

Pioneer Technology Center Board of Education  
Regular Meeting  
Tuesday, August 12, 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. Discussion and vote to approve or not approve the tour of the Welding Technology classroom
5. Board President's acknowledgment of the return of the Board Meeting
6. Discussion and vote to approve or not approve the Minutes of the July 8, 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 #60251-60453 in the amount of \$186,716.21; Building Fund #60006-60023 in the amount of \$296,747.39; Payroll #70149-70166 in the amount of \$1,377,595.68)
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, review and vote to approve or not approve the following policies: DO- Suspension, Dismissal and Nonreemployment of Teachers, DO-R- Teacher Termination Procedures, FFACA- Medication:Administering to Students, DOAC- Support Personnel Suspension, Demotion, Nonrenewal, or Termination, FFG- Reporting Suspected Child Abuse and/or Neglect, DBCA- Standards of Performance and conduct for Teachers, FO- Student Conduct, Behavior and Discipline, GJ- Nondiscrimination, DABB- Records Investigation, DEB-Leave (All Types)
10. Discussion and vote to approve or not approve updates to policy CHCB - Selection of Construction Managers and Consultants and Pioneer Technology Center's process for the selection of construction managers and consultants

11. Discussion and vote to approve or not approve the addition of a Full-Time Evening Welding Program
12. Discussion and vote to approve or not approve surplus items as listed on Appendix A
13. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B
14. Discussion and vote to approve or not approve the Safety Training Coordinator
15. New Business
16. Board Comment
17. Adjournment

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

POSTED: Pioneer Technology Center, North Entrance

Posted \_\_\_\_\_

By Kellie Johnson, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting  
Tuesday, July 8, 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 and Kevin Bell.

3. Flag salute and moment of silence

4. Reports and Presentations

Presentation of the 2025-2026 Marketing Plan - Terri Busch, Communications & Marketing Coordinator

5. Discussion and vote to approve or not approve the Minutes of the June 10, 2025, Regular Board of Education meeting

Motion to approve the Minutes of the June 10, 2025, Regular Board of Education meeting passed with a motion by Mrs Gay Norris 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

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (FY25: General Fund #51927-51940 in the amount of \$23,643.22; Building Fund #50089-50089 in the amount of \$31,629.00; Payroll-none) (FY26: General Fund #60001-60251 in the amount of \$2,121,978.18; Building Fund #60001-60005 in the amount of \$1,291,400.00; Payroll #70001-70148 in the amount of \$8,890,908.20)

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

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

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

PTC's summer activities for younger students has started. Summer Academies, for students entering 8-10th grades have begun in progress with the Metal Works, Youth Firefighting and Salon Academies in June. Youth Police and STEM BioTech Academies kicked off in July, and AC/DC and Horsepower Academies will wrap up the remaining events this month. To this point, we have had 83 register for these events. • Summer tasks for the upcoming school year are steadily nearing completion. Enrollment is still open for adult students for the coming school year. Annual reviews and updates to the student handbooks and policies, as well as, completing summer maintenance requests, equipment and technology deployment, and curriculum updates create a busy schedule as we prepare for the students' return in August. • The Accreditation Team is in the process of finalizing the 2025 ODCTE Accreditation application and associated appendices for submission by July 15. Business and Industry Services • Traci and Molly met with PCDA and some site consultants from Georgia to tour Pioneer Tech and share the programs, services and resources we can provide for business, industry and workforce development. They were a great group to tour with and will be able to share with prospective companies who may be interested in relocating to our region about Oklahoma, CareerTech and Ponca City. • PTC will be the host site for an event with Oklahoma Small Business Development Center (OKSBDC) on the 29-30th of July. This is the organization that we partner with to support a portion of Ben Evans' position as Entrepreneurial Services Coordinator. OKSBDC and individuals from their partner locations across the state will be here for their annual meeting, and we are excited to have them here in Ponca for their summer conference. Capital Planning • The outside Bottle Storage area is complete with the gates installed. Work is being done to finish the Tool Room, and concrete floor polishing is underway. The classroom portion is complete, but the shop floor is still in progress. Once the floor polishing is complete, the booths can be installed. We're looking at that starting in the next couple of weeks. The anticipated completion time for the project is still prior to school starting. • The north parking lot project is also in progress. Rain has impacted their progress a bit, but they are close to ready to start pouring portions and will do those in a few stages. Curbing will begin on Monday, and a long section from east to west will start on the 11th. The second pour will begin on the 16th, a final pour will be scheduled after that.

Molly Kyler, Executive Director, Business & Industry Services

8. Discussion and vote to approve or not approve the 2025-2026 Marketing Plan

Motion to approve the 2025-2026 Marketing Plan 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

9. Discussion and vote to approve or not approve FY26 contract with Burnett Security & Investigation to provided daily deposit services.

Motion to approve FY26 contract with Burnett Security & Investigation to provided daily deposit services. 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

10. Discussion and vote to approve or not approve an employee benefit package with AirMedCare Network at an annual rate of \$75 per employee (total package \$8,100 annually).

Motion to approve an employee benefit package with AirMedCare Network at an annual rate of \$75 per employee. 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

11. Discussion and vote to approve or not approve Purchases over \$10,000 as listed on Appendix A.

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

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

Yea: 5, Nay: 0

12. Discussion and vote to approve or not approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Pick-A-Date Calendar Drive, Community (Single-Occurrence) Event(s), Solicitation of donations - if a list of prospective donors is submitted with the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator and updates to policy DHA- Fund Raising Activities, Students.

Motion to approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Pick-A-Date Calendar Drive, Community (Single-Occurrence) Event(s), Solicitation of donations - if a list of prospective donors is submitted with the fund-raiser request, Student organization dues, Projects approved in advance by the appropriate administrator and updates to policy DHA- Fund Raising Activities, Students, including trade shows 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

13. Discussion, review and vote to approve or not approve policy FDC- Student Attendance

Motion to approve policy FDC- Student Attendance 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

14. Discussion and vote to approve or not approve the 2025-2026 Full-Time Programs Handbook

Motion to approve the 2025-2026 Full-Time Programs Handbook passed with a motion by Ms. Debbie Leaming and a second by Mrs Gay Norris.

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

Yea: 5, Nay: 0

15. Discussion and vote to approve or not approve the 2025-2026 Practical Nursing Handbook

Motion to approve the 2025-2026 Practical Nursing Handbook passed with a motion by Ms. Rachel Shuey and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

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

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B & C. 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

17. New Business- None

18. Board Comment- None

19. President Debbie Leaming adjourned the meeting at 7:33 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: 60251 to PO: 60453

*General*

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

PO	Vendor Name	General Description	Amount	Date
60251	360 OUTDOOR TURF	GROUNDS - REPAIRS	422.54	07/02/2025
60253	EMBASSY SUITES BY HILTON - OKLAHOMA CITY NORTHWEST	PN LODGING	159.00	07/03/2025
60254	STANDING BEAR FOUNDATION	MARKETING/ADVERTISING	120.00	07/03/2025
60255	FIRST NATIONAL BANK OF OMAHA	TCTW STAFF TRAVEL - MEALS, LUGGAGE, TRANSP	3,380.00	07/03/2025
60256	ADAMS PLUMBING	BLDG MAINT - REPAIRS	500.00	07/03/2025
60257	STOLHAND-WELLS GROUP	BLDG MAINT - REPAIRS	500.00	07/07/2025
60258	CENTRAL TECHNOLOGY CENTER	WRO- PARTICIPANT ASST TUITION	4,300.00	07/07/2025
60259	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	199.63	07/07/2025
60260	CTAC	BOARD TRAVEL REGISTRATION	100.00	07/07/2025
60261	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	283.37	07/07/2025
60262	PRECISION TESTING LAB, INC.	BLDG MAINT - REPAIRS	600.00	07/07/2025
60263	FIRETROL PROTECTION SYSTEMS INC	BLDG MAINT - REPAIRS	500.00	07/07/2025
60264	FIRST NATIONAL BANK OF OMAHA	WRO- PARTICIPANT ASST TUITION	189.00	07/07/2025
60265	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	1,644.92	07/07/2025
60266	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	3,018.00	07/07/2025
60267	A+ PRINTING	MARKETING/ADVERTISING	58.00	07/07/2025
60268	DIAGNATION	AUTO SERVICE - SUBSCRIPTION	336.00	07/07/2025
60269	ULTIMATE PEST MANAGEMENT LLC	BLDG MAINT - EXTERMINATION SERVICES	755.00	07/07/2025
60270	LEGACY SIGNS	BUILDING MAINT REPAIRS	225.00	07/07/2025
60271	SOBER BROTHERS, INC.	BLDG MAINT - RENTALS	360.00	07/08/2025
60272	MV LEARNING, LLC	STAFF DEVELOPMENT - SUBSCRIPTIONS	998.00	07/08/2025
60273	CTAC	BOARD TRAVEL- REGISTRATION	1,000.00	07/08/2025
60274	MSC INDUSTRIAL SUPPLY CO	FULLTIME/DIR OF INSTR - SUPPLIES	59.70	07/08/2025
60276	SP2	COSMETOLOGY CURRICULUM	449.00	07/08/2025
60277	A+ PRINTING	CENTRAL PRINTING	401.58	07/08/2025
60278	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	268.97	07/08/2025
60279	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	53.40	07/09/2025
60280	OHD, LLP	SAFETY - REPAIRS	910.00	07/09/2025
60281	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	1,031.84	07/09/2025





# PIONEER TECHNOLOGY CENTER

From PO: 60251 to PO: 60453

## Encumbrance For Board Approval GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
60282	STUTEVILLE FORD LINCOLN	VEHICLE MAINT - REPAIRS	750.00	07/09/2025
60283	OSU FIRE SERVICE TRAINING	AT&D - RESALE SUPPLIES	168.00	07/09/2025
60284	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	650.00	07/09/2025
60285	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	720.00	07/09/2025
60286	LOWE'S HOME CENTER INC	GROUNDS SUPPLIES	106.83	07/09/2025
60287	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	50.60	07/09/2025
60288	THERMACUBE, LLC	CHILD LAB & PRESCHOOL - TRAVEL REGISTRATION	20.00	07/09/2025
60289	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	650.00	07/09/2025
60290	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	650.00	07/09/2025
60291	AES WAVE	AUTO SERVICE - SUPPLIES	201.00	07/09/2025
60292	SOUTHWESTERN STATIONERY & BANK SUPPLY, INC	WRO - PARTICIPANT PROG SUPPORT OTHER	1,990.00	07/09/2025
60293	AMAZON CAPITAL SERVICES	TANF - STUDENT ASSIST OTHER	4,754.91	07/09/2025
60294	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	482.00	07/09/2025
60295	AMAZON CAPITAL SERVICES	TANF-STUDENT ASSIST OTHER	189.90	07/09/2025
60296	OSU FIRE SERVICE TRAINING	FIREFIGHTER - SUPPLIES	114.00	07/09/2025
60297	OSSBA	PROFESSIONAL DEVELOPMENT- PROF SERVICES	1,000.00	07/10/2025
60298	AMAZON CAPITAL SERVICES	STUDENT SERVICES/COUNSELING - SUPPLIES	29.53	07/10/2025
60299	FARHA WHOLESALE COMPANY INC	BUILDING MAINT SUPPLIES	160.65	07/10/2025
60300	STUTEVILLE FORD LINCOLN	VEHICLE MAINT - SUPPLIES	350.00	07/10/2025
60301	AMAZON CAPITAL SERVICES	WRO- OFFICE AND PARTICIPANT SUPPLIES	361.20	07/10/2025
60302	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	538.65	07/10/2025
60303	FIRST NATIONAL BANK OF OMAHA	FINANCE - TRAVEL LODGING & MEALS	3,435.00	07/10/2025
60304	AMAZON CAPITAL SERVICES	SAFETY - SUPPLIES	210.98	07/10/2025
60305	MITCHELL1	AUTO SERVICE - SUBSCRIPTIONS	1,303.00	07/10/2025
60306	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	1,084.06	07/10/2025
60307	AUTOMOTIVE SEMINARS INC	AUTO SERVICE - TRAVEL REGISTRATION	165.00	07/10/2025
60308	CLUTCH SOLUTIONS, LLC	WELDING - SUPPLIES & EQUIPMENT	3,485.00	07/10/2025
60309	F A DAVIS COMPANY	PN BOOKS (NOT FOR RESALE)	579.18	07/14/2025



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
60310	HARTMAN PUBLISHING INC	PN BOOKS (NOT FOR RESALE)	298.38	07/14/2025
60311	OKLA ASBO	FINANCE- TRAVEL	600.00	07/14/2025
60312	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	179.92	07/14/2025
60313	FIRST NATIONAL BANK OF OMAHA	DROPOUT & ADMIN - STAFF TRAVEL	3,290.00	07/14/2025
60314	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	891.67	07/14/2025
60315	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES - SUPPLIES	840.00	07/14/2025
60316	SUPPLEMENT GIANT	FIREFIGHTER - REPAIRS	450.00	07/14/2025
60317	AMAZON CAPITAL SERVICES	SUPT - SUPPLIES	233.31	07/14/2025
60318	SELECT OKLAHOMA	INSTITUTIONAL MEMBERSHIP FOR BIS	350.00	07/14/2025
60319	LOWE'S HOME CENTER INC	FIREFIGHTER - SUPPLIES	300.00	07/15/2025
60320	MEDLEY MATERIAL HANDLING	BUILDING MAINT - REPAIRS	4,800.00	07/15/2025
60321	FIRST NATIONAL BANK OF OMAHA	TRAVEL- FINANCE	1,604.00	07/15/2025
60322	ELSEVIER	PN BOOKS (NOT FOR RESALE)	2,315.26	07/16/2025
60323	PONCA CITY MAIN STREET	MARKETING/ADVERTISING	500.00	07/16/2025
60324	STAPLES ADVANTAGE	MARKETING/SUPPLIES	62.86	07/16/2025
60325	WOODALL EQUIPMENT CO.	AUTO SERVICE - REPAIRS	1,298.41	07/16/2025
60326	WOLTERS KLUWER	PN BOOKS (NOT FOR RESALE)	285.17	07/16/2025
60327	CAREER TECH PRINTING SERVICES	MARKETING/PRINTING	475.00	07/16/2025
60328	AMAZON CAPITAL SERVICES	AT&D SUPPLIES	1,230.98	07/16/2025
60329	SPIVA PAINTING & DRYWALL LLC	BLDG MAINT - REPAIRS	1,907.79	07/16/2025
60330	ELECTUDE USA LLC	AUTO SERVICE - BOOKS	4,780.00	07/16/2025
60331	ODCTE	WELDING - STAFF TRAVEL REGISTRATION	100.00	07/16/2025
60332	FLEETPRIDE, INC	BUS MAINT REPAIRS	1,000.00	07/16/2025
60333	ULTIMATE PEST MANAGEMENT LLC	BLDG MAINT - EXTERMINATION SERVICES	319.00	07/16/2025
60334	AMAZON CAPITAL SERVICES	FINANCE - SUPPLIES	257.41	07/16/2025
60335	WAL-MART COMMUNITY CARD	WRO- PARTICIPANT SUPPORT RESOURCES	74.48	07/16/2025
60336	PIONEER TECH FOOD SERVICE	WRO- COMMUNITY EVENTS/RELATIONS	254.00	07/16/2025
60337	LABYRINTH LEARNING, INC	AT&D - RESALE BOOKS	360.80	07/16/2025
60338	FIRST NATIONAL BANK OF OMAHA	TANF- STUDENT ASSIST OTHER	235.00	07/16/2025



**PIONEER TECHNOLOGY CENTER**

From PO: 60251 to PO: 60453

**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>
60339	FIRST NATIONAL BANK OF OMAHA	TANF- STUDENT ASSIST OTHER	50.00	07/16/2025
60340	360 OUTDOOR TURF	GROUNDS - REPAIRS	500.00	07/17/2025
60341	STAPLES ADVANTAGE	DISABILITY SERVICES - SUPPLIES	425.00	07/17/2025
60342	TEACHER CREATED RESOURCES	CHILD'S LAB & PRESCHOOL - SUPPLIES	185.23	07/17/2025
60343	A+ PRINTING	MARKETING/ADVERTISING	58.00	07/17/2025
60344	MEEKS HOLDINGS LLC	MARKETING/PRINTING	10,970.10	07/17/2025
60345	ADAM'S AUTO ASYLUM	AUTO SERVICE - STAFF TRAVEL REGISTRATION	500.00	07/17/2025
60346	JONES & BARTLETT LEARNING LLC	AT&D - RESALE BOOKS	1,800.56	07/17/2025
60347	ELSEVIER	AT&D - RESALE BOOKS	1,995.39	07/17/2025
60348	ELSEVIER	AT&D - RESALE BOOKS	1,711.59	07/17/2025
60349	STAPLES ADVANTAGE	FULLTIME PROGRAMS - SUPPLIES	80.81	07/17/2025
60350	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	629.93	07/21/2025
60351	DISCOUNT SCHOOL SUPPLY	CHILD'S LAB & PRESCHOOL - SUPPLIES	214.27	07/21/2025
60352	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	548.85	07/21/2025
60353	PROMOTIONS NOW	WRO- WORKLAHOMA MATERIALS	1,204.00	07/21/2025
60354	CANADIAN VALLEY TECH CENTER	WRO- PARTICIPANT TUITION	1,605.00	07/21/2025
60355	AMAZON CAPITAL SERVICES	FULLTIME PROGRAMS - SUPPLIES	107.92	07/21/2025
60356	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	79.13	07/21/2025
60357	SP2	AUTO SERVICE - SUBSCRIPTIONS	449.00	07/21/2025
60358	AMAZON CAPITAL SERVICES	CENTRAL - SUPPLIES	169.95	07/21/2025
60359	WAL-MART COMMUNITY CARD	WRO- PARTICIPANT ASST/BARRIER REMOVAL	42.00	07/21/2025
60360	AMAZON CAPITAL SERVICES	CULINARY SERVICES - SUPPLIES	126.97	07/21/2025
60361	FIRST NATIONAL BANK OF OMAHA	COSMETOLOGY - STAFF TRAVEL LODGING	278.00	07/21/2025
60362	AMAZON CAPITAL SERVICES	FINANCE - SUPPLIES	21.43	07/21/2025
60363	BADGEPASS	CENTRAL - SUPPLIES	746.00	07/22/2025
60364	STUTEVILLE CHEVROLET	AUTO SERVICE - SUPPLIES	291.36	07/22/2025
60365	OSSBA	FINANCE- STAFF TRAVEL REGISTRATION	60.00	07/22/2025
60366	FIRST NATIONAL BANK OF OMAHA	WRO - COORD SUPPLIES	1,160.00	07/23/2025
60367	CENTRAL TECHNOLOGY CENTER	WRO- PARTICIPANT TUITION	4,300.00	07/23/2025
60368	WAL-MART COMMUNITY CARD	GROUNDS SUPPLIES	54.00	07/23/2025



<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
60369	AMAZON CAPITAL SERVICES	TANF- STUDENT ASSIST OTHER	80.97	07/23/2025
60370	UNITED COMMUNITY ACTION PROGRAM, INC	WRO- PARTICIPANT ASST OTHER	450.00	07/23/2025
60371	WAL-MART COMMUNITY CARD	SHARE - INSTRUCTIONAL SUPPLIES	196.95	07/23/2025
60372	VILLAGE SCREEN PRINT	MARKETING/ADVERTISING	145.00	07/23/2025
60373	FARHA WHOLESALE COMPANY INC	WRO-PARTICIPANT CONSUMABLE SUPPLIES	286.75	07/23/2025
60374	LOWE'S HOME CENTER INC	WELDING SUPPLIES	100.00	07/24/2025
60375	KIRKENDALL, JAY T	BUS MAINT - REPAIRS	800.00	07/24/2025
60376	ANDERSON FLOORING	BUILDING MAINT REPAIRS	1,377.11	07/24/2025
60377	CENGAGE LEARNING	COSMETOLOGY CURRICULUM	1,093.40	07/24/2025
60378	AMAZON CAPITAL SERVICES	CHILD LAB & PRESCHOOL - SUPPLIES	312.23	07/24/2025
60379	360 OUTDOOR TURF	GROUNDS - SUPPLIES	485.00	07/24/2025
60380	MURRAY WOMBLE	BLDG MAINT - REPAIRS	76.00	07/24/2025
60381	AMAZON CAPITAL SERVICES	FINANCE - SUPPLIES	125.68	07/24/2025
60382	AMAZON CAPITAL SERVICES	CHILD LAB & PRESCHOOL - SUPPLIES	24.37	07/24/2025
60383	PONCA CITY CHAMBER OF COMMERCE	APPRENTICESHIP - STAFF TRAVEL REGISTRATION	500.00	07/24/2025
60384	CENTRAL TECHNOLOGY CENTER	WRO - PARTICIPATION TUITION	8,600.00	07/28/2025
60385	PIONEER TECHNOLOGY CENTER	WRO- PARTICIPANT TUITION	799.00	07/28/2025
60386	AMAZON CAPITAL SERVICES	FINANCE - EQUIPMENT & SUPPLIES	414.52	07/28/2025
60387	HOBBY LOBBY	COSMETOLOGY SUPPLIES	250.00	07/28/2025
60388	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	2,067.46	07/28/2025
60389	MERRIFIELD OFFICE PLUS	BUILDING MAINT SUPPLIES	1,996.00	07/29/2025
60390	A+ PRINTING	MARKETING/ADVERTISING	116.00	07/29/2025
60391	ADAMS PLUMBING	BUILDING MAINT REPAIRS	500.00	07/29/2025
60392	ATWOODS	WELDING SUPPLIES	174.75	07/29/2025
60393	BWS-DBA TEACH CONSTRUCTION	CONSTRUCTION TECH - SUBSCRIPTION	1,825.00	07/29/2025
60394	A+ PRINTING	CENTRAL- PRINTING	777.08	07/29/2025
60395	STAPLES ADVANTAGE	WRO- CLASSROOM SUPPLIES	46.50	07/29/2025
60396	UNITED COMMUNITY ACTION PROGRAM, INC	TANF- STUDENT ASSIST OTHER	900.00	07/29/2025
60397	HOLIDAY INN & SUITES, BRICKTOWN	WRO- STAFF TRAVEL LODGING	464.00	07/29/2025



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
60398	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	616.35	07/29/2025
60399	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	200.00	07/29/2025
60400	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	52.45	07/29/2025
60401	FIRE PROTECTION PUBLICATIONS	EMS/FIREFIGHTING - BOOKS	2,215.92	07/29/2025
60402	JONES & BARTLETT LEARNING LLC	EMS/FIREFIGHTING - BOOKS	2,772.58	07/29/2025
60403	FIRE PROTECTION PUBLICATIONS	RESALE - BOOKS	2,215.92	07/29/2025
60404	JONES & BARTLETT LEARNING LLC	RESALE - BOOKS	2,772.58	07/29/2025
60405	AZTEC SOFTWARE, LLC	TANF- STUDENT ASSIST OTHER	11,225.00	07/29/2025
60406	MEEKS HOLDINGS LLC	SUPERINTENDENT SUPPLIES	855.00	07/29/2025
60407	ULTIMATE PEST MANAGEMENT LLC	EXTERMINATION SERVICES	200.00	07/29/2025
60408	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	85.87	07/29/2025
60409	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	48.82	07/29/2025
60410	AMC URGENT CARE PLUS	BUS MAINT - PHYSICALS / SHOTS	950.00	07/29/2025
60411	ESKIMO JOES PROMOTIONAL PRODUCTS GROUP	WRO- SHIRTS FOR PARTICIPANTS AND ADVERTISING	1,741.94	07/30/2025
60412	RECONCILIATION PLACE INC	WRO- PARTICIPANT SUPPORT RESOURCES (BARRIER REMOVAL)	500.00	07/30/2025
60413	OKLAHOMA SCHOOL PLANT MANAGEMENT ASSOCIATION, INC.	BLDG MAINT - STAFF TRAVEL LODGING	500.00	07/30/2025
60414	PIONEER FIRE SAFETY LLC	BLDG MAINT - REPAIRS	1,200.00	07/30/2025
60415	PONCA CITY QUARTERBACK CLUB	WRO- GENERAL ADVERTISING	500.00	07/30/2025
60416	4 IMPRINT INC	MARKETING/ADVERTISING	747.16	07/30/2025
60417	OK DEPT OF CAREERTECH	AT&D COORD - TRAVEL REGISTRATION	725.00	07/30/2025
60418	FLEETPRIDE, INC	VEHICLE MAINT - REPAIRS	2,500.00	07/30/2025
60419	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	88.30	07/30/2025
60420	S&K DIRECT STEEL	WELDING - SUPPLIES	553.56	07/30/2025
60421	CENTRANET	WRO-PARTICIPANT RESOURCES (BARRIER REMOVAL)	85.00	07/31/2025
60422	AMAZON CAPITAL SERVICES	VEHICLE MAINT - REPAIRS	200.00	07/31/2025
60423	AMAZON CAPITAL SERVICES	CHILD LAB & PRESCHOOL - SUPPLIES	657.73	07/31/2025



<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
60424	FIRST NATIONAL BANK OF OMAHA	WRO- PARTICIPANT SUPPORT (BARRIER REMOVAL)	30.00	07/31/2025
60425	WAL-MART COMMUNITY CARD	WRO- PARTICIPANT SUPPORTS (BARRIER REMOVAL)	200.01	07/31/2025
60426	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	57.32	07/31/2025
60427	NORTH CENTRAL REBUILDERS	WRO - PARTICIPANT SUPPORTS (BARRIER REMOVAL)	97.88	07/31/2025
60428	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	122.55	07/31/2025
60429	AMAZON CAPITAL SERVICES	GROUNDS MAINT - REPAIRS	500.00	07/31/2025
60430	FIRST NATIONAL BANK OF OMAHA	BLDG MAINT - STAFF TRAVEL LODGING	536.00	07/31/2025
60431	AMAZON CAPITAL SERVICES	GROUNDS MAINT - SUPPLIES	120.00	07/31/2025
60432	STUEVER DIRTWORKS LLC	BLDG MAINT - REPAIRS	1,100.00	08/01/2025
60433	HOBBY LOBBY	CHILD LAB & PRESCHOOL - SUPPLIES	300.00	08/01/2025
60434	TEACHER CREATED RESOURCES	CHILD'S LAB & PRESCHOOL - SUPPLIES	125.94	08/01/2025
60435	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	300.43	08/01/2025
60436	AMERICAN TELEPHONE	COMP SERVICES EQUIP UNDER \$2500.00	950.00	08/01/2025
60437	STUEVER DIRTWORKS LLC	BLDG MAINT - REPAIRS	1,500.00	08/06/2025
60438	360 OUTDOOR TURF	GROUNDS - REPAIRS	2,500.00	08/06/2025
60439	LEGACY SIGNS	BLDG MAINT - REPAIRS	553.36	08/06/2025
60440	FARHA WHOLESALE COMPANY INC	BLDG MAINT REPAIRS	165.60	08/06/2025
60441	SPIVA PAINTING & DRYWALL LLC	BLDG MAINT - REPAIRS	464.25	08/06/2025
60442	OKLAHOMA SKILLS USA	COSMO STAFF & STUDENT TRAVEL - SKILLS USA	200.00	08/06/2025
60443	EMBASSY SUITES - OKC	COSMO STAFF & STUDENT - TRAVEL LODGING	510.00	08/06/2025
60444	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	200.00	08/07/2025
60445	AMAZON CAPITAL SERVICES	TANF- STUDENT ASSIST OTHER	425.00	08/07/2025
60446	ELSEVIER	PN BOOKS	1,034.25	08/07/2025
60447	AMAZON CAPITAL SERVICES	TEACHER PREP - SUPPLIES	115.00	08/07/2025
60448	ASSESSMENT TECHNOLOGIES INSTITUTE LLC	NURSING - BOOKS	7,506.00	08/07/2025
60449	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	125.80	08/07/2025
60450	OSU FIRE SERVICE TRAINING	AT&D - RESALE SUPPLIES	504.00	08/07/2025
60451	OKLAHOMA LITERACY COALITION	ABE - STAFF TRAVEL REGISTRATION	75.00	08/07/2025
60452	AMAZON CAPITAL SERVICES	FIREFIGHTER - SUPPLIES	187.00	08/07/2025



<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
60453	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	CULINARY ARTS---BOOKS	337.50	08/07/2025

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(11) GEN FUND-FOR OPERAT Current Encumbered: 186,716.21



PIONEER TECHNOLOGY CENTER

From 03 Jul 2025 to 07 Aug 2025



CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
60008	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	-3.00	7/1/2025
60046	PONCA CITY NEWS	BLANKET PO	-0.05	7/1/2025
60048	PTC STAFF REIMBURSEMENTS	BLANKET PO	8,600.00	7/1/2025
60083	AMERICAN TELEPHONE	COMMUNICATION SERVICES/BUILDING MAINT	-25.00	7/1/2025
60084	APPTEGY	MARKETING/WEB HOSTING/FTP	-55.00	7/1/2025
60094	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES SUBSCRIPTION/LICENSE/SOFTWARE	2,053.10	7/1/2025
60095	COLUMN SOFTWARE PBC	ADVERTISING	-200.00	7/1/2025
60099	DAYSMART SOFTWARE LLC	COSMETOLOGY SUBSCRIPTION	-34.00	7/1/2025
60108	FIRST NATIONAL BANK OF OMAHA	CHILDREN'S LAB SUBSCRIPTION	-1,245.00	7/1/2025
60111	FIRST NATIONAL BANK OF OMAHA	SUPERINTENDENT SOFTWARE	-10.00	7/1/2025
60138	MODERN CAMPUS USA INC	AT&D SOFTWARE	399.70	7/1/2025
60140	NASFAA	SCHOOL MEMBERSHIP	-24.00	7/1/2025
60168	POWERSCHOOL GROUP LLC	SOFTWARE SERVICES	1,198.00	7/1/2025
60185	TECH LABS	MECHATRONICS SUBSCRIPTION	160.00	7/1/2025
60198	FIRST NATIONAL BANK OF OMAHA	CULINARY STAFF/STUDENT TRAVEL NATIONALS MEALS/LODGING/LUGGAGE/FUEL/PARKING	-4,528.25	7/1/2025
60205	TOOLINGU - SME	WELDING BOOKS	-4,000.00	7/1/2025
60211	FLEETPRIDE, INC	BUS MAINT - REPAIRS	887.54	7/1/2025
60213	KELLE REPAIR AND TIRE CENTER	VEHICLE MAINT - REPAIRS	-41.60	7/1/2025
60217	KELLE REPAIR AND TIRE CENTER	VEHICLE MAINT - REPAIRS	-21.80	7/1/2025
60218	FIRST NATIONAL BANK OF OMAHA	CULINARY ARTS STAFF/STUDENT TRAVEL	-1,110.08	7/1/2025
60220	FIRST NATIONAL BANK OF OMAHA	STAFF TRAVEL LODGING	2,000.00	7/1/2025
60227	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	-3.15	7/2/2025

60228	KELLE REPAIR AND TIRE CENTER	VEHICLE MAINT - REPAIRS	-17.60	7/2/2025
60233	LAMPTON WELDING SUPPLY	VEHICLE MAINT - REPAIRS	-8.90	7/2/2025
60242	NAPA	AUTO SERVICE - SUBSCRIPTION	-269.38	7/2/2025
60244	AMAZON CAPITAL SERVICES	MARKETING/SUPPLIES	50.19	7/2/2025
60248	FIRST NATIONAL BANK OF OMAHA	SUPT - TRAVEL LODGING, MEALS, PARKING	555.00	7/2/2025
60249	FIRST NATIONAL BANK OF OMAHA	FULLTIME/DIR OF INSTRUCTION - TRAVEL LODGING	120.00	7/2/2025

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

**4,426.72**

8/7/2025

2:26:19 PM



**PIONEER TECHNOLOGY CENTER**

From PO: 60006 to PO: 60023

*Building*  
**Encumbrance For Board Approval**  
**BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
60006	HUDSON AUTO SUPPLY, LLC	VEHICLE MAINT. EQUIPMENT UNDER \$2500.00	329.99	07/07/2025
60007	MURRAY WOMBLE	BLDG MAINT - MAJOR REPAIRS/REMODEL	3,723.25	07/09/2025
60008	SPIVA PAINTING & DRYWALL LLC	BLDG MAINT - MAJOR REPAIRS/ REMODEL	4,193.71	07/09/2025
60009	FIRST NATIONAL BANK OF OMAHA	BLDG MAINT - MAJOR REPAIRS	2,797.08	07/10/2025
60010	FORD AUDIO-VIDEO	BLDG MAINT - IT AUDIO/VISUAL EQUIPMENT	169,626.00	07/10/2025
60011	GALAXIE BUSINESS EQUIPMENT INC	VARIOUS DEPTS - FURNITURE	8,387.99	07/10/2025
60012	CENTEGIX	BLDG MAINT - TECHNOLOGY & SUBSCRIPTION	40,200.00	07/10/2025
60013	ADAMS PLUMBING	BUILDING MAINT MAJOR REPAIRS/REMODEL	9,000.00	07/14/2025
60014	WAL-MART COMMUNITY CARD	EQUIPMENT UNDER \$2500.00 - SEMINAR CENTER & WELDING	3,300.00	07/15/2025
60015	STUEVER DIRTWORKS LLC	MAJOR REPAIRS/REMODEL - PARKING LOT	9,900.00	07/17/2025
60016	STOLHAND-WELLS GROUP	MAJOR REPAIRS/REMODEL - PARKING LOT	9,250.00	07/17/2025
60017	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS/REMODEL	4,924.00	07/21/2025
60018	MURRAY WOMBLE	BUILDING MAINT MAJOR REPAIRS/REMODEL	4,098.00	07/24/2025
60019	MURRAY WOMBLE	BUILDING MAINT. - MAJOR REPAIRS/REMODEL	8,778.00	07/29/2025
60020	WHITTON SUPPLY CO.	BLDG MAINT. EQUIPMENT UNDER \$2500.00	265.00	07/29/2025
60021	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT MAJOR REPAIR/REMODEL	2,797.37	07/29/2025
60022	AMAZON CAPITAL SERVICES	BLDG MAINT - EQUIPMENT OVER \$5000	6,252.00	07/30/2025
60023	STUEVER DIRTWORKS LLC	PARKING LOT IMPROVEMENTS	8,925.00	08/01/2025
<b>(21) BUILDING FUND Current Encumbered:</b>			<b>296,747.39</b>	



**PIONEER TECHNOLOGY CENTER**

From PO: 70149 to PO: 70166

*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>
70149	OVERMAN, SCOTT H	PAYROLL ENCUMBRANCE	123,756.98	07/01/2025
70150	BATHURST, MARY F	PAYROLL ENCUMBRANCE	92,536.15	07/30/2025
70151	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	92,987.28	07/30/2025
70152	BULLER, TROY J	PAYROLL ENCUMBRANCE	92,511.18	07/30/2025
70153	DAY, HANNAH	PAYROLL ENCUMBRANCE	86,482.90	07/30/2025
70154	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	53,368.64	07/30/2025
70155	EVANS, JAYME A	PAYROLL ENCUMBRANCE	95,115.48	07/30/2025
70156	EVANS, TYLER E	PAYROLL ENCUMBRANCE	60,143.26	07/30/2025
70157	HARDIMAN, CELESTINE	PAYROLL ENCUMBRANCE	67,669.42	07/30/2025
70158	HORNE, CORTNEY L	PAYROLL ENCUMBRANCE	91,157.51	07/30/2025
70159	KEELER, PAMELA D	PAYROLL ENCUMBRANCE	55,627.93	07/30/2025
70160	KOCH, REBEKAH K	PAYROLL ENCUMBRANCE	85,044.99	07/30/2025
70161	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	102,822.25	07/30/2025
70162	MUNGER, JOHN R	PAYROLL ENCUMBRANCE	101,758.15	07/30/2025
70163	PHILLIPS, MELINDA S	PAYROLL ENCUMBRANCE	56,759.77	07/30/2025
70164	SMITH, LACEY D	PAYROLL ENCUMBRANCE	67,243.78	07/30/2025
70165	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	51,732.26	07/30/2025
70166	EVANS, LORI L	PAYROLL ENCUMBRANCE	877.75	08/01/2025

**(11) GEN FUND-FOR OPERAT Current Encumbered:**

**1,377,595.68**

# Superintendent Report – August 2025

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## Meetings and Activities

- **July 9** – After Board Report; PTC Foundation Fundraiser meeting; PCPS Wildcat Indoor Facility Ribbon Cutting
- 10 – Accreditation GLBA compliance review; ODCTE Accreditation Team meeting; PTC Welding Remodel meeting
- 11 – PYV
- 14 – Accreditation and policy review; Vector Professional Development
- 15 – Oklahoma Workforce Commission Listening Session at NOC Enid
- 16 – Sending School Service Rate discussion with ODCTE, Brent Meeks; Celebration of Life – Stephanie Pool, Central Technology Center
- 17 – RCB Bank Community Advisory meeting; CEA Bylaws meeting
- 18 – PYV
- 21 – Oklahoma Board of Cosmetology Reorganization Data Collection
- 22 – PC Chamber Board meeting; Policy review meeting; ODCTE Accreditation Team meeting
- 23 – Construction Consultant process review
- 24 – CareerTech Foundation board meeting; Business After Hours – UC of Ponca City/Stuteville
- 25 – PYV
- 28 – Admin Team meeting; ODCTE Accreditation – Interviews List Finalization
- 29 – OKSBDC Welcome; PTC Welding Remodel final meeting
- 30 – Carrie Winslet – TSET Grant meeting with Molly Kyler and Janet Schwabe; Health Choice Insurance Benefit package meeting
- 31 – Integris Ponca City Hospital Board meeting; Children’s Lab Pre-K Graduation
- **August 1** – All Staff Welcome Back Breakfast and Inservice – Annual Updates and Required Training
- 3 – CareerTech Foundation Golf Tournament; OkACTE Awards Banquet
- 4-5 – Oklahoma Summit
- 6 – PTC Supervisor meeting; PTC Inservice – Dignity Index
- 7 – UC Board meeting; TSET Grant meeting; PTC CEA Pile-On luncheon; Back to School Night
- 8 – PTC Inservice; Goal Setting
- 11 – Vector Professional Development
- 12 – PTC Inservice – Speed Accredi“dating” – Crisis Drill/Campus Safety Information

## Full-Time Programs

- Back to School Night was held on the 7<sup>th</sup>, and 176 students registered to participate. We saw approximately 320 folks on campus for the event.
- The reorganization of the Oklahoma State Board of Cosmetology and Barbering is a topic of considerable interest for schools teaching for the industry. Information is being collected from training providers in the CTE system to share with legislators and those who will be working on the future direction of the board.
- The Accreditation Team finalized the 2025 ODCTE Accreditation application and associated appendices for submission by July 15, and submitted them the prior week. We finalized the onsite and Zoom interview lists for the ODCTE Accreditation team and provided them, as well. We’ve been working to prepare staff for the upcoming event in October and educating new staff on the process to expect.

## Business and Industry Services

- PTC hosted the annual professional development and staff meeting for the Oklahoma Small Business Development Center (OKSBDC) on the 29-30<sup>th</sup> of July. OKSBDC and individuals from their partner locations across the state were on campus, and we were excited to share with them how our partnership as a technology center works in complement to the efforts of OKSBDC.
- Several new evening classes will start in September, and we will be starting a new Dental Assisting Class on August 22<sup>nd</sup> CDL Class B class on September 8<sup>th</sup>.

## Capital Planning

- The Certificate of Occupancy has been received for the welding remodel, and final punch list items are being addressed to complete the project. We appreciate the Rick Scott Construction and Winterrowd Talley teams and their work on this renovation.
- The north parking lot project is almost complete. By next week the final touches with sealing and striping will be complete. While the crew was onsite, we did remove and are replacing a portion of the ADPC parking lot that was in bad condition. That will be finished shortly.

## Retirements/Resignations/Staff Changes

- Lori Evan's retirement celebration will be held on August 29<sup>th</sup>. We are in the process of finalizing candidates to interview for the open Safety Position.

## Upcoming Events

- August 6-14 – Inservice Activities
- August 15 – First Day of School
- August 22 – PC Chamber P@P Event
- August 29 – Lori Evans' Retirement Celebration
- September 1 – Labor Day Holiday

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

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

- The BIS team conducted 86 one-on-ones/consults for 149 counseling hours.
- Ben Evans, Brook Lindsay, and Jeff Lockett provided technical assistance to clients receiving approximately \$654,394.00.
- The BIS team also logged
  - 1,083 Safety Training Contact Hours
  - 1,132 Customized Training Contact Hours
  - 164 AT&D/Open Enrollment Contact Hours
- AT&D offered 12 on-campus classes: 6 were made, 6 were canceled, and 142 registrations were fulfilled.
- Overall, the BIS team rendered 338 services for the month of July. Services include: Community Development Activities, Curriculum & Program Development, Apprenticeship Coordination, Marketing Visits, AT&D Classes, Safety Classes, Customized Training, Client Based Consulting, Informal Training/Consulting, Personal Enrichment, Incubator Consulting, and Ag Business Management Consulting.
- The team provided services to 92 businesses. Seventy of those businesses were in the PTC District.
- The BIS team has implemented a new internal monthly reporting system using the platform, Airtable.

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

- August 1 CMA Continuing Education
- August 9-October 30 Phlebotomy
- August 14 EMT Starts
- August 18-29 CMA-Certified Medication Aide
- August 22-December 12 Dental Assisting
- August 25 Forming an LLC
- August 28-October 9 Barns and Birdhouses Quilting **NEW!**
- September 8 CNA-Long Term Care Nurse Aide
- September 8 Guitar 101
- September 10-December 17 Basic Self Defense - Provided by Combat Syndicate **NEW!**
- September 10 Master Class Knife Skills **NEW!**
- September 15-26 School Bus Training
- September 15-29 Get Going With Your Computer
- September 16-December 16 Beginning Welding
- September 16-25 Microsoft Excel 1
- September 17-18 CPR/FA
- September 15-22 Digital Photography - Mastering Manual Mode
- September 29-October 8 Intro to Product Photography
- September 29 Drafting Your Own Will
- September 30 Glow Art - (Cactus Scene) **NEW!**
- Industrial Technology Career Training - Call for Details
- SAT/ACT Prep Course - Part 1 & 2 Offered Monthly Online

Online

- AMSA Food Safety and Science Certification
- AMSA Meat Evaluation Certification
- AMSA Culinary Meat Selection and Cookery Certification

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

- Kaufmann FastTrack! (Business Start-up)
- September 8-23 CDL Class B
- September 12 Board Member Boot Camp
- September 18-November 6- Manager's Tool Belt

**Communications & Marketing**

- Angie Ogden edited and had Student Packet information printed for Student Services.
- Terri Busch and Speak Now met to discuss future videos with BIS, FTP, Welcome On-Boarding and Welcome to Pioneer Tech.
- Angie Ogden assisted in updating the organizational chart and all the posters that needed to be in classrooms.
- Terri Busch ran social media pictures and newspaper pictures for summer academies.
- Angie Ogden printed and distributed new classroom posters for instructors.
- Terri Busch met with the Supervisors Team to discuss feedback from the Bright ideas box and the team will help assist with making some changes that were suggested.
- Angie Ogden assisted Traci in making an In-Service theme for employees and PowerPoint.
- Football programs for several communities are requesting ads, Angie Ogden is taking care of that.
- The C&M Team assisted with the Children's Lab graduation, creating programs and the video to highlight the children.
- New surveys for the year have been created by Terri Busch and links have been distributed to those that need them. Paper copies were updated by Angie Ogden as needed.
- Terri Busch and Angie Ogden attended Oklahoma Summit and the Communications and Marketing Meeting held at Tulsa Tech and the Philbrook.
- The C&M Team took the group photo as well as new photos for all the Children's lab, both individual and group.
- Ashley Ballinger with Speak Now assisted Terri Busch in taking our yearly group photo! It turned out great and big Kudos to her.
- Terri Busch took photos at the Gold Star Recognition Banquet and posted to social media as well as made press release for the newspaper.
- Back 2 School materials were printed and created. The C&M Team assisted with set-up and ran the survey station.
- The C&M Team chose their goals for the year.
- Terri Busch volunteered as co-director of her church's Vacation Bible School.
- Media stories were sent out for new employees including most of the Summer Academies weekly.
- The C&M Team completed all their mandatory training videos.
- Updates were made to the website through feedback given throughout the summer.
- Terri Busch attended Tri-State District Conference and assisted with photo and social media for the organization.

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

### **Instructional Directors**

- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett worked with the Accreditation Team to submit all required documents and prepare for the visit in October
- Dr. Ryan Burkett updated online enrollment and Canvas LMS for the upcoming year
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett attended the Early Care Graduation
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett attended Back 2 School Night Committee planning session
- Kahle Goff, Kendra Knight, and Dr. Ryan Burkett attended OK Summit
- Kahle Goff attended the Opportunity Center Board Meeting
- Kahle Goff provided training to all staff related to FERPA and 1-1 Student Communication

### **Practical Nursing**

- The March 23 cohort has been busy this summer completing clinicals and the program. In June and July, we had 10 student finish. So far, eight of them took NCLEX and passed!
- NCLEX first time pass rate for 2025 to date is 100%.
- The faculty and coordinator held curriculum retreat the last week of July. Many areas of the curriculum were reviewed and updated. The group went to the Oklahoma Memorial Museum and lunch for their team building retreat.
- Michelle and Ashley met with all of the incoming PN Select students and their parents/guardians. During the meetings the expectations and rigors of the curriculum were discussed. Parents really enjoy coming to talk with us and we enjoy meeting them.
- Michelle and Shonda rewrote the Medical Terminology curriculum this summer.
- Tessa earned her BSN from NWOSU! WTG Tessa!

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

#### Children's Lab and Preschool

- We attended a field trip to Kids' Galaxy.
- We hosted our annual Preschool Graduation with a total of 9 kids graduating!

#### AEFL

- 24 new students enrolled in the AEFL and TANF programs
  - ☐ 24 students currently enrolled
  - ☐ Total enrollment: 24 students
  - ☐ 0 total attendance hours for all students
  - ☐ 0 high school equivalency tests passed this month
  - ☐ 0 students have graduated and earned their high school equivalency diploma
  - ☐ 0 students have made an EFL gain (Educational Functioning Level)

•

#### SHARE

- We have had 3 new inquiries for the SHARE program this summer and are waiting to see if they are allowed by their sending schools to come.

#### New Beginning

- Total of 24 students
- 2 new students in July
- 5 students are getting ready to attend full time programs in August

- 1 student in Long Term Nurse Aide class
- Working with several students on resumes', job searching and job readiness skills
- Many of the students have gone to work sites this month to volunteer their time.

#### Work Ready Ponca City (WRO)

- July workshop had another record-breaking attendance not just for Ponca City but for the Statewide expansion! We had 29 participants begin and 23 of them completing the week. We loved the busy week of empowering job seekers and feel confident at this rate, we will look forward to "skipping June Workshop" for 2026 pending exceeding our target numbers before the May '26 workshop date.
- Community engagements included an Ambassador lunch attended by 1 community member from Tonkawa, Ponca, Newkirk and Blackwell and a few Work Ready graduates to share their success stories. This is an effort that will continue to inform our "Area Ambassadors" with success stories and upcoming Work Ready events so they are more knowledgeable to share in their communities.
- August will be packed with trainings leading up to our workshop the week of August 18<sup>th</sup>. We hope to have 18-20 participants again. Our marketing approach through social media is to credit for the progress- we are running these as Advertisements rather than "boosting" posts which we learned reaches a larger viewing audience.

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

##### Automotive

- Brand new engine donated from Skyway CDJR
- Good quality used engine and differential donated from David's Garage.
- Attended ADAS class

##### Cosmetology

- I attended SREB Conference in New Orleans July 14-17.
- The Cosmetology Department has been open so that students could finish their hours, make up hours, and get additional practice in the salon. All of our graduates finished their hours as of July 24<sup>th</sup>.
- Kari and I are working to update curriculum and prepare for the new school year.

##### Construction Trades

- Working on a new curriculum: Teach Construction
- Inventorying/Organizing materials for projects
- Learning software for CNC router

##### Criminal Justice

- The Ponca City Police Department and myself teamed up and did a Youth Police Academy for 8<sup>th</sup> grade through Sophomore students. Students learned about day to day police operations and toured the Ponca City Police Department and learned crime scene investigations, lifting latent prints, building searches among many other things.
- I have been cleaning the shop.
- Working on new curriculum for the upcoming school year.

##### Culinary Arts

- Working on curriculum updates
- Organizing and preparing the classroom

##### Firefighter/EMT

- I spent several days in Stillwater at OSU FST as a member of a subject matter expert committee, working on the test bank for Firefighter One certification written test. The NFPA standard changed and the test had to be updated. Our five-person team reviewed and validated over 800 test questions in the test bank.
- Tyler Foster and myself went to OSU FST's training facility west of Stillwater to look at their gas-fired props. With Tyler and his welding students' help, they will build the props we need for Flammable Liquids and Gasses (FLAG) training.
- Preparing for the return of students.

#### Mechatronics

- Attended UR training. Now certified as UR instructor (more certs!!)
- Attended a UR demo at Francis Tuttle.
- Working on a proposal to update my curriculum.

#### Precision Machining

- Working on updating curriculum in Canvas
- Attended UR robot demonstration at Francis Tuttle
- Became UR Instructor Certified

#### Welding

- Preparing the shop for the school year
- Working with Amatrol for lesson plans
- Getting safety tests scheduled for the new school year

### **Student Services**

#### Student Services

- Busy with cross training for Audra
- Enrollment clean up now that sending school counselors are back
- Look for enrollment report in September, but numbers are looking great!
- Team attended Oklahoma Summit
- Busy updating forms and information to remove Lori & add Audra
- It has been a special pleasure to enjoy working at PTC for over 35 years. A lifetime of blessings! Thank you - Lori

WorkKeys: Pam is excited to be back and attended Oklahoma Summit

Employability Skills: Lacey is excited to be back and attended Oklahoma Summit

Career Development Facilitator – Cortney is excited to be back and attended Oklahoma Summit

- Working on scheduling recruitment dates with sending schools
- Attended TCTW in New Orleans

Counselor – Jayme is excited to be back and attended Oklahoma Summit

- Helping with enrollment clean up and last minute schedule changes
- Attending TCTW in New Orleans

#### Testing Specialist

- Administered 210 exams in July
- 65 exams were administered to public testers from the community and surrounding areas, including Kansas residents.
- 15 exams were course completers from AT&D Short-Term Programs.
- Incoming Cosmetology students successfully completed their WorkKeys assessments.
- I had three graduates from Kiamichi's Paramedic program, who completed their training remotely at our campus. All three tested in our center and are now licensed Paramedics.
- There was a notable increase in TSA exams (via Pearson VUE), largely due to the recent Stillwater Airport hiring event.

- Proctored one NOC final exam.
- Participated in the CareerTech HPCP Testing Staff Training via Zoom.
- Testing dates through December have now been published and are open for registration across all platforms. This includes testing for PSI, Pearson VUE, HiSET, PROV, HCP, DPS, and WorkKeys.

Disability Services Facilitator

- Attended Oklahoma Summit
- Worked on the development of the Orange Binder for each instructional area. Binders will contain Confidential Documentation for IEP/504 students, Various Resources and Information regarding Disability Services, and Program and General PTC Information.
- Completed Vector Training
- Provided accommodations for qualifying students taking various assessments.
- Assisted with Welcome Packets for incoming students.
- Began contacting area sending schools and developing files/listings for 25/26 and new IEP/504 students.

**Plant/Facilities/Maintenance**

-

# **Paperclips**

## **July 2025**

# Mason joins staff at PTC

Pioneer Technology Center (PTC) is pleased to announce the addition of Audra Mason as the new Student Services Coordinator. Mason began her role on July 1, following the retirement of longtime Student Services Coordinator Lori Evans, who concludes her dedicated service to PTC in September.

Mason brings a wealth of experience in education, leadership, and student support to her new position. A native of Shamrock, Texas, she moved to Alva, Oklahoma, during high school and graduated from Alva High School. She holds degrees



Audra Mason

See MASON page 3

## MASON

Continued from page 1

from Northwestern Oklahoma State University and Southeastern Oklahoma State University, and has completed nine hours toward a doctorate at Walden University. She is certified in Early Childhood, Elementary Education, Mild/Moderate Disabilities, Counseling, Secondary Principal, Superintendent, and more.

Her educational career spans multiple districts, including St. Mary's, Ponca City Public Schools and Peckham. Mason has served as a PK and Fifth-grade teacher, Reading Specialist, Counselor, Assistant Principal, Principal, and Superintendent. Most recently, she held multiple leadership roles at Peckham School, including SPED Director, Federal Programs Director, Homeless Liaison, Transportation Director, Athletic Director, and EL Coordinator.

Mason's passion for education was inspired by two teachers who supported her during challenging times as a student. "I wanted to be like them and make a difference in kids' lives like they made a difference in mine," she shared.

She and her husband Todd have been married nearly 31 years and have two children, Taylor Burns, and Cole Mason. Taylor Burns and husband Cole

Burns, both proud PTC alumni. Taylor lives in Washington with her husband and is expecting their first child. Her son, Cole Mason, who has faced and overcome a rare skin condition with grace and strength, is engaged to Bryanna Qualls and works at Speak Now Media.

Outside of her professional life, Mason enjoys spending time with family, walking, working out, gardening, and volunteering at First Baptist Church. She and her husband teach the Young Adults Sunday School Class and assist with youth activities and church maintenance.

"I am most excited about getting back to doing what God created me to do, Counseling," said Mason. She also looks forward to increasing student enrollment at Pioneer Tech and building meaningful relationships with students.

"My belief is you take care of people because of who you are, not who they are," Mason added. "My character doesn't change based on circumstances. Who I am and the choices I make have to honor God."

Pioneer Technology Center is proud to welcome Mason into her new role and is grateful to Lori Evans for her years of dedicated service to students and the community.

# Thursday

July 31, 2025

Vol. 132 - No. 213

[poncacitynews.com](http://poncacitynews.com)



A RIBBON cutting ceremony was held for Head Contracting at the Ponca City Area Chamber of Commerce office on Wednesday, July 30 at 10 am. Head Contracting handles remodeling, drywall, concrete, tile, decks, and more. Cutting the ribbon is Mikel Head. (Photo by Calley Lamar)

# Wednesday

July 30, 2025

Vol. 132 - No. 212  
poncacitynews.com



## Future builders get a jumpstart at Pioneer Tech's Construction Academy

Ponca City, OK – Ponca City, OK – Hammers were swinging and ideas were taking shape at Pioneer Technology Center (PTC) as middle and high school students took part in a week-long Construction Academy. The immersive experience introduced students to the world of construction, giving them hands-on exposure to architectural design, blueprint reading, and woodworking.

Under the guidance of instructor Cody Tabor, participants didn't just learn; they built. From day one, students rolled up

their sleeves and got to work creating individual wooden projects they proudly carried home at week's end.

"This wasn't just about building projects, it was about building confidence and exploring career possibilities," said Tabor. "Many of these students had never worked with tools before, but they left feeling capable and accomplished."

Students attending the academy represented a variety of local schools. Pictured left to right John Brien (Ponca City), Brace Glover (Marland), Kasen Lesser (Bur-

bank), Rusty Tabor (Blackwell), instructor Cody Tabor, Aiden Iverson (Ponca City), and Phoenix Pritchett (Tonkawa).

The Construction Academy is just one-way Pioneer Tech is helping students explore skilled trades early. For those interested in continuing their training, the Construction Technology program at PTC provides a strong foundation for future careers in the industry.

Learn more about Pioneer Tech's programs by visiting [www.pioneertech.edu](http://www.pioneertech.edu) or calling 580-762-8336.



# NOW ENROLLING



**MEDICAL SERVICES (Adults & High School)**

Contact Student Services at (580) 762-8336

**Aug. 14-Apr. 16**

## EMT Course

Ask Us  
About  
Financial  
Aid

**Aug. 22-Dec. 12**

## Dental Assisting

**More Info & Registration (580) 718-4324**

Pioneer Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, or any other characteristics protected by law, and prohibits sex discrimination in any education program or activity it operates, as required by Title IX and its regulations, including in admissions and employment.

# PTC's STEM-Biotech Summer Academy sparks scientific curiosity in local students

## Press Release

Young scientists from area schools spent last week diving into the fascinating world of biotechnology during Pioneer Technology Center's STEM-Biotech Summer Academy. The camp gave students a unique opportunity to step into the role of a researcher, participating in hands-on lab activities that combined science, technology, engineering, and math in fun and engaging ways.

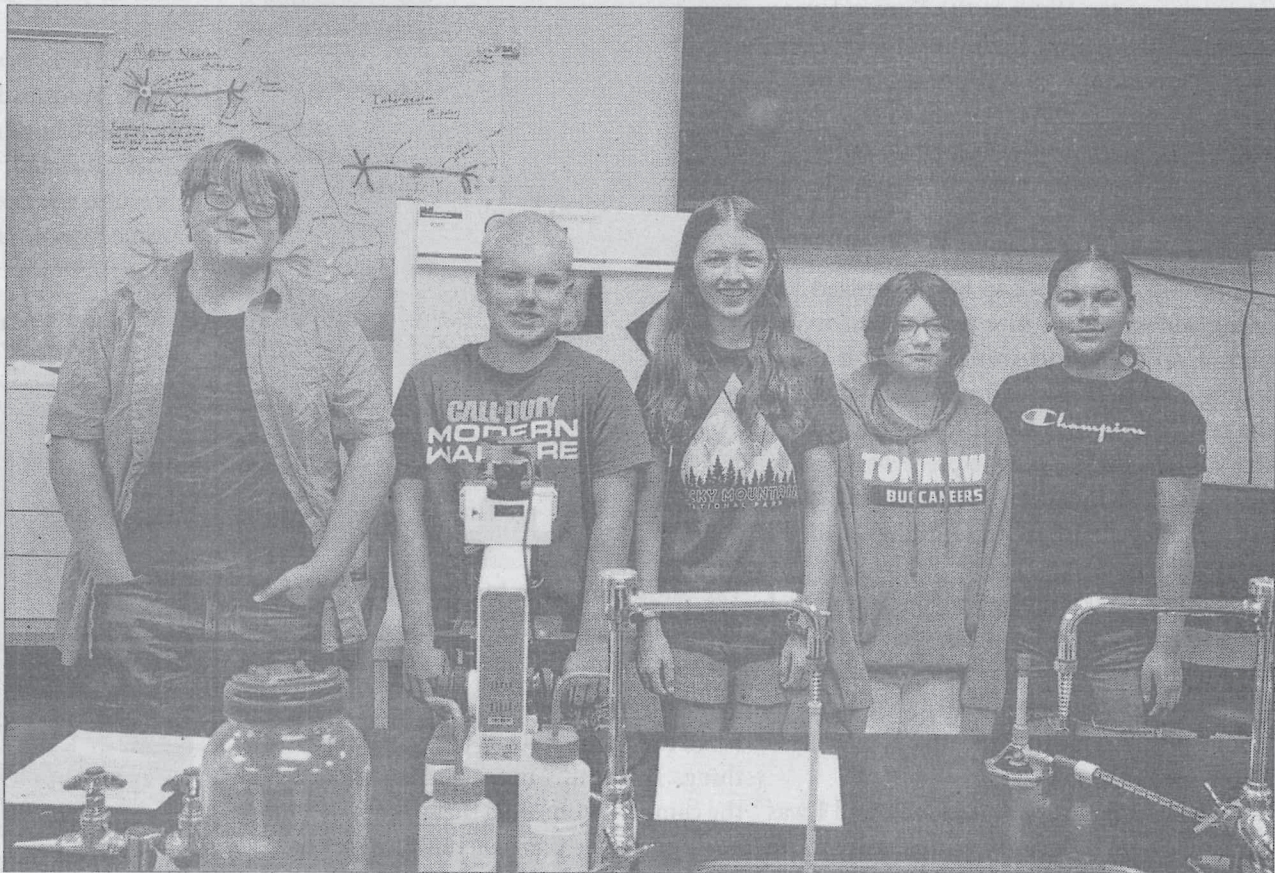
Led by instructor Cara Bodick,

the academy focused on developing students' scientific understanding through immersive activities. Throughout the week, students explored microscopic organisms, conducted experiments, and gained firsthand experience with lab tools and scientific processes.

The interactive lessons helped students build critical thinking and problem-solving skills while fueling curiosity and confidence in the scientific method. By using

microscopes and participating in real-world lab activities, students took a deeper dive into biology and biotechnology; preparing them for further studies and future career opportunities in the STEM field.

The STEM-Biotech Summer Academy is part of Pioneer Tech's commitment to providing innovative, hands-on learning experiences that encourage young minds to explore their passions and unlock their potential.



FROM LEFT: Kiptyn Coffman (Newkirk), Landon Arbona (Ponca City), Kenna Fitzpatrick (Ponca City), Mae Allen-Mullis (Tonkawa), and Edlynn Contreras (Ponca City). (Courtesy photo)



## JOIN OUR TEAM! SAFETY INSTRUCTOR

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

Are you someone who is motivated by educating others about safety and its importance, along with developing and maintaining positive working relationships with other professionals? To be successful in this position you must be dependable, responsible, productive and team focused. This position is designed for a unique person who has excellent skills in the following areas:

- Managing several projects simultaneously
- Working in a team environment
- Time management
- Verbal and written communication
- Ability to build relationships and relate to students
- Research and develop curriculum

Three to five years minimum of related experience and/or training; or equivalent combination of education and experience required in the areas of industry/petrochemical safety, adult education and/or instruction. Bachelor's degree in safety preferred. You must have the ability to work with a team that values excellence, service, innovation and resilience. If this is you, and you can prove it, you could be a great fit for our team.

Oklahoma State Bureau of Investigation records check required upon employment.

Salary is commensurate with experience and qualifications.

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

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 talent and fit. Apply only if you meet our performance and abilities guidelines.

It is recommended to request a full Performance Profile for this position. Apply at [pioneertech.edu](http://pioneertech.edu) or scan the QR Code at right.



# Saturday

## July 19, 2025

Vol. 132 - No. 205  
poncacitynews.com



**PHOTO ABOVE:** Members of Ponca City Leadership Class 38 as they hold drawings for those that completed the Ponca Passport. Prizes **PHOTO AT RIGHT:** 73 individuals of the Leadership Ponca City Alumni group met for their Summer Social event on Thursday, July 17. The Alumni group was revived in October of 2024 after a four-year hiatus due to the COVID-19 pandemic. (Photo by Calley Lamar)



## Ponca Passport drawings and Leadership Alumni Summer Social

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

The Leadership Ponca City Alumni group was revived in October of 2024 following a hiatus during the 2020 pandemic when the group had dissolved. Over 600 people have participated in the Leadership Ponca City program since its founding in 1986, with each year taking a group of roughly 24 members to learn about different aspects of the community in an effort to develop a well-informed group of leaders.

Since that first meeting at the Ponca City Country Club in 2024, the group have had several learning sessions that seek to continue providing information on a variety of topics. The first of these

was a visit to Chilocco Indian Agricultural School with Chilocco alumni as guides; the second was a session on the U.S. Marshals Service at the Federal Courthouse in Tulsa; and the most recent was the "Beyond the Badge" with the Ponca City Police Department.

73 Leadership Alumni attended the Summer Social event with representation from Class 1 to Class 38, with the highest attendance being from Class 37. The event itself was held on Thursday, July 17 at The Alley from 5 pm to 7 pm, and featured food from TS Fork.

But one of the major focuses was the drawing for the Ponca Passport winners. The Ponca Passport is the project of Class 38, and sought to increase

community engagement by encouraging residents and visitors to Ponca City to explore various landmarks, businesses, and non-profits. Participants had to get a stamp, photo, or receipt as per the instruction within the passport in at least two locations in six different categories.

Those categories were History and Art; Entertainment and Culture; Health and Wellness; Community Services; Chamber Investors; and Adventures and Excursions.

The drawing was livestreamed on the Ponca Passport Facebook page.

The most recent class, Class 39, has been announced and will have their first meeting soon.

Wednesday, July 16, 2025



Photo Submitted

## PTC hosts Youth Firefighter Academy

In June, Pioneer Technology Center (PTC) hosted its annual Youth Firefighter Academy, welcoming students entering 8th through 10th grades for a hands-on introduction to the exciting world of firefighting and emergency services.

Led by PTC Firefighter/EMT instructor Gary Vap, the academy gave students an opportunity to explore the fundamentals of fire science, including fire dynamics, safety protocols, and essential skills such as search and rescue operations. Through engaging activities and team-based simulations, participants gained a deeper understanding of the physical and mental demands of the profession.

The Fire/EMT morning session included the following students:

Back Row (L-R): Andrew Burgos (Blackwell), Gunner Trestler (Arkansas City)

Front Row (L-R): Kenna Fitzpatrick (Ponca City), Rose Brunette (Ponca City), Destiny Abreu (Ponca City), Isaac Spoon (Ponca City).

The afternoon session included:

See *PTC* page 3

### **PTC**

Continued from page 1

Thalys Banks (Tonkawa), Westin Day (Tonkawa), and Laney Lefthand (Tonkawa)

The Youth Firefighter Academy is just one of the many ways Pioneer Tech helps students explore po-

tential career paths and gain practical skills that can lead to rewarding careers in public safety and emergency response. For more information about Pioneer Tech's Firefighter/EMT program for high school juniors, seniors, and adults, please call (580) 762-8336 or visit [www.pioneer-tech.edu](http://www.pioneer-tech.edu).

# Thursday

## July 17, 2025

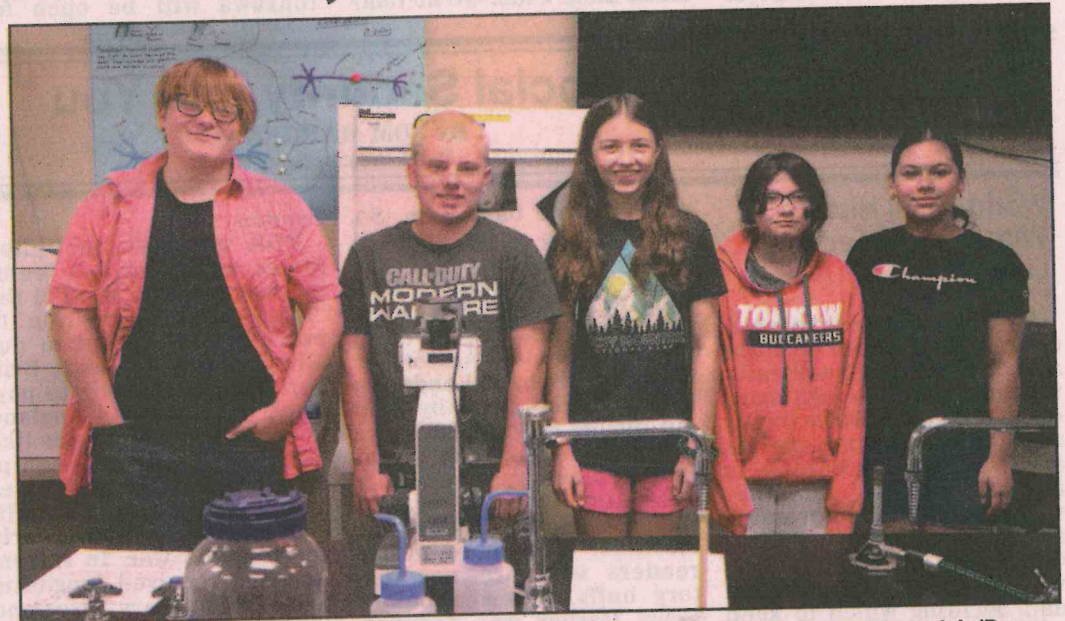
Vol. 132 - No. 203  
poncacitynews.com

## PTC's STEM-Biotech Summer Academy sparks scientific curiosity in local students

Ponca City, OK — Young scientists from area schools spent last week diving into the fascinating world of biotechnology during Pioneer Technology Center's STEM-Biotech Summer Academy. The camp gave students a unique opportunity to step into the role of a researcher, participating in hands-on lab activities that combined science, technology, engineering, and math in fun and engaging ways.

Led by instructor Cara Bodick, the academy focused on developing students' scientific understanding through immersive activities. Throughout the week, students explored microscopic organisms, conducted experiments, and gained firsthand experience with lab tools and scientific processes.

The interactive lessons helped students build critical thinking and problem-solving skills while fueling curiosity and confidence in the scientific method. By using microscopes and participating in real-world lab activities, students took a deeper dive



PICTURED L-R: Kipptyn Coffman (Newkirk), Landon Arbona (Ponca City), Kenna Fitzpatrick (Ponca City), Mae Allen-Mullis (Tonkawa), and Edlynn Contreras (Ponca City)

into biology and biotechnology; preparing them for further studies and future career opportunities in the STEM field.

The STEM-Biotech Sum-

mer Academy is part of Pioneer Tech's commitment to providing innovative, hands-on learning experiences that encourage young minds to explore their passions and

unlock their potential. For more information about the BIOMED program and other learning opportunities at Pioneer Technology Center, visit [www.pioneertech.edu](http://www.pioneertech.edu).

# Friday

## July 18, 2025

Vol. 132 - No. 204  
poncacitynews.com

### **Hannah Day Joins Pioneer Technology Center as New Teacher Preparation Instructor**

Ponca City, OK ----- Pioneer Technology Center (PTC) is excited to welcome Hannah Day as the new Teacher Preparation Instructor. Day officially began her role on July 1, 2025, following the retirement of long-time instructor Vicki Braden, who served the program with distinction for many years.

Originally from Cushing, Oklahoma, Day is a third-generation educator on both sides of her family. She graduated from Cushing High School and went on to earn a Bachelor's Degree in Human Development and Family Sciences with a focus on Early Childhood Education from Oklahoma State University. She later completed her Master's in Education Leadership at Southern Nazarene University. Day is also a National Board-Certified Teacher and plans to maintain this through future certification cycles.

## **Hannah Day...**

Con't from Page 1

Day brings six years of experience in Early Childhood Education, having taught kindergarten at Sangre Ridge Elementary in Stillwater. She was named Teacher of the Year at her location last year. Her passion for education and her family legacy in the field have shaped her deep commitment to developing future educators.

"My heart is in teaching, and I am honored to be a part of this next chapter—helping students prepare for meaningful, impactful careers in education," Day shared. "I'm especially excited to carry forward the strong foundation already established in this program."

Day and her husband Nic live in Stillwater with their dog, Trip. Outside of work, she enjoys spending time at the lake, playing volleyball and pickleball, and gathering with family and friends. She also serves on the advisory committee of a women's organization at OSU, reflecting her continued dedication to mentorship and service.

What drew Day to Pioneer Tech was the strong culture and supportive community she saw within the organization. "The support and resources at PTC are already a standout," she said. "I'm excited to get started learning alongside my students and providing them with opportunities for growth and success in a field that I am so passionate about."

Pioneer Technology Center is proud to welcome Day to the team and looks forward to the continued growth and success of the Teacher Preparation program under her leadership.

(See HANNAH DAY, Page 2)



# Thursday

## July 10, 2025

Vol. 132 - No. 198  
poncacitynews.com



THE FIRE/EMT morning session (pictured left) included the following students: Back Row (L-R): Andrew Burgos (Blackwell), Gunner Trester (Arkansas City). Front Row (L-R): Kenna Fitzpatrick (Ponca City), Rose Brunette (Ponca City), Destiny Abreu (Ponca City), Isaac Spoon (Ponca City). THE AFTERNOON session (pictured right) included: Thalys Banks (Tonkawa), Westin Day (Tonkawa), and Laney Lefthand (Tonkawa). (Photos provided)

## Pioneer Tech hosts successful Youth Firefighter Academy

PONCA CITY, OK — In June, Pioneer Technology Center (PTC) hosted its annual Youth Firefighter Academy, welcoming students entering 8th through 10th grades for a hands-on introduction to the exciting world of firefighting and emergency services.

Led by PTC Firefighter/EMT instructor Gary Vap, the academy gave students an opportunity to explore the

fundamentals of fire science, including fire dynamics, safety protocols, and essential skills such as search and rescue operations. Through engaging activities and team-based simulations, participants gained a deeper understanding of the physical and mental demands of the profession.

The Youth Firefighter Academy is just one of the many ways Pioneer

Tech helps students explore potential career paths and gain practical skills that can lead to rewarding careers in public safety and emergency response. For more information about Pioneer Tech's Firefighter/EMT program for high school juniors, seniors, and adults, please call (580) 762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu).

# Wednesday

## July 9, 2025

Vol. 132 - No. 197  
poncacitynews.com



**SOROPTIMIST INTERNATIONAL** of Ponca City held their recent installation of 2025-2026 officers at Pioneer Tech. New officers from left are Cindy Wigley, treasurer; Lilly Freeman, secretary; Lisa Eisele, director; Wendy Burg, vice-president; and Kathy Tippin, president. Not pictured is director Jennifer Wehrenberg. Soroptimist, is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment. Locally the group provides the Live Your Dream Award, a scholarship to a woman head of household going back to school; mentors eighth grade girls through the Dream It Be It Program, inspires seventh grade girls through the Believe It Achieve It Program, and gives scholarships to two Ponca City High School seniors going on to college. This past year Soroptimist began focusing on the issue of human trafficking with a special speaker in January highlighting this issue in Oklahoma during Human Trafficking Awareness Month. If you'd like to be a part of Soroptimist or learn more contact Kathy Tippin at 580.716.9015 or katherinetippin51@gmail.com.

PUBLISHED IN THE  
PONCA CITY NEWS ON  
JULY 5, 2025 AND JULY  
12, 2025

#### PUBLIC NOTICE

All having a claim against the Pioneer Technology Center Public School District #13 are notified that all invoices and required documentation pertaining to an approved purchase order for services rendered or goods or materials delivered pursuant to that purchase order must be recorded with the encumbrance clerk of the district on or before the 30th day of September, 2025, covering all debts now unpaid and incurred during the period of the prior fiscal year beginning on July 1, 2024, and ending on June 30, 2025, or the claim upon which the invoices or purchase order is based shall be void and forever barred.

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## PTC Summer Salon Academy introduces students to cosmetology

### Press Release

Pioneer Technology Center recently hosted its Summer Salon Academy, giving students an exciting opportunity to explore the world of cosmetology through hands-on learning and creative expression. Led by Cosmetology Teaching Assistant Kari Officer, the program introduced students to essential cosmetology skills and practices in a supportive and

engaging environment.

The academy offered participants a firsthand look at what a future in cosmetology could hold, blending artistic activities with foundational trade skills. Students gained insights into hair, nail, and skin care techniques while experiencing the collaborative and professional atmosphere of PTC's salon training space.



Salon academy morning session participants:

FRONT ROW, FROM LEFT: Aubrey Lockheart (Ralston), Alexandria Wolters (Ponca City), Gabrielle Holman (Ponca City), and Aubrey Riggle (Ponca City). BACK ROW: Hadley Summitt (Ponca City), Lillian Pester (Fairfax), Reese Jenkins (Ponca City), Ellie Spena (Ponca City), and Emma Clement (Ponca City). (Courtesy photo)



Salon academy afternoon session participants:

FROM LEFT: Nellie Medina (Tonkawa), Kenna Fitzpatrick (Ponca City), AJ Iverson (Ponca City), Jaelyn Chisolm (Tonkawa), and Josette Swanson (Tonkawa). (Courtesy photo)

ADULT STUDENTS

**NOW ENROLLING**

FOR THE 2025-2026 SCHOOL YEAR

Start the process at <https://tinyurl.com/8w3e6tnu>  
or call Karen at 580.718.4234



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

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

**WR** WORK READY  
PONCA CITY

Soft Skills Employment Education

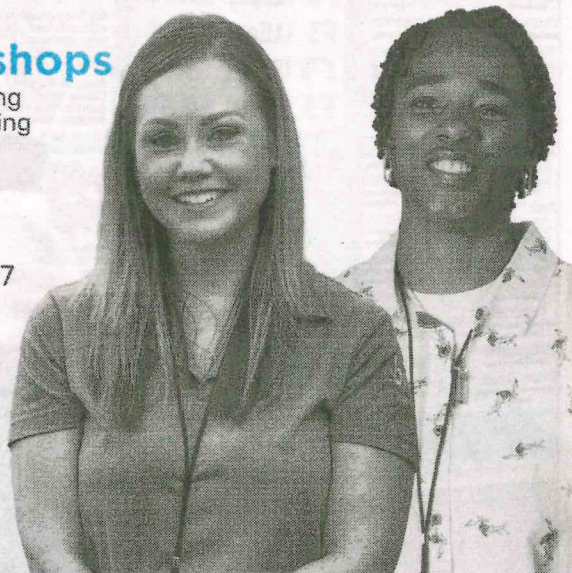
**Monthly Workshops**

Job coaching, resume writing  
and employment skills training

Reach us @

**580.718.4237**

400 E. Central, Suite 307  
Ponca City



follow us for updates!



[workreadyponcacity](#)



MORNING CLASS participants in photo included: Front row left to right: Anna Pruett (Ponca City), Grace Holman (Ponca City), Gia Dickinson (Ponca City), Ava Dickinson (Ponca City), and Norah Singleton (Ponca City). Back row left to right: Jackson Ware (Ponca City), Carlos Sanchez (Ponca City), Cruz Swift (Ponca City), John Brien (Ponca City), Justin Brien (Ponca City), Not Pictured: Jaden Bloomer (Ponca City)



AFTERNOON CLASS participants in the photo included: Front row left to right: Lily Murphy (Blackwell), Alexandria Wolters (Ponca City), Krystal Keith (Ponca City), Ella Wyckoff (Red Rock) Back row left right: Landon Smith (Ponca City), Kamden Sparks (Ponca City), Layton Henderson (Ponca City), Kippyn Coffman (Newkirk), and Olivia Iverson (Ponca City). (Photos provided)

## Pioneer Tech Culinary Academy inspiring future culinary creators

Ponca City, OK — Pioneer Technology Center (PTC) recently offered a unique and engaging opportunity for 8th, 9th, and 10th grade students to explore the exciting world of culinary arts. Under the instruction of Brenda Pollak, students participated in the Culinary Academy, a hands-on experience

designed to ignite a passion for cooking and teach essential kitchen skills. Throughout the academy, students not only learned the fundamentals of food preparation but also gained valuable lessons in teamwork, creativity, and kitchen safety. The Culinary Academy created a sup-

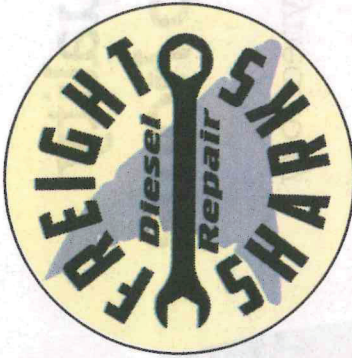
portive and inspiring environment for rising stars in the kitchen, helping them gain confidence as they prepared a variety of delicious treats. Brenda Pollak, a skilled instructor, guided each student through the culinary process, ensuring an educational and enjoyable experience.

For students interested in taking their culinary journey to the next level, enrollment is open for the full Culinary Arts program at Pioneer Technology Center. For more information, visit [pioneerstech.edu](http://pioneerstech.edu) or call 580-762-8336.



*Congratulations to Dayton Seeliger, recent Pioneer Tech Automotive Program graduate! We were pleased to offer him a job with Freight Sharks Diesel Repair. We love partnering with Pioneer Tech!*

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## **SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS**

It is the policy of the Pioneer Technology Center Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. The Board of Education authorizes the Superintendent, as an agent of the Board, to accept on its behalf letters of resignation from any School District employee. Receipt of a letter of resignation by the Superintendent constitutes acceptance of such resignation by the Board of Education and releases the employee from any further contractual and/or employment duties owed to the District upon the effective date of the resignation.

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

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

Career teacher may be dismissed or not reemployed for:

1. willful neglect of duty,
2. repeated negligence in performance of duty,
3. mental or physical abuse to a child,
4. knowing and willful failure to report suspected child abuse or neglect,
5. incompetency,
6. instructional ineffectiveness,
7. unsatisfactory teaching performance,
8. commission of an act involving moral turpitude,
9. abandonment of contract,
10. conviction of a felony,
11. after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties,
12. failure to meet local school board staff development requirements, and
13. any other grounds hereafter allowed by law.

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

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

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

**SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)**

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

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

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

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

**See also Policy DOBD: Suspension of Certified Personnel**

**TEACHER TERMINATION  
PROCEDURES**

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

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

The school district shall provide a copy of the recommendation letter to the State Board of Education if the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification for the following reasons:

1. Abuse, Neglect, Exploitation, or Sexual Abuse of Child as defined by 21 O.S. Section 843.5;
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.

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

Hearing procedures for teachers shall be as follows:

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

**TEACHER TERMINATION PROCEDURES (Cont.)**

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

**TEACHER TERMINATION PROCEDURES (Cont.)**

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

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

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

**MEDICATION:  
ADMINISTERING TO STUDENTS**

Giving medications to students at school requires the utmost care and caution on the part of the school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy.

It is the policy of the Pioneer Technology Center Board of Education that if a student is required to take medication during school hours or while attending a school activity and the parent or guardian cannot be present to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a prescribed medication be dispensed to that student, the instructional director, or the director's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name
  - B. name and strength of medication
  - C. dosage and directions for administration
  - D. name of physician or dentist
  - E. date, name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication

The medication must be delivered to the instructional director's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. If it is not possible for the parent/guardian to deliver the medication in person, arrangements may be made by contacting the program area instructional director. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication
- B. time to be administered
- C. whether the medication must be retained by student for self-administration
- D. termination date for administering the medication
- E. whether the child has asthma or other disability which may require immediate dispensation of medication
- F. other appropriate information requested by the instructional director or the director's designee

Students requiring medication while attending conferences or events that include overnight stays must have a completed authorization form and any special medical needs must be provided in writing to the activity sponsor.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, cystic fibrosis or diabetes, the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis, and self-administration of medications to treat diabetes is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma, anaphylaxis or diabetes and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

**MEDICATION: ADMINISTERING TO STUDENTS (Cont.)**

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma, anaphylaxis, **or** diabetes medication, **or replacement cystic fibrosis enzymes** is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma, anaphylaxis, or diabetes medication shall be permitted to possess and use a prescribed inhaler, **or** anaphylaxis medication, **or replacement pancreatic enzyme medication** at all times.
- E. Definitions:
  - 1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine **injectors**, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
  - 2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
- 3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
- 4. Other prescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody **when other alternatives, such as resting or changing activities, are inappropriate or ineffective.** The medication will be administered in accordance with label directions or written instructions from the student's physician and the appropriate form(s) must be completed and on file in the full-time programs office.

**The district will require annual training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer Epinephrine. The training school be completed before the school year begins or upon hiring the teacher or school employee. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by the school nurse or a recognized food allergy and anaphylaxis training program.**

**MEDICATION: ADMINISTERING TO STUDENTS (Cont.)**

The instructional director, or director's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent/guardian or to the student with written permission from the parent/guardian.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Students who act outside of the guidelines of this policy will be subject to discipline as outlined in policies FO, FO-R, FNCE and FNCF.

**NOTE: Pioneer Technology Center does not have a school nurse. The nurses on staff are teachers and cannot act as a school nurse. Their opinions may be requested, but are not to be confused as being directive in nature. The instructional director of a program area is the individual who makes the decision regarding the individual welfare of the student.**

**Students with additional medical needs can work with administration to develop a plan to address their specific medical needs.**

**REFERENCE: 10 O.S. §170.1  
59 O.S. §353.1  
70 O.S. §1-116, et seq.**

**SEE ALSO:**

**Policy:**

**FO – Student Conduct, Behavior and Discipline**

**FOD – Suspension of Students**

**FNCE – Reporting Students Under the Influence**

**FNCF – Drug-Free Schools**

**Forms:**

**Medication Administration Authorization Form – Administered by School Personnel**

**Medication Administration Authorization Form – Administered by Student**

**Authorization to Self-Carry/Self-Administration of Medication and/or Procedures at School and After School Activities**

***THIS POLICY REQUIRED BY LAW***

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

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

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

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

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

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

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

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

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

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

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

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

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

39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor. **This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.**
40. Sexual harassment, harassment, intimidation, bullying or retaliatory behavior.
41. Violation of any district rule or policy.
42. Violation of any administrative rule or order.
43. Failure or inability to perform the essential functions or duties of the assigned position.
44. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

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

**The school district shall not take disciplinary action against support employees for:**

1. **Disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;**
2. **Reporting a violation of the Oklahoma Constitution or state or federal law; or**
3. **Taking any of the above action without giving prior notice to the support employee's supervisor or anyone else in the relevant chain of command.**

**REFERENCE: 70 O.S. §6-101.40, et seq.  
Accreditation Standard 210:35-3-86**

***THIS POLICY REQUIRED BY LAW.***

**REPORTING SUSPECTED CHILD ABUSE  
AND/OR NEGLECT**

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of (18) to the statewide office of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student under the age of eighteen (18) is a victim of abuse or neglect shall immediately report the matter to the Department of Human Services and local law enforcement. Any person having reason to believe that a student over the age of eighteen (18) is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the Instructional Director or Executive Director who will advise the superintendent that the report was made.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

**Reporting Suspected Child Abuse (Con't)**

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;
13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and
15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.
16. Sexual battery, when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center, by a person who is eighteen (18) years of age or older and is an employee of a private or public school system.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees.

Any person, other than a superintendent or school administrator, who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any superintendent or school administrator who knowingly and willfully fails to promptly report or interferes with the prompt reporting of abuse or neglect shall, upon conviction be guilty of a felony in accordance with 21 O.S. § 593.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

Every school employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law.

### **Reporting Suspected Child Abuse (Con't)**

**REFERENCE:**

10A O.S. § 1-2-101  
10A O.S. § 1-2-104  
63 O.S. §1-120 (G)  
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

## **STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS**

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

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

### **PRINCIPLE I COMMITMENT TO THE STUDENTS**

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

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

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

**STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)**

**PRINCIPLE II  
COMMITMENT TO THE PROFESSION**

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

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

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

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

**PRINCIPLE III**

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

**STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)**

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

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

**REFERENCE:** 70 O.S. §6-101.21, et seq.

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

***THIS POLICY REQUIRED BY LAW.***

## **STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE**

The Board of Education of Pioneer Technology Center (“Pioneer”) adopts the following policy and procedures dealing with student behavior.

Pioneer Technology Center serves adult and secondary students. A behavior and discipline code is provided to inform students of the standards of conduct required and of the consequences of misconduct. School laws that prescribe procedures applicable to secondary students are, in many instances, not applicable to adult students.

- Reference to “parent” in this policy refers to a student’s parent or legal guardian.
- Reference to “administrator” means Program Administrator or the Pioneer staff member to whom the administration has delegated the responsibility for student discipline.
- Reference to the “Superintendent” refers to the Superintendent of Schools or the Superintendent’s designee.
- Removal or dismissal refers to taking a student out of a course or program for a short period, a long period, or permanently.

### **General Expectations**

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Pioneer. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules and standards of conduct.

### **Student Conduct**

The Pioneer Technology Center Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The board also believes that reasonable standards of conduct must be established and that adherence to those standards must be insisted upon.

In accordance with the policy of the board of education, the following standards of conduct are established for the Pioneer Technology Center school system.

All students are expected to act as ladies and gentlemen with due consideration for the rights and needs of others. Individual language, grooming, dress, and conduct of good taste are essential qualities of successful employees. Therefore, only the best is expected of Pioneer Technology students.

For the purpose of this policy, a student is defined as any person regularly enrolled in a full-time educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function. **This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.**

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school-owned, controlled, attended, or supervised premises.
4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.
5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled/dangerous substances, or any substance or material believed to be drugs, alcohol or any chemical substance, or any substance which is capable of causing or producing mood alteration or behavioral changes.
6. Conduct or speech that violates commonly accepted standards of society within the community.
7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Any student violating policies or regulations may be subject to warning, reprimand, probation, or suspension, expulsion or dismissal in addition to any civil or criminal proceedings or prosecution.

Adult students enrolled in full-time educational programs may attend class with high school students. It is of paramount importance that each adult enrolled in day classes be an example for secondary students in all areas, including attendance, dress, language, attitudes, and class and laboratory efforts. Adults enrolled in classes with high school students should be a positive, motivational force in the school life of their high school classmates.

Adults are held to standards of conduct that are not less than those for secondary students attending Pioneer. Educational opportunities available to adult students may be cut short or terminated in instances where an adult student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful program completion.

Adult students do not have due process rights pursuant to Pioneer Technology Center policy. Pioneer Technology Center administration will consider the best interest of the student in violation of the policy, the other students impacted by the violating student and the educational climate of the school when making decisions regarding discipline, suspension or dismissal of an adult student. The disciplinary decision(s) is final and cannot be appealed.

**Behavior and Discipline Code**

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension (secondary students) or including the possibility of dismissal (adult students):

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

1. Adjudication as a delinquent for an offense that is not a violent offense. For purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault;
2. Arson;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
5. Bullying; (see policy FNCD)
6. Cheating;
7. Conduct that threatens or jeopardizes the safety of others;
8. Cutting class, sleeping, or refusing to work in class;
9. Disruption of the education process or operation of the school;
10. Extortion;
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
12. Failure to comply with state immunization requirements;
13. False reports or false calls;
14. Fighting;
15. Forgery;
16. Gambling;
17. Hazing (initiations) in connection with any school activity;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, national origin, sex/gender, age, religion, disability or veteran status, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession or use of a caustic substance not related to course work;
27. Possession or distribution of obscene materials;
28. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.); (see policy FNCGA)
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer as defined by Oklahoma law, (i.e., 3.2 beer) and/or any controlled/dangerous substance, counterfeit drugs, or other abusable chemical substances as defined by policy FNCE-R (see also policies FO-R4, FNCE)
30. Possession or distribution of any controlled/dangerous substances as defined in the Uniform controlled Dangerous Substances Act; counterfeit drugs, or other abusable chemical substances as defined by policy FNCE-R (see also policies FNCE, FNCE-R)
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

33. Sexual or other harassment of individuals, including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions);
36. Truancy;
37. Use or possession of tobacco products and the use or possession of simulated tobacco products is specifically prohibited at Pioneer Technology Center. (see policy CKDA)
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, school employee, or the school;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
41. Vandalism;
42. Violation of the Board of Education or school policies, rules or regulations;
43. Vulgarity;
44. Willful damage to school property;
45. Willful disobedience of a directive of any school official.

Students suspended or dismissed for a violent offense directed toward an instructor shall not be allowed to return to the instructor's classroom without the instructor's prior approval. Whether an offense is considered a violent offense, requiring an instructor's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options, out-of-school suspension, expulsion or dismissal.

The Pioneer Technology Center Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

Whether the incident is isolated or habitual behavior;  
The manifestation of a disability;  
Any other circumstances which may be appropriately considered.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrator's appropriate means of discipline for specific infractions.

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

**Dismissal of Students Because of Failure to Meet or Comply with Essential Program Requirements**

Pioneer's program offerings include those that incorporate requirements essential to successful completion of the program. An example is the clinical hours which are a part of and necessary for completion of many health care programs. When a student cannot complete essential program requirements the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory parts of the program.

**Adult Students Attending the Technology Center by Virtue of a Special Program**

In some instances, adult students are participating in programs offered by Pioneer as a result of their eligibility established by terms of a federal or state program. In these instances, the programs establish eligibility requirements as well as minimum standards which students must meet in order to remain a part of the program and recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in these programs and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the program director. Whether to allow the student to return to the program, and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student's dismissal shall include written notice to the program or project director of the student's dismissal and the reasons for dismissal.

**Immediate Removal of a Student**

Whenever an alleged violation of the Student Conduct, Behavior and Discipline Code is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student's continued presence on campus would create, in the administrator's judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system. If dismissal is found necessary, the administrator shall document the justification in a report and immediately forward it to the Superintendent, and also immediately contact the student.

In instances involving a student's dismissal or removal from a program, Pioneer will utilize procedures that are fair and reasonable. The complete cooperation of students is encouraged to assure that all students have an opportunity to benefit from the educational opportunities available. Conduct which violates policies, rules and practices or which interferes with or disrupts learning must and will be addressed by school administration. Policy FOD-R, describes the procedure that will be used when it is necessary to remove a secondary student from a program. Removal may involve a short or long period or may involve a permanent removal.

**Readmission**

A dismissed student is eligible to be readmitted upon proper application for readmission. However, the administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for readmission.

**Notification of Policy**

Copies of any procedural regulations and the *Student Conduct, Behavior and Discipline Policy* shall be distributed to all students annually, and students are responsible for compliance with the school's behavior and conduct standards. Questions as to the interpretation of any part of the policy should be presented to the appropriate administrator.

**STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE (Cont.)**

**Administrative Actions**

Administrative actions called for in this policy may be taken by the administrator designated by this policy or the Superintendent. An administrator, whether a program administrator, superintendent, or other administrator in charge, may appoint a designee to act in his/her place. With the exception of the Superintendent, designees must be approved by the Superintendent.

**REFERENCE:** 10 O.S. §7115  
70 O.S. §6-114  
70 O.S. §24-101.3

**POLICIES:** FO-R4 - Secondary Student Discipline, Possession of Alcoholic Beverages or CDS, Regulation  
FOD – Suspension of Secondary Students  
FOD-R – Suspension of Secondary Students, Regulation  
FNCE - Reporting Students Under the Influence  
FNCE-R – Dangerous Weapons, Nonintoxicating Beverages, Intoxicating Beverages, Controlled Dangerous Substances, Counterfeit Drugs, or Other Abusable Substances  
FNCF - Drug-Free Schools  
FNF - Search of Students  
FNF-R - Search of Students, Regulation  
FNFBA - Drugs, Alcohol and Contraband Searches  
FNFBA-R - Drugs, Alcohol and Contraband Searches, Regulation  
CKDA – Smoking and Tobacco Free Campus

*THIS POLICY REQUIRED BY LAW.*

**NONDISCRIMINATION**

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

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

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

“Pioneer Technology Center does not discriminate on the basis of ~~sex, race, color, national origin, disability, age,~~ **disability, race, color, religion, national origin, sex, age, or veteran status, gender,** or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. For inquiries concerning the application of this policy contact either Wendy Burg, [WendyB@pioneertech.edu](mailto:WendyB@pioneertech.edu) (580) 718-4308 or Kellie Johnson, [KellieJ@pioneertech.edu](mailto:KellieJ@pioneertech.edu) (580) 718-4224, 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)**. Pioneer Technology Center, 2101 N. Ash, Ponca City, Oklahoma 74601”

**When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access.**

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

Pioneer Technology Center  
2101 N. Ash  
Ponca City, Oklahoma 74601  
(866) 612-4782

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

## **RECORDS INVESTIGATION**

The Pioneer Technology Center Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record search shall be conducted of all new employees and any current employees whose job responsibilities require one. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record search is defined at 74 O.S. § 150.9 and requires a search of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI. The requirement for a national criminal history record check shall not apply to technology center employees hired on a part-time or temporary basis for the instruction of adult students only. An annual search of the Oklahoma Sex Offender and Mary Rippy Violent Crime Offender Registries will also be conducted.

Any teacher employed prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022, to complete the criminal history background checks.

A written consent will be required from the new employee consenting to a national criminal history record search to be conducted as authorized by Oklahoma law. The records search shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history record search for the school year. Upon request of the substitute teacher, the criminal history record search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record search from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record search, if the teacher produces a copy of a national criminal history record search completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history record search completed if the teacher produces a copy of a national criminal history record search completed within the preceding five (5)

RECORDS INVESTIGATION (Cont.)

years and a letter from the school district in which the teacher was employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record search completed if the teacher can produce a copy of a national criminal history record search completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record search for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history record search will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record search results. The temporary employment of the new employee shall terminate after sixty (60) days unless the school district receives clear results of the national criminal history record search. The sixty (60) day temporary employment period shall begin on the first day the new employee reports for duty at the employing school district. If the employee is offered permanent employment following the receipt of a clear records search, the search fee will be reimbursed in full.

**REFERENCE: 70 O.S. §5-142**

**LEAVE (ALL TYPES)**

**VACATION**

The Pioneer Technology Center Board of Education will provide annual vacation with pay to 12-month employees, which will be earned from the first day of employment. Employees on 10- and 11-month contracts will not be entitled to vacation time.

Eligible employees will be entitled to annual vacation with pay according to the following schedule:

Creditable years of Service Completed	Days of Annual Paid Vacation
1-5	10
6 or more	15

Vacation shall accrue at the rate of 6.666 (this is actually 6 hrs., 40 minutes) hours per month for employees eligible for 10 days paid vacation and at the rate of 10 hours per month for employees eligible for 15 days paid vacation. Employees will start earning 15 days of annual paid vacation beginning with the month following their five-year anniversary (start of full-time employment).

Employees must use all previous year vacation within the current fiscal year. Any previous year vacation left after June 30 will be forfeited.

Upon retirement or termination of employment, and with the approval of the superintendent, personnel having unused vacation time (earned during the previous fiscal and their final fiscal year of employment) will be paid their regular rate of pay for such vacation. Upon the death of an employee, the employee's accrued vacation will be paid to the beneficiary. The daily compensation rate will be calculated by dividing the employee's annual salary (not to include retirement or fringe benefits) by the appropriate number of contract days (12 month contract is 240 days).

Requests for vacation shall be submitted to the employee's immediate supervisor in advance when possible. If advance request is not possible, the request shall be filed within one day after returning to work. Approval will be based on staffing requirements, provided that such vacation shall in no way interfere with the necessary work of the employee. The request shall be considered by the appropriate supervisor.

NOTE: If an employee exhausts all leave and is on unpaid leave for an entire month, no vacation time will be accrued for that month.

**SICK**

The Pioneer Technology Center Board of Education shall provide sick leave benefits to all full-time personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

**LEAVE, ALL TYPES (Cont.)**

1. The superintendent or designee shall administer this plan.
2. Employees may use sick leave for any personal medical appointment, accidental injury, illness, pregnancy, or death in the immediate family without loss of salary. Sick leave may also be used for a medical appointment, accidental injury or illness of an immediate family member without loss of salary. Employees will receive one day (8 hours) of sick leave per month, based on their contract length. Sick leave for the contract year shall be available to the employee on the first day of employment on a pro-rated basis.

If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel.
4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
  - A. Physician's statement endorsed by the employee
  - B. Employee statement endorsed by the superintendent or immediate supervisor
  - C. Copies of claim submitted for insurance benefits
  - D. Other information as may be indicated by the circumstances
6. Appropriate evidence will be submitted when requested by the immediate supervisor or the superintendent in the following situations:
  - A. Sick leave claim on days of unusual or inclement weather
  - B. Sick leave claim during the last four weeks of employment
  - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
  - D. Reasonable cause exists to believe that sick leave benefits are being abused
  - E. When returning to work could be detrimental to health
7. In addition to sick leave, personal leave, and vacation time, the employee may be eligible for up to 12 work weeks of leave under the family leave policy which must be taken concurrently with other leave and will be unpaid when all other leave is exhausted.
8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for whatever time may be remaining of the up to 12 work weeks of unpaid leave for employees who meet the federal definitions for leave in accordance with the Family Medical Leave Act. The 12 work weeks of leave afforded under the Family Medical Leave Act may include paid and unpaid leave in accordance with federal law.

9. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

Requests for sick leave shall be submitted to the employee's immediate supervisor in advance when possible. If advance request is not possible, the request shall be filed within one day after returning to work. The request shall be considered by the appropriate supervisor.

Immediate family is defined as spouse, children, parents, siblings, father/mother-in-law, sister/brother-in-law, grandparents, grandchildren, stepparents, stepsiblings, and half siblings or the spouse of any immediate family member.

**REFERENCE: 70 O.S. §6-104  
70 O.S. §6-147  
Atty. Gen. Op. No. 84-12  
Atty. Gen. Op. No. 91-632**

### **MATERNITY LEAVE**

The board of education shall provide maternity leave to full-time classroom instructional employees of the technology center who have been employed by the technology center school district for at least one year and have worked for the technology center for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be used immediately following the birth of the employee's child.

Employees who qualify for state paid-maternity leave are entitled to extend the duration of their maternity leave beyond the six (6) weeks provided by this policy if they have sufficient sick leave available to cover the extended duration. Such sick leave may be used for recovery from childbirth, bonding with a newborn, or caring for a newborn. Extended sick leave shall not exceed six (6) weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or for the care of the newborn to achieve a combined twelve (12) weeks of leave as addressed in the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with maternity leave and the paid sick leave extended duration.

Any employee who intends to utilize available sick leave to extend the duration of maternity leave must notify the administration of the school district.

**REFERENCE: 70 O.S. §6-104.8**

### **PERSONAL**

The Board of Education shall provide three days for personal leave for all full-time employees. Such leave is intended for personal or other business that requires absence from school. Personal leave is noncumulative.

Requests for personal leave shall be submitted to the employee's immediate supervisor in advance when possible. If advance request is not possible, the request shall be filed within one day after returning to work. The request shall be considered by the appropriate supervisor.

**REFERENCE: 70 O.S. §6-104**

**Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)**

**NOTE:** Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

**PROFESSIONAL**

The Pioneer Technology Center Board of Education believes that membership and participation in professional organizations is important to an individual's professional growth and individual staff members are encouraged to join and participate in such organizations. Attendance at meetings, conferences, seminars and workshops also contributes to the professional growth of employees and board members. Therefore, the board is committed to the principle of providing and approving opportunities for the professional improvement of its staff. In response to this principle, any employee may be permitted to attend professional meetings, conferences, seminars, and workshops during normal work hours without loss of salary or benefits under the following conditions:

1. The meeting, conference, seminar, or workshop must relate to the employee's job or to career and technical education.
2. A request for absence for professional reasons shall be submitted to the employee's immediate supervisor for approval, listing a specific rationale or reason for attendance. The immediate supervisor will take into consideration the staffing requirements necessary to meet the work load in his/her area.

**LEAVE, ALL TYPES (Cont.)**

Every effort will be made to insure that classrooms and offices are kept open and adequately staffed. The business of the school district will always take priority over an individual's desire to attend professional meetings on school district time.

The burden of justifying the request for attendance is placed directly on the employee. The immediate supervisor will have final authority to approve or disapprove a request, except for out-of-state meetings/workshops.

Substitute employees will not be hired to perform the work of employees requesting leave to attend a professional meeting unless approved in advance by the superintendent or designee.

**UNPAID LEAVE**

Use of Unpaid Leave is discouraged by Pioneer Technology Center Administration. Employees are responsible for managing the use of their leave. All employees are expected to be at work, except when using earned leave (sick, vacation, personal) or Professional Leave. Extended periods of unpaid leave create a hardship for the employee's work area and, at times, unexpected financial stress on the school when paying someone to fill in for the absent employee.

In the event it becomes necessary to use unpaid leave, the employee is required to communicate the need with their supervisor prior to submitting a leave request.

NOTE: Supervisors have the authority to deny unpaid leave requests.

**JURY DUTY**

The Pioneer Technology Center Board of Education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the employee for jury duty service shall be applied toward the expense of the substitute teacher.

**REFERENCE: 70 O.S. §6-104**

**BEREAVEMENT**

It is the policy of the Pioneer Technology Center Board of Education to provide each district employee up to three (3) days of leave with pay for each bereavement in the immediate family.

Immediate family is defined as spouse, children, parents, siblings, father/mother-in-law, sister/brother-in-law, grandparents, grandchildren, stepparents, stepsiblings, and half siblings or the spouse of any immediate family member.

Additional requests may be considered by the superintendent.

**LEAVE, ALL TYPES (Cont.)**

**MILITARY LEAVE AND REGULATION**

The Pioneer Technology Center Board of Education shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth in the regulation accompanying this policy and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

This district provides reemployment rights to employees who become absent from work because of service in any of the military services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, Army and Air National Guard, Reserve Forces, and the commissioned corps of the Public Health Service.

In order to qualify for reemployment rights, the employee must be or must have been employed on a regular basis. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for reemployment rights, employees must be qualified as set forth below and in The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for reemployment, the employee cannot be absent for

a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is less than 31 days or is for the purpose of taking a fitness-for-duty examination, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee's residence plus eight hours.

If the service is for a period greater than 31 days but less than 181 days, the employee must submit an application for reemployment no later than 14 days following completion of service.

If the service is for a period greater than 181 days, the employee must submit an application for reemployment no later than 90 days following completion of service.

These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee's control.

An employee with less than 91 days of service will be immediately re-employed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, reemployment will be offered in the same position held prior to military service if qualified. If the employee is not and cannot become reasonably qualified for the same position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered reemployment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered.

### **LEAVE, ALL TYPES (Cont.)**

Refresher training or "update" training will be provided if appropriate and necessary.

If a qualified employee applies for reemployment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are reemployed under this policy are entitled to participate in any benefits available to employees on nonmilitary leaves of absence but must pay any employee participation costs that other employees pay.

An employee who is reemployed under this policy will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

**REFERENCE: 70 O.S. §6-105  
USERRA, 1994**

### **EMERGENCY LEAVE**

The Pioneer Technology Center Board of Education shall provide not more than two days each year for emergency leave. These days shall not be chargeable to sick leave and will be noncumulative. The term emergency should be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave will be granted at the discretion of the superintendent. The school district will pay the substitute teacher.

**REFERENCE: 70 O.S. §6-104**

**NOTE: 70 O.S. §6-104 allows emergency leave to be granted at the discretion of the board. However, the board may not provide more than five days.**

**LEAVE OF ABSENCE**

It is the policy of the Pioneer Technology Center Board of Education to grant extended leave without pay to certified, career teachers who meet certain conditions. The decision to grant or not to grant such leave shall be an administrative decision of the superintendent. Requests must be made with the superintendent by April 25 for leave during the following year.

Leave may be granted to qualified persons as follows:

1. Career teachers with at least three years with the Pioneer Technology Center may be granted extended leave without pay for up to one year, for pregnancy and/or educational reasons, with no loss of tenure.
2. Career teachers with at least five years with the Pioneer Technology Center may be granted extended leave without pay for up to one year, for personal reasons, with no loss of tenure.

Such leave may be granted by the superintendent only after consultation with the teacher requesting such leave, and only after a Leave of Absence Contract is signed by both the teacher and the superintendent.

**SELECTION OF A CONSTRUCTION MANAGERS AND CONSULTANTS**

Pursuant to 61 O.S. § 62, the Board of Education authorizes the Superintendent or his or her designee to develop and maintain procedures for the selection of construction manager and consultants for projects for which the technology center determines that the employment of construction managers and consultants is permitted and desirable. This procedure shall, at a minimum:

1. Extend consideration only to construction managers recognized as qualified by the Department of Real Estate Services of the Office of Management and Enterprise Services;
2. Evaluate the candidates' professional qualifications, including but not limited to, licensing, registration, certifications, technical abilities and past experience relevant to the contemplated project; and
3. Select a construction manager or consultant based on professional qualifications and technical experience.

Upon selection of a construction manager or consultant, the technology center shall negotiate a contract with the highest qualified candidate, provided that a fee can be negotiated that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the selected construction manager or consultant, the technology center may negotiate with other construction managers or consultants in order of their qualifications.

~~The board of education shall consider the hiring of a construction manager from the file maintained by the Department of Real Estate Services of the Office of Management and Enterprise Services. A determination shall be made on a case-by-case basis as to how many construction manager candidates the board of education will seek proposals from. In reviewing proposals, the board of education shall evaluate the candidates:~~

- ~~1. Professional qualifications;~~
- ~~2. Licensing;~~
- ~~3. Registration;~~
- ~~4. Certifications;~~
- ~~5. Technical abilities;~~
- ~~6. Past experience relevant to the contemplated project.~~

~~Only those firms recognized as qualified construction managers by the Department of Real Estate Services of the Office of Management and Enterprise Services may be considered for selection as a construction manager. The board of education shall utilize the procedures described in Oklahoma law or may adopt procedures established by the Office of Management and Enterprise Services for state agencies.~~

~~The board of education shall select a construction manager based upon the professional qualifications and technical experience of the construction manager. The board of education, with the assistance of retained legal counsel, shall negotiate a contract with the highest qualified construction manager provided that a fee can be negotiated which is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated, the school board may negotiate with other construction managers in order of their qualifications.~~

**REFERENCE:        61 O.S. § 62**

# Pioneer Technology Center

## Structural Metal Fabricator and Welder



### Introduction

#### Overall Description of Career Major:

This proposal outlines the compelling rationale for establishing an evening program in Structural Metal Fabrication and Welding at Pioneer Technology Center (PTC). Given the robust demand for skilled welders in the region, particularly in Ponca City and the surrounding areas, and the flexibility offered by an evening schedule, this program would serve a critical workforce need while maximizing the utilization of existing school resources. It would provide accessible, high-quality training for adult learners and working professionals seeking stable, well-paying careers in a vital industry.

#### Reason for Proposed Career Major:

The demand for skilled structural metal fabricators and welders remains consistently strong across various sectors, including manufacturing, construction, energy, and infrastructure. Within PTC's geographical boundaries and throughout Oklahoma, industries are actively seeking qualified individuals to fill these essential roles. With many experienced welders approaching retirement, a significant skills gap is emerging, creating a pressing need for new talent. Our current evening Adult Training and Development (ATD) Welding Program is well-established and has a strong enrollment. However, we've found that the cost is a major financial obstacle for many students. To directly address this issue and the growing skills gap, we are proposing a new Structural Metal Fabrication Program. This evening program is designed to be more accessible, offering students the opportunity to apply for Federal Financial Aid to help cover tuition costs. By making this valuable training more attainable, we can provide our community with in-demand career opportunities and supply local industries with the skilled professionals they need to thrive.

PTC's current daytime Full-Time Program welding program annually sees enrollments topping max capacity of 40 students. Program capacity set by the Oklahoma Department of CareerTech (ODCTE). A waiting list is established each year and enrollment is a competitive process. Many students are either turned back to their high school due to lack of space or are enrolled into other program areas. Due to the large enrollment of high school students, adult students are only currently allowed to attend ½ time and must commit two years for completion of the Welding career major. PTC's evening Adult Training and Development (ATD) Welding Program has averaged 40 enrollments annually since 2020 and is on track for similar enrollment this upcoming school year. The current evening ATD welding program offers classes on Tuesday and Thursday evenings for a total of 72 hours with a tuition of \$615. Prospective students with limited financial means are unable to pay tuition and there is no financial support available for the current ATD evening welding program. With the addition of the proposed Structural Metal Fabrication Program, the offering has already been approved for Federal Financial Aid removing the financial barrier to enrollment. Additionally, the proposed program will meet multiple

evenings per weeks allowing for additional enrollments maximizing the recently remodeled welding classroom/shop.

Note: Enrollment in the proposed evening Structural Metal Fabrication Program will not be limited to students seeking Federal Financial Aid. PTC anticipates a variety enrollment through numerous pathways and support services including adult students, high school students, self-pay, federal assistance, state assistance, tribal assistance, corporate sponsorship, and apprenticeships.

Recommendation to Implement:

The establishment of an evening Structural Metal Fabricator and Welder program offers multifaceted benefits:

- Meeting Industry Demand and Bridging the Skills Gap: Local and regional businesses consistently report a need for skilled welders. This program will directly respond to that demand, ensuring a steady supply of qualified professionals to support critical industries in Ponca City and beyond. Graduates will be equipped with in-demand skills, leading to strong employment prospects and competitive wages.
- Accessibility for Adult Learners and Working Professionals: A key advantage of an evening program is its flexibility. Many individuals who aspire to learn a trade, change careers, or upskill cannot attend daytime classes due to existing employment or family obligations. An evening schedule removes this barrier, making high-quality vocational training accessible to a broader demographic within our community, including those seeking a career transition, veterans, or individuals aiming to increase their earning potential without disrupting their current livelihoods.
- Optimal Utilization of School Resources: With our recently remodeled welding program, Pioneer Technology Center is perfectly positioned with modern, well-equipped welding labs, machinery, and instructional spaces. An evening program provides an excellent opportunity to efficiently use these substantial institutional investments during off-peak hours. This means we can truly maximize the value of our updated resources and potentially accommodate a larger student body without needing to build new facilities right away.
- Contribution to Local Economic Development: By equipping individuals with in-demand welding skills, PTC directly fuels the economic prosperity of Ponca City and surrounding communities. Graduates will find strong opportunities for local employment, thereby strengthening our regional workforce, bolstering local businesses, and actively contributing to lower unemployment rates. This initiative also cultivates deeper collaborations between PTC and area industries, potentially unlocking valuable internships, apprenticeships, and direct hiring pathways for our students. Crucially, the proposed program offers a cost-effective and efficient route to a rewarding career, with significantly less student debt compared to traditional four-year degrees.

# Occupational Profile & Demand

## Occupational Demand and Wage Outlook:

### Largest Occupations



Occupation	2024 Jobs	2034 Jobs	Change in Jobs (2024-2034)	% Change	2024 Median Hourly Earnings
Cashiers	935	904	-31	-3%	\$12.62
Fast Food and Counter Workers	768	724	-44	-6%	\$10.49
Retail Salespersons	660	691	31	5%	\$14.54
Office Clerks, General	588	568	-20	-3%	\$15.93
Heavy and Tractor-Trailer Truck Drivers	581	584	3	1%	\$22.66
Police and Sheriff's Patrol Officers	579	662	83	14%	\$23.17
Laborers and Freight, Stock, and Material Movers, Hand	574	620	46	8%	\$16.22
Welders, Cutters, Solderers, and Brazers	506	513	7	1%	\$22.35
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	503	457	-46	-9%	\$17.56
Stockers and Order Fillers	499	540	41	8%	\$15.76

## Career Major

Structural Metal Fabricator and Welder

Career Cluster: Manufacturing, MN007 - Welding and Metal Fabrication

### Career Major Description:

This stand-alone Full-Time Program is designed to launch careers in welding and metal fabrication. Through the completion of this program, students will gain essential employment skills in industry specific welding and cutting processes, as well as experience with metalworking equipment. The curriculum provides hands-on training in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), Oxy-Fuel Cutting (OFC), Plasma Arc Cutting (PAC), and Air Carbon Arc Cutting (AAC). Beyond welding, students will learn crucial metal preparation and heat-treating techniques. To ensure all students are job-ready, the program also integrates blueprint reading as a component of instruction. Student can expect to gain the necessary knowledge, skills, and aptitudes to be successful in the welding career field.

State Code - MN0076001

CIP - 48.0508

SOC Code - 51-4121.06

Courses / Hours: (Proposed) – 600 Hours

WT89 – Advanced Weld Symbols and Plan Reading	30
WT90 – Advanced Metal Cutting and Fabrication	60
WT91 – Shielded Metal Arc Welding	60
WT92 – Advanced Shielded Metal Arc Welding	60
WT93 – General Safety	45
WT94 – Career Major Capstone - WBL/ Internship	60
WT95 – Welding Plans and Symbols	45
WT96 – Gas Metal Arc Welding	60
WT97 – Gas Tungsten Arc Welding	60
WT98 – Advanced Gas Tungsten Arc Welding	60
WT99 – Fundamentals of Metal Fabrication	60
<u>Total:</u>	600

Student Certifications:

- 4301 – Shielded Metal Arc Welding (SMAW)
- 4302 – Gas Metal Arc Welding (GMAW)
- 4303 – Flux-Cored Arc Welding (FCAW)
- 4304 – Gas Tungsten Arc Welding (GTAW)
- 4305 – Cutting Process Operator
- 4401 – Certified Welder
- 4404 – Oklahoma Welding Cert
- 5501-5504 – National Career Readiness Certificate

Sample Class Schedule: M,W,F 4:00 to 10:00 PM – 33 Weeks or T, TH 3:45 to 10:15 PM – 46 Weeks

Note: PTC will determine Friday class offering based upon student interest.

## Staffing

Teacher Qualifications: T&I Teaching Certification – Standard Certificate Preferred

Special Qualifications: Welding and fabrication experience, Prefer prior teaching experience

Projected Teacher Start Date: September 2025

Projected Program Start Date: October 2025

Sample Staff Hours:

- 8- hour schedule - 1:00PM to 9:30 PM, Monday – Friday, this allows for one-hour planning period and a 30-minute lunch break
- 10- hour schedule – 11:00AM to 9:30PM, Monday – Thursday, this allows for one-hour planning period and a 30-minute lunch break

Note: PTC will determine staff schedule based upon student request for evening enrollment.

Supervision – Supervisory responsibilities will be a collaborative effort with the Instructional Director of Trade and Industry and the Adult Training and Development Coordinator

Staff Responsibilities – The Evening Welding Instructor will assume a multifaceted role beyond their primary teaching duties. In addition to delivering high-quality instruction during evening hours, this position includes the following key responsibilities:

- Program Support: Provide direct support to the daytime welding program, assisting with instructional needs, lab supervision, and other operational tasks as required.
- Apprentice Training: Deliver essential technical instruction and mentorship to welding apprentices, ensuring they meet program and industry standards.
- Industrial Coordination: Collaborate with PTC's Industrial Coordinators to support initiatives related to the welding and fabrication trades. This includes providing technical expertise, industry insights, and logistical assistance.
- Recruitment: Actively participate in various events and activities to recruit prospective students, promoting the welding program and the value of a PTC education.

## Facilities

Location: B116 Welding Program

Classroom Space: The classroom space has available lockers, tables, chairs, smart board and projector for class use. The Instructor will office in the Welding Program Office. The Teaching Assistant who currently occupies the space will move desk location to the Welding Classroom.

Lab Space: The Welding program has recently undergone major renovation making the facility a quality instructional location.

## Budget / Equipment Needs

Facilities Modifications: - Current Welding program - No facilities modifications needed, the instructional location recently underwent major renovations making the classroom and laboratory a quality instructional location with new welding equipment available for student use.

Total Facilities Modifications: \$0.

Equipment: \$5000 – Computer/Technology/Office setup for new instructor

Supplies: \$32,000

Instructor Salary and Benefits Estimate:

- FY26 Bachelor's Degree, Step 10, 12-month: \$ 72,302
- Benefits/Taxes: \$26,029
- Total Employment Cost: \$98,331

Total Estimated Cost: \$135,331

**ITEMS TO DECLARE SURPLUS**

**August 12, 2025**

Quantity	Description	Tag Number(s)
1	Dell Latitude Xpi	681262
1	Dell Latitude e6400 Serial #415555277685	No Tag
1	Dell Inspiron 3800 Serial #3917962225	No Tag
1	HP Z-200 Desktop Computer	689051
1	HP Z-220 Desktop Computer	689428
2	HP Z-230 Desktop Computer	689831, 689841
4	HP Z-240 Desktop Computer	689928, 691165, 691166, 691167
1	HP 4000 Pro Small Format Computer	688844
43	HP EliteDesk Mini Computers	689930, 690816, 691275, 691276, 691277, 691278, 691279, 691280, 691281, 691282, 691283, 691284, 691285, 691287, 691289, 691290, 691291, 691292, 691293, 691294, 691295, 691296, 691297, 691298, 691300, 691558, 691559, 691560, 681561, 691562, 691563, 691564, 691565, 691566, 691567, 691568, 691569, 691766, 691767, 691768, 691769, 691770, 691771
14	HP ProDesk 400 G7 Small Form Factor PC	690098, 690099, 690100, 690117, 690118, 690119, 690120, 690121, 690122, 690169, 690171, 690172, 690175, 690181
65	HP Chromebooks	690020, 690029, 690031, 690261, 690244, 690251, 690024, 690697, 690239, 690243, 690695, 690698, 690247, 690696, 690237, 690249, 690254, 690240, 690021, 690248, 690043, 690693, 690245, 690235, 690232, 690233, 690229, 690231, 690226, 690227, 690228, 690033, 690246, 690250, 690253, 690242, 690252, 690686, 690022, 690690, 690692, 690039, 690685, 690023, 690041, 690694, 690687, 690038, 690017, 690042, 690036, 690035, 690018, 690045, 690026, 690034, 690691, 690037, 690027, 690030, 690016, 690241, 690234, 690230, no tag serial #5CD5472KD4
2	Dell Chromebooks	689886, 690239

15	HP EliteBook 850 Laptops	689578, 689581, 689588, 689594, 689599, 689604, 689607, 689611, 689615, 689616, 689631, 689637, 689643, 689651, 689658
5	HP ProDesk Model GUDIN	690174, 690176, 690178, 690180, 690182
1	HP EliteBook 8770	689372
30	HP EliteDesk 800 Desktop Computers	691557, 691559, 691558, 691560, 691561, 691562, 691563, 691564, 691565, 691566, 691567, 691568, 691569, No tags Serial # MXLO131B7G, MXLO131B66, MXLO131B79, MXLO131B74, MXLO131B5K, MXLO131B5M, MXLO131B60, MXLO131B7V, MXLO131B6Z, MXLO131B6Y, MXLO131B7J, MXLO131DMD, MXLO131G79, MXLO131G7J, MXLO131B68, MXLO131B76, MXLO131DLW
4	Compac Evo N600c	682874, 991844, 991849, 682874
20	Compac Armada	681252, 681253, 681254, 682639, 682689, 900730, 991172, 991385, 991849, 991882, 991890, 001930, 003961, 004602, 000195, 000404, 000891, 000730, 000884
2	Gateway SOLO 5300	151113, 151120
25	HP Z Book	689560, 690266, 690267, 690622, 690623, 690624, 690626, 690627, 690628, 690629, 690630, 690631, 690632, 690633, 690634, 690635, 690636, 690638, 690639, 690640, 690642, 690643, 690645, 690647, 690775
4	HP ProBook 4420 Laptops	689043, 689044, 689045, 689924
12	HP Compac nx9600 Laptops	685249, 685252, 685287, 685294, 685297, 685299, 685302, 685304, 685306, 685369, 685414, 686513
4	HP Compac EVO n610C	681636, 681641, 682971, 991789
15	HP Mini 1104	689133, 689134, 689135, 689136, 689137, 689138, 689139, 689140, 689141, 689142, 689143, 689144, 689145, 689146, 689147

35	HP Mini 3125	689332, 689336, 689337, 589338, 689339, 689340, 689341, 689342, 689343, 689344, 689345, 689346, 689347, 689348, 689349, 689351, 689352, 689353, 689354, 689355, 689356, 689357, 689358, 689359, 689360, 689361, 689362, 689363, 689364, 689365, 689366, 689367, 689489, 689490, 689491
33	Hp EliteBook 8710w Laptop	687086, 687150, 687152, 687153, 687154, 687155, 687156, 687158, 687159, 687160, 687161, 687162, 687163, 687165, 687166, 687730, 687731, 687734, 688179, 688183, 688177, 688798, 688799, 688800, 688811, 688814, 688820, 688821, 689096, 689148, 689191, No tags Serial #CNU10310M6, CNU103115D
68	HP EliteBook 8740w Laptop	689523, 689577, 689584, 689585, 689586, 689587, 689589, 689590, 689592, 689596, 689597, 689598, 689600, 689602, 689608, 689609, 689619, 689621, 689622, 689623, 689624, 689625, 689626, 689627, 689628, 689630, 689639, 689641, 689644, 689645, 689647, 689648, 689650, 689652, 689654, 688801, 688802, 688803, 688804, 688805, 688806, 688807, 688808, 688809, 688810, 688812, 688813, 688815, 688816, 688817, 688818, 688819, 688822, 688823, 689254, 689575, 689576, 689580, 689582, 689591, 689593, 689605, 689618, 689629, 689632, 689638, 689642, No Tag Serial #CNU10312B8
32	HP Elitebook 8730w Laptop	687729, 687732, 687733, 687735, 687736, 687739, 687740, 687741, 688169, 688170, 688172, 688173, 688174, 688175, 688176, 688178, 688180, 688181, 688182, 688184, 688185, 688188, 688190, 688192, 688193, 688194, 688195, 688196, 688197, 688198, 687739, No Tag Serial #CNU9350NYQ
1	HP Compaq nx6110	685617
5	HP Compaq E500	991539, 003123, 991118, No Tag Serial # 1J04DNM4K7B3, 1J04DNM4K7CL

23	Windows XP Professional Laptops (Compaq nx9420)	685714, 685716, 685717, 685718, 685719, 685721, 685722, 685723, 685857, 685858, 685859, 685862, 685863, 685865, 685867, 685868, 685870, 685864, 685720, 685722, 686726, 685861, 687151
1	Compac Windows XP Professional	681638
1	Windows XP Professional Think Pad	682935
12	Windows XP Professional Laptops (Compaq nx6325)	No Tags Serial #CNU715082K, CNY71505MY, CNU715052V, CNU7150814, CNU71505MP, CNU7150BOW, CNU7150B5Y, CNU7150B4V, CNV7150B69, CNU7150B5C, CNU71505TF, CNU7150B52
1	HP Compaq tc4200	No Tag Serial #CND6252WRD
7	HP Pavilion 7000	683988, 683990, 683993, 683996, 683999, 684001, 684629
6	NetGear ProSafe 24-4 Switch	No Tags Serial #2F4525100F6A, 1XR3086C00584, 1XR3065L0057E, 1XR39C500003C4, 1XR39C57003BD, 1XR306590051D
1	NetGear ProSafe M4100-50G-POE Switch	No Tag Serial #3A97836E048
1	HP Pro-Curve 210G-24 Switch	No Tag Serial #CN107DE0GM
1	HP Pro-Curve 2824-14903A Switch	No Tag Serial #SG517SJ07Z
1	HP Pro-Curve 2324 Switch	686605
2	HP Pro-Curve 23530-24 Switch	No Tags Serial #CN45FPF418, CN45FPF3X0
5	Docking Stations	697337, 683989, 685881, 685882, 686984
1	Norstar Phone	991749
1	Desktop	685993
12	Assorted Bookshelves	Tag #688782, 685927, 680949, 697100**
2	Round Tables	Tag #03614**
6	Lateral Files	Tag #001723, 000826, 000825, 000824**
12	Sets of Lockers	No Tags
5	Office Chairs	No Tag

\*\* some tag #'s are illegible or missing

## APPENDIX A

**PIONEER TECHNOLOGY CENTER**  
**Part-Time & Temporary Employment Contracts and/or Addenda to Contracts**  
**08/12/2025 FY 2025/2026**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Keri Bartley	AEFL Classes @ PTC	8/1-8/31 (10.5 hrs)	262.50
Troy Buller	Summer Acad. – Esports LS	7/14-17 (12 hrs)	497.16
Chad Chrisco	Taco Tuesday Class	7/15 (4 hrs)	60.00
Chad Chrisco	Pastries 101	7/24 (4 hrs)	60.00
Aimee Clark	AEFL Classes @ PTC	8/1-8/31 (66.5 hrs)	1662.50
Rob Davis	BPOC Legal Block Instructor	8/4-7 (up to 40 hrs)	2000.00
Lori Evans	AT&D Evening Supervisor	7/16-8/15 (up to 20 hrs)	27.00/hr
Lori Evans	HiSet GED Testing	8/13-9/2 (20 hrs)	700.00
Kathey Farmer	CSO Skills Check-Off	7/28 (4.5 hrs)	157.50
Elaine Harman	AEFL Classes @ PTC	8/1-8/31 (38.5 hrs)	1001.00
Kathryn Johnson	CSO Skills Check-Off	7/10-20 (1.5 hrs)	52.50
Kathi Jo Johnson	CSO Skills Check-Off	7/29 (4.5 hrs)	157.50
Kellie Johnson	Excel 2 Instructor	7/9-17 (10 hrs)	250.00
Kellie Johnson	AT&D Evening Supervisor	7/16-8/15 (up to 28 hrs)	25.00/hr
Kellie Johnson	AT&D Evening Supervisor	8/16-9/15 (up to 40 hrs)	25.00/hr
Kellie Johnson	AT&D Evening Supervisor	9/16-10/15 (up to 44 hrs)	25.00/hr
Kellie Johnson	AT&D Evening Supervisor	10/16-11/15 (up to 44 hrs)	25.00/hr
Kellie Johnson	AT&D Evening Supervisor	11/16-12/15 (up to 32 hrs)	25.00/hr
Holly Ladner	Life & Social Skills Class	7/1-7/20 (12 hrs)	300.00
Julie Lawrence	AEFL Classes @ PTC	8/1-8/31 (22.5 hrs)	585.00
Allyson Leonard	AEFL Classes @ PTC	8/1-8/31 (32.5 hrs)	812.50
Jeff Lockett	Ag, Bus, & Financial Cons.	7/1-7/15 (24 hrs)	625.00
Jeff Lockett	Ag, Bus, & Financial Cons.	7/16-8/15 (up to 48 hrs)	1250.00
Sandy May	AEFL Classes @ PTC	8/1-8/31 (10.5 hrs)	262.50
Joni Murphy	AEFL Classes @ Osage Site	8/1-8/31 (14 hrs)	350.00
Angela Neufeld	CSO Skills Check-Off	7/29 (7.5 hrs)	262.50
Kailee Orr	Children's Lab Temp.	7/1-8/31 (up to 144 hrs)	14.50/hr
James Page	School Bus Driver Exam.	7/21-31 (11.42 hrs)	399.70
Eric Payne	Class B CDL	9/8-9/23 (96 hrs)	2880.00
Ashlynn Perry	Children's Lab Temp. Asst.	8/11-6/30 (up to 29 hrs/week)	14.50/hr
Brenda Pollak	Taco Tuesday Class	7/15 (5 hrs)	150.00
Brenda Pollak	AT&D Evening Supervisor	7/16-8/15 (up to 36 hrs)	28.00/hr
Brenda Pollak	AT&D Evening Supervisor	8/16-9/15 (up to 40 hrs)	28.00/hr
Brenda Pollak	AT&D Evening Supervisor	9/16-10/15 (up to 44 hrs)	28.00/hr
Brenda Pollak	AT&D Evening Supervisor	10/16-11/15 (up to 40 hrs)	28.00/hr
Brenda Pollak	AT&D Evening Supervisor	11/16-12/15 (up to 36 hrs)	28.00/hr
Pam Powers	AEFL Classes @ PTC	8/1-8/31 (80.5 hrs)	2012.50
Kristi Reed	CMA Continuing Ed	8/1 (8 hrs)	240.00
Stephanie Sims	Pastries 101	7-24 (5 hrs)	125.00
Rebecca Stephens	AEFL Classes @ PTC	8/1-8/31 (35 hrs)	875.00
Mary Ann Sudbury	AEFL Classes Corrections	8/1-8/31 (20 hrs)	520.00
Shawna Taylor	BPOC Legal Block Instructor	8/11-14 (up to 40 hrs)	2000.00
Gary Vap	CPR & First Aide	7/15-16 (6 hours)	180.00
Lora Walton	CDA Instructor	7/16-8/15 (30 hrs)	750.00
Lora Walton	CDA Instructor	8/16-9/15 (30 hrs)	750.00
Lora Walton	CDA Instructor	9/16-10/15 (30 hrs)	750.00
Lora Walton	CDA Instructor	10/16-11/20 (30 hrs)	750.00
Tanner Williams	School Bus Driver Training	7/7-7/18 (40 hrs)	1200.00

**Appendix B**