

Pioneer Technology Center Board of Education  
Regular Meeting  
Tuesday, June 10, 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. Reports and Presentations
5. Oath of Office for Incumbent Board Member Gay Norris, Zone 3 of the Board of Education
6. Discussion and vote to approve or not approve the Minutes of the May 13, 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 #51783-51926 in the amount of \$96,686.48; Building Fund #50082-50088 in the amount of \$43,376.45; Payroll #70193-70194 in the amount of \$12,381.25)
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 purchases over \$10,000 as listed on Appendix A.
10. Discussion and vote to approve or not approve items as surplus as listed on Appendix B.
11. Discussion and vote to approve or not approve revisions to the 2025-2026(FY26) Pioneer Technology Center school calendar
12. Discussion and vote to approve or not approve the 2025-26 Basic Peace Officer Certification handbook.

13. Discussion and vote to approve or not approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold. This is an agreement for legal services, including, but not limited to, legal advice, consultation and representation for FY26.
14. Discussion and vote to approve or not approve a Resolution requesting FY26 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY26.
15. Discussion and vote to approve or not approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2025. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local).
16. Discussion and vote to approve and not approve the Activity Fund Subaccounts for FY26 as listed on Appendix C.
17. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY26, as listed on Appendix D.
18. Discussion and vote to approve or not approve designating Traci Thorpe, Superintendent/CEO, as the qualified individual responsible for overseeing PTC's Information Security Program and providing an annual report to the board
19. Discussion and vote to approve or not approve the appointment of Stacey Rush as School Treasurer and Purchasing Agent; Erin Mercer as Deputy Treasurer; Katy Mayer as Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY26.
20. Discussion and vote to approve or not approve Kellie Johnson as Board minutes clerk and Aimee Snyder as Deputy Board minutes clerk for FY26.
21. Proposed Executive Session to discuss the FY26 salary schedules and staffing plan per Okla. Stat. Title 25, 307(B)(1).
22. Vote to convene in Executive Session
23. Acknowledge return of the Board to Open Session
24. Board President statement of Executive Session minutes
25. Motion and vote to approve FY26 salary schedules and staffing plan.
26. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix E.

27. Discussion and vote to approve or not approve the hiring of the Work Ready Ponca City (WRO) Administrative & Program Support
28. Discussion and vote to approve or not approve the hiring of the Student Services Coordinator
29. Discussion and vote to approve or not approve the hiring of a Teacher Prep Instructor
30. New Business
31. Board Comment
32. President Leaming adjourned the meeting at 7:36 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, May 13, 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, Molly Kyler, Terri Busch, Aimee Snyder and Kellie Johnson. Kari Widener- Blackwell Gateway, Wendy Terrazas, Paytan Hodgson & Todd Overstreet- Newkirk Technology Education, Joey Reinart & Mike Higgins- Tonkawa STEAM program.

3. Flag salute and moment of silence

4. Reports and Presentations

- Blackwell Gateway to Technology - Kari Widener, Instructor- stated they have added Digital Electronics Classes and tied them into Mechatronics.
- Woodland STEM Program - Lauren Graham, Instructor- Kahle passed out the information sheet from woodland.
- Newkirk Technology Education Program - Paytan Hodgson, Instructor and Wendy Terrazas, Middle School Principal- Paytan stated that they have upgraded the room and equipment and are going to focus on Digital Technology.
- Tonkawa Proposed STEM Program - Joey Reinart, High School Principal – Stated that they are going to focus on Robotics for next school year.

5. Discussion and vote to approve or not approve the Minutes of the April 8, 2025, regular Board of Education meeting

Motion to approve the Minutes of the April 8, 2025, regular Board of Education meeting 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

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #51524-51782 in the amount of \$243,839.32; Building Fund #50076-50081 in the amount of \$1,125,344.78; Payroll #70187-70192 in the amount of \$22,209.41)

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 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

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

Traci Thorpe, Superintendent/CEO

Kahle Goff and numerous PTC programs represented PTC during Blackwell's Annual Career Fair. Schools from the region were invited to connect with business and education providers to learn about opportunities in the region. PTC's Post-Secondary E-Sports competitors were the state winners against the Central Tech team in the Marvel Rivals state championship. Rodrigo Navarro, Devin Tabares and Tyler Busby defeated both Central Tech teams for the win. PTC's summer activities for younger students are open for registration. Summer Camp for incoming 6-7th graders will be held June 3, 4 and 5. Summer Academies, for students entering 8-10th grades will be held throughout the summer and feature a variety of program areas. We met with the Law Enforcement, Fires Service and EMS sector for the B&I Breakfast in April. We had a great group with 26 participants. PTC's Fire Services instructor, Gary Vap, Tom Burg, Criminal Justice Instructor, and Tucker Hodgson shared with the group about their programs and the pathways and skills students are able to obtain. The group discussed employment openings and additional training needed for their industry as well as the upcoming Emergency Vehicle Train the Trainer on May 31-June 1 here at PTC. Jenn Miller, PTC's Leadership Development Coordinator, has been working with Continental Carbon on a customized offering of the Manager's Toolbelt program for their managers and supervisors. A standard Manager's Toolbelt cohort is also underway at this time. Jenn is joined by a variety of guest presenters from PTC and the community to share leadership skills and strategies with the MTB participants. PTC BIS will host their annual BBQ with BIS on May 16th from 11 am to 1 pm in the BIS Building. This event is a thank you to our community business clients and partners.

For the welding remodel, the ceiling foam has been repaired on the shop floor ceiling and ceilings throughout the project have been painted. Outside concrete repair has been completed, and a concrete subcontractor is in the process of cleaning the areas around the existing lot. The Bottle Storage I-Beam wrap build-out has been completed. Roofing on the Tool Room and Bottle Storage will be completed when the weather allows. The first coat painting in the shop area started on the walls. MEP rough in on schedule to complete this week. Interior finishes should start shortly after MEP rough in is completed. Mechanical equipment for welding exhaust (Dust collector, fume arms, etc.) has a delivery delay but, currently, we're hoping it does not impact the schedule more than we have been projecting. We have concrete floor polishing scheduled to start at the end of this month. Lockers were installed towards the middle of June.

Exterior painting has been scheduled for the ADPC building and will begin as the weather allows. The

Molly Kyler, Executive Director, Business & Industry Services

8. Discussion and vote to approve or not approve revisions to the 2025-2026(FY26) Pioneer Technology Center school calendar

Motion to approve revisions to the 2025-2026(FY26) Pioneer Technology Center school calendar passed with a motion by Mr. Laurence Beliel 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

9. Discussion and vote to approve or not approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2025-26. This resolution authorizes filing of the Form 471 application(s) for funding year 2025-26 and the payment of the applicant's share upon approval of funding and receipt of services

Motion to approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2025-26. This resolution authorizes filing of the Form 471 application(s) for funding year 2025-26 and the payment of the applicant's share upon approval of funding and receipt of services 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

10. Discussion and vote to approve or not approve FY26 resource allocations to support Blackwell Gateway Partnership Program

Motion to approve FY26 resource allocations to support Blackwell Gateway Partnership Program passed with a motion by Ms. Debbie Leaming 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

11. Discussion and vote to approve or not approve FY26 resource allocations to support Newkirk Technology Education Partnership Program

Motion to approve FY26 resource allocations to support Newkirk Technology Education Partnership Program passed with a motion by Ms. Debbie Leaming 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

12. Discussion and vote to approve or not approve FY26 resource allocations to support Woodland STEM Partnership Program

Motion to approve FY26 resource allocations to support Woodland STEM Partnership Program passed with a motion by Ms. Debbie Leaming 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 FY26 resource allocations to support Tonkawa STEM Partnership Program

Motion to approve FY26 resource allocations to support Tonkawa STEM Partnership Program passed with a motion by Ms. Debbie Leaming 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

14. Discussion and vote to approve or not approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY26 (\$5,526.00 same as FY25).

Motion to approve a contract with the Gooden Group, Inc. to serve as the consultant for a joint marketing and public relations initiative involving multiple technology center districts for FY26

(\$5,526.00 same as FY25). passed with a motion by Mr. J.D. Soulek 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

15. Discussion and vote to approve or not approve a contract with Statewide Marketing Cooperative Agreement for FY26 (\$13,750 - same as FY25).

Motion to approve a contract with Statewide Marketing Cooperative Agreement for FY26 (\$13,750) passed with a motion by Mr. J.D. Soulek 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

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

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

17. Discussion, review and vote to approve or not approve Oklahoma Association of Career & Technical Education (OKACTE)/Association for Career & Technical Education (ACTE) positional memberships for the 2025-2026 School Year.

Motion to approve Oklahoma Association of Career & Technical Education (OKACTE)/Association for Career & Technical Education (ACTE) positional memberships for the 2025-2026 School Year. passed with a motion by Ms. Rachel Shuey 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

18. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B passed with a motion by Mr. J.D. Soulek and a second by 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. Discussion and vote to approve or not approve contract renewals for employees listed on Appendix C (Instructors & Facilitators)

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

20. New Business- None

21. Board Comment

22. President Debbie Leaming adjourned the meeting at 7:15 pm

Respectfully submitted,

*Kellie Johnson*

Kellie Johnson  
Board Minutes Clerk

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President, Board of Education

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Clerk, Board of Education

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Date of Approval

Motion:

Second:

Vote:



**PIONEER TECHNOLOGY CENTER**  
From PO: 51783 to PO: 51926

*General*

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

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
51783	VILLAGE SCREEN PRINT	MARKETING/ADVERTISING	1,264.48	05/09/2025
51784	AMAZON CAPITAL SERVICES	SUMMER CAMP - SUPPLIES	1,201.68	05/09/2025
51785	CAROLINA BIOLOGICAL SUPPLY CO	SUMMER CAMP - SUPPLIES	70.49	05/09/2025
51786	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	285.46	05/09/2025
51787	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	70.56	05/09/2025
51788	HOBBY LOBBY	SUMMER CAMP - SUPPLIES	34.45	05/09/2025
51789	WAL-MART COMMUNITY CARD	SUMMER CAMP - SUPPLIES	1,000.00	05/09/2025
51790	LOWE'S HOME CENTER INC	SUMMER CAMP - SUPPLIES	44.62	05/09/2025
51791	CIMC-CCS	CRIMINAL JUSTICE BOOKS	2,534.40	05/09/2025
51792	OSU FIRE SERVICE TRAINING	PN SUPPLIES	189.00	05/12/2025
51793	FIRST NATIONAL BANK OF OMAHA	INSTRUCTIONAL DIRECTOR- TRAVEL LODGING	230.00	05/12/2025
51794	BOOTLEG HILL FIREARMS LLC	BPOC SUPPLIES	1,058.00	05/12/2025
51795	AMAZON CAPITAL SERVICES	BPOC SUPPLIES	412.10	05/12/2025
51796	VILLAGE SCREEN PRINT	SUMMER CAMP - RESALE SUPPLIES	1,059.76	05/12/2025
51797	FIRST NATIONAL BANK OF OMAHA	SHARE - INSTRUCTIONAL TRAVEL LODGING	230.00	05/13/2025
51798	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	35.00	05/13/2025
51799	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	35.00	05/13/2025
51800	CLUTCH SOLUTIONS, LLC	TANF - DURABLE SUPPLY/AV/SOFTWARE	4,719.00	05/13/2025
51801	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	35.00	05/13/2025
51802	PONCA CITY DISCOUNT FOODS	MARKETING/ADVERTISING	61.56	05/13/2025
51803	FIRST NATIONAL BANK OF OMAHA	BIS ADMIN - TRAVEL EXPENSES	750.00	05/13/2025
51804	FIRST NATIONAL BANK OF OMAHA	ACADEMIC LAB - TRAVEL LODGING	230.00	05/13/2025
51805	STAPLES ADVANTAGE	MARKETING/SUPPLIES	246.18	05/13/2025
51806	AMAZON CAPITAL SERVICES	GROUPS MAINT - REPAIRS	71.92	05/14/2025
51807	FIRST NATIONAL BANK OF OMAHA	COMPUTER SERVICES - SUBSCRIPTIONS	16.17	05/14/2025
51808	FIRST NATIONAL BANK OF OMAHA	GROUPS MAINT REPAIRS	2,873.57	05/14/2025
51809	CLUTCH SOLUTIONS, LLC	TANF - DURABLE SUPPLIES/EQUIP UNDER \$5000	10,800.00	05/14/2025



**PIONEER TECHNOLOGY CENTER**

From PO: 51783 to PO: 51926

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
51810	JUNIOR'S LOCK & ALARM	FINANCE - REPAIRS	500.00	05/14/2025
51811	CENGAGE LEARNING	HCC BOOKS	4,097.50	05/14/2025
51812	ELSEVIER	RESALE BOOKS HCC	675.87	05/14/2025
51813	ELSEVIER	HCC BOOKS	1,499.90	05/14/2025
51814	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	249.59	05/15/2025
51815	AMAZON CAPITAL SERVICES	BLDG MAINT - REPAIRS	69.98	05/15/2025
51816	GRAINGER	BUILDING MAINT SUPPLIES	29.16	05/15/2025
51817	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	1,767.49	05/15/2025
51818	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	1,461.87	05/16/2025
51819	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	230.00	05/16/2025
51820	PROMPTER PEOPLE	COMPUTER SERVICES - SUPPLIES	250.00	05/16/2025
51821	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	35.00	05/16/2025
51822	WAL-MART COMMUNITY CARD	WRO- PARTICIPANT ASSISTANCE	75.00	05/19/2025
51823	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	159.77	05/19/2025
51824	FIRST NATIONAL BANK OF OMAHA	WRO- PARTICIPANT ASSISTANCE	25.00	05/19/2025
51826	FIRST NATIONAL BANK OF OMAHA	INFO TECH STAFF TRAVEL LODGING	378.00	05/19/2025
51827	AMAZON CAPITAL SERVICES	LEADERSHIP DEVELOPMENT - SUPPLIES	99.98	05/19/2025
51828	AMAZON CAPITAL SERVICES	STUDENT SERVICES/COUNSELING - SUPPLIES	407.63	05/19/2025
51829	CENTRAL TECHNOLOGY CENTER	WRO- PARTICIPANT TUITION	4,300.00	05/19/2025
51830	360 OUTDOOR TURF	GROUPS MAINT - REPAIRS	55.00	05/19/2025
51831	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	290.02	05/20/2025
51832	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	557.26	05/20/2025
51833	PIONEER TECHNOLOGY CENTER	WRO-SHORT TERM CERTIFICATION/TUITION	170.00	05/20/2025
51834	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	20.00	05/20/2025
51835	LOWE'S HOME CENTER INC	BLDG MAINT - REPAIRS	68.34	05/20/2025
51836	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	79.67	05/20/2025
51837	FIRST NATIONAL BANK OF OMAHA	SUPT - TRAVEL LODGING	230.00	05/20/2025
51838	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	36.88	05/20/2025



<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
51839	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	177.70	05/21/2025
51840	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	264.00	05/21/2025
51841	FIRST NATIONAL BANK OF OMAHA	TANF -STUDENT ASSIST OTHER	785.00	05/21/2025
51842	FIRST NATIONAL BANK OF OMAHA	TANF- STUDENT ASSIST OTHER	330.75	05/21/2025
51843	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	194.69	05/21/2025
51844	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	195.74	05/21/2025
51845	JUNIOR'S LOCK & ALARM	BUILDING MAINT REPAIRS	20.00	05/21/2025
51846	FIRST NATIONAL BANK OF OMAHA	GROUNDS REPAIRS	215.00	05/22/2025
51847	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	189.00	05/22/2025
51848	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	189.00	05/22/2025
51849	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	189.00	05/22/2025
51850	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	199.80	05/22/2025
51851	AMAZON CAPITAL SERVICES	TANF- STUDENT ASSIST OTHER	91.49	05/22/2025
51852	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	335.22	05/22/2025
51853	AUTOZONE INC	TANF -STUDENT ASSIST OTHER	348.08	05/22/2025
51854	AMAZON CAPITAL SERVICES	AT&D - RESALE BOOKS	179.90	05/22/2025
51855	DATA RECOGNITION CORP	EMPOWER--BOOKS AND CURRICULUM	2,260.57	05/27/2025
51856	OSSBA	FINANCE- STAFF TRAVEL REGISTRATION	60.00	05/27/2025
51857	WAL-MART COMMUNITY CARD	COMPUTER SERVICES - SUPPLIES	133.83	05/27/2025
51858	FASTENAL COMPANY	AUTO SERVICE TECH - SUPPLIES	16.70	05/27/2025
51859	OSSBA	BOARD TRAVEL- REGISTRATION	2,550.00	05/28/2025
51860	STAPLES ADVANTAGE	PN SUPPLIES	100.00	05/28/2025
51861	AMAZON CAPITAL SERVICES	PN SUPPLIES	75.00	05/28/2025
51862	OSSBA	FINANCE- STAFF TRAVEL REGISTRATION	60.00	05/28/2025
51863	OSSBA	SUPT- TRAVEL REGISTRATION	1,350.00	05/28/2025
51864	MEDICAL EQUIPMENT AFFILIATES	PN SUPPLIES	753.85	05/28/2025
51865	POCKET NURSE	PN SUPPLIES	379.64	05/28/2025
51866	S&K DIRECT STEEL	AT&D - RESALE SUPPLIES	838.46	05/29/2025



**PIONEER TECHNOLOGY CENTER**

From PO: 51783 to PO: 51926

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
51867	PIONEER TECHNOLOGY CENTER	WRO- PARTICIPANT CERTIFICATION/TUITION	665.00	05/29/2025
51868	AUTOZONE INC	TANF - STUDENT ASSIST OTHER	55.00	05/29/2025
51869	FIRST NATIONAL BANK OF OMAHA	WRO- PARTICIPANT ASSISTANCE	25.00	05/29/2025
51870	STAPLES ADVANTAGE	FINANCE - SUPPLIES	676.52	05/29/2025
51871	J & P SUPPLY, INC.	BUILDING MAINT SUPPLIES	884.00	05/29/2025
51872	A+ PRINTING	WRO- STAFF SUPPLIES	110.00	05/29/2025
51873	LEVEL 7 CONCEPTS	WRO- STAFF SUPPLIES	22.00	05/29/2025
51874	AMAZON CAPITAL SERVICES	WRO- OFFICE & PARTICIPANTS SUPPLIES	282.00	05/29/2025
51875	WAL-MART COMMUNITY CARD	TANF -STUDENT ASSIST OTHER	276.74	05/29/2025
51876	OSSBA	FINANCE- STAFF TRAVEL REGISTRATION	60.00	05/29/2025
51877	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES -- SUPPLIES	2,937.00	05/29/2025
51878	FIRST NATIONAL BANK OF OMAHA	TANF- STUDENT ASSIST OTHER	500.00	05/30/2025
51879	A+ PRINTING	MARKETING/ADVERTISING	332.95	05/30/2025
51880	AMAZON CAPITAL SERVICES	AT&D OFFICE SUPPLIES	1,314.33	06/02/2025
51881	4 IMPRINT INC	MARKETING/ADVERTISING	3,780.21	06/02/2025
51882	A+ PRINTING	AT&D OFFICE SUPPLIES	188.06	06/02/2025
51883	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	239.85	06/02/2025
51884	STAPLES ADVANTAGE	BID ASST - SUPPLIES	663.36	06/03/2025
51885	WAL-MART COMMUNITY CARD	AT&D - RESALE SUPPLIES	550.00	06/03/2025
51886	LOWE'S HOME CENTER INC	AT&D - RESALE SUPPLIES	700.00	06/03/2025
51887	FIRST NATIONAL BANK OF OMAHA	TCTW/SREB NON-INSTRUCTIONAL - TRAVEL AIRFARE	2,142.00	06/03/2025
51888	FIRST NATIONAL BANK OF OMAHA	TANF- STUDENT ASSIST OTHER	20.00	06/03/2025
51889	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	35.00	06/03/2025
51890	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	311.00	06/03/2025
51891	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	120.00	06/03/2025
51892	OSU FIRE SERVICE TRAINING	AT&D - RESALE BOOKS	147.00	06/03/2025
51893	AMAZON CAPITAL SERVICES	IT&D - RESALE SUPPLIES	186.36	06/03/2025
51894	WAL-MART COMMUNITY CARD	IT&D - RESALE SUPPLIES	100.00	06/03/2025



**PIONEER TECHNOLOGY CENTER**

From PO: 51783 to PO: 51926

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
51895	AMAZON CAPITAL SERVICES	INSTRUCTIONAL DIRECTOR SUPPLIES	160.00	06/03/2025
51896	NEW EMERGENCY RESOURCE AGENCY	WRO- GENERAL ADVERTIZING	100.00	06/03/2025
51897	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	15.62	06/03/2025
51898	REAL COLORS	LEADERSHIP DEVELOPMENT - RESALE BOOKS	594.70	06/04/2025
51899	THE TABLE GROUP	LEADERSHIP DEVELOPMENT -RESALE SUPPLIES	500.00	06/04/2025
51900	AMAZON CAPITAL SERVICES	AT&D COORDINATOR- SUPPLIES	721.29	06/04/2025
51901	AMERICAN TELEPHONE	COMPUTER SERVICES - SUPPLIES	4,300.00	06/04/2025
51902	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	800.00	06/04/2025
51903	AUDIOMETRICS, INC	SAFETY-REPAIR	4,050.00	06/04/2025
51904	CASCO INDUSTRIES INC.	FIREFIGHTER - SUPPLIES	360.00	06/04/2025
51905	AMAZON CAPITAL SERVICES	CHILD LAB & PRESCHOOL - SUPPLIES	414.67	06/04/2025
51906	AMC URGENT CARE PLUS	TANF- STUDENT ASSISTANT OTHER	30.00	06/04/2025
51907	AMC URGENT CARE PLUS	TANF- STUDENT ASSIST OTHER	30.00	06/04/2025
51908	AMC URGENT CARE PLUS	TANF- STUDENT ASSIST OTHER	30.00	06/04/2025
51909	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	20.00	06/04/2025
51910	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	20.00	06/04/2025
51911	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	20.00	06/04/2025
51912	O'REILLY AUTOMOTIVE INC	FIREFIGHTER - SUPPLIES	500.00	06/04/2025
51913	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	650.00	06/05/2025
51914	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	475.00	06/05/2025
51915	AMC URGENT CARE PLUS	TANF-STUDENT ASSIST OTHER	85.00	06/05/2025
51916	S&K DIRECT STEEL	AT&D - RESALE SUPPLIES	379.88	06/05/2025
51917	AMAZON CAPITAL SERVICES	AT&D COORDINATOR - SUPPLIES	585.74	06/05/2025
51918	AMAZON CAPITAL SERVICES	FINANCIAL AID - SUPPLIES	90.00	06/05/2025
51919	HOFFMAN AUTOMOTIVE	AUTO SERVICE - REPAIRS	1,200.00	06/05/2025
51920	CIMC-CCS	AT&D RESALE BOOKS	281.60	06/05/2025
51921	PIONEER TECH FOOD SERVICE	WRO- PARTICIPANT EVENT/RESUME WRITERS	45.00	06/05/2025
51922	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	300.00	06/05/2025
51923	AMAZON CAPITAL SERVICES	AT&D RESALE SUPPLIES	128.98	06/05/2025



**PIONEER TECHNOLOGY CENTER**

From PO: 51783 to PO: 51926

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
51924	AUTOZONE INC	TANF-STUDENT ASSIST OTHER	60.94	06/05/2025
51925	AMAZON CAPITAL SERVICES	AEFL--BOOKS/CURRICULUM	1,120.60	06/05/2025
51926	AMAZON CAPITAL SERVICES	EMPOWER--BOOKS AND CURRICULUM	1,434.35	06/05/2025
<b>(11) GEN FUND-FOR OPERAT Current Encumbered:</b>			<b>96,686.48</b>	

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PIONEER TECHNOLOGY CENTER

From 09 May 2025 to 05 Jun 2025

X CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
50005	AT&T MOBILITY	BLANKET PO	-200.00	7/1/2024
50006	AUTOZONE INC	BLANKET PO	-11.65	7/1/2024
50007	BEN E. KEITH FOODS- OKLAHOMA	BLANKET PO	-350.00	7/1/2024
50008	BLACKWELL JOURNAL- TRIBUNE	BLANKET PO	-136.35	7/1/2024
50010	BRIDGEWAY INC.	BLANKET PO	-100.00	7/1/2024
50011	BUMPER TO BUMPER AUTO PARTS	BLANKET PO	-2.94	7/1/2024
50016	COCA-COLA SOUTHWEST BEVERAGES LLC	BLANKET PO	350.00	7/1/2024
50018	CROSS OIL CO.	BLANKET PO	-9,300.00	7/1/2024
50021	FARHA WHOLESALE COMPANY INC	BLANKET PO	-850.00	7/1/2024
50025	HEALTH AND SAFETY COUNCIL	BLANKET PO	-5,000.00	7/1/2024
50026	HUDSON AUTO SUPPLY, LLC	BLANKET PO	-0.87	7/1/2024
50032	NEXTIVA INC	BLANKET PO	-101.17	7/1/2024
50033	O'REILLY AUTOMOTIVE INC	BLANKET PO	-46.08	7/1/2024
50035	ODCTE	BLANKET PO	950.00	7/1/2024
50041	OSU FIRE SERVICE TRAINING	BLANKET PO	250.00	7/1/2024
50043	PONCA CITY NEWS	BLANKET PO	-20.09	7/1/2024
50045	RK BLACK INC - LOCKBOX	BLANKET PO	200.00	7/1/2024
50055	TANF STUDENT ASSISTANCE	BLANKET PO	-2,000.00	7/1/2024
50056	PTC STAFF REIMBURSEMENTS	BLANKET PO	1,580.00	7/1/2024
50057	TONKAWA NEWS	BLANKET PO	-120.85	7/1/2024
50058	FUELMAN FLEET PROGRAM	BLANKET PO	1,000.00	7/1/2024
50062	WAL-MART COMMUNITY CARD	BLANKET PO	205.00	7/1/2024
50063	WILLY'S WASH	BLANKET PO	350.00	7/1/2024
50065	PONCA CITY DEVELOPMENT AUTHORITY	WRO BLANKET PO	-172.36	7/1/2024

50070	ZULTYS, INC	WRO BLANKET PO	-90.76	7/1/2024
50080	BLACKWELL PUBLIC SCHOOLS	PROFESSIONAL SERVICES GATEWAY PROGRAM	-2,000.00	7/1/2024
50085	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES SUBSCRIPTION/LICENSE/ SOFTWARE	-1,892.00	7/1/2024
50088	CRYSTAL CLEAN	AST/PRECISION MACHINING WASTE REMOVAL	-258.60	7/1/2024
50101	FIRST NATIONAL BANK OF OMAHA	MARKETING SUBSCRIPTIONS	-36.00	7/1/2024
50103	FLORIDA VIRTUAL SCHOOL	SHARE CURRICULUM	200.00	7/1/2024
50134	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	ABE OTHER PURCHASE SERVICES	-4.54	7/1/2024
50173	WOODLAND PUBLIC SCHOOLS	PROFESSIONAL SERVICES GATEWAY PROGRAM	-2,000.00	7/1/2024
50179	FIRETROL PROTECTION SYSTEMS INC	ANNUAL MAINTENANCE AGREEMENT	500.00	7/1/2024
50273	NEWKIRK PUBLIC SCHOOLS	GATEWAY PROGRAM	-2,000.00	7/17/2024
50357	LOWE'S HOME CENTER INC	BLANKET CONSTRUCTION TECH - SUPPLIES	-18.09	8/7/2024
50369	FIRST NATIONAL BANK OF OMAHA	WRO ADVERTISING	500.00	8/7/2024
50822	FIRETROL PROTECTION SYSTEMS INC	BLDG MAINT - REPAIRS	-45.08	10/23/2024
50931	MY MEDIA MATTERS	WRO- GENERAL ADVERTISEMENT	-18.00	11/20/2024
51002	FIRST NATIONAL BANK OF OMAHA	BIS ADMIN - SUPPLIES	2.69	12/10/2024
51017	BLOYER & SONS INC	BLDG MAINT - REPAIRS	222.40	12/12/2024
51040	AMAZON CAPITAL SERVICES	WELDING - EQUIP UNDER \$5000	-21.60	12/16/2024
51047	CTAC	SUPT - SUPPLIES/CHAMBER REGISTRATIONS	-1,100.00	12/17/2024
51081	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	-36.99	1/7/2025
51101	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - RESALE SUPPLIES/MISC	-50.00	1/8/2025
51196	AMAZON CAPITAL SERVICES	TESTING CENTER - SUPPLIES	-67.44	1/27/2025
51291	CENTRAL TECHNOLOGY CENTER	WRO- PARTICIPANT ASSISTANCE TUITION	-4,300.00	2/13/2025
51294	B&H PHOTO-VIDEO	OETT GRANT EQUIP & VISUAL COMM SUPPLIES	-106.57	2/13/2025
51354	LAMPTON WELDING SUPPLY	IT&D INSTRUCT - REPAIRS	-1,500.00	2/28/2025

51401	BILL CORRELL BODY & PAINT	VEHICLE MAINT - REPAIRS	-876.52	3/11/2025
51411	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	-54.55	3/11/2025
51439	FIRST NATIONAL BANK OF OMAHA	STAFF/STUDENT TRAVEL LODGING - BPA NATIONALS	-1,029.60	3/14/2025
51440	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL - MEALS/LUGGAGE BPA NATIONALS	-334.64	3/14/2025
51454	FIRST NATIONAL BANK OF OMAHA	BIS ADMIN - STAFF TRAVEL AIRFARE	-41.06	3/24/2025
51474	BLACKWELL JOURNAL-TRIBUNE	WRO-WORKLAHOMA ADVERTISING	916.00	3/26/2025
51496	CENTRICITY, AN E GROUP COMPANY	WELDING SUPPLIES	-25.00	3/31/2025
51511	AMC URGENT CARE PLUS	BUS PHYSICAL	-5.00	4/1/2025
51513	CHOCTAW LANDING	FULLTIME/DIR OF INSTR - TRAVEL LODGING	-150.00	4/2/2025
51536	PONCA CITY NEWS	WRO- WORKLAHOMA ADVERTISING	108.60	4/8/2025
51538	BEN E. KEITH FOODS-OKLAHOMA	WRO- WORKLAHOMA SUPPLIES	-99.03	4/8/2025
51544	PIONEER FIRE SAFETY LLC	FIREFIGHTER - SUPPLIES	-3.50	4/8/2025
51546	THE SPOON LICKER	WRO- WORKLAHOMA SUPPLIES	-20.00	4/8/2025
51551	WAL-MART COMMUNITY CARD	SHARE - INSTRUCTIONAL SUPPLIES	-90.31	4/8/2025
51562	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	-3.03	4/9/2025
51567	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	-20.01	4/9/2025
51568	OKLA ASBO	FINANCE- REGISTRATION	-35.00	4/14/2025
51570	AMAZON CAPITAL SERVICES	VISUAL COMM SUPPLIES	-54.15	4/14/2025
51574	LOCKE SUPPLY	WELDING SUPPLIES	-4.55	4/14/2025
51579	CENTRAL TECHNOLOGY CENTER	WRO- PARTICIPANT SHORT TERM CERT	-200.00	4/14/2025
51581	MURRAY WOMBLE	BLDG MAINT - REPAIRS	902.00	4/14/2025
51584	STAPLES ADVANTAGE	IT&D-RESALE BOOKS; BIS COORD, ENT SERV/ INNOVATION, AND CENTRAL-SUPPLIES	-73.40	4/16/2025
51593	PONCA CITY DISCOUNT FOODS	CENTRAL SUPPLIES	-13.08	4/17/2025
51594	AMC URGENT CARE PLUS	TANF - STUDENT ASSIST OTHER	-10.00	4/17/2025
51595	AMC URGENT CARE PLUS	TANF - STUDENT ASSIST OTHER	-10.00	4/17/2025
51596	AMC URGENT CARE PLUS	TANF - STUDENT ASSIST OTHER	-10.00	4/17/2025

51613	STAPLES ADVANTAGE	ABE/HSE - CONSUMABLE SUPPLIES	4.00	4/21/2025
51614	AMAZON CAPITAL SERVICES	EMPOWER--BOOKS AND CURRICULUM	0.49	4/21/2025
51615	NEWKIRK HERALD JOURNAL	WRO- WORKLAHOMA ADS	142.00	4/21/2025
51618	A+ PRINTING	WRO- PARTICIPANT MANUALS	-30.78	4/21/2025
51629	ELSEVIER	MEDICAL SERVICES BOOKS	-10.78	4/21/2025
51630	CENGAGE LEARNING	RESALE BOOKS / MEDICAL SERVICES	-0.20	4/21/2025
51631	CENGAGE LEARNING	RESALE BOOKS/ COSMO	-181.20	4/21/2025
51632	CENGAGE LEARNING	COSMO BOOKS	-69.49	4/21/2025
51637	GOODHEART-WILLCOX COMPANY	TEACHER PREP BOOKS	-1,052.17	4/21/2025
51638	GOODHEART-WILLCOX COMPANY	TEACHER PREP BOOKS	-1,227.71	4/21/2025
51642	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	-50.00	4/21/2025
51647	WAL-MART COMMUNITY CARD	MARKETING/SUPPLIES	-254.34	4/23/2025
51650	AMAZON CAPITAL SERVICES	PROFESSIONAL DEVELOPMENT SUPPLIES	-32.04	4/23/2025
51655	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	-4.01	4/23/2025
51660	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	-25.00	4/23/2025
51670	FIRST NATIONAL BANK OF OMAHA	BIOMED STAFF/STUDENT TRAVEL AIRFARE	1,250.00	4/25/2025
51676	ELSEVIER	MEDICAL SERVICES BOOKS	-156.79	4/25/2025
51679	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	-1.29	4/25/2025
51681	MEEKS HOLDINGS LLC	MARKETING/ADVERTISING	-572.98	4/25/2025
51687	CENTURY PRODUCTS LLC	IT&D EXISTING INDUSTRY - PROFESSIONAL SERVICES	-712.00	4/28/2025
51689	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	-59.00	4/29/2025
51692	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	-85.00	4/29/2025
51696	AMAZON CAPITAL SERVICES	TANF - STUDENT ASSIST OTHER	-42.07	4/29/2025
51699	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	-85.00	4/29/2025
51703	KELLE REPAIR AND TIRE CENTER	BPOC SUPPLIES	-24.40	4/29/2025
51704	FIRST NATIONAL BANK OF OMAHA	MARKETING/ADVERTISING	-14.00	4/29/2025

51706	AMAZON CAPITAL SERVICES	VISUAL COMM SUPPLIES	-8.38	4/29/2025
51707	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	-21.52	4/29/2025
51712	STAPLES ADVANTAGE	CAREER CENTER - SUPPLIES	-15.54	4/29/2025
51717	B&H PHOTO-VIDEO	COMPUTER SERVICES - EQUIP & SUPPLIES	-512.55	4/30/2025
51719	PONCA CITY DISCOUNT FOODS	CENTRAL SUPPLIES	-6.19	4/30/2025
51721	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	-54.00	4/30/2025
51724	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	4.13	5/1/2025
51725	FARHA WHOLESALE COMPANY INC	WRO-PARTICIPANT & WORKLAHOMA SUPPLIES	-0.50	5/1/2025
51726	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	-55.00	5/1/2025
51727	AMAZON CAPITAL SERVICES	VISUAL COMM - SUPPLIES	-45.99	5/1/2025
51729	LABYRINTH LEARNING, INC	IT&D - RESALE BOOKS	-0.80	5/1/2025
51730	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	-23.00	5/1/2025
51734	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	-172.68	5/5/2025
51735	AMAZON CAPITAL SERVICES	CONSTRUCTION SUPPLIES	-42.29	5/5/2025
51736	AMAZON CAPITAL SERVICES	SUPPLIES - MECHATRONICS	-14.51	5/5/2025
51739	ATG	STAFF TRAVEL - AUTO SERVICE - REGISTRATION	-100.00	5/5/2025
51740	AMAZON CAPITAL SERVICES	SUPPLIES - MECHATRONICS	-37.92	5/5/2025
51741	AMAZON CAPITAL SERVICES	MEDICAL SERVICES SUPPLIES	0.04	5/5/2025
51742	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	-8.18	5/5/2025
51744	AMAZON CAPITAL SERVICES	SUPPLIES - CRIMINAL JUSTICE	-26.50	5/5/2025
51745	AMAZON CAPITAL SERVICES	SUPPLIES - CRIMINAL JUSTICE	-20.00	5/5/2025
51746	AMAZON CAPITAL SERVICES	INSTRUCTIONAL DIRECTORS - SUPPLIES	-4.81	5/6/2025
51748	EVIDENT	CRIMINAL JUSTICE - SUPPLIES	25.23	5/6/2025
51749	WAL-MART COMMUNITY CARD	CRIMINAL JUSTICE - SUPPLIES	-137.97	5/6/2025
51751	AMAZON CAPITAL SERVICES	WELDING REPAIRS	1.43	5/6/2025
51752	AMAZON CAPITAL SERVICES	CAREER DEVELOPMENT SUPPLIES	-11.93	5/6/2025
51753	FIRST NATIONAL BANK OF OMAHA	COSMETOLOGY SUPPLIES	-0.05	5/6/2025
51754	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	-18.29	5/6/2025
51755	TAMMY TAYLOR	COSMETOLOGY SUPPLIES	-10.00	5/6/2025

51759	FIRST NATIONAL BANK OF OMAHA	CULINARY ARTS - STAFF/STUDENT TRAVEL AIRFARE	-137.87	5/6/2025
51761	AMAZON CAPITAL SERVICES	VEHICLE MAINT - REPAIRS	-56.70	5/6/2025
51762	AMAZON CAPITAL SERVICES	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	-0.61	5/6/2025
51763	AMAZON CAPITAL SERVICES	CAREER CENTER/TESTING - SUPPLIES	-6.93	5/6/2025
51764	WAL-MART COMMUNITY CARD	INSTRUCTIONAL DIRECTOR SUPPLIES	-14.92	5/6/2025
51765	STAPLES ADVANTAGE	DISABILITY SERVICES - SUPPLIES	-4.03	5/6/2025
51766	EMBI TEC	BIOMED SUPPLIES	2.66	5/6/2025
51770	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	-78.50	5/7/2025
51774	AUTOZONE INC	TANF - STUDENT ASSIST OTHER	-22.02	5/8/2025
51776	FIRST NATIONAL BANK OF OMAHA	WRO-STAFF RESOURCES FOR OFFICE	35.00	5/8/2025

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

**-33,779.22**



**PIONEER TECHNOLOGY CENTER**

From PO: 50082 to PO: 50088

*Building*

**Encumbrance For Board Approval  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
50082	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS REMODEL	6,710.00	05/20/2025
50083	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT MAJOR REPAIRS/REMODEL	4,430.17	05/28/2025
50084	OKLAHOMA SPECIALTY SUPPLY	BUILDING MAINT MAJOR REMODEL/REPAIR	5,650.00	05/29/2025
50085	LOCKE SUPPLY	BUILDING MAINT MAJOR REPAIRS REMODEL	3,091.28	06/04/2025
50086	TOPCO DISTRIBUTING	BUILDING MAINT MAJOR REPAIR/REMODEL	4,109.00	06/04/2025
50087	STOLHAND-WELLS GROUP	BUILDING MAINT MAJOR REPAIR/REMODEL	9,543.00	06/05/2025
50088	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS / REMODEL	9,843.00	06/05/2025
<b>(21) BUILDING FUND Current Encumbered:</b>			<b>43,376.45</b>	



**PIONEER TECHNOLOGY CENTER**

From 09 May 2025 to 05 Jun 2025

**CHANGE ORDER REPORT  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
50001	BLUEMARK ENERGY, LLC	BLANKET PO	-5,420.69	7/1/2024
50016	PROFESSIONAL ENGINEERING CONSULTANTS (PEC)	BLDG MAINT - MAJOR REMODEL REPAIRS	-2,500.00	9/23/2024
50068	ADVANCED TECHNOLOGY CONSULTANTS	IT&D EQUIPMENT	-14,251.00	3/25/2025
50078	CLUTCH SOLUTIONS, LLC	MARKETING EQUIPMENT	-400.00	4/14/2025
<b>(21) BUILDING FUND Total:</b>			<b>-22,571.69</b>	

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**PIONEER TECHNOLOGY CENTER**  
From PO: 70193 to PO: 70194

*Payroll*

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

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
70193	HODGSON, REBECA	PAYROLL ENCUMBRANCE	4,845.75	05/15/2025
70194	WELDING SHOP PT HELPERS	BLANKET PAYROLL ENCUMBRANCE	7,535.50	05/15/2025
<b>(11) GEN FUND-FOR OPERAT Current Encumbered:</b>			<b>12,381.25</b>	



PIONEER TECHNOLOGY CENTER

From 09 May 2025 to 05 Jun 2025



CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
70001	AT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	18,700.00	7/1/2024
70002	IT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	410.00	7/1/2024
70005	ABE / HSE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	15,862.50	7/1/2024
70008	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	1,319.97	7/1/2024
70010	ADJUNCT FIREFIGHTING INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	1,800.00	7/1/2024
70016	SUBS - NURSING	BLANKET PAYROLL ENCUMBRANCE	-2,153.00	7/1/2024
70024	SUBS/TEMP - CHILDREN'S LAB	BLANKET PAYROLL ENCUMBRANCE	-6,044.02	7/1/2024
70103	PATRICK, HANNAH M	PAYROLL ENCUMBRANCE	-9,168.10	7/1/2024
70129	TODD, CHELSEA L	PAYROLL ENCUMBRANCE	-3,235.92	7/1/2024
70137	EVANS, LORI L	PAYROLL ENCUMBRANCE	564.27	7/1/2024
70139	BATHURST, MARY F	PAYROLL ENCUMBRANCE	190.85	7/30/2024
70140	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	123.41	7/30/2024
70141	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	-824.87	7/30/2024
70142	BULLER, TROY J	PAYROLL ENCUMBRANCE	180.10	7/30/2024
70143	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	-629.80	7/30/2024
70144	EVANS, JAYME A	PAYROLL ENCUMBRANCE	181.51	7/30/2024
70145	EVANS, TYLER E	PAYROLL ENCUMBRANCE	191.58	7/30/2024
70146	HARDIMAN, CELESTINE	PAYROLL ENCUMBRANCE	191.65	7/30/2024
70147	HORNE, CORTNEY L	PAYROLL ENCUMBRANCE	185.70	7/30/2024
70148	KOCH, REBEKAH K	PAYROLL ENCUMBRANCE	-507.62	7/30/2024
70149	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	-276.42	7/30/2024
70150	MUNGER, JOHN R	PAYROLL ENCUMBRANCE	-1,170.91	7/30/2024
70151	PHILLIPS, MELINDA S	PAYROLL ENCUMBRANCE	191.67	7/30/2024
70152	SMITH, LACEY D	PAYROLL ENCUMBRANCE	191.49	7/30/2024
70153	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	-449.63	7/30/2024
70154	KEELER, PAMELA D	PAYROLL ENCUMBRANCE	-2,771.27	8/7/2024

70157	WRO - PT TEMP RESUME WRITERS	BLANKET PAYROLL ENCUMBRANCE	110.00	9/9/2024
70159	ORR, KAILEE N	PAYROLL ENCUMBRANCE	-6,785.03	9/17/2024
70165	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	0.08	10/1/2024
70168	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	0.06	10/1/2024
70169	EVANS, TYLER E	PAYROLL ENCUMBRANCE	0.06	10/1/2024
70170	LESEMANN, MORGAN W	PAYROLL ENCUMBRANCE	0.06	10/1/2024
70171	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	0.06	10/1/2024
70181	ABE/EMPOWER	BLANKET PAYROLL ENCUMBRANCE	3,950.00	3/1/2025
70184	BOSWELL, BELINDA G	PAYROLL ENCUMBRANCE	-1,971.78	3/14/2025

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

**8,356.65**

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# Superintendent Report – June 2025

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## Meetings and Activities

- **May** – 14 – After Board Report with PTC staff; Singlewire Campus Security Platform Zoom
- 15 – Campus Safety and Security meeting; PTC Welding Remodel meeting with architect and CM
- 16 – ODCTE Accreditation Team meeting; BBQ with BIS; PCPS/Nwk/Bkw/Wood HS Graduations
- 17 – Tonkawa HS Graduation
- 19 – Admin Team meeting; May/June Staff Birthday Luncheon
- 20 – Graduation practice; CTE Superintendent Cosmetology Board Veto meeting; PTC Graduation
- 21 – 2<sup>nd</sup> Interview – Student Services Coordinator; P66 Safety Center Ribbon Cutting; CTE Legislative Committee Zoom
- 22 – 23 – Daughter – Back Surgery
- 26 – Memorial Day Holiday
- 27 – EOY Celebration Planning meeting; Vicki Braden Retirement Celebration
- 28 – Teacher Prep Legislative and Board Member presentation for AM and PM students
- 29– PTC last day of school; Eastern Chapter Native American Chamber of Commerce Law Enforcement meeting; PTC Welding Shop Remodel meeting with architect and CM
- 30 – End of the Year Celebration and Goals Report Out
- **June 2** – Admin Team meeting
- 3 – PTC Summer Camp; ODCTE Accreditation Team meeting
- 4 – CTE Legislative Committee Wrap-up; 2<sup>nd</sup> Interview Teacher Prep Instructor
- 5 – UC Board and UC Foundation Board annual meeting
- 6 – ODCTE Accreditation Team meeting
- 9 – Singlewire Follow up meeting
- 10 – ODCTE Accreditation Team meeting; PTC Board Meeting

## Full-Time Programs

- PTC's summer activities for younger students has started. Summer Camp for incoming 6-7<sup>th</sup> graders is being held June 3, 4 and 5. We had just over 100 participants. Summer Academies, for students entering 8-10<sup>th</sup> grades will be held in June and July (see schedule below in the Upcoming Events). So far, we have 72 registered with Culinary and AM Salon both full, Pre-nursing with only 2 openings, and the rest still have spots available.
- Summer tasks to prepare for the upcoming school year are underway, with handbook and policy reviews, summer maintenance and technology requests, and curriculum updates sprinkled in between our camps, academies and other on campus events.
- The Accreditation Team is working to get the application and associated appendices ready for submission in July and are close to having things finalized and ready to go. The site visit will be at the end of October.

## Business and Industry Services

- The NCOCWE and other community stakeholders will be meeting on June 18<sup>th</sup> to discuss regional business and industry needs and brainstorm about future program ideas and opportunities that we may want to further explore. We feel that this will be beneficial information to consider as we are discussing the re-purposing of the ADPC property.
- AT&D summer classes kicked off this week and will run throughout the summer and until mid-August. There are over 30 courses available, with 10 new course offerings.

## Capital Planning

- For the welding remodel, the Donaldson Torit ventilation system and ductwork has been installed, and the snorkels for the individual booths are in place. The outside Bottle Storage area is nearing completion with the gates remaining to be installed. Concrete floor polishing scheduled to start mid-month and is scheduled for 15 days.
- The north parking lot asphalt has been removed, and dirt work preparation has been impacted by the recent rains. The project is scheduled to complete at the beginning of August.

## Retirements/Resignations/Staff Changes

- Jim Kelly will retire at the end of June. Interviewing has been completed for the open staff positions.

## Upcoming Events

- June 9-12 – Metal Works and Salon Academies
- June 16-19 – Youth Firefighting Academy
- June 19 – Juneteenth holiday
- June 23-25 – CTE Superintendent June Planning meeting
- July 7-10 – Stem Biotech and Youth Police Academies
- July 14-17 – Construction, Esports and Live Streaming Academies
- July 21-24 – AC/DC and Horsepower Academies

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

### **Business & Industry Services & Safety**

- The BIS team conducted 107 one-on-ones/consults for 137.5 counseling hours.
- Dawn Brakey, Ben Evans, and Jeff Lockett provided technical assistance to clients receiving approximately \$6,488,016.00, which resulted in 49 awards/contracts.
- The BIS team also logged
  - 655 Safety Training Contact Hours
  - 862 Customized Training Contact Hours
  - 300 AT&D/Open Enrollment Contact Hours
- AT&D offered six on-campus classes: five were made, one was canceled, and 186 registrations were fulfilled.
- Ben Evans worked with clients on business start-up, business plans, bank funding, forming an LLC, marketing, business expansion, billing, sales tax, and 1-9's.
- Brook Lindsay consulted with clients on Facebook, Google, social media planning, updating websites and photography.
- May was small business month and the team hosted two small business focused classes: HR 101 and the Customer Experience.
- Janet Schwabe coordinated the B&I Breakfast with a guest speaker on Tariffs from OkSBDC. Over 40 participants attended.
- Jeff Lockett and Ben Evans were speakers at the Kay County Food Summit.
- Jeff consulted with clients on revolving loan funds, incubator pitching, pasture leases, and FSA loans.
- Jenn Miller worked with clients on custom solutions in regard to de-escalation tactics, strategic planning, Real Colors, HR policies and caregiver training. She also wrapped up the 8 session Spring Manager's Tool Belt program along with a custom program for Continental Carbon.
- Johnny Thornburgh worked with companies on on-boarding with the laser booth, understanding the laser cell and opportunities, a demo of using the laser to weld copper to stainless and conduct time studies. He also coordinated CDL Class B training along with Volunteer Firefighter training.
- Heather Smith has been working on customizing Real Colors curriculum and exploring AT&D Adjunct training options via Canvas.
- Molly, Brook and Jenn hosted Po-Hi's STUCO incoming and outgoing officer retreat.
- Molly attended the quarterly ODCTE BIS/WED Director meeting at Canadian Valley Technology Center in Chickasha.
- As a team the BIS Group hosted BBQ with BIS, updated their team goals, trained on a new BIS Database system, and participated in the End of Year Celebration.
- The BIS team co-hosted with the PC Chamber the Lunch and Learn session Scams, Cons and Frauds.
- Baby Tripp Freeman entered into the world on May 21.

### **On the horizon for AT&D**

- June 2-24 CNA-Long Term Care Nurse Aide
- June 2-26 Beginning Welding
- June 3-26 Basic Spanish **NEW!**
- June 9-27 Fast Track Phlebotomy
- June 9-16 Learning Portrait Photography
- June 10 - July 31 Gentle Yoga

- June 10-24 Family Tree Genealogy
- June 12 Grilling Basics
- June 16 Container Gardening **NEW!**
- June 17-November 20 The Child Development Associate-Pathway to your National Credential
- June 17 Grandparents as Caregivers **NEW!**
- June 19 Medicare 101
- June 23-25 Anthropomorphic Old West Paintings **NEW!**
- June 23-27 School Bus Training
- June 23-30 Cell Phone Photography
- June 24-26 Resin Word Art **NEW!**
- June 24 - July 29 Life and Social Skills for Independence **NEW!**
- June 25-26 Take Your Life Back **NEW!**
- June 26 Pastries 101
- July 1-24 CNA-Long Term Care Nurse Aide
- July 1-17 The Fundamentals of Home Brewing **NEW!**
- July 8-10 Lazy Susan **NEW!**
- July 7-18 School Bus Training
- July 9-17 Excel Level 2
- July 15-17 D&D Dungeon Fantasy Map and Dice Design **NEW!**
- July 15 Taco Tuesdays
- July 17 Summer Baking
- July 24 Pastries
- July 31 Summer Side Dishes
- August 1 CMA Continuing Education
- August 7 EMT Starts
- August 18-29 CMA-Certified Medication Aide
- Industrial Technology Career Training - Call for Details
- SAT/ACT Prep Course - Part 1 & 2 Offered Monthly Online
- Online - AMSA Food Safety and Science Certification
- Online - AMSA Meat Evaluation Certification
- Online - AMSA Culinary Meat Selection and Cookery Certification

**On the horizon for BIS...**

- Kaufmann FastTrack! (Business Start-up)
- CDL Class A and Class B Summer Courses
- June 05: Funding and Selling Innovative Solutions...
- June 12: Federal Sole Source Contracting Authorities...
- June 12: Staying Afloat When the Captain Steps Down
- June 17: How to Competitively Respond to Sources Sought...
- June 24: Survival Guide for Startups
- June 26: Evolving DoD Contractor Cybersecurity Requirements

**Communications & Marketing**

- The C&M Team took photos during Graduation, ran the A/V during the ceremony, and posted to social media.
- Terri Busch completed New Employee Onboarding for Chelsea Todd and Becca Hodgson.
- The C&M team assisted with the PTC Student Awards Assembly with photos and A/V.
- Terri Busch is attending an Officers Training for OKSPRA at Choctaw Landing in Hochatown, OK

- The C&M team continues to facilitate the clean uniform website for all staff to order recruitment shirts.
- Terri Busch assisted with BBQ w/BIS photos.
- The C&M Team assisted with Summer Camp registration and crowd control. Pictures were placed on social media.
- Terri Busch and Mike Orr won 2<sup>nd</sup> place in the Pickleball Tournament.
- Numerous press releases were sent during the month of May by Terri Busch.
- The C&M Team attended the State Communications and Marketing Meeting in Stillwater with other marketing professionals, June 4<sup>th</sup>.
- Several eblasts were sent in the month of May for BIS, AT&D, Work Ready by Angie Ogden.
- Terri Busch is attending the Directors Retreat in Tonkawa, led by Kahle Goff.
- Angie Ogden helped make several flyers for BIS and AT&D.
- The C&M Team completed reading their *Everyone Communicates, Few Connect* book and met their goal.
- This semester the C&M Team surpassed 5,000 LIKES on Facebook, meeting a 5-year goal.
- Several updates were made to the website by Angie Ogden.
- Terri Busch is attending the weekly accreditation meetings to update the application with Kahle, Traci, Molly, Kendra, and Ryan.
- The C&M Team continues to help fill Summer Academies.
- Terri Busch helped with the End of The Year Report out as a judge with Molly Kyler for the PTC Feud.
- Terri Busch attended the monthly BIS Meeting.

## **Instructional Directors / Full Time Programs**

### **Instructional Directors**

- The Instructional Directors participated in the Kay County Special Olympics Team Sendoff held at PTC.
- Kendra Knight, Kyla Carlson, and Kahle Goff met to discuss the Children's Lab 2025-2026 School Calendar.
- Kendra Knight, Kahle Goff, and Dr. Ryan Burkett meet with a team of staff members to plan and host Vicki Braden's Retirement Party.
- Dr. Ryan Burkett and Kahle Goff attended PTC Welding Remodel Meetings.
- Kahle Goff attended Blackwell's High School Graduation.
- Kendra Knight attended Newkirk's High School Graduation.
- Traci Thorpe attended Ponca City and Tonkawa's High School Graduation.
- Dr. Ryan Burkett attended Woodland's High School Graduation.
- Kendra Knight, Kahle Goff, Kayla Randol, and Jennifer Wehrenberg participated on the Teacher Preparation Instructor interview panel.
- Kahle Goff, Kendra Knight, Dr. Ryan Burkett, and Krista Smith, Blackwell's High School Counselor, participate on the Student Services Coordinator interview panel.
- Kahle Goff, Dr. Ryan Burkett, and Kendra Knight participated in PTC's Annual Graduation Ceremony.
- Kahle Goff, Dr. Ryan Burkett, and Kendra Knight met with several team members to review PTC's Full-Time Programs and BPOC Handbooks.
- Dr. Ryan Burkett served as Emcee for PTC Awards Assembly and worked with the Life Launch Committee to organize the Spring Fling.

- Kendra Knight and Dr. Ryan Burkett attended the OETT/K20 Center grant celebration with PTC's grant leadership team.
- Culinary, Metalworking, and Salon Summer Academies started on June 9<sup>th</sup>.
- Kahle Goff, Dr. Ryan Burkett, and Kendra Knight participated in the PTC End of Year Goal Report Out and Celebration.

### **Practical Nursing**

- 

### **Health, BITE and Special Programs**

#### Medical Services

- So far, all three students who have taken their National Certification exam have successfully received their NCMA credentials from NCCT.
- In looking to the future for this group of students:
- Four students are advancing their education by attending college.
- Two graduates have secured full-time positions as Medical Assistants. (Urology Clinic in Tulsa and Pediatrician's office in Ponca City)
- Two additional graduates have submitted applications to local clinics.
- The demand for Medical Assistants remains strong within the community, and I've received multiple inquiries from local facilities seeking to hire our skilled graduates. I'm looking forward to the Fall classes and supporting our next group of medical professionals.

#### Academic Math

- All students completed their math or sciences.
- Grades have been submitted
- John Munger helped with Share Interviews

#### Teacher Prep

- Students finished working through curriculum
- Students volunteered at NERA

#### Children's Lab and Preschool

- Kaitlynn Clark, Laynee Johnstone, and Kyla Carlson attended a focus portfolio training session at City Central on Saturday, May 17<sup>th</sup>.
- We had our first full STAR review with the Quality Coach and passed with flying colors. They were very impressed with our facility.
- Kyla Carlson was accepted into OSU to begin her Bachelor's program!
- Laynee Johnstone is getting enrolled with NOC to begin working on her associate's degree.

#### HCC

- The students spent the last few weeks testing at their sending schools and working on our last chapters here, Urinary and Fluid/Electrolytes. We finished up the year by making portfolios for certificates, wrote resumes, and learned how to fill out job applications. We are proud of the 3 students that have found employment in long term care.
- All the students enjoyed Spring Fling and Awards day. They also appreciated all the contacts and free merchandise at Worklahoma.
- During the last week of school, the students volunteered at the local food bank. Other students spent that time completing clinicals and testing.

## WRO

- WORKklahoma was May 6<sup>th</sup> and was a success with 142 registered job seekers, likely another 50 who were students that did not register, 31 employers and 11 resource organizations. There were 38 total vendors set up (as a few were listed as resource and employers. We got so much great feedback “this is the best we have been to” in regards to facility, staffing, lunch and benefits to the vendors as well as “so much traffic” to reach new job seekers or community members. We were so pleased with the results and grateful for getting to partner with Health Careers for this successful event.
- Our May workshop was the week of May 12<sup>th</sup> with 16 people successfully completing the week. This was our fullest class with the largest number of participants completing with almost no make-up sessions needed. Hope Recovery is a 60 day treatment program at White Eagle (for any Native American regardless of tribal affiliation). They brought all (8) of their participants and plan to do this every-other-month to attend our workshops. Of these 8 individuals, 5 of them are our target audience with 3 being “auditors” which is a good ratio.
- We interviewed and hired Rebeca Hodgson who started May 29<sup>th</sup> as Administrative Assistant. Katie attended and completed Manager’s Toolbelt which she said was insightful and she enjoyed the opportunity. We are also registered to send 3 of the 5 of our team to Summit in August. Work Ready firm about their wishes to have at least 1 staff in the office during normal business hours

## AEFL/HSE

- May Data
  - 10 new students enrolled in the AEFL and TANF programs
  - 114 students currently enrolled
  - Total enrollment: 224 students
  - 11,126.50 total attendance hours for all students
  - 18 high school equivalency tests passed this month
  - 19 students have graduated and earned their high school equivalency diploma
  - 34 students have made an EFL gain (Educational Functioning Level)
- AEFL Staff attended virtual and face-to-face training:
  - Foundational Math Skills for Academic Success
  - Foundational Language Arts Skills for Academic Success
  - Math Masters
  - Active Adult Education
  - Teaching Across Generations
  - Correctional Education
  - Skill Gains in Science
  - History Helpers
  - Reading Ready
  - Targeted Teaching
  - Breaking Literacy Barriers
  - Lessons in Language
  - Testing Tools
  - Maximizing Success with TABE 13&14 and Aztec’s A Tutor for TABE

## SHARE

- All of our seniors are complete!

- We have 4 new students that have interviewed and have been accepted for next year.
- Summer School starts on June 2.

#### New Beginning

- New Beginning had 2 new students in May
- Total students 21
- 1 student received employment in her field of study
- 4 students are testing for their work keys
- At this time it looks like I will have 8 students that will be attending full time programs in the fall

#### BITE

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

#### Biomed

- This last month has been a whirlwind! We started off with third grade tours. The third graders were able to look at different microorganisms in the microscopes and also make different bacterial creatures out of clay!
- In anatomy and physiology, we delved deep into the organ systems during our pig dissection. While some students fully embraced the experience, others were a little more timid, but either way, they all did great!
- Meanwhile, our second-year students continued their important work on understanding cancer, exploring various tests and screenings for early detection. Their dedication to making a difference in patient outcomes is truly inspiring!
- This month was also a momentous one as our second-year students graduated!! I am very proud of all of them and look forward to the path they carve out for themselves and science!
- A few of our students also had the wonderful opportunity to volunteer at the Special Olympics Summer Games in Stillwater. We helped in the Olympic Village this year. Some students manned the bouncy houses, while others helped paint faces and helped the athletes make a Marti Gras mask. It was a heartwarming experience for everyone involved, and we are so proud of their commitment and spirit!
- Cara Bodick will be doing a Biotech Summer academy for 8th through 10th grade students this summer! I look forward to inspiring young minds to want to learn more about the fascinating world of science

#### **T&I and Service Programs**

##### Automotive

- 12 Total students earned all 10 ASE certifications.
- 3 second year students placed in local shops.
- 20 students earned the 609 HVAC refrigerant handling lifetime certification.

##### Cosmetology

- Cosmo served 605 clients in the salon this school year!
- 12 Cosmetology students took their state board exams. We are waiting on scores
- Antonia Lopez attended her first training as a SkillsUSA Northwest District Officer on May 12. She will be helping facilitate SkillsUSA Student Leadership Institute June 9-12.

#### Construction Trades

- Ready for summer camp.
- Learning more about the HVAC Trainer.
- Learning about the new CNC router.

#### Criminal Justice

- CJ Students assisted with the 3rd Grade Tours at PTC.
- Students have been taking end of year Certification Tests.
- Students assisted at PTC with the send-off for the Special Olympians on their way to Stillwater for the Special Olympics.
- Students have been cleaning the shop and classroom preparing for the end of the year.

#### Culinary Arts

- Scrubbing down the equipment and classroom.
- Finishing up grades.
- Preparing for summer camps.

#### Firefighter/EMT

- Hosted an emergency vehicle driving train the trainer event.
- Hosted a UTV/ATV safety training event.
- Prepared for summer camp.

#### Mechatronics

- 6 students graduated.
- 2 Guaranteed Graduates and 3 NTHS.
- Still learning UR3 cobot.
- Working with P66 and OG&E to develop instrumentation curriculum.

#### Precision Machining

- Students deep cleaned the shop.
- Summer camp was a hit, and very successful.
- Summer Academy starts this week.

#### Welding

- Fabricating stands for new welding machines.
- Finish welding, sand blasting, and painting smoker.
- Summer camp.

### **Student Services**

#### Student Services –

- The team has participated and helped with 3<sup>rd</sup> grade days, graduation, spring fling and summer camp! May/June has been very busy, but they have excelled at team work and pitching in.
- New student acceptance packets have been mailed and pre-enrollment is looking very strong at this point.
- Lori ended the year with a team meeting and we met as a team with Audra (new hire) to set things in motion for retirement.
- Thank you for all the new furniture to update the Student Services area!

#### Career Development Facilitator –

- Cortney lead a very successful summer camp for area 6<sup>th</sup>/7<sup>th</sup> graders. We had 111 register to attend. She is ready for a well-deserved summer break!

#### Testing Specialist

- Finished all end of year certification testing. Final report at end of June.

Disability Services Facilitator

- Carol send final grade reports to all special education instructors on PTC students.
- In the process of developing resource notebooks for all instructors with special need resources.

**Plant/Facilities/Maintenance**

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# **Paperclips**

## **May 2025**

Thursday

May 29, 2025

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poncacitynews.com

# New Ponca City

## Phillips 66 supports Pioneer Tech Foundation with generous donation

Ponca City, OK — The Pioneer Technology Center (PTC) Foundation recently received a generous donation from Phillips 66's Ponca City Refinery, continuing a strong community partnership dedicated to supporting education and workforce development in the region. The donation was presented during a check ceremony held last week at Pioneer Tech.

Pictured (Back Row): Spike Henderson, Mary Austin, Carrie Grace, Brad Purdy, and Lori Evans (PTC). Front Row: Traci Thorpe (PTC), Jaylene Soulek, Chelsi Hendrickson (Phillips 66), Carl Perkins, General Manager (Phillips 66), Zack Montague, Maintenance Manager (Phillips 66), Brandon Howie, Optimization Manager (Phillips 66), Erin Liberton, Public Affairs & Communications Sr. Advisor (Phillips 66), and Tom Riley.

Established in 1997, the Pioneer Tech Foundation exists to remove financial barriers for students by providing scholarships and support for career training and educational opportunities. With help from caring individuals, families, and corporate

donors like Phillips 66, the Foundation supports tuition assistance, student organization activities, and instructor development.

"The generous donation from Phillips 66 helps us continue our mission of changing lives through education," said Traci Thorpe, Superintendent/CEO of Pioneer Tech. "We are grateful

for their ongoing support and commitment to our students' futures."

Phillips 66's Ponca City Refinery plays a vital role in the Midcontinent region, producing high-quality transportation fuels and other refined products. Their partnership with Pioneer Tech reflects a shared dedication to investing in the future workforce

and ensuring access to quality technical education.

The Foundation's goal is to create long-term impact by offering financial support to deserving students for generations to come.

For more information about donating to the Pioneer Tech Foundation or available scholarships, visit [www.pioneer-tech.edu](http://www.pioneer-tech.edu).





PICTURED LEFT to right Dawn Brakey (PTC Bid Assistance Coordinator) and Molly Kyler (Executive Director of Business and Industry Services).

## Dawn Brakey enhances government contract support as certified BIS professional

Ponca City, OK — Pioneer Technology Center (PTC) is pleased to recognize Dawn Brakey, Bid Assistance Coordinator and leader of PTC's APEX Accelerator Center, for her successful completion of the 2024-2025 Business and Industry Services Certification Program (BIS Cert Pro) through Oklahoma CareerTech. Brakey was one of 15 professionals from across the state who graduated on March 26 during the final session held at Northeast Tech's BIS Campus in Pryor. The cohort concluded their training by touring the Grand River Dam Authority (GRDA) and exploring the on-site rescue training center, offering valuable insight into regional resources and training capabilities.

The BIS Cert Pro is a professional development initiative tailored for leaders in Business and Industry Services (BIS), Workforce and Economic Development (WED), and Adult and Career Development (ACD). The program focuses on enhancing leadership, communication, and collaboration skills to ensure participants are well-equipped to meet the evolving needs of the communities they serve. Through a combination of in-person sessions and hands-on experiences, the program supports CareerTech professionals in expanding their effectiveness and building a strong statewide network of training providers.

In her role at the Oklahoma APEX Accelerators Center hosted by Pioneer Tech, Brakey provides critical marketing and technical assistance to businesses aiming to sell their products and services to local, state, and federal and tribal government agencies. The APEX program offers expert one-on-one consulting, customized bid match services, assistance with vendor registrations, and access to national and statewide training and networking opportunities. Businesses participating with the APEX program benefit from in-depth market research, improved contract readiness, and access to free resources that save time and boost profitability. Brakey's recent certification strengthens her capacity to guide businesses toward success in securing government contracts.

"Dawn Brakey's graduation from BIS Cert Pro not only reflects her personal commitment to professional development, but also reinforces Pioneer Tech's mission to enhance lives and secure futures through excellence in workforce and business development," remarked Molly Kyler, Executive Director of Business and Industry Services at PTC. For more information about the APEX Accelerator program at Pioneer Tech or how to receive assistance with government contracting, visit [www.pioneerotech.edu](http://www.pioneerotech.edu).

## Nurse Grads Recognized



Pioneer Technology Center proudly congratulates its latest group of Dental Assisting program completers. These students have demonstrated exceptional dedication and skill in preparing for careers in one of the most in-demand health care fields.

FRONT ROW, FROM LEFT: Kristen Lee (Ponca City), Aerin Rhea (Ponca City), Kayden Berry (Ponca City), Abby Gelino (Ponca City). BACK ROW: Stephanie Buller (Ponca City), Brenda Ross (Fairfax), Jasmine Fulgham (Ralston), Alyssa Komesatadle (Ponca City). (Courtesy photo)

## Busby named PTC Student of the Year

### Press Release

Pioneer Technology Center has announced Tyler Busby as its 2024-25 Student of the Year. An adult student in the Information Technology program, Busby was honored for his exceptional leadership, character, and commitment to academic and personal excellence.

Busby was formally recognized at graduation ceremonies on May 20 and during the student awards celebration on May 23. He will also be featured on the cover of Pioneer Tech's Full-Time Programs Catalog for the upcoming school year.

Throughout his time at Pioneer Tech, Busby has consistently gone above and beyond expectations. He has earned multiple industry-recognized certifications through TestOut, including Client Pro, Networking Pro, and Security Pro, reflecting his deep dedication to mastering the IT field and preparing for a successful career.

In addition to his technical achievements, Busby served as a two-year president of Business Professionals of America (BPA), leading by example and encouraging fellow students to engage in professional growth opportunities. He is also a two-time inductee into the National Technical Honor Society, a testament to his academic success and integrity.

Tyler's influence extends beyond the classroom. A passionate advocate for Esports, he volunteered his time during his first year to coach and mentor high school Esports players, despite there being no adult league at the time. With the launch of the Post-Secondary Tech Center League (PSTCL) this year, Busby



Tyler Busby

had the opportunity to compete — and did so with distinction. His Marvel Rivals team captured first place, defeating a top-ranked team from Central Tech and showcasing his skills, strategy, and sportsmanship.

Perhaps most notably, Busby is known for his generosity and humility. Always willing to support his classmates, he frequently offers help with assignments, projects, and encouragement. His positive spirit and team-oriented mindset have made him a cornerstone of the Pioneer Tech community.

"Tyler Busby represents the very best of Pioneer Tech," said his instructor Zac Ladner. "He embodies intelligence, integrity, leadership, and heart."

# Saturday

May 24, 2025

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poncacitynews.com



## Pioneer Tech Practical Nursing class celebrates milestone

Ponca City, OK — The Pioneer Technology Center (PTC) Practical Nursing Class of 2025 marked a major milestone earlier this month with their Pinning Ceremony, an event symbolizing the transition from student to healthcare professional. Held in the presence of family, friends, and faculty, the ceremony honored the hard work, commitment, and compassion of this year's cohort.

Students were proudly pinned by loved ones in a

moving celebration of their achievements and the journey ahead. The class includes back row left to right, Loretta Summitt of Newkirk, Lakesha Swanson of Ponca City, Alisha Meadows of Ponca City, Natalie Ramsey of Ponca City, Lacey Pollard of Ponca City, McKenna Waggoner of Ponca City, Dana Hutchison of Ponca City, and Rachel Reyes of Pawnee. In the front row, from left to right, are Kaelyn Bradley of Ponca City, Haleigh George of Ponca City,

Mikayla Moreau of Newkirk, Kasey Higgins of Burbank, and Alexia Harman of Marland. These students represent a diverse range of communities across the region and a shared dedication to the nursing profession.

The Practical Nursing program at Pioneer Tech offers a rigorous, hands-on educational experience that prepares students for successful and fulfilling careers in healthcare. Graduates emerge ready to make mean-

ingful contributions to the well-being of individuals and communities.

Individuals interested in joining the next class of future nurses are encouraged to contact the Practical Nursing team at Pioneer Technology Center to learn more about enrollment opportunities and program requirements.

For more information, please contact them at 580-762-8336 or visit the PTC website at [www.pioneertech.edu](http://www.pioneertech.edu).

Tuesday

May 27, 2025

Vol. 132 - No. 167  
poncacitynews.com



PIONEER TECHNOLOGY Center (PTC) proudly named Adams Plumbing of Ponca City as its Partner in Progress. Pictured left to right William Adams, Libby Adams, Heather Smith (Program Development Coordinator), Kahle Goff (Executive Director of Full-Time Programs), Molly Kyler (Executive Director of Business and Industry Services), Senator Bill Coleman, Karen Adams, John Adams, Traci Thorpe (Superintendent/CEO), and Skye McNeil (Executive Director of OKACTE).

## Adams Plumbing presented top award from CareerTech

Ponca City, OK----- Adams Plumbing, a locally owned and operated business serving Ponca City and surrounding communities since 1998, has been named the 2024 Partner in Progress by Pioneer Technology Center (PTC). The award was presented during the annual Partners in Progress celebration, hosted by the Oklahoma Association of Career and Technology Education (OKACTE) and the Oklahoma Association of Technology Centers (OATC).

Known for its quality workmanship and community-focused service, Adams Plumbing has earned a reputation as a trusted provider for both residential and commercial plumbing needs. Whether handling small repairs or managing large-scale projects,

the company's fully licensed plumbers deliver expert care with professionalism. In addition to plumbing, the business offers backhoe services and is recognized for confidently tackling complex jobs with precision.

For more than two decades, Adams Plumbing has exemplified excellence in the plumbing industry and in supporting the growth of skilled trades in the region. Founder John Adams built the company on a foundation of integrity, dependable service, and innovative problem-solving across residential, commercial, and industrial sectors. His contributions to workforce development, particularly in preparing the next generation of plumbers, have had a lasting community impact.

John Adams began his plumbing career at age 19, working part-time for Wilson Equipment Co. in Deer Creek, Oklahoma. Initially tasked with hauling propane, he developed a passion for plumbing during summers on the job. His strong work ethic and technical aptitude led to a full-time plumbing position, and eventually, he earned his Contracting Plumbing License. After relocating to Ponca City, he gained further experience with companies such as AA Plumbing, Phil Howe Plumbing, Cimarron Mechanical, Budget Plumbing, and Wells Plumbing.

Identifying a need for reliable, high-quality plumbing services in the area, Adams launched Adams Plumbing in 1998. While the business

initially focused on residential work, it quickly expanded into commercial and industrial services, gaining a stellar reputation across the region. Over the years, Adams has hired and mentored countless plumbers, instilling in them the values of craftsmanship, safety, and excellent customer service.

In recent years, Adams's impact has extended through his efforts to address the skilled labor shortage in the plumbing trade. Recognizing that many local apprentices had the practical experience but lacked the preparation to pass the Journeyman Plumbing Exam, he partnered with Pioneer Tech to make a differ-

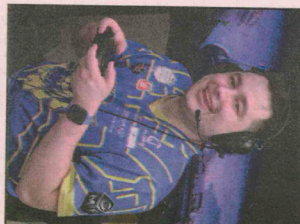
(See ADAMS, Page 2)

## Tyler Busby named Student of the Year at Pioneer Technology Center

Ponca City, OK --- Pioneer Technology Center (Pioneer Tech) is proud to announce Tyler Busby as its 2024/2025 Student of the Year. An adult student in the Information Technology program, Busby was honored for his exceptional leadership, character, and commitment to academic and personal excellence.

Busby was formally recognized at Graduation Ceremonies on May 20th and during the Student Awards Celebration on May 23rd. He will also be featured on the cover of Pioneer Tech's Full-Time Programs Catalog for the upcoming school year.

Throughout his time at Pioneer Tech, Busby has consistently gone above and beyond expectations. He has earned multiple industry-recognized certifications through TechOut, including Client Pro, Networking Pro, and Security Pro, reflecting his deep dedication to



mastering the IT field and preparing for a successful career. In addition to his technical achievements, Busby served as two-year president of Business Professionals of America (See TYLER BUSBY, Page 2)

## Tyler Busby... Cont from Page 1

(BPA), leading by example and encouraging fellow students to engage in professional growth opportunities. He is also a two-time inductee into the National Technical Honor Society, a testament to his academic success

and integrity. Tyler's influence extends beyond the classroom. A passionate advocate for sports, he volunteered his time during his first year to coach and mentor high school sports players, despite there being no adult league at the time. With the launch of the Post-Secondary Tech Center League (PSTCL) this year, Busby had the opportunity to compete—and did so with distinction. His Marvel Rivals team captured first place, defeating a top-ranked team from Central Tech and showcasing his skills, strategy, and sportsmanship.

Perhaps most notably, Busby is known for his generosity and humility. Always willing to support his classmates, he frequently offers help with assignments, projects, and encouragement. His positive spirit and team-oriented mindset have made him a cornerstone of the Pioneer Tech community.

Tyler Busby represents the very best of Pioneer Tech, and his instructor, Zac Lehnert, said he embodies intelligence, integrity, leadership, and heart. For more information about Pioneer Tech's programs and services, call 580-762-8336 or visit their website [www.pionertech.edu](http://www.pionertech.edu).

# Newkirk students are PTC grads

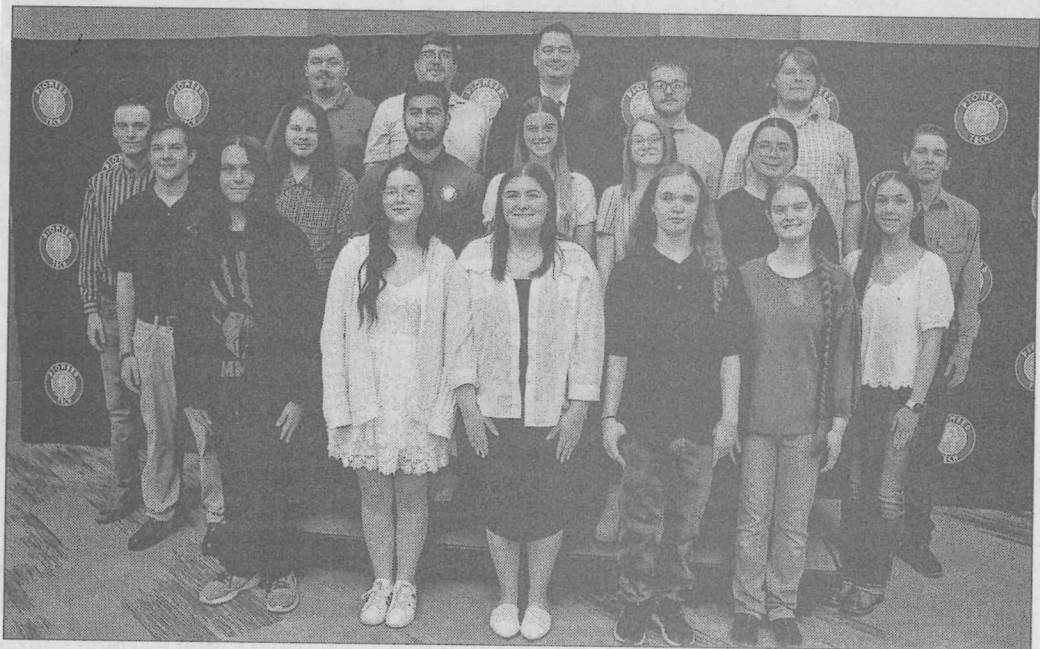
## Press Release

In a ceremony held last week, Pioneer Technology Center recognized the outstanding accomplishments of its 2024–25 Guaranteed Graduates. Now in its ninth year, the Guaranteed Graduate Initiative continues to highlight PTC's commitment to high standards in education and

workforce readiness, benefiting both students and area employers.

The Guaranteed Graduate Initiative has played a pivotal role in fostering a culture of excellence across campus and among industry partners. Traci Thorpe, Superintendent/CEO of Pioneer Technology Center, noted that the initiative was developed to

support businesses throughout the district. "By setting high expectations for students, we're helping create a workforce that is dependable and well-prepared," she said. "Employers can trust that Guaranteed Graduates are job-ready, and in the rare case they aren't, we back that promise with retraining."



This year's Pioneer Technology Center Guaranteed Graduates include:  
FRONT ROW, FROM LEFT: Konner Sherrill (Ponca City), Frederick Jackson (Fairfax), Sarah Dent (Blackwell), Priscilla Derrick (Ponca City), Jacson Barnes (Ponca City), Lexi Cochran (Medford), and Kaydence Williams (Ponca City).  
SECOND ROW: Tyler Dillow (Ponca City), Logan Gehring (Ponca City), Luis "Jacob" Espinoza (Ponca City), Elizabeth Didion (Newkirk), Stephanie Sims Chrisco (Ponca City), Makinze Cassady (Blackwell), and Jesse Miller (Tonkawa).  
BACK ROW: Kaleb McVay (Ponca City), Chad Chrisco (Ponca City), Tyler Busby (Ponca City), Thomas Burtram (Ponca City), and Edward Beshirs (Newkirk). Not pictured Carter Barringer, Jordan Fairchild, Gracie Goodaker, Marcus Joseph, Andi Massey, Joel Menchaca, Adrian Perez, Dayton Seelinger, Jesse Staton, Meara Tucker, and Melanie Walton. (Courtesy photo)

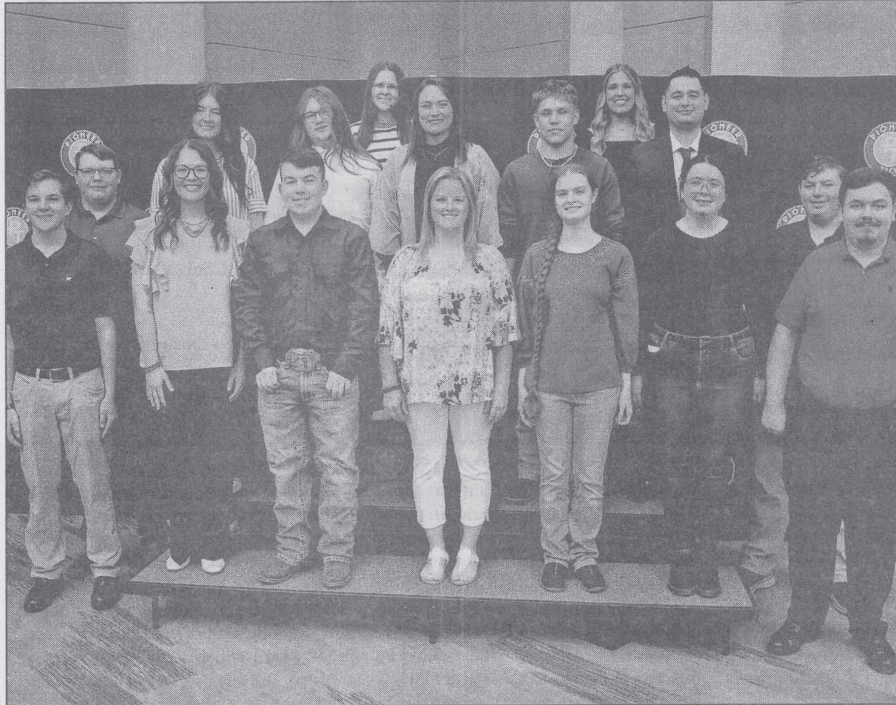
# Honor Students Recognized

# PTC student recognized as national finalist

### Press Release

Benjamin Dailey, a student in the Visual Communications program at Pioneer Technology Center, recently traveled to Orlando, Fla. to participate in the National Leadership Conference of Business Professionals of America (BPA). Alongside students from across the country, Dailey proudly represented Pioneer Tech at this prestigious event, showcasing his knowledge and skills in a competitive setting.

Dailey competed in nine events at the national level, demonstrating excellence across a wide range of business and technology subjects. His outstanding performance earned him recognition as a national finalist in four categories. He placed 4th in Digital Marketing Concepts, 5th in Managing Marketing & Human Resources Concepts, 9th in Computer Programming Concepts, and 10th in Digital Communication and Design Concepts.



Last week, Pioneer Technology Center recognized the National Technical Honor Society (NTHS) members for the 2024–25 school year during an induction ceremony. NTHS inductees were awarded a certificate and honor cords to wear at graduation in recognition of their academic excellence, leadership, and commitment to career and technical education. **FRONT ROW, FROM LEFT:** Konner Sherrill (Ponca City), Lindsey Looney (Fairfax), Wyatt Magnus (Ponca City), Jacqueline Fishburn (Ponca City), Lexi Cochran (Medford), Makinze Cassady (Blackwell), and Kaleb McVay (Ponca City). **SECOND ROW:** Adam Patterson (Newkirk), Harli Crabtree (Shidler), Tucker Chavez (Newkirk), Tessa Wardlow (Ponca City), Laker Ingram (Blackwell), Tyler Busby (Ponca City), and Javier Rizzi (Ponca City). **BACK ROW:** Alexia Harman (Marland) and Brinley Deibler (Newkirk). Not pictured Jordyn Carleton, Hunter Hawkins, Chad Holder, Jade McCarty, Jesse Staton, and Cody Wingo. (Courtesy photo)



Benjamin Dailey

# Friday

May 23, 2025

Vol. 132 - No. 165  
poncacitynews.com

## Sunny Creek wins state award at annual luncheon

By **EVERETT BRAZIL, III**  
everett@poncacitynews.com

A small glass cube sits in the hand of Elizabeth Threlkeld at Sunny Creek Trading Post. It is heavy in the hand of the one holding it, which may reflect the weight of what the cube represents, and takes up its own pedestal on the wall of the little farm hub inside City Central.

That tiny cube represents what Sunny Creek has seen in the past year, an explosion of growth, one of increased community support, to one seen as one of the best farm hubs in the state.

The Trading Post had its start through the Pioneer Technology Center Business Incubator program and was recognized as the "Incubator Tenant of the Year" at the Oklahoma Ventures Forum

Venture of the Year and Most Promising New Venture Finalists luncheon May 15 at the Oklahoma History Center in Oklahoma City.

The award was sponsored by the Oklahoma Business Incubator Association.

Sunny Creek had stiff competition for the award, as there have been many businesses who have taken advantage of incubator programs to increase business opportunities.

"There are 26 incubators across the state, with hundreds of tenants," Threlkeld said. "It felt pretty surreal to be in a room with Oklahoma's biggest and brightest entrepreneurs and to know you earned a seat at the table."

Sunny Creek brought Kay

(See **SUNNY CREEK**, Page 2)



**ELIZABETH THRELKELD**, right, accepts a major award for Sunny Creek Trading Post as the Incubator Tenant of the Year, presented by the Oklahoma Business Incubator Association during a special luncheon Thursday, May 15 in Oklahoma City. (Photo provided)


# Wednesday

May 21, 2025

Vol. 132 - No. 163  
poncacitynews.com




**THE PIONEER** Technology Center Business and Industry held their annual "BBQ with BIS" event on Friday, May 16 from 11 am to 1 pm. This event serves as a thank you to community business clients and partners. (Photo by Calley Lamar)



**Earn  
Your  
FUTURE.**


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**CONGRATULATIONS  
CLASS OF 2025**



pioneertech.edu


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



**Earn  
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Blackwell

May 14, 2025

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Page 4 -- Tonkawa, Oklahoma • Thursday, May 15, 2025 • THE TONKAWA NEWS

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# PIONEER TECH

ADULT TRAINING  
& DEVELOPMENT



## Summer Adult Short-term Classes at Pioneer Tech ENROLLING MAY 19TH

pioneertech.edu/page/adult

### COOKING CLASSES

#### Taco Tuesdays - NEW!

6/3	T	6-9 pm	\$35
7/15	T	6-9 pm	\$35

Grilled meat, sweet and savory salsa, refreshing salad, and corn tortillas

#### Summer Baking - NEW!

6/5	Th	6-9 pm	\$35
7/17	Th	6-9 pm	\$35

Galettes, savory and sweet, strawberry shortcake, and Zucchini quick bread

#### Grilling Basics - NEW!

6/12	Th	6-9 pm	\$35
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Variety of proteins, potatoes, mixed vegetables

#### Pastries 101 - NEW!

6/26	Th	6-9 pm	\$35
7/31	Th	6-9 pm	\$35

Cream Puffs, Eclairs, etc

#### Summer Side Dishes - NEW!

7/31	Th	6-9 pm	\$25
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Potato salad, pasta salad, and fruit salad

### EARLY CARE & EDUCATION

#### The Child Development Associate - Pathway to your National Credential

6/17-11/20	T/Th	5-9 pm	\$825
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Students will begin the class by learning the Spanish Alphabet, but most importantly, the pronunciation of each consonant and vowel to improve their pronunciation skills. Vocabulary words included in this level are colors, numbers, days, months, weather, and more. Students will learn Spanish grammar, such as gender, articles, adjectives, possessives, question words, and personal pronouns.

#### Medicare 101

6/19	Th	6-7 pm	FREE
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Are you turning 65? Are you considering retirement? Do you have Questions about Medicare? If you answered yes to any of these questions then this informative free class is for you! Enroll today!

#### Grandparents as Caregivers - NEW!

6/17	T	1-2 pm	FREE
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#### Life and Social Skills for Independence - NEW!

6/24-7/29	T	5-7 pm	\$50
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#### Take Your Life Back - Mental Health and Clutter Coaching - NEW!

6/25-6/26	W/Th	6-9 pm	\$55
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#### SAT/ACT Prep Course - Part 1 or 2 OFFERED MONTHLY ONLINE!

			\$89
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### HEALTH & WELLNESS

#### Gentle Yoga

6/10-7/31	T/Th	12-1 pm	\$109
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#### Dental Assisting

8/22-12/12 Call 580-718-4324 for more information

#### EMT

Class Starts 8/7 Call 580-718-4324 for more info.

### HOSPITALITY

#### Meat Certification Programs - Online

AMSA Food Safety and Science Certification	\$75
AMSA Meat Evaluation Certification	\$75
AMSA Culinary Meat Selection/Cookery Certification	\$75

For more information or to enroll contact: James Gordon  
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#### Container Gardening - NEW!

6/16	M	6-9 pm	\$45
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Vegetables, plants and flowers

#### Lazy Susan - NEW!

7/8-7/10	T/Th	6-8 pm	\$65
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Make a personalized round wooden lazy Susan

#### Resin Word Art - NEW!

6/24-6/26	T/Th	6-7:30 pm	\$45
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Choose your word up to 5 letters

#### Family Tree Genealogy

6/10-6/24	T	3-6 pm	\$39
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Learn how to research and connect your family tree using a computer and free resources. Every student will be able to use a computer and look for their own family information.

#### Anthropomorphic Old West Paintings - NEW!

6/23-6/25	M/W	6-9 pm	\$45
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#### D&D Dungeon Fantasy Map and Dice Design - NEW!

7/15-7/17	M/W	6-9 pm	\$55
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### TECHNOLOGY

#### Learning Portrait Photography

6/9-6/16	M/W	6-9 pm	\$55
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Perfect for the amateur photographer who wants to gain more confidence and knowledge photographing people. Topics that will be covered include: individual posing, group posing, using a lifestyle approach, composition, verbal prompts, tips for connecting with your subject, working with a subject in natural light and much more. These topics will be presented through discussion and hands-on practice with live models.

#### Cell Phone Photography

6/23-6/30	M/W	6-9 pm	\$45
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In this fun 3-day course, you will learn how to master

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Vegetables, plants and flowers

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Make a personalized round wooden lazy Susan

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6/12	Th	6 - 9 pm	\$35
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Variety of proteins, potatoes, mixed vegetables

#### Pastries 101 - NEW!

6/26	Th	6 - 9 pm	\$35
7/31	Th	6 - 9 pm	\$35

Cream Puffs, Eclairs, etc

#### Summer Side Dishes - NEW!

7/31	Th	6 - 9 pm	\$25
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Potato salad, pasta salad, and fruit salad

### EARLY CARE & EDUCATION

#### The Child Development Associate - Pathway to your National Credential

6/17-11/20	T/Th	5 - 9 pm	\$825
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The Child Development Associate credential is the most widely recognized credential in early childhood education. Earn your CDA in either center-based care or in home child care programs.

#### Basic Spanish - NEW!

6/3-6/26	T/Th	6 - 9 pm	\$115
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Students will begin the class by learning the Spanish Alphabet, but most importantly, the pronunciation of each consonant and vowel to improve their pronunciation skills. Vocabulary words included in this level are colors, numbers, days, months, weather, and more. Students will learn Spanish grammar, such as gender, articles, adjectives, possessives, question words, and personal pronouns.

#### Medicare 101

6/19	Th	6 - 7 Pm	FREE
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Are you turning 65? Are you considering retirement? Do you have Questions about Medicare? If you answered yes to any of these questions then this informative free class is for you! Enroll today!

#### Grandparents as Caregivers - NEW!

#### DDMAT, MAT & MAT Update

For times/dates call - 580-718-4324

#### Dental Assisting

8/22-12/12 Call 580-718-4324 for more information

#### EMT

Class Starts 8/7 Call 580-718-4324 for more information

### HOSPITALITY

#### Meat Certification Programs - Online

AMSA Food Safety and Science Certification	\$75
AMSA Meat Evaluation Certification	\$75
AMSA Culinary Meat Selection/Cookery Certification	\$75

For more information or to enroll contact: James Gordon  
James.gordon@careertech.ok.gov or 800-522-5810.

### SPECIAL INTEREST/CRAFTS

#### Fundamentals of Home Brewing - NEW!

7/1-7/17	T/Th	6 - 8 pm	\$115
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This 10-hour class will cover Oklahoma law and the basics of brewing at home. You will learn about different ingredients and how they impact the final product, gain hands-on experience in brewing as well as explore home brewing equipment, safety practices and develop skills for troubleshooting and perfecting home brews.

#### Container Gardening - NEW!

6/16	M	6 - 9 pm	\$45
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Vegetables, plants and flowers

#### Lazy Susan - NEW!

7/8-7/10	T/Th	6 - 8 pm	\$65
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Make a personalized round wooden lazy Susan

#### Resin Word Art - NEW!

6/24-6/26	T/Th	6 - 7:30 pm	\$45
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Choose your word up to 5 letters

#### Family Tree Genealogy

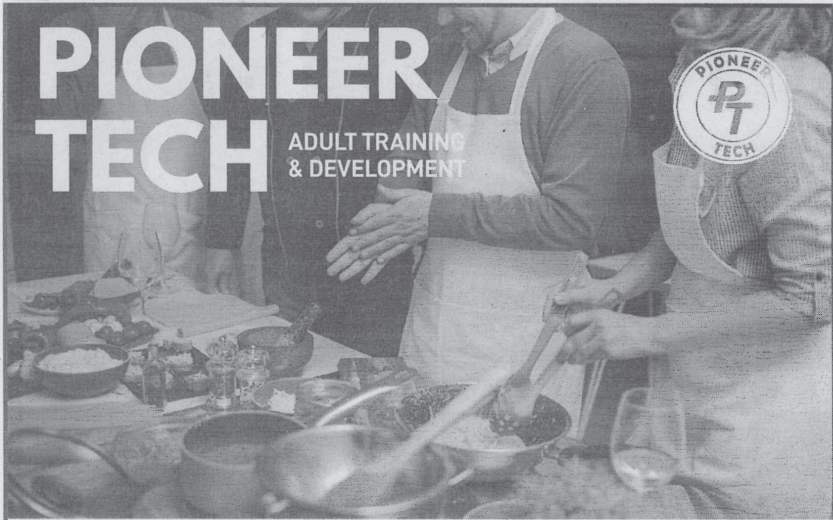
6/10-6/24	T	3 - 6 pm	\$39
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Learn how to research and connect your family tree using a computer and free resources. Every student will be able to use a computer and look for their own family information.

#### Anthropomorphic Old West Paintings - NEW!

6/23-6/25	M/W	6 - 9 pm	\$45
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#### D&D Dungeon Fantasy Map and Dice



# PIONEER TECH

ADULT TRAINING  
& DEVELOPMENT

## Summer Adult Short-term Classes at Pioneer Tech

ENROLLING MAY 19TH

[pioneertech.edu/page/adult](http://pioneertech.edu/page/adult)

### COOKING CLASSES

#### Taco Tuesdays - NEW!

6/3	T	6 - 9 pm	\$35
7/15	T	6 - 9 pm	\$35

Grilled meat, sweet and savory salsa, refreshing salad, and corn tortillas

#### Summer Baking - NEW!

6/5	Th	6 - 9 pm	\$35
7/17	Th	6 - 9 pm	\$35

Gallettes, savory and sweet, strawberry shortcake, and Zucchini quick bread

#### Grilling Basics - NEW!

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Variety of proteins, potatoes, mixed vegetables

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# PTC's Brakey gets business and industry certification

## Press Release

Pioneer Technology Center recognized Dawn Brakey, Bid Assistance Coordinator and leader of PTC's APEX Accelerator Center, for her successful completion of the 2024-25 Business and Industry Services Certification Program (BIS Cert Pro) through Oklahoma CareerTech. Brakey was one of 15 professionals from across the state who graduated on March 26 during the final session held at Northeast Tech's BIS Campus in Pryor. The cohort concluded their training by touring the Grand River Dam Authority (GRDA) and exploring the on-site rescue training center, offering valuable insight into regional resources and training capabilities.

(See Brakey, Page 6)



From left: Dawn Brakey (PTC Bid Assistance Coordinator) and Molly Kyler (Executive Director of Business and Industry Services). (Courtesy photo)

## Brakey

From Page 3

In her role at the Oklahoma APEX Accelerators Center hosted by Pioneer Tech, Brakey provides critical marketing and technical assistance to businesses aiming to sell their products and services to local, state, and federal and tribal government agencies. The APEX program offers expert one-on-one consulting, customized bid

match services, assistance with vendor registrations, and access to national and statewide training and networking opportunities. Businesses participating with the APEX program benefit from in-depth market research, improved contract readiness, and access to free resources that save time and boost profitability. Brakey's recent certification strengthens her capacity to guide businesses

toward success in securing government contracts.

"Dawn Brakey's graduation from BIS Cert Pro not only reflects her personal commitment to professional development, but also reinforces Pioneer Tech's mission to enhance lives and secure futures through excellence in workforce and business development," remarked Molly Kyler, Executive Director of Business and Industry Services at PTC.

# PTC nursing class celebrates milestone



The Pioneer Technology Center Practical Nursing Class of 2025 marked a major milestone last week with its Pinning Ceremony, an event symbolizing the transition from student to healthcare professional. **FRONT ROW, FROM LEFT:** Kaelyn Bradley of Ponca City, Haleigh George of Ponca City, Mikayla Moreau of Newkirk, Kasey Higgins of Burbank, and Alexia Harman of Marland. **BACK ROW:** Loretta Summitt of Newkirk, Lakesha Swanson of Ponca City, Alisha Meadows of Ponca City, Natalie Ramsey of Ponca City, Lacey Pollard of Ponca City, McKenna Waggoner of Ponca City, Dana Hutchison of Ponca City, and Rachel Reyes of Pawnee. *(Courtesy photo)*



## JOIN OUR TEAM! STUDENT SERVICES COORDINATOR

Pioneer Technology Center, an engaging and supportive workplace providing high-quality programs and services, is looking for a **Student Services Coordinator**.

Are you someone who is motivated to assist students in career guidance, counseling services, and creating and maintaining positive working relationships with students, faculty members, and other professionals? To be successful in this job, you must be team-focused, dependable, supportive, encouraging, and productive. You must be willing to provide counseling services to high school and adult students enrolled at PTC.

As a requirement, the successful candidate must hold a Master's Degree with Standard Oklahoma Teacher's Certification as a School Counselor, possess the ability to build relationships with team members, and relate to students. Three or more years of related experience in an educational setting and experience as a school administrator is preferred. You must be able to work with a team that values people, innovation, character, learning, and economic development. If this is you, you could be a great fit for our team!

PTC offers excellent pay and benefits and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization.

Oklahoma State Bureau of Investigation records check required upon employment.

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.

Apply at [pioneertech.edu](http://pioneertech.edu) or scan the QR code below.



## JOIN OUR TEAM! TEACHER PREPARATION INSTRUCTOR

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

Are you someone who is moved by facilitating all aspects of instruction, and developing and maintaining positive working relationships with other professionals? To be successful in this position you must be dependable, team-focused, reliable and responsible. You must have a Bachelor's degree (Master's degree preferred) in education and must hold a current Oklahoma Teaching certificate as well as have three years' experience as an instructor in a public or private school setting. The selected candidate will be required to obtain an Oklahoma State Bureau of Investigation records check upon employment, and maintain a valid driver's license. You must be able to work in a team that values people, innovation, character, learning, and economic development. If this is you, and you can prove it, you could be a great fit for our team.

Specific job duties:

- Responsible for all aspects of instruction: classroom management, instructional delivery techniques, and selection of appropriate curriculum to meet individual student needs.
- Evaluate student performance based on theory, professionalism, and competency in the instructional program based on objectives and established criteria.
- Develop, revise, and update curriculum materials.
- Maintain an awareness of and adherence to accommodations for special learners as established through Individualized Education Plans or Section 504 documentation.

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# Friday

## May 9, 2025

Vol. 132 - No. 155  
poncacitynews.com

# Combat Syndicate featured at 1 Million Cups

By **CALLEY LAMAR**  
calley@poncacitynews.com

The monthly 1 Million Cups meeting was held at the cafeteria atrium at Pioneer Technology Center (PTC) on Wednesday, May 7 at 8:30 am. 1 Million Cups is a Kauffman Foundation program allowing entrepreneurs to come together over coffee and hear their stories about how they started their businesses.

The speaker for this month was Sam Lionelli, owner of Combat Syndicate. Combat Syndicate, located at 305 S. Pine, is a martial arts school that has classes for kids, teens, and adults.

Lionelli is an entrepreneur that has owned over nine businesses, and began his presentation with his past.

Lionelli lived in various parts of the United States while growing up, living in and out of trailer parks, hotels, projects, homeless shelters, and domestic violence shelters. He noted that by the time he was 16, he had lived in 20 different cities

and was the "new kid" at school every couple of months.

He was pulled out of school for home-schooling due to bullying, and eventually went to get his GED and enroll in into a computer repair class, before then going to NOC to get an associates degree and work at the Ponca City Refinery.

While working there, he felt that he needed to do something different. He began educating himself and opened his first business, The Rack Gym.

Lionelli eventually came across a Marble Slab Creamery in Bricktown, and is a current co-owner of that building. This was what led to him leaving the refinery.

"Going back, I didn't know what I was doing. I didn't have any formal training on business owning, I didn't know anybody I could ask questions to. This was literally just figuring it out, and it was a drive that I don't want to live like I lived



**SAM LIONELLI (left)** was the speaker for the May 1 Million Cups meeting, and shared information on the Combat Syndicate, a martial arts school in Ponca City. He was presented an orange cup by Brook Lindsay (right), these cups are given to speakers at 1 Million Cups meetings. (Photo by Calley Lamar)

(See **COMBAT SYNDICATE**, Page 2)

## Combat Syndicate... Con't from Page 1

when I was younger," said Lionelli. "And on the other side of that...I wanted to prove that you could come from nothing and do these things. So anytime I saw an opportunity, I just jumped on it."

Lionelli describes himself as having a drive and passion to help others. With some free time after leaving the refinery, he asked a friend, James Morgan, to help with private training in the attic space at The Rack Gym.

A friend reach out to Lionelli and described that their child was being bullied. This friend then asked if their child could train with Lionelli and Morgan.

"Within a month or so, this kid, we started to see this change in him. He came in super shy, and you could tell he had zero confidence," said Lionelli. "Within a few months, nobody was messing with him anymore. He picked this stuff up, he had these people he could hang out with and spend time with. He had someone that cared about him."

After that night, Lionelli was having lunch with Morgan and shared that this was what he needed growing up. And it was there that they decided that they could make a huge impact in the lives of kids in the area.

Combat Syndicate opened in December of 2019. "I just jumped on it. This was something that I feel like I could actually make an impact. This was something I could feel passionate about," said Lionelli.

Combat Syndicate focuses on teaching students to

"fight another day" and wants to make sure that they can come away with a life changing experience and succeed in personal goals.

"We have a very tight community, these kids take care of each other. And we preach that to them, when we're talking to these kids, we let them know that this your family. If you see anybody in here getting picked on, you say something," said Lionelli. "Some of them come from homes that people don't care about them, and they don't care about their achievements or anything they're doing. And they have this whole group of people that's cheering them on...it makes them feel good."

Classes include jiu-jitsu, kickboxing, MMA, Muay Thai, and general self defense. They have a 24/7 gym that opened a year ago, which serves as a means to help pay for the kids' classes.

Many of those training at Combat Syndicate travel to various competitions around Oklahoma, Kansas, and Texas.

Combat Syndicate also gives back to the community through work with the schools, game night events with Avenue of Hope, and work with tribal organizations.

Combat Syndicate has a Facebook page where they make posts on events and competitions. They also have a website at [combatsyndicate.org](http://combatsyndicate.org) for more information, or by calling at 580-363-7562.

Following his presentation, Lionelli was given an orange cup for his presentation. These cups are given to all speakers at 1 Million Cups meetings.

# Thursday

## May 8, 2025

Vol. 132 - No. 154  
poncacitynews.com



THE MAY 2025 Business Partner of the Month presentation was made to El Patio Mexican Restaurant, located at 731 N. 14th Street, following the Business Council meeting at 11:30 am. Pictured are El Patio owners, staff, along with Chamber staff and Chamber investors. (Photo by Calley Lamar)

## May Business Council meeting

By **CALLEY LAMAR**  
calley@poncacitynews.com

The Ponca City Area Chamber of Commerce Business Council held their regular monthly meeting on Tuesday, May 6 at 8 am.

Brooke Jones called the meeting to order.

At the start of the meeting, Chamber CEO Shelley Arrott provided an update on the new June Social Media Retail Campaign, planning is underway for the rollout on this campaign. Many businesses struggle during the "J" months such as January, June, and July, and this campaign is meant to serve as a means to help promote retail in Ponca City.

Under new business, it was shared that the May Cash Mob event will be held on Thursday, May 8 at OnCue North, located at 3305 N. 14th Street, at 11:30 am. There will be a drawing for \$25 in Chamber

Bucks that can be spent at the business.

The Chamber is launching a new guest speaker series called Business and Beyond featuring Lori Fullbright with News on 6. Fullbright will discuss scams, cons, and frauds during the session on Wednesday, May 14 from 11:30 am to 1 pm at Pioneer Technology Center (PTC). The cost is \$15 for Chamber investors, and \$25 for non-investors. This includes lunch. RSVP with the Chamber of Commerce to attend.

Arrott then provided her Chamber update.

There are several upcoming ribbon cuttings in the works with the Chamber of Commerce. Those ribbon cuttings include the following:

- Branch's Creative Monogramming & Embroidery, located on 110 N. 1st Street on Wednesday, May 7 at 2 pm.

- Whataburger, located at 813 E. Pros-

pect, on Tuesday, May 20 at 4 pm.

- Phillips 66 PCR Training Center, located at 205 E. Oakland on Wednesday, May 21 at 10 am.

- Amazing Grace, located at 1904 Jane Street, on Tuesday, May 27 at 2 pm.

- Lightning Fast Phone Repairs at the Chamber office, located at 420 E. Grand Ave., on Friday, May 30 at 2 pm.

The May Business After Hours event will be hosted by First National Bank of Oklahoma at the Ponca City Country Club on Thursday, May 22 from 5 pm to 7 pm.

The 38th Leadership Ponca City Class have rolled out their class project, the Ponca City Passport 2025, which will run from now until July 15. The project encourages people to explore local landmarks, attractions, and businesses to get stamps for their passport.

(See BUSINESS, Page 2)

# Business

## Con't from Page 1

Leadership Ponca City Alumni now has 100 members. Their second quarter activity "Behind the Badge" will be held on June 13, while their next social will be held on July 17 at The Alley.

Graduation for Class 38 will be held on May 8 at the Ponca City Country Club.

The next planning meeting for the Party at the Palace will be held at Los Portales at 4 pm on Thursday, May 21. Tickets go on sale on Monday, July 7.

The PIE Partner wrap-up meeting will be held on May 15.

Ponca Politics will be holding a candidate forum for City Commission Seat #1 with candidates Annette Newcomb and Donna Rubio on Friday, May 23 at 12 pm.

The Tourism Bureau is currently seeking a new board member. The position is a four year term, with one year as chair, and is appointed by the mayor. Those interested are encouraged to reach out to Shelley Arrott or Zach Trantham with the Chamber.

The Mayor's Civic Youth Academy will be held from June 16 to June 20 from 8 am to 4 pm with applications open for high school juniors and seniors in Ponca City.

Next, committee members in attendance provided various updates.

John Kuhlman with MakeKings shared that they are working on signage for grain silos in Blackwell, and have finished up the Ponca City Medical Center and Fairfax Medical Center. They have several other bids out currently for future projects.

Kuhlman is also on the board with Harmony House, and they are looking to schedule a clean-up in June or July.

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

Ponca City Main Street (PCMS) hosted Tools for Your Business at City Central on May 6.

Business on the Balcony will be on Tuesday, May 13 from 7 am to 9 am.

Several non-profit related programs are coming up at PTC this month. Posts will be made on the PCDA Facebook page.

Sunny Creek Trading Post in the City Central building has new producers, and vegetables are starting to roll in. They have also started "Sunny

Creek Eats" which allows for food ordering from locally sourced vendors.

Katrina Presnal with The Ponca City Real Estate Co. shared that there are multiple houses under contract, and that those at the office are gearing up for Annette Newcomb's campaign for City Commissioner Seat #1.

Betty Rutz with Lakeview Store Bait Shop and Storage shared that this is currently their busy season.

The snow cone shack at Lakeview will open on May 10, and will be open during the summer on Fridays, Saturdays, and Sundays from 12 pm to 8 pm.

It was also shared that tariffs are affecting fishing supplies with one supplier going up \$5 to \$6 per box on fishing line, while another has gone up \$15 to \$20 on rods and reels.

Ian Freeman with Pioneer Technology Center (PTC) shared that he is looking for places to put IT apprentices.

There is currently an open position for an apprenticeship liaison.

PTC graduation is on May 20.

Michelle Bailey with Survivor Resource Network (SRN) shared that they are presently working on the Herb Festival, they still have spots for vendors open.

Jerome Orange with Stolhand-Wells Group shared that commercial water treatment has amped up.

Stolhand-Wells Group closed on a deal with Frontier Schools and will be working in late June/early July after school is out.

Stolhand-Wells Group is in Pawnee and Stillwater with projects.

Homer Nicholson with Nicholson Auction and Real Estate provided an update.

Oklahoma Municipal Power Authority (OMPA) is looking to build a 124 megawatt power plant on Highway 11.

The Texas State Legislature is defunding \$4 million in their effort to restore the AmTrak Heartland Flyer. Meanwhile, the Kansas State Legislature has secured \$5 million to restore AmTrak.

The Oklahoma AmeriCorp was defunded a week ago, and it is unknown if they will be able to recover.

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

# WORK LA *Job Fair* HOMA



Tuesday

**MAY 6**

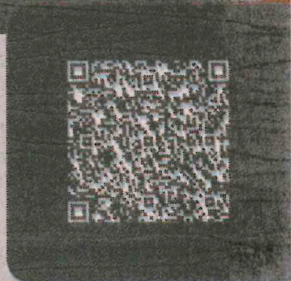
10 am - 2 pm

**Pioneer Tech**  
2101 N Ash, Ponca City  
**Conference Center**

### What you'll access:

- Over 25 Vendors
- Remote Work Info Session @ 11:30 am
- On-site Interviews
- Free Professional Headshots
- Door Prizes

## BE AN EXPO VENDOR



### Register by May 1

- Full lunch & refreshments provided
- Setup May 5 2-3 pm or May 6 8-10 am
- Scan QR Code to reserve your table

More info contact 580.718.4237

**GET THE JOB.  
GO WITH PRIDE.**

☎ 580.718.4237

🌐 [workreadyponcacity](http://workreadyponcacity.com)



**WORK READY**

PONCA CITY

# PTC coordinators strengthen workforce support through CareerTech certification

## Press Release

Pioneer Technology Center has announced that Markesha Duggan, Adult Training & Development Coordinator (AT&D), and Jenn Miller, Leadership Development Coordinator, have successfully completed the Business and Industry Certification Program (BISCP) through Oklahoma CareerTech. This professional development program is designed specifically to provide information, training, and resources for new hires within the CareerTech system,

particularly those employed at local technology centers within the past 18 months. However, participation is open to any CareerTech professional seeking to broaden their understanding and capabilities within the system.

The BISCP aims to develop and train technology center representatives to serve effectively as Business and Industry Services Coordinators. Through this program, participants are equipped with the tools necessary to meet the workforce training needs

of Oklahomans more effectively and to contribute meaningfully to economic development within their regions.

The curriculum includes essential topics such as the structure and mission of the Oklahoma CareerTech System, team building strategies, results-based intervention implementation, performance consulting and needs assessment techniques, marketing of services to both internal and external stakeholders, communication skill development, and compliance with ODCTE

documentation and data reporting requirements.

The completion of this program by Duggan and Miller reflects Pioneer Tech's ongoing commitment to professional excellence and continuous improvement in serving the educational and workforce development needs of the community. Their achievement not only enhances the capabilities of PTC's Business and Industry Services team but also contributes to building a strong human resource network across the CareerTech system.



From left: Patrick Clanin (OKCareerTech), Molly Kyler (Executive Director of Business and Industry Services), Jenn Miller (Leadership Development Coordinator), Markesha Duggan (AT&D Coordinator), and Lori Laufer (OKCareerTech).  
(Courtesy photo)

# WORK LA *Job Fair* HOMA



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**WORK READY**  
— PONCA CITY —

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**WORK READY**  
— PONCA CITY —

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**GET THE JOB.  
GO WITH PRIDE.**

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📱 workreadyponcity

**WR** **WORK READY**  
— PONCA CITY —

# WORK LA *Job Fair* HOMA



Tuesday  
**MAY 6**

10 am - 2 pm

**Pioneer Tech**  
2101 N Ash, Ponca City  
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📘 workreadyponcacity

**WR** **WORK READY**  
— PONCA CITY —

# PIONEER TECH

Adult Training  
& Development



**SUMMER ENROLLMENT OPENS MAY 19 | [pioneer.tech.edu/page/short-term-courses](https://pioneer.tech.edu/page/short-term-courses)**

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

**PONCACITY MONTHLY**

**MAY 2025 35**



## Dr. Ryan Burkett graduates from TechCAP Leadership Program

Ponca City, OK — Pioneer Technology Center proudly congratulates Dr. Ryan Burkett, Instructional Director of Trade and Industry Services, on his graduation from the Technology Center Administrator Program (TechCAP). This highly respected leadership initiative is designed to support both current and aspiring leaders within Oklahoma's CareerTech System. Through TechCAP, participants gain a deeper understanding of CareerTech operations and leadership, while exploring how the system prepares Oklahomans for success in the workplace, in education, and in life.

The program consists of eight sessions held monthly at technology centers across the state. Each session spans two full days of high-quality leadership development, with a required evening event to strengthen cohort connections. Participants are also required to attend at least one State Board of CareerTech Education meeting, either in person or virtually. The curriculum includes a broad range of essential leadership topics such as Shared Vision, Culture & Quality Programs, Management of Instruction, Community Resources, Integrity & Ethical Behaviors, and Advocacy.



PICTURED LEFT to right Jessica Ventris, Oklahoma CareerTech (Director of Academic Affairs), Dr. Ryan Burkett, (PTC Instructional Director) and Kahle Goff, (PTC Executive Director of Full-Time Programs).

Throughout the program, Dr. Burkett engaged in hands-on learning experiences, statewide networking opportunities, and received insights from a variety of seasoned CareerTech leaders. His successful completion of TechCAP reflects a strong commitment to professional growth, educational excellence, and leadership in CareerTech. Pioneer Tech is proud to recognize Dr. Burkett's achievement and celebrates his continued contributions to workforce development and technical education in Oklahoma.

To learn more about Pioneer Technology Center's

programs and services, call 580-762-8336 or visit [www.pioneer-tech.edu](http://www.pioneer-tech.edu).



## Pioneer Tech Business and Industry Services Host BBQ With BIS

Story by **Terri Busch** Pioneer Technology Center | Contributing Writer

In today's competitive marketplace, a highly trained workforce is essential for growth, efficiency and profitability. That's why Pioneer Technology Center (PTC) continues to be a trusted and preferred resource for business and workforce development throughout Kay County and beyond. Through its Business and Industry Services (BIS) team, Pioneer Tech offers a robust lineup of client-based training and consulting programs that directly support local businesses and industries.

To celebrate the partnerships that make these services possible – and in recognition of both Small Business Month and National Barbecue Month – Pioneer Tech's BIS team will host its annual BBQ with BIS event on May 16 from 11 a.m. to 1 p.m. in the Business and Industry Services building on the PTC campus. Clients and industry partners are invited to enjoy barbecue, chips, a drink and dessert, while supplies last.

"May is the perfect time to recognize the vital role small businesses play in our local economy while enjoying a favorite American tradition – barbecue," said Molly Kyler, Executive Director of Business and Industry Services. "We're combining two great things to say thank you to the incredible companies and clients we serve."

Each year, more than 9,000 individuals take advantage of BIS offerings, which include Small Business Management, Ag Business Management, Government Bid Assistance, Leadership Development, Safety Training, Customized Industry Training, Marketing Solutions and access to PTC's Business Incubator Program. These services not only foster growth and innovation, but also support workforce readiness and economic development throughout the region.





We help you find, get and keep the right job!



## Soft Skills Employment Education

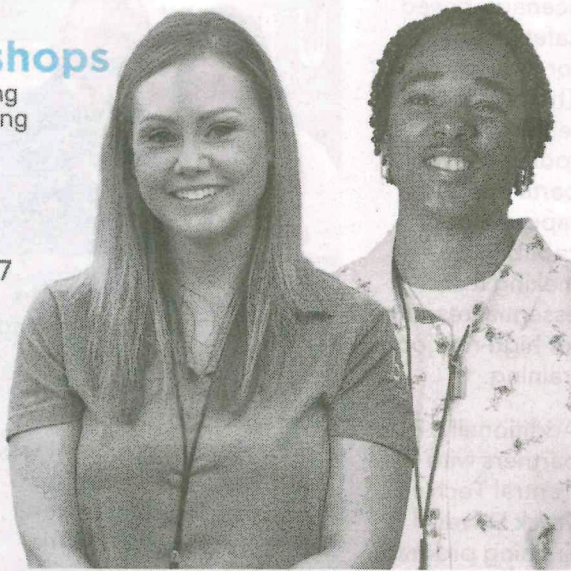
### Monthly Workshops

Job coaching, resume writing  
and employment skills training

Reach us @

**580.718.4237**

400 E. Central, Suite 307  
Ponca City



follow us for updates!



*workreadyponcity*

**PIONEER TECHNOLOGY CENTER**  
**PURCHASES OVER \$10,000**  
Equipment/Furniture/Remodel or Repairs/Technology  
June 10, 2025

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Building Maint Major Repairs/Remodel	Bryan's Flooring	Remodel of mens & womens restrooms in B-hallway	\$ 31,629.00

*Other quotes:*  
*Anderson Flooring \$34,143.00*

## LIST OF ITEMS - TO DECLARE SURPLUS

### June 10, 2025

<u>Quantity</u>	<u>Description</u>	<u>Tag #</u>
1	2006 Bluebird School Bus	VIN #1BAKCKKH66F232400
1	2008 Dodge Caravan	VIN #1D8HN44H98B177174
1	AUV Printer, non-working	690433
1	Craftsman Tool Box	680146
1	Walker Jack, non-working	001847
1	Hunter Brake Lathe	684766
1	Parkmaster Air Plasma Cutter	679724
1	Miller XMT with Wire Feeder	000245
1	Miller Matic	681574
1	Miller Welder w/Wire Feeder & Cart	687430, 687975
2	Miller Matic 140 Auto set	688063*
3	File Cabinets	000050*
3	Metal Shelves	681269*
1	Metal Cabinet	680225
30	Student Desks	no tags
15	Student Tables	no tags
3	Folding Tables	no tags
4	Metal 2 Door Cabinets	no tags
1	Poster Printer	no tags
3	Plastic Playhouses	no tags
2	Metal Carts	no tags
25	Plastic Tool Cases	no tags
1	Food Warmer, non-working	no tags
1	T-shirt Press, non-working	no tags
1	Wood Shed	no tags
10	Plastic 10ft Tables & Cart	no tags
1	Miller Suitcase Welder	no tags
1	Hypertherm Power Max Welder	no tags
3	Oil Changing Drums	no tags
1	Lennox HVAS System	no tags
1	Exhaust Piping	no tags
1	Sheet Metal	no tags
1	Fencing	no tags

*\*Some tag numbers are missing or not legible*



# 2025-2026 Calendar Pioneer Technology Center



JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

AUGUST 2025						
S	M	T	W	T	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
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	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

FEBRUARY 2026						
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	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	

MARCH 2026						
S	M	T	W	T	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

APRIL 2026						
S	M	T	W	T	F	S
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	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

\* **Holiday/ Campus Closed** \* **In-Service/Staff Development** \* **Student Break/HWS** \* **Conferences** \* **See List**

2025
<b>July</b> 4 Fourth of July Holiday/ Closed
<b>August</b> 1 Welcome & Professional Development 4-5 OKACTE Oklahoma Summit 6-14 In-Service / Professional Days 7 Evening—Back to School Event 15 First Day of School
<b>September</b> 1 Labor Day Holiday/ Closed 15 Professional Day / No Classes
<b>October</b> 14 Evening P/T Conferences 16 P/T Conference Day / No Classes 10 End of First Grading Period 17 & 20 Fall Break / No Classes
<b>November</b> 24-28 Thanksgiving Holiday / Closed
<b>December</b> 19 End of Second Grading Period 22 Winter Break / No Classes 23-31 Christmas Holiday / Closed

**2101 N. Ash, Ponca City, OK**

**Enhancing Lives Securing Futures**

**We Value...**  
People, Innovation, Character  
Learning, and Economic

**1086 Hour Calendar**

376 Minutes of Instruction/Day  
6.2666667 Hours of Instruction/Day

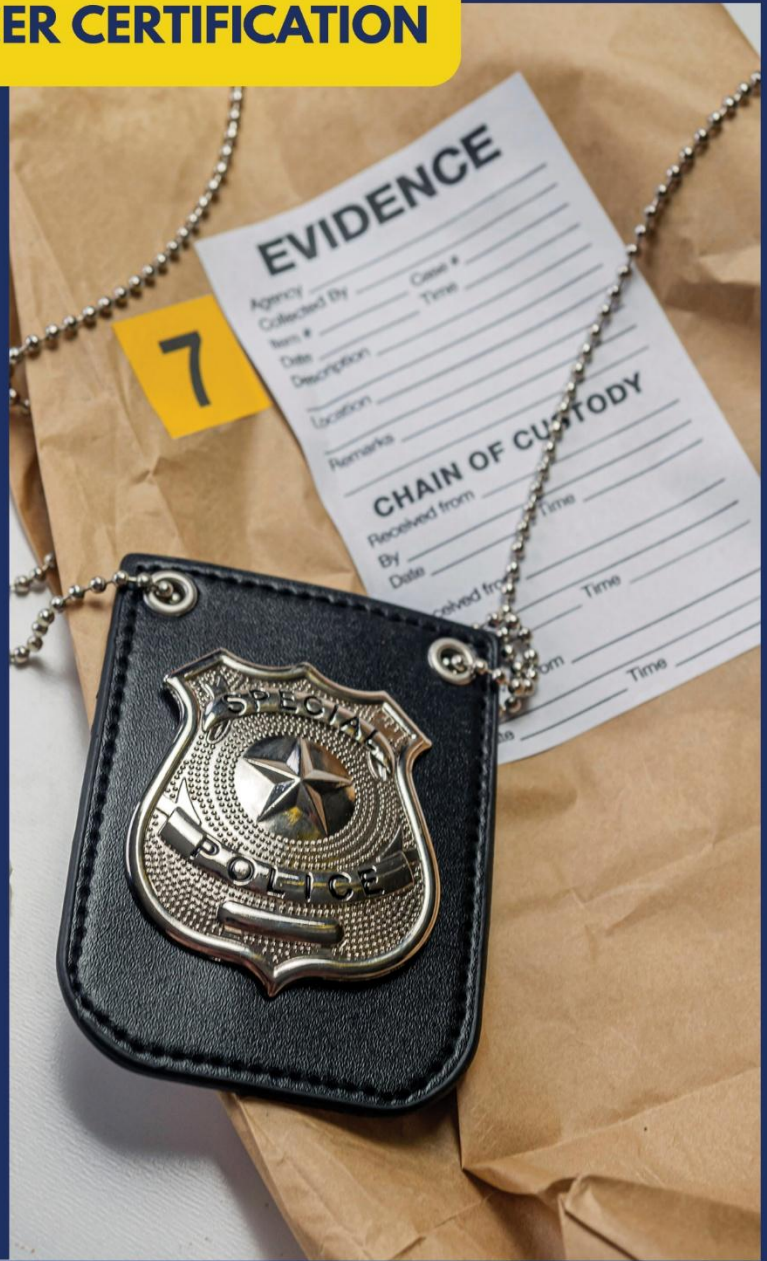
Days/Hours Semester 1 - 81/507.60  
Days/Hours Semester 2 - 86/538.93  
**Days of Instruction: 167 - 1046.53**  
PD Days/Hours - 5 x 6 - 30 Hours  
P-T-C Days/Hours - 2 x 6 - 12 Hours  
**Total Days: 174**  
**Total Hours: 1088.53**

Approved:

2026
<b>January</b> 1 New Year's Holiday / Closed 2 Winter Break / Closed 5 Winter Break / No Classes 6 First Day of Second Semester 19 Martin Luther King Jr Day Holiday / Closed
<b>February</b> 13 P/T Conference Day / No Classes 16 Presidents' Day Holiday / Closed
<b>March</b> 13 End of Third Grading Period 16-20 Spring Break / No Classes
<b>April</b> 3 Good Friday Holiday / Closed
<b>May</b> 18 Last Day of School 25 Memorial Day Holiday / Closed
<b>June</b> 19 Juneteenth Holiday Summer Camp and Summer Academies Inclement weather make-up days: April 3, May 19, 20, 21, 22, 26, 27, 28, 29

\* Travel time counts toward calendar hours for secondary students.

# BASIC PEACE OFFICER CERTIFICATION



# CADET **HAND** **BOOK**



PIONEER TECHNOLOGY CENTER 2025-26

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

## BPOC Coordinator

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

## Pioneer Technology Center Administrative Staff

- Traci Thorpe - Superintendent/CEO [TraciT@pioneertech.edu](mailto:TraciT@pioneertech.edu)
- Kahle Goff - Executive Director, Full-Time Programs [KahleG@pioneertech.edu](mailto:KahleG@pioneertech.edu)
- Molly Kyler - Executive Director, BIS [MollyK@pioneertech.edu](mailto:MollyK@pioneertech.edu)
- Stacey Rush - Chief Financial Officer [StaceyR@pioneertech.edu](mailto:StaceyR@pioneertech.edu)
- Aimee Snyder – Deputy Chief Financial Officer [AimeeS@pioneertech.edu](mailto:AimeeS@pioneertech.edu)
- Kendra Knight - Instructional Director [KendraK@pioneertech.edu](mailto:KendraK@pioneertech.edu)
- Dr. Ryan Burkett - Instructional Director [RyanB@pioneertech.edu](mailto:RyanB@pioneertech.edu)

## Introduction

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

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

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

## Hours of Operation

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

Training days will begin at 06:30 hours and continue through 17:30 hours Monday through Thursday. Tardiness and absenteeism will be subject to disciplinary action. It should be anticipated that some training days will extend well beyond 1800 hours. Cadets shall make all necessary arrangements to ensure attendance.

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

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

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

## **Attendance**

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

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

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

## **Authorized Absence**

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

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

## **Unauthorized Absence (UA)**

Unauthorized Absence (UA) is defined as any absence without prior approval of the Training Administration Staff. If a cadet is unable to report to the Academy, and prior approval for the absence has not been granted, the cadet must personally notify either the Academy Coordinator and/or designee prior to 06:00 hours on the day of the absence. If allowed to return to the Academy, the cadet will write a report detailing the reason for the absence.

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

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

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

### **Unauthorized Absences**

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

### **Tardiness**

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

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

## **Call-In/Late**

Cadets coming upon unforeseen circumstances which they believe cause them to arrive late must contact the Academy Coordinator or designee as soon as possible. Any cadet who calls in as required but arrives 30 minutes beyond the start time for an assignment may be excluded from that class, or may receive a level of disciplinary action in the schedule depending upon the number of occasions. Disciplinary actions, if any, will be decided by the Academy Coordinator. Disciplinary actions may include, but are not limited to, extra duties/assignments or dismissal.

## **Non-Call In/Non-Report**

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

## **Unauthorized Departure**

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

## **Injuries or Illness**

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

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

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

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

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

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

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

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

## **Academy Uniforms**

The Academy Uniform:

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

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

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

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

## **Exceptions to Prescribed Academy Uniform**

- **Defensive Tactics** – Uniform Requirements: During Defensive Tactics/Custody Control training, the cadet may wear Karate Gi pants, or sweat pants only. No tight-fitting clothing is allowed. (Preferably dark colors.) BDU style pants MAY NOT be worn. Pants shall have no exposed

buttons, zippers, or snaps. Shorts are not permitted. Sweat tops or T-shirts are permitted and should be dark in color with no lettering or graphics. Neither T-shirts nor sweatshirts will be worn if the sleeves have been removed. The only approved footwear for this training is either socks or wrestling shoes. Bare feet are not allowed for health and sanitation reasons.

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

## Personal Grooming

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

Hair, mustaches, sideburns, beards, or goatees will be trimmed and neat, and be of traditional color and worn in such a fashion that does not impede the wearing of any prescribed headgear. Make-up will be worn conservatively.

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

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

## Achievement Standards

The Law Enforcement profession demands a standard of achievement that surpasses that of the academic community. The profession requires a high level of individual knowledge, ability and skills that will serve to maintain the officer’s sense of pride, proficiency, and personal safety throughout their career with their respective agency. Failure to achieve the minimum acceptable

performance standards in any curriculum area will prohibit the cadet from receiving certification at the conclusion of the Academy.

### **Academic Grading**

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

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

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

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

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

**Skills Remediation: - Retesting Procedure:** O.A.C 390:15-1-13 (f)(g): (f) When a trainee fails a proficiency test in the Custody Control block or the Law Enforcement Driver Training block, the trainee will not be certified, and will be scheduled for up to two remedial training sessions at a later time. If the trainee does not successfully complete remedial training, no further testing will be allowed.

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

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

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

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

## **Cadet Expected Behavior**

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

- The classroom is to be regarded as a place of learning. Unnecessary distractions and/or conversations are not tolerated.
- Cadets will remain awake and alert at all times in the classroom. They will occupy themselves with law enforcement business and refrain from non-related reading material or activity.
- Cadets will promptly comply with instructions, directions, orders and assignments given them by academy staff members.
- Cadets will address staff and adjunct instructors, regardless of personal relationship, by title and last name.

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

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

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

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

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

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession, law enforcement.

### **BPOC Code of Ethics**

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

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

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

## General Provisions

It is the responsibility of the Pioneer Technology Center to insure that cadets receive every opportunity to contribute their maximum effort during the program in order to become effective Peace Officers. Likewise, it is of the utmost importance that the Staff maintains optimum channels of communication and instruction with each individual to enhance his/her successful entry into the field of law enforcement.

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

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

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

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

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

## Cadet Discipline

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

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

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

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

1. **Counseling Session:** Upon an initial offense, a cadet will be counseled by Academy Staff. The initial form of action is normally privately conducted by the cadet's Academy Coordinator,

or by a Staff Instructor on the first incident of unacceptable activity. The cadet will be asked to submit a written statement explaining his or her action. During the counseling session, the written statement will be evaluated, and if necessary, a counseling session will ensue. During this meeting the problem(s) will be identified and discussed. Recommendations will be made for corrective action, and a warning given for any future infraction. The meeting will be formally documented, and the documentation will be signed by both the counselor and the cadet.

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

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

**Instances of Extenuating Circumstances:** Law enforcement cadets may be disciplined or dismissed despite technical compliance or noncompliance with the rules and regulations as outlined herein. Under this section, a law enforcement cadet may not have exceeded the rejection level in any one

category but may still be disciplined or dismissed. If, through the “compounding” of offenses, situations, low productivity, attitude, or other factors, a pattern or picture develops which leads the Academy Command Staff to reasonably believe that the individual does not possess the overall characteristics necessary of a law enforcement officer, that cadet may be subject to disciplinary action, agency notification, and dismissal.

## **Alcohol, Drug and Tobacco**

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

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

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

## **Fraternization Rules**

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

## **Discrimination, Harassment and Hazing/Grievance Procedures**

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

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

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

## Inspections

The Academy Staff is allowed, at any time, to perform administrative inspections and/or searches, adhering to PTC Search of Students policy, for security and violations of Academy Policies and Procedures. All classrooms, classroom furniture and fixtures; all cadet assigned rooms, furniture and fixtures; and all facilities owned and controlled by Pioneer Technology Center are subject to inspection. It shall be understood there is no expectation of real or assumed privacy. Cadets should expect, at a minimum, weekly inspections.

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

## Parking/Driving

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

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

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

## Equipment Requirements

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

### Academic/Classroom Instruction

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

### Firearms Training

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

## **Ammunition Requirements**

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

## **Ammunition Quantities**

Each student will be required to bring:

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

## **Specifications for Handgun Ammunition:**

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

## **Custody and Control / Defensive Tactics – Equipment Requirements**

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

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

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

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

## **Computer and Technology Use**

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

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

## **Unacceptable Practices**

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

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

## **Daily Physical Training - PT**

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

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

## **Pioneer Technology Student Handbook**

Any item not addressed by the BPOC Academy Handbook will be addressed through the PTC Full-Time Programs Student Handbook which is available online at [www.Pioneertech.edu](http://www.Pioneertech.edu).

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

## Pioneer Technology Center BPOC Cadet Agreement

Cadet Printed Name: \_\_\_\_\_

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

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

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

Cadet Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pioneer Technology Center (2101 N. Ash, Ponca City, OK 74601) does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For Inquiries concerning the application of this policy contact either Kellie Johnson, [Kelliej@pioneertech.edu](mailto:Kelliej@pioneertech.edu) (580) 718-4224 or Wendy Burg, [Wendyb@pioneertech.edu](mailto:Wendyb@pioneertech.edu) (580) 718-4308, Compliance Officers/Title IX Coordinators, or Carol Lynes, [CarolL@pioneertech.edu](mailto:CarolL@pioneertech.edu) (580) 718-4298, 504/ADA Coordinator **or email** [compliance@pioneertech.edu](mailto:compliance@pioneertech.edu)

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OF COUNSEL

LINDSEY E. ALBERS  
RHIANNON K. THORESON

June 5, 2025

*Via Electronic Mail*

Traci Thorpe, Superintendent/CEO  
Pioneer Technology Center  
[tracit@pioneertech.edu](mailto:tracit@pioneertech.edu)

**Re: RFR Engagement Letter 2025-2026**

Dear Ms. Thorpe:

This letter is intended to establish the terms and conditions of this firm's representation of Pioneer Technology Center ("Tech Center"). This agreement must be approved by the Board pursuant to an agenda item at a duly called meeting of the Board.

Legal services rendered by this law firm are on an "as needed" basis and encompass work requested to be performed by the Superintendent or the Board of Education. A schedule of the current billing rates of our shareholders, associates, legal assistants, law clerks and interns is attached. This schedule is subject to change from time to time when the firm implements a general change of rates of its Tech Center clients, or to reflect additional experience or expertise gained by the firm's professional staff. In addition, newly hired professional staff may be added. The billing rates for new professionals will be set based upon their experience. The firm will provide an updated schedule of billing rates upon request at any time.

The firm will provide the Tech Center a monthly statement for legal services rendered which will fully set out what services were provided and how much time was spent performing them. In addition, you will be provided with a monthly statement of cash advanced on behalf of the Tech Center. This will include funds expended on the Tech Center's behalf for copying, Westlaw computer time, travel expenses and the like.

From time to time, it may be possible for an associate of this firm to provide part of the legal services needed by the Tech Center. Since associate time is billed at a lower hourly rate than mine, such may represent a lower expense to the Tech Center. Of course, I will monitor all work performed by associates.

June 5, 2025

Page 2

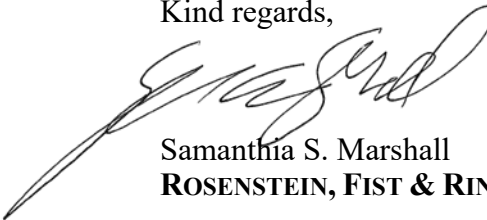
On or about the 15<sup>th</sup> of each month, the Tech Center will receive an invoice for services rendered the previous month along with a statement of cash advanced. If you have any questions regarding any invoice which you receive, please call it to my attention immediately.

I trust that the above will be to your satisfaction. If this is the case and following approval by the Board, I would ask that the person designated by the Board execute this copy of the letter and return it to me for our file. Another copy with my original signature should be maintained for the Tech Center's file.

This agreement may be terminated at any time without cause by either party upon written notice to the other. This agreement shall be deemed renewed on July 1 of each year unless one of the parties advises the other on or before June 30 that it wishes to withhold ratification and/or to terminate the Agreement.

If you have any questions regarding the above or wish to discuss the terms further, please do not hesitate to contact me.

Kind regards,



Samanthia S. Marshall  
**ROSENSTEIN, FIST & RINGOLD**

SSM/cw

Enclosures: RFR Rate Sheet (Currently in Effect)  
RFR Rate Sheet (Effective July 1, 2025)

The Board of Education, having considered and approved the terms of this engagement letter, directs the President and Clerk to execute this document on behalf of the Tech Center.

Entered into by the Technology Center this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Clerk

**APPLICATION FOR APPROVAL  
OF TEMPORARY APPROPRIATIONS  
FOR THE FISCAL YEAR 2025-26**

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

	<b><u>REQUESTED APPROPRIATIONS</u></b>
General Fund	
Current Expense	<u>\$ 14,000,000</u>
Building Fund	
Erecting, remodeling, or repairing school buildings and purchase of equipment	<u>\$ 10,000,000</u>

Approved this 10th day of June, 2025.

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

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
PRESIDENT

---

COUNTY EXCISE BOARD

Approved by the Kay County Excise Board this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
SECRETARY OF KAY COUNTY  
EXCISE BOARD

\_\_\_\_\_  
MEMBER



**PIONEER TECHNOLOGY CENTER  
2101 NORTH ASH  
PONCA CITY, OKLAHOMA  
FY 2025-26**

**RESOLUTION**

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

Approved and dated this 10th day of June, 2025.

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BOARD PRESIDENT

---

BOARD CLERK

**PIONEER TECHNOLOGY CENTER  
ACTIVITY FUND – LIST OF SUBACCOUNTS  
FY 2025 – 2026**

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

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

<u>Type</u>	<u>FY25</u> <u>Expiring</u>	<u>FY26</u> <u>Renewal</u>	<u>Change</u>
Workers Comp	28,971.00	<b>31,074.00</b>	+ 2,103.00
General Liability	719.00	<b>1,197.00</b>	+ 478.00
Umbrella-Excess Limits	274.00	<b>400.00</b>	+ 126.00
Educators Legal Liability	718.00	<b>1,198.00</b>	+ 480.00
Auto Liability	959.00	<b>1,594.00</b>	+ 635.00
Auto Physical Damage	5,650.00	<b>6,262.00</b>	+ 612.00
Property	169,576.00	<b>245,406.00</b>	+ 75,830.00
Equipment Breakdown	683.00	<b>1,145.00</b>	+ 462.00
Crime	2,584.00	<b>2,584.00</b>	0
Fiduciary Liability	1,222.00	<b>1,222.00</b>	0
Bailee's Liability	295.00	<b>292.00</b>	- 3.00
Student Accident	4,895.10	<b>5,529.65</b>	+ 634.55
Cyber Liability (included)	0.00	<b>0.00</b>	0
Day Care General Liability	<u>3,158.71</u>	<u><b>3079.08</b></u>	<u>- 79.63</u>
<b>OSIG TOTALS</b>	<b>219,704.81</b>	<b>300,982.73</b>	<b>+81,277.92 (37%)</b>
LIBERTY MUTUAL:			
Treasurer Bond	1,350.00	1,350.00 est PENDING	0

**APPENDIX D**

**PIONEER TECHNOLOGY CENTER**  
**Part-Time & Temporary Employment Contracts and/or Addenda to Contracts**  
**June 10, 2025 FY 2024/2025**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Ashton Armstrong	CPR/First Aid	05/06 (6 hrs)	150.00
Ashton Armstrong	EMT Tester	05/15 (3 hrs)	75.00
Keri Bartley	ABE/HSE Instructor	06/01 – 06/30 (7 hrs)	175.00
Steve Bookout	Welding Instructor	05/13 – 05/15 (6 hrs)	150.00
Mark Busch	Excel I	05/13 – 05/23 (27 hrs)	810.00
Chad Chrisco	Italian Cuisine Asst.	05/13 (4 hrs)	60.00
Chad Chrisco	Taco Tuesday Culinary Asst.	06/03 (4 hrs)	60.00
Chad Chrisco	Culinary Services Asst.	06/01 – 06/30 (up to 29 hrs/wk)	15.00/hr
Aimee Clark	ABE/HSE Instructor	06/01 – 06/30 (66.5 hrs)	1,662.50
Bobby Crews	EMT Tester	05/15 (3 hrs)	75.00
Dahni Crews	EMT Tester	05/15 (3 hrs)	75.00
Lynkon Davis	Welding Shop Summer Help	06/01 – 06/30 (up to 25 hrs/wk)	14.00/hr
Luke Draffin	Welding Shop Summer Help	06/01 – 06/30 (up to 25 hrs/wk)	14.00/hr
Lori Evans	Evening Supervisor	05/16 – 06/15 (up to 36 hrs)	972.00
Lori Evans	HiSet Testing and Planning	06/11 – 06/25 (15 hrs)	525.00
Lori Evans	Evening Supervisor	06/16 – 06/30 (up to 24 hrs)	648.00
Shonda Garrison	Mentor Teacher	FY25	500.00
Larry Godley	ABE/HSE Instructor	06/01 – 06/30 (14 hrs)	420.00
Elaine Harman	ABE/HSE Instructor	06/01 – 06/30 (28 hrs)	728.00
Dawn Hogue	Computer Services Summer Help	06/02 – 06/30 (up to 29.5 hrs/wk)	15.00/hr
Cindy Ivie	Bus Driver	05/22 – 05/30 (up to 29 hrs/wk)	20.00/hr
Kellie Johnson	Excel Level I	06/04 – 06/12 (up to 10 hrs/6-8pm)	250.00
Kellie Johnson	Evening Supervisor Training	06/16 – 06/30 (up to 20 hrs)	500.00
Phylisha Kimbrel	Welding Instructor Asst.	06/03 – 06/12 (up to 66 hrs/6-9pm)	1,000.00
Zac Ladner	Esports Coaches Clinic	06/18 – 06/20 (24 hrs)	1,084.80
Julie Lawrence	ABE/HSE Instructor	06/01 – 06/30 (18 hrs)	450.00
Allyson Leonard	ABE/HSE Instructor	06/01 – 06/30 (66.5 hrs)	1,662.50
Sandy May	ABE/HSE Instructor	06/01 – 06/30 (56 hrs)	1,400.00
Steve McHenry	ABE/HSE Instructor	06/01 – 06/30 (42 hrs)	1,050.00
Tracyn Meadows	Welding Shop Summer Help	06/01 – 06/30 (up to 25 hrs/wk)	14.00/hr
Jesse Miller	Wiring for Resin Art	05/06 – 05/08 (5 hrs)	50.00
Kristhel Morales	Basic Spanish Instructor	06/03 – 06/20 (28 hrs)	700.00
John Munger	CPR/First Aid	05/06 – 05/07 (6 hrs/5-8pm)	180.00
John Munger	SHARE Sub.	06/18 – 06/30 (40 hrs)	1,787.20
Joni Murphy	ABE/HSE Instructor	06/01 – 06/30 (7 hrs)	175.00
Angela Neufeld	Clinical Skills Examiner	05/08 – 05/20 (10.5 hrs)	367.50
Kathryn Nichols	Guitar 101	03/03 – 03/15 (5 hrs)	250.00
Brenda Pollak	Italian Cuisine	05/13 (5 hrs)	150.00
Brenda Pollak	Taco Tuesday Instructor	06/05 (5 hrs)	150.00
Brenda Pollak	Evening Supervisor	05/16 – 06/15 (up to 40 hrs)	1,000.00
Brenda Pollak	Evening Supervisor	06/16 – 06/30 (up to 28 hrs)	700.00
Pam Powers	ABE/HSE Instructor	06/01 – 06/30 (66.5 hrs)	1,662.50
Kayla Randol	Mentor Teacher	FY25	500.00
Kristi Reed	MAT Update Instructor	05/22 (8 hrs)	240.00
Kristi Reed	CNA Instructor	06/02 – 06/20 (95.5 hrs)	2,865.00
Jayden Shaw	Welding Shop Summer Help	06/01 – 06/30 (up to 25 hrs/wk)	14.00/hr
Katlynn Stephens	EMT Tester	05/15 (3 hrs)	75.00
Rebecca Stephens	ABE/HSE Instructor	06/01 – 06/30 (63 hrs)	1,575.00
Mary Ann Sudbury	ABE/Corrections Instructor	06/01 – 06/30 (23.5 hrs)	587.50
Janie Thompson	EMT Tester	05/15 (3 hrs)	75.00
Anthony Valentin	Welding Instructor	06/03 – 06/20 (48 hrs)	1,440.00
Daniel Vap	EMT Tester	05/15 (3 hrs)	75.00
Gary Vap	EMT Tester	05/15 (3 hrs)	75.00
Lora Walton	Child Development	04/16 – 05/15 (30 hrs)	750.00
Lora Walton	Child Development	05/16 – 06/07 (30 hrs)	750.00
Neely Ward	Welding Shop Summer Help	06/01 – 06/30 (up to 25 hrs/wk)	14.00/hr
Jennifer Wehrenberg	Mentor Teacher (x2)	FY25	1,000.00