLOYEE NAME
Administrative Assistant, ABE/HSE- FT Programs	Brisa Linnebur
Administrative Assistant, Student Services	Karen Ware
Finance Specialist, Payroll	Erin Mercer
Assistant Manager, Plant/Facilities	Jason Kubik
BIS Administrative Assistant/Registrar	Gail Boswell
Bursar/Activity Fund Clerk	Carol Cales
Career Center Specialist	Lacey Smith
Career Center Specialist	Pam Keeler
Children's Lab & Preschool Teacher	Kaitlynn Clark
Children's Lab & Preschool Teacher	Heather Golay
Children's Lab & Preschool Teacher	Laynee Johnstone
Children's Lab & Preschool Teacher	Tianna Tattershall
Cook, Culinary Services	Nolan Overman
Cook, Culinary Services	Dwayne Bass
Custodian/Bus Driver	Connie Steele
Custodian/Inventory Clerk	Debbie Johnstone
Evening Custodian	Michael Assidio
Evening Custodian	Lori Copeland
Evening Custodian	Darlene Anderson
Evening Custodian/Bus Driver	John Maupin
Financial Aid Officer	Lisa Jackson
Fleet Maintenance/Bus Driver	Random Massey
Graphic Design/Marketing Specialist	Angela Ogden
Human Resources Manager/Administrative Assistant	Kellie Johnson
Kitchen/Teaching Asst, Children's Lab & Preschool/Teacher Prep	Cheyenne Herring
Maintenance Technician/Bus Driver	Jeff Robbins
Maintenance/Bus Driver	Keith Burge
Grounds Maintenance/Bus Driver	Clay Massey
Network Administrator	Kevin Bell
Network Administrator	Scott Overman
Payroll Clerk/Administrative Assistant, Finance	Amanda Perez-Vargas
Receptionist	Chelsea Todd
Finance Specialist, Accounts Payable & Activity Fund	Katy Mayer
Registrar, AT&D	Marcie Close
Registrar-Full-Time Programs	Holly Farmer
Safety Registrar	Shelly Houston
Secretary (Evening), AT&D	Dolor Assidio
Teaching Assistant, Cosmetology	Kari Officer
Teaching Assistant, Health Programs	Kindal Eller
Teaching Assistant, Practical Nursing	LaRhonda Rudd
Teaching Assistant, SHARE	Celeste Hardiman
Work Ready Oklahoma -Employment & Job Specialist	Katie Holman
Work Ready Oklahoma- Employment & Job Specialist	Fae Rabb
Work Ready Oklahoma- Administrative & Program Support	Hannah Patrick

Teaching Assistant, T&I	Melinda Phillips
Teaching Assistant, T&I	Phylisha Kimbrel
Teaching Assistant, T&I	Tyler Evans
Teaching Assistant, Teacher Prep/BITE	Heather Underwood
Testing Specialist	Laura Fields

Appendix C