

Pioneer Technology Center Board of Education  
Regular Meeting  
Tuesday, October 14, 2025, 6:00 PM  
Seminar Center West  
2101 N. Ash St.  
Ponca City, Oklahoma 74601

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

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations - PTC Annual Goals
5. Discussion and vote to approve or not approve the Minutes of the September 9, 2025, regular Board of Education meeting
6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #60653-60881 in the amount of \$220,768.30; Building Fund #60028-60038 in the amount of \$232,919.49; Payroll #70167-70185 in the amount of \$129,673.66)
7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
  - 7.A. Traci Thorpe, Superintendent/CEO
  - 7.B. Kahle Goff- Executive Director Full-Time Programs
8. Discussion and vote to approve or not approve list of proposed Board Meeting dates for 2026
9. Discussion and vote to approve or not approve a Resolution to the County Election Board calling for the annual election of a Board of Education member in Zone 4
10. Presentation and discussion of PTC's annual cybersecurity report, GLBA Compliance Safeguards Plan and PTC Data Governance Program Guidebook.
11. Discussion and vote to approve or not approve a resolution of the VISA Purchasing Card Agreement between Arvest Bank and Pioneer Technology Center.
12. Discussion and vote to approve or not approve FY26 Budget Appropriations as listed on Appendix A

13. Discussion and vote to approve or not approve surplus items as listed on Appendix B.
14. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix C.
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, September 9, 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, Mike Orr, Terri Busch, Aimee Snyder and Kellie Johnson, Kevin Bell, Zac Ladner & Troy Buller- E-Sports Team.

3. Flag salute and moment of silence

4. Reports and Presentations:

E-Sports Presentation — Zac Ladner — IT Instructor; Kevin Bell — Network Administrator

Zac Ladner stated that he and Kevin Bell are the coaches for E-Sports and then Troy Buller is in charge of live-streaming, also known as shout-casting. Kevin Bell stated that this year they have had 43 students enrolled in E-sports this year. He also stated that they are live-streaming on the PTC YouTube channel. Troy said that there are communication skills, academic content, etc. that are all learned in their E-Sports programs. Some of the kids also diagnose computers and fix anything that is going on with the streaming. We create graphics, and we learn to read social media analytics. We promote programs through shout-casting, and they advertise PTC in the waiting rooms. Mr. Ladner stated that E-Sports gives students the opportunity to join a campus group. We play E-Sports at the high school level, and we have advocated starting a post-secondary tech center league with 4 other tech centers that have joined. E-Sports allow students to engage with attendance and grades.

5. Discussion and vote to approve or not approve the Minutes of the August 12, 2025, regular Board of Education meeting

Motion to approve the Minutes of the August 12, 2025, regular Board of Education meeting passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

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

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #60454-60652 in the amount of \$179,852.35; Building Fund #60024-60027 in the amount of \$24,870.67).

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

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

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 has the opportunity on September 11th to take sixteen students to Sheppard Air Force Base in Wichita Falls, TX for an opportunity to tour the base and observe their operational Bracer Forge exercises. PTC students who have an interest in the Air Force or a military career were selected to attend. • The welding students and instructor have been moving the remaining items from our temporary location at Tomco Fabrication. The second-year students who assisted this summer with the installation of the booths and putting the shop back together did a fantastic job, and we really appreciated their help getting everything ready for the school year in their new shop. • The Fall PN Class will start the new cohort on September 18th with 16 students. • 92 students from our partner school districts are enrolled this semester for a core academic pull-out course. These courses are vital in allowing the scheduling flexibility the students need to be able to participate at PTC. Business and Industry Services • A new incubator tenant was approved, Steven Azzaro, an OSU graduate and inventor of Swing Right, a universal swing stabilizer designed to enhance wrist and hand alignment, reduce rollover, and improve power transfer across sports such as golf, baseball, softball, pickleball, tennis and cricket. • Another incubator tenant has applied and will present their business pitch on September 23rd. • Fall AT&D courses have started with 35 course offerings and 10 new courses available. • Class B CDL training will start on Sept. 8th, and a new cohort of Manager's Toolbelt will begin on September 18th. • PTC will also be hosting a Board Member Boot Camp training on September 12th. This lunch and learn leadership development program is designed to prepare both new and experienced board members to effectively lead nonprofit organizations and boost their impact and mission. Capital Planning: We are waiting for the delivery of the Piranha Shear, which is expected by September 18th. This is the last piece of equipment to be installed for the remodel. We are planning an open house/ribbon cutting for the welding program in the near future to allow our stakeholders an opportunity to see the finished space. • PTC's Capital Planning Team

Molly Kyler, Executive Director, Business & Industry Services

8. Discussion and Review of the potential use for the ADPC building

9. Discussion, review and vote to approve or not approve the changes to the following policies: CHB-Credit/Purchasing Cards, DEAB- Fringe Benefits, DEE-In and Out-of-State Travel, DEEC-Financial Sponsorship of Student Activities, DNB-Personnel Files, FL- Student Records, FL-R- Compliance with Family Education Rights and Privacy Act

Motion to approve the changes to the following policies: CHB-Credit/Purchasing Cards, DEAB-Fringe Benefits, DEE-In and Out-of-State Travel, DEEC- Financial Sponsorship of Student Activities, DNB-Personnel Files, FL- Student Records, FL-R- Compliance with Family Education Rights and Privacy Act 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

10. Discussion and vote to approve or not approve the OATC membership dues in the amount of \$5,700 for 2025-26

Motion to approve OATC membership dues in the amount of \$5,700 for 2025-26 increased by \$200 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 the FY25 Financial Statements & FY26 Estimate of Needs

Motion to approve the FY25 Financial Statements & FY26 Estimate of Needs 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

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

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B passed with a motion by 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

14. Discussion and vote to approve or not approve hiring of a Safety Instructor

Motion to approve hiring Thomas Leitch as a Safety Instructor 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

15. New Business- None

16. Board Comment- Debbie Leaming stated that with the increase in class sizes, we need to make sure we are thinking about the added costs for equipment and supplies that those extra students may need.

17. President Leaming adjourned the meeting at 7:24 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: 60653 to PO: 60881

*General*

## Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
60653	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	19.34	09/05/2025
60654	CAREER SAFE ONLINE	CONSTRUCTION - BOOKS CURRICULUM	805.00	09/05/2025
60655	LOWE'S HOME CENTER INC	BUILDING MAINT SUPPLIES	1,063.03	09/05/2025
60656	ESSENTIAL EDUCATION	ABE/EMPOWER - CURRICULUM	250.00	09/05/2025
60657	AZTEC SOFTWARE, LLC	ABE/EMPOWER - CURRICULUM BOOKS	1,685.07	09/05/2025
60658	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	19.33	09/08/2025
60659	OSU FIRE SERVICE TRAINING	AT&D COORD -STAFF TRAVEL - REGISTRATION	45.00	09/08/2025
60660	TEAM RADIO INC - KPNC, KFOR, TRIPLE PLAY SPORTS	WRO - WORKLAHOMA ADVERTISING	800.00	09/08/2025
60661	TEAM RADIO MARKETING GRP- KQSN, WBBZ, TRMG DIGITAL	WRO - WORKLAHOMA ADVERTISING	700.00	09/08/2025
60662	AMAZON CAPITAL SERVICES	WRO - PARTICIPANT BARRIER REMOVAL	106.43	09/08/2025
60663	OK DEPT OF CAREERTECH	FINANCE - TRAVEL REGISTRATION	750.00	09/08/2025
60664	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	99.99	09/08/2025
60665	FIRST NATIONAL BANK OF OMAHA	FINANCE - TRAVEL LODGING	535.89	09/08/2025
60666	EMBASSY SUITES BY HILTON - OKLAHOMA CITY NORTHWEST	WRO - TRAVEL LODGING	298.00	09/08/2025
60667	HOLIDAY INN EXPRESS - TAHLEQUAH	WRO - TRAVEL LODGING	143.00	09/08/2025
60668	CARDIAC LIFE PRODUCTS	BLDG MAINT - REPAIRS	811.72	09/08/2025
60669	HUGHES LUMBER CO.	BLDG MAINT - REPAIRS	292.22	09/08/2025
60670	UNIFORM STOP - STILLWATER	TANF - STUDENT ASSIST OTHER	135.44	09/08/2025
60671	UNIFORM STOP - STILLWATER	TANF - STUDENT ASSIST OTHER	135.44	09/08/2025
60672	AMAZON CAPITAL SERVICES	PRECISION MACHINING SUPPLIES	12.00	09/08/2025
60673	AMAZON CAPITAL SERVICES	SAFETY - SUPPLIES	257.19	09/08/2025
60674	S&K DIRECT STEEL	WELDING SUPPLIES	13,369.00	09/08/2025
60675	UNIFORM STOP - STILLWATER	AT&D - RESALE SUPPLIES	399.00	09/08/2025
60676	BLACKWELL CHAMBER OF COMMERCE	FULLTIME/DIR OF INSTR - TRAVEL REGISTRATION	325.00	09/08/2025
60677	AMAZON CAPITAL SERVICES	BLDG MAINT - REPAIRS	542.87	09/08/2025
60678	LOCKE SUPPLY	BLDG MAINT - REPAIRS	918.82	09/08/2025
60679	AMAZON CAPITAL SERVICES	FINANCE - SUPPLIES	29.49	09/09/2025
60680	MED-VET INTERNATIONAL	PN SUPPLIES	153.32	09/09/2025

**PIONEER TECHNOLOGY CENTER**

From PO: 60653 to PO: 60881

**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>
60681	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	422.37	09/09/2025
60682	A+ PRINTING	MARKETING/ADVERTISING	58.00	09/09/2025
60683	ASSESSMENT TECHNOLOGIES INSTITUTE LLC	PN BOOKS RESALE	8,340.00	09/09/2025
60684	FIRST NATIONAL BANK OF OMAHA	CHILD'S LAB & PRESCHOOL - TRAVEL AIRFARE	845.74	09/09/2025
60685	AMAZON CAPITAL SERVICES	MEDICAL SERVICES - SUPPLIES	9.79	09/09/2025
60686	FIRST NATIONAL BANK OF OMAHA	CHILD'S LAB & PRESCHOOL - TRAVEL LODGING	800.00	09/09/2025
60687	NAEYC C/O CONVENTION MANAGEMENT RESOURCES	CHILD'S LAB & PRESCHOOL - TRAVEL REGISTRATION	1,190.00	09/09/2025
60688	QUALITY LOGO PRODUCTS	MARKETING/ADVERTISING	2,074.98	09/09/2025
60689	QUALITY LOGO PRODUCTS	MARKETING/ADVERTISING	382.68	09/09/2025
60690	TEACHER CREATED RESOURCES	CHILD'S LAB & PRESCHOOL - SUPPLIES	82.95	09/09/2025
60691	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	797.00	09/09/2025
60692	APPTGY	MARKETING/WEB HOSTING, TECH SERVICES	2,400.00	09/09/2025
60693	A+ PRINTING	MARKETING/ADVERTISING	58.00	09/09/2025
60694	FIRST NATIONAL BANK OF OMAHA	TANF- STUDENT ASSIST OTHER	300.00	09/09/2025
60695	FIRST NATIONAL BANK OF OMAHA	TANF- STUDENT ASSIST OTHER	300.00	09/09/2025
60696	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	199.96	09/10/2025
60697	EARNHEART STATIONS	WRO - PARTICIPANT TRANSPORTATION ASST	1,000.00	09/10/2025
60698	NATIONAL PEN COMPANY	MARKETING/ADVERTISING	3,555.63	09/10/2025
60699	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES - SUPPLIES	3,500.00	09/10/2025
60700	WAL-MART COMMUNITY CARD	TANF-STUDENT ASSIST OTHER	250.00	09/10/2025
60701	WAL-MART COMMUNITY CARD	TANF-STUDENT ASSIST OTHER	286.57	09/10/2025
60702	WAL-MART COMMUNITY CARD	TANF-STUDENT ASSIST OTHER	249.94	09/10/2025
60703	BLACKWELL WRESTLING CLUB	MARKETING/ADVERTISING	75.00	09/10/2025
60704	FARHA WHOLESALE COMPANY INC	BUILDING MAINT REPAIRS	160.65	09/11/2025
60705	J & P SUPPLY, INC.	BUILDING MAINT SUPPLIES	2,046.86	09/11/2025
60706	SPIVA PAINTING & DRYWALL LLC	BUILDING MAINT REPAIRS	500.00	09/11/2025
60707	AMAZON CAPITAL SERVICES	TEACHER PREP - SUPPLIES	351.80	09/11/2025
60708	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	244.22	09/11/2025



# PIONEER TECHNOLOGY CENTER

From PO: 60653 to PO: 60881

## Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
60709	FIRST NATIONAL BANK OF OMAHA	TANF- STUDENT ASSIST OTHER	300.00	09/11/2025
60710	A+ PRINTING	MARKETING/ADVERTISING	116.00	09/11/2025
60711	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	96.00	09/11/2025
60712	AMAZON CAPITAL SERVICES	AT&D OFFICE SUPPLIES	339.16	09/12/2025
60713	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	338.35	09/12/2025
60714	THE TABLE GROUP	IT&D - RESALE SUPPLIES	625.00	09/12/2025
60715	JUNIOR'S LOCK & ALARM	BUILDING MAINT SUPPLIES	108.00	09/12/2025
60716	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	77.94	09/12/2025
60717	OKLAHOMA SKILLS USA	AST/ COSMO / PRECISION MACH, MECHATRONICS - STUDENT / INSTRUCTOR TRAVEL REGISTRATIONS	2,205.00	09/12/2025
60718	OKLAHOMA SKILLS USA	PM / MECHATRONICS - STAFF / STUDENT TRAVEL REGISTRATIONS	480.00	09/12/2025
60719	RAINMAKER SPRINKLERS	GROUNDS - REPAIRS	124.83	09/12/2025
60720	VILLAGE SCREEN PRINT	MARKETING/ADVERTISING	110.00	09/12/2025
60721	WAL-MART COMMUNITY CARD	WRO-PARTICIPANT BARRIER REMOVAL	240.00	09/12/2025
60722	CUSTOM CRAFT AWARDS & ENGRAVING	MARKETING/ADVERTISING	765.50	09/12/2025
60723	WAL-MART COMMUNITY CARD	STUDENT AMBASSADOR SUPPLIES	21.84	09/12/2025
60724	S&K DIRECT STEEL	AT&D RESALE SUPPLIES	2,769.00	09/15/2025
60725	MY MEDIA MATTERS	MARKETING/ADVERTISING	1,480.00	09/15/2025
60726	EMBASSY SUITES - NORMAN	INFORMATION TECHNOLOGY - STAFF/STUDENT TRAVEL LODGING	284.00	09/16/2025
60727	OKLAHOMA BPA	INFO TECH / VISUAL COMMUNICATION - STAFF / STUDENT TRAVEL REGISTRATION	520.00	09/16/2025
60728	FLEETPRIDE, INC	VEHICLE MAINT - REPAIRS	7,895.48	09/16/2025
60729	SKETCH CRAFTERS	LEADERSHIP DEV - SUPPLIES	132.75	09/16/2025
60730	AMAZON CAPITAL SERVICES	LEADERSHIP DEV - SUPPLIES	22.98	09/16/2025
60731	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	61.38	09/17/2025
60732	FCCLA NORTH 4	CULINARY ARTS - STUDENT TRAVEL REGISTRATION	80.00	09/17/2025
60733	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	35.00	09/17/2025
60734	BEN E. KEITH FOODS-OKLAHOMA	WRO - WORKLAHOMA SUPPLIES	898.19	09/17/2025
60735	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	375.50	09/17/2025



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From PO: 60653 to PO: 60881

## 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>
60736	OKLAHOMA WORKFORCE ASSOCIATION	AEFL / ABE - STAFF TRAVEL REGISTRATION	300.00	09/17/2025
60737	BLACKWELL JOURNAL-TRIBUNE	WRO- WORKLAHOMA ADVERTISING	993.00	09/17/2025
60738	FAIRFAX CHIEF	WRO- WORKLAHOMA ADVERTISING	408.00	09/17/2025
60739	TONKAWA NEWS	WRO- WORKLAHOMA ADVERTISING	579.00	09/17/2025
60740	NEWKIRK HERALD JOURNAL	WRO- WORKLAHOMA ADVERTISING	602.40	09/17/2025
60741	TECH LABS	LOTTERY GRANT & MECHATRONICS - EQUIPMENT	57,070.00	09/17/2025
60742	MY MEDIA MATTERS	WRO - GENERAL ADVERTISING	850.00	09/18/2025
60743	PONCA CITY NEWS	WRO - WORKLAHOMA ADVERTISING	1,408.00	09/18/2025
60744	AMAZON CAPITAL SERVICES	TEACHER PREP - SUPPLIES	158.09	09/18/2025
60745	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	217.94	09/18/2025
60746	FIRETROL PROTECTION SYSTEMS INC	BLDG MAINT - OTHER BLDG SERVICES	4,875.00	09/19/2025
60747	WAL-MART COMMUNITY CARD	TANF-STUDENT ASSIST OTHER	400.00	09/19/2025
60748	WAL-MART COMMUNITY CARD	TANF-STUDENT ASSIST OTHER	75.00	09/19/2025
60749	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	250.00	09/19/2025
60750	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	247.65	09/19/2025
60751	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	250.00	09/19/2025
60752	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	58.25	09/19/2025
60753	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	20.00	09/19/2025
60754	BRIDGEWAY INC.	TANF - STUDENT ASSIST OTHER	160.00	09/19/2025
60755	TOTAL COM INC	CRIM JUSTICE - REPAIRS	118.75	09/19/2025
60756	MED-VET INTERNATIONAL	PN SUPPLIES	39.90	09/19/2025
60757	VISION KC	AUTO SERVICE - STAFF TRAVEL REGISTRATION	900.00	09/22/2025
60758	FIRST NATIONAL BANK OF OMAHA	MARKETING/ADVERTISING	216.00	09/22/2025
60759	MAKEKINGS	CENTRAL- SUPPLIES	1,285.00	09/22/2025
60760	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	46.88	09/22/2025
60761	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	330.00	09/22/2025
60763	THERMACUBE, LLC	CHILD'S LAB & PRESCHOOL - TRAVEL REGISTRATION	20.00	09/22/2025



# PIONEER TECHNOLOGY CENTER

From PO: 60653 to PO: 60881

## Encumbrance For Board Approval GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
60765	LOWE'S HOME CENTER INC	WRO - COORD SUPPLIES	360.00	09/22/2025
60766	AMAZON CAPITAL SERVICES	COSMETOLOGY SUPPLIES	269.60	09/22/2025
60767	A+ PRINTING	MARKETING/ADVERTISING	58.00	09/22/2025
60768	CLUTCH SOLUTIONS, LLC	COMPUTER SERVICES -- SUPPLIES	2,650.00	09/22/2025
60769	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSISTANCE OTHER	246.23	09/22/2025
60770	SPEAK NOW FILM CO.	MARKETING/ADVERTISING	20,000.00	09/22/2025
60771	LENNOX INDUSTRIES INC	BLDG MAINT - REPAIRS	1,792.00	09/22/2025
60772	AMAZON CAPITAL SERVICES	INSTRUCTIONAL DIRECTOR SUPPLIES	115.00	09/22/2025
60773	AMAZON CAPITAL SERVICES	VISUAL COMM SUPPLIES	755.92	09/22/2025
60774	AMAZON CAPITAL SERVICES	AT&D - RESALE SUPPLIES	183.04	09/22/2025
60776	VILLAGE SCREEN PRINT	STUDENT AMBASSADOR SUPPLIES	703.60	09/22/2025
60777	CAROLINA BIOLOGICAL SUPPLY CO	HEALTH CAREERS AND BIOMED SUPPLIES	358.49	09/22/2025
60778	FCCLA NORTH 4	TEACHER PREP - STAFF/ STUDENT TRAVEL	95.00	09/22/2025
60779	WARDS SCIENTIFIC	BIOMED - SUPPLIES	212.89	09/23/2025
60780	EMBASSY SUITES BY HILTON - OKLAHOMA CITY NORTHWEST	PN STAFF TRAVEL LODGING	180.00	09/23/2025
60781	AMAZON CAPITAL SERVICES	BLDG MAINT - REPAIRS	312.88	09/23/2025
60782	AMAZON CAPITAL SERVICES	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	161.86	09/23/2025
60783	HILTON GARDEN INN EDMOND	FINANCE - STAFF TRAVEL	690.00	09/23/2025
60784	AMAZON CAPITAL SERVICES	PN SUPPLIES	45.66	09/23/2025
60785	OSSBA	SUPT - TRAVEL REGISTRATION	150.00	09/23/2025
60786	AIR MED CARE NETWORK	AIR MED POSITIONAL MEMBERSHIP	200.00	09/24/2025
60787	RK BLACK INC - LOCKBOX	PN SUPPLIES	123.51	09/24/2025
60788	FLEETPRIDE, INC	BUS MAINT - REPAIRS	5,600.00	09/24/2025
60789	GALAXIE BUSINESS EQUIPMENT INC	BLDG MAINT - SUPPLIES	25.00	09/24/2025
60790	CREATIVE MONOGRAMMING	AT&D - RESALE SUPPLIES	60.00	09/24/2025
60791	MAYER EYE CARE	TANF-STUDENT ASSIST OTHER	335.00	09/25/2025
60792	O'REILLY AUTOMOTIVE INC	TANF - STUDENT ASSIST OTHER	509.81	09/25/2025
60793	FIRST NATIONAL BANK OF OMAHA	TANF - STUDENT ASSIST OTHER	70.00	09/25/2025
60794	PROJECT LEAD THE WAY (PLTW)	BIOMED - SUPPLIES	169.00	09/25/2025
60795	STAPLES ADVANTAGE	HEALTH CAREERS SUPPLIES	118.23	09/25/2025



# PIONEER TECHNOLOGY CENTER

From PO: 60653 to PO: 60881

## 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>
60796	OKLAHOMA HOSA	PN SELECT/BIOMED/ HCC - STAFF STUDENT TRAVEL	450.00	09/25/2025
60797	S&K DIRECT STEEL	WELDING SUPPLIES	362.50	09/25/2025
60798	CUSTOM CRAFT AWARDS & ENGRAVING	STUDENT AMBASSADOR SUPPLIES	463.00	09/25/2025
60799	A+ PRINTING	MARKETING/ADVERTISING	58.00	09/25/2025
60800	HOBBY LOBBY	DISABILITY SERVICES - SUPPLIES	150.00	09/26/2025
60801	ADAMS PLUMBING	BLDG MAINT - REPAIRS	800.00	09/26/2025
60802	MED-VET INTERNATIONAL	MEDICAL SERVICES - SUPPLIES	176.44	09/26/2025
60803	LOWE'S HOME CENTER INC	PRECISION MACHINING SUPPLIES	300.00	09/26/2025
60804	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	153.96	09/26/2025
60805	KELLE REPAIR AND TIRE CENTER	VEHICLE MAINT - REPAIRS	700.00	09/26/2025
60806	ASSESSMENT TECHNOLOGIES INSTITUTE LLC	PN RESALE BOOKS	1,668.00	09/29/2025
60807	STAPLES ADVANTAGE	DISABILITY SERVICES - SUPPLIES	175.00	09/29/2025
60808	AMAZON CAPITAL SERVICES	COMP SERV - EQUIPMENT UNDER \$10.000	2,250.00	09/29/2025
60809	HERITAGE PAINTING & SERVICES	BUILDING MAINT REPAIRS	250.00	09/29/2025
60810	CROSS OIL CO.	BUILDING MAINT SUPPLIES	1,320.00	09/29/2025
60811	AMAZON CAPITAL SERVICES	VEHICLE MAINT - REPAIRS	60.00	09/29/2025
60812	KEATHLYS	GROUNDS MAINT - SUPPLIES	1,764.30	09/29/2025
60813	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	271.41	09/30/2025
60814	FIRST NATIONAL BANK OF OMAHA	WRO- PARTICIPANT BARRIER REMOVAL	16.00	09/30/2025
60815	OTOE- MISSOURIA TRIBE	WRO- PARTICIPANT ASSISTANCE	500.00	09/30/2025
60816	WAL-MART COMMUNITY CARD	WRO- PARTICIPANT ASSISTANCE	150.00	09/30/2025
60817	AMAZON CAPITAL SERVICES	WRO- OFFICE, PARTICIPANT & WORKLAHOMA SUPPLIES	153.00	09/30/2025
60818	FIRST NATIONAL BANK OF OMAHA	WRO PARTICIPANT TUITION/CERT ASSIST	155.00	09/30/2025
60819	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	650.00	09/30/2025
60820	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	650.00	09/30/2025
60821	AMAZON CAPITAL SERVICES	TEACHER PREP - SUPPLIES	330.61	09/30/2025
60822	OKLA ASBO	FINANCE- TRAVEL REGISTRATION	20.00	09/30/2025
60823	THE SPOON LICKER	WRO - WORKLAHOMA SUPPLIES	505.00	09/30/2025



# PIONEER TECHNOLOGY CENTER

From PO: 60653 to PO: 60881

## Encumbrance For Board Approval

GEN FUND-FOR OPERAT

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
60824	AMAZON CAPITAL SERVICES	VEHICLE MAINT - SUPPLIES	70.00	09/30/2025
60825	LOWE'S HOME CENTER INC	GROUNDS - SUPPLIES	375.00	09/30/2025
60826	AMAZON CAPITAL SERVICES	FINANCE - SUPPLIES	60.22	09/30/2025
60827	HERC RENTALS INC	GROUNDS RENTALS	185.00	10/01/2025
60828	FARHA WHOLESALE COMPANY INC	WRO - COMMUNITY EVENTS, PARTICPANT & OFFICE SUPPLIES	265.70	10/01/2025
60829	COMMUNITY HEALTH FOUNDATION	WRO - COMMUNITY EVENT HOSTING FEE	300.00	10/01/2025
60830	PONCA CITY UTILITY AUTHORITY	WRO- PARTICIPANT ASSISTANCE	244.36	10/01/2025
60831	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	154.57	10/01/2025
60832	AMAZON CAPITAL SERVICES	COMPUTER SERVICES - SUPPLIES	1,249.31	10/01/2025
60833	AMAZON CAPITAL SERVICES	WELDING SUPPLIES	86.09	10/01/2025
60834	ORANGE COAST PNEUMATICS, INC	MECHATRONICS - SUPPLIES	172.44	10/01/2025
60835	WAL-MART COMMUNITY CARD	TANF - STUDENT ASSIST OTHER	288.56	10/01/2025
60836	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	245.19	10/01/2025
60837	ODCTE	SUPT - TRAVEL REGISTRATION	25.00	10/02/2025
60838	OKLAHOMA NATURAL GAS COMPANY	WRO- PARTICIPANT ASSISTANCE	359.11	10/07/2025
60839	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	250.00	10/07/2025
60840	FIRST NATIONAL BANK OF OMAHA	CHILD'S LAB & PRESCHOOL - TRAVEL MEALS & TRANSPORTATION	1,250.00	10/07/2025
60841	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	431.39	10/07/2025
60842	PONCA IRON & METAL, INC.	BLDG MAINT - REPAIRS	173.00	10/07/2025
60843	PONCA IRON & METAL, INC.	FIREFIGHTER - SUPPLIES	40.00	10/07/2025
60844	AMAZON CAPITAL SERVICES	FIREFIGHTER - SUPPLIES	40.00	10/07/2025
60845	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	54.98	10/07/2025
60846	STAPLES ADVANTAGE	BIS ADMIN, CENTRAL & IT&D RESALE SUPPLIES	323.85	10/07/2025
60847	BUDGET TOWING	AUTO SERVICE - SUPPLIES	100.00	10/07/2025
60848	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	397.00	10/07/2025
60849	UNIFORM STOP - STILLWATER	TANF-STUDENT ASSIST OTHER	137.42	10/07/2025
60850	AMAZON CAPITAL SERVICES	VEHICLE MAINT - SUPPLIES	82.00	10/07/2025
60851	WAL-MART COMMUNITY CARD	TANF-STUDENT ASSIST OTHER	250.00	10/07/2025



# PIONEER TECHNOLOGY CENTER

From PO: 60653 to PO: 60881

## 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>
60852	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	236.86	10/07/2025
60853	S&K DIRECT STEEL	AT&D - RESALE SUPPLIES	369.18	10/07/2025
60854	FARHA WHOLESALE COMPANY INC	CENTRAL SUPPLIES	1,600.00	10/07/2025
60855	DDS DENTURES & IMPLANT SOLUTIONS	TANF - STUDENT ASST OTHER	1,700.00	10/07/2025
60856	360 OUTDOOR TURF	GROUNDS - REPAIRS	500.00	10/07/2025
60857	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	75.00	10/07/2025
60858	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	80.71	10/07/2025
60859	UNIVERSITY OF TEXAS AT ARLINGTON OSHA EDUCATION	SAFETY - TRAVEL REGISTRATION	995.00	10/07/2025
60860	WAL-MART COMMUNITY CARD	TANF-STUDENT ASSIST OTHER	200.00	10/07/2025
60861	HOBBY LOBBY	CENTRAL - SUPPLIES	468.80	10/07/2025
60862	AMAZON CAPITAL SERVICES	BUILDING MAINT. REPAIRS	275.00	10/07/2025
60863	STOLHAND-WELLS GROUP	BLDG MAINT - REPAIRS	1,880.00	10/07/2025
60864	FIRST NATIONAL BANK OF OMAHA	TANF-STUDENT ASSIST OTHER	20.00	10/07/2025
60865	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	38.92	10/07/2025
60866	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	167.00	10/07/2025
60867	MY MEDIA MATTERS	WRO - GEN ADV & WORKLAHOMA ADV	1,143.00	10/07/2025
60868	FIRST NATIONAL BANK OF OMAHA	SUPT & BIS ADMIN - TRAVEL LODGING	178.00	10/07/2025
60869	AMAZON CAPITAL SERVICES	AUTO TECH - SUPPLIES	318.95	10/07/2025
60870	UNIFORM STOP - STILLWATER	TEACHER PREP - SUPPLIES	150.58	10/07/2025
60871	FIRST NATIONAL BANK OF OMAHA	FINANCE- TRAVEL LODGING & MEALS	394.98	10/08/2025
60872	P&K EQUIPMENT	GROUNDS - REPAIRS	175.00	10/09/2025
60873	OK STATE REGENTS FOR HIGHER EDUCATION	BUILDING MT-STAFF TRAVEL REGISTRATIONS	150.00	10/09/2025
60874	A+ PRINTING	WRO- PARTICIPANT SUPPLIES	369.82	10/09/2025
60875	AMAZON CAPITAL SERVICES	TANF - STUDENT ASSIST OTHER	793.58	10/09/2025
60876	OSU FIRE SERVICE TRAINING	FIREFIGHTER - SUPPLIES	600.00	10/09/2025
60877	FIRST NATIONAL BANK OF OMAHA	BUILDING MAINT SUPPLIES	291.00	10/09/2025
60878	ORANGE COAST PNEUMATICS, INC	MECHATRONICS - REPAIRS	87.30	10/09/2025



**PIONEER TECHNOLOGY CENTER**

From PO: 60653 to PO: 60881

**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>
60879	OKLA ASBO	FINANCE- REGISTRATION	250.00	10/09/2025
60880	PIONEER TECHNOLOGY CENTER	WRO- PARTICIPANT TUITION ASST	665.00	10/09/2025
60881	FIRST NATIONAL BANK OF OMAHA	FINANCE- TRAVEL LODGING & MEALS	367.00	10/09/2025
<b>(11) GEN FUND-FOR OPERAT Current Encumbered:</b>			<b>220,768.30</b>	



**PIONEER TECHNOLOGY CENTER**

From 05 Sep 2025 to 09 Oct 2025



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

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
60026	GRAVES FOODS	BLANKET PO	-6,776.21	7/1/2025
60032	LOWE'S HOME CENTER INC	BLANKET CONSTRUCTION TECH - SUPPLIES	5,000.00	7/1/2025
60037	OATC SUPERINTENDENTS ACCT	BLANKET PO	200.00	7/1/2025
60053	SGC FOODSERVICE	BLANKET PO	6,776.21	7/1/2025
60060	TANF STUDENT ASSISTANCE	BLANKET PO	24,000.00	7/1/2025
60065	WAL-MART COMMUNITY CARD	BLANKET PO	200.00	7/1/2025
60077	FIRST NATIONAL BANK OF OMAHA	TANF BLANKET PO	6,457.00	7/1/2025
60082	AMAZON CAPITAL SERVICES	SCHOOL WIDE MEMBERSHIP	-501.00	7/1/2025
60131	LARRY MURPHY INSUR	INSURANCE/BONDS	558.00	7/1/2025
60136	MCDONALD HOPKINS	ATTORNEY FEES	58.00	7/1/2025
60154	OKLAHOMA STATE DEPT HEALTH	CULINARY SERVICES ANNUAL LICENSE	-55.00	7/1/2025
60182	SQUARE9 SOFTWARES	FINANCE - SOFTWARE FEES	80.53	7/1/2025
60183	SREB - SOUTHERN REGIONAL EDUCATION BOARD	SCHOOL MEMBERSHIP	-2,000.00	7/1/2025
60234	FIRST NATIONAL BANK OF OMAHA	BOARD - TRAVEL LODGING, MEALS	-1,172.09	7/2/2025
60235	FIRST NATIONAL BANK OF OMAHA	SUPT & EXEC DIR - TRAVEL LODGING, MEALS, PARKING	-327.25	7/2/2025
60266	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	7.74	7/7/2025
60292	SOUTHWESTERN STATIONERY & BANK SUPPY, INC	WRO - PARTICIPANT PROG SUPPORT OTHER	79.14	7/9/2025
60296	OSU FIRE SERVICE TRAINING	FIREFIGHTER - SUPPLIES	-114.00	7/9/2025
60316	SUPPLEMENT GIANT	FIREFIGHTER - REPAIRS	-130.00	7/14/2025
60317	AMAZON CAPITAL SERVICES	SUPT - SUPPLIES	233.31	7/14/2025
60321	FIRST NATIONAL BANK OF OMAHA	TRAVEL- FINANCE	342.30	7/15/2025
60352	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	-53.69	7/21/2025

60366	FIRST NATIONAL BANK OF OMAHA	WRO - CORD SUPPLIES	-20.00	7/23/2025
60374	LOWE'S HOME CENTER INC	WELDING SUPPLIES	-47.90	7/24/2025
60404	JONES & BARTLETT LEARNING LLC	RESALE - BOOKS	-145.96	7/29/2025
60410	AMC URGENT CARE PLUS	BUS MAINT - PHYSICALS / SHOTS	-450.00	7/29/2025
60411	ESKIMO JOES PROMOTIONAL PRODUCTS GROUP	WRO- SHIRTS FOR PARTICIPANTS AND ADVERTISING	-58.75	7/30/2025
60443	FIRST NATIONAL BANK OF OMAHA	COSMO STAFF & STUDENT - TRAVEL LODGING	-403.36	8/6/2025
60444	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	-200.00	8/7/2025
60454	FIRST NATIONAL BANK OF OMAHA	SUPT - TRAVEL LODGING, PARKING, MEALS	-613.00	8/8/2025
60457	AMAZON CAPITAL SERVICES	FINANCE SUPPLIES	-1.01	8/8/2025
60459	BRANDTS ACE HARDWARE	GROUNDS - SUPPLIES	-20.01	8/11/2025
60460	AMAZON CAPITAL SERVICES	VEHICLE MAINT - REPAIRS	-4.77	8/11/2025
60461	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	-50.00	8/11/2025
60462	AMAZON CAPITAL SERVICES	INSTRUCTIONAL DIRECTORS - SUPPLIES	-45.03	8/11/2025
60477	STILLWATER NEWS PRESS	WRO- ADVERTISING	-2.00	8/11/2025
60480	AMAZON CAPITAL SERVICES	INSTRUCTIONAL DIRECTOR SUPPLIES	-1.63	8/11/2025
60482	SOUTHWESTERN STATIONERY & BANK SUPPLY, INC	WRO- CURRICULUM, PARTICIPANT CONSUMABLES	147.90	8/13/2025
60484	CENGAGE LEARNING	MEDICAL SERVICES - RESALE BOOKS	-1.00	8/13/2025
60485	CENGAGE LEARNING	MEDICAL SERVICES - BOOKS	-1.00	8/13/2025
60490	F A DAVIS COMPANY	PN BOOKS RESALE	-402.00	8/14/2025
60491	HARTMAN PUBLISHING INC	PN BOOKS RESALE	-335.72	8/14/2025
60492	WOLTERS KLUWER	PN BOOKS RESALE	-440.59	8/14/2025
60504	AMAZON CAPITAL SERVICES	GROUNDS MAINT - SUPPLIES	0.10	8/14/2025
60507	AMAZON CAPITAL SERVICES	CHILD'S LAB & PRESCHOOL - SUPPLIES	-41.35	8/18/2025
60513	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	-0.75	8/18/2025
60515	AMAZON CAPITAL SERVICES	BLDG MAINT - SUPPLIES	-21.49	8/18/2025
60526	AMAZON CAPITAL SERVICES	VISUAL COMMUNICATIONS - SUPPLIES	-57.60	8/18/2025

60534	CAREER TECH PRINTING SERVICES	WRO- GENERAL & WORKLAHOMA ADVERTISING	-50.00	8/19/2025
60535	4 IMPRINT INC	WRO- WORKLAHOMA AND OTHER EVENT SUPPLIES	-507.20	8/19/2025
60536	BRACE BOOKS & MORE	STAFF DEVELOP - SUPPLIES	-50.12	8/19/2025
60539	WAL-MART COMMUNITY CARD	WRO- PARTICIPANT BARRIER REMOVAL	-21.10	8/21/2025
60540	LOWE'S HOME CENTER INC	REPAIRS - MT	-36.63	8/21/2025
60542	FLEETPRIDE, INC	BUS MAINT - REPAIRS	-500.00	8/21/2025
60548	GALLS	CRIM JUSTICE - SUPPLIES	-27.06	8/21/2025
60552	AMAZON CAPITAL SERVICES	TEACHER PREP - SUPPLIES	-12.00	8/21/2025
60555	FIRST NATIONAL BANK OF OMAHA	BLDG MAINT - SUPPLIES	-25.01	8/21/2025
60560	AMAZON CAPITAL SERVICES	AT&D RESALE BOOKS	-14.25	8/21/2025
60564	HUGHES LUMBER CO.	BUILDING MAINT REPAIRS	0.61	8/21/2025
60565	FIRST NATIONAL BANK OF OMAHA	MARKETING/ADVERTISING	-34.00	8/21/2025
60575	AMAZON CAPITAL SERVICES	CAREER CENTER - SUPPLIES	-34.96	8/22/2025
60578	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	-665.78	8/25/2025
60585	FIRST NATIONAL BANK OF OMAHA	MARKETING/TRAVEL LODGING	-61.00	8/26/2025
60590	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	-42.90	8/26/2025
60597	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	-0.75	8/26/2025
60599	BLACKWELL CHAMBER OF COMMERCE	BIS INNOVATION MGR - TRAVEL REGISTRATION	-325.00	8/27/2025
60601	MURRAY WOMBLE	BLDG MAINT - REPAIRS	-498.00	8/27/2025
60602	OKLA ASBO	FINANCE - TRAVEL REGISTRATION	250.00	8/27/2025
60605	FLEETPRIDE, INC	BUS MAINT - REPAIRS	-1,089.48	8/28/2025
60607	CAREER TECH PRINTING SERVICES	MARKETING/PRINTING	-4.00	8/28/2025
60610	HOLIDAY INN EXPRESS & SUITES - WOODWARD	FULL TIME PROGRAMS - TRAVEL LODGING	-300.00	8/28/2025
60615	AMAZON CAPITAL SERVICES	BIO MED AND MEDICAL SERVICES SUPPLIES	1.56	9/2/2025
60616	FIRST NATIONAL BANK OF OMAHA	FULL TIME PROG & COUNSELING - TRAVEL LODGING	-686.55	9/2/2025
60617	AMAZON CAPITAL SERVICES	TEACHER PREP - SUPPLIES	6.22	9/2/2025

60618	AMAZON CAPITAL SERVICES	PRACTICAL NURSING- SUPPLIES	-30.88	9/2/2025
60619	AMAZON CAPITAL SERVICES	WRO- PARTICIPANT BARRIER REMOVAL	-1.68	9/2/2025
60620	AMAZON CAPITAL SERVICES	WRO - OFFICE & EVENT SUPPLIES	-0.92	9/2/2025
60624	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	-44.57	9/2/2025
60625	PONCA EVENT RENTAL	WRO- WORKLAHOMA SUPPLIES	0.60	9/2/2025
60629	TULSA TECHNOLOGY CENTER	WRO- PARTICIPANT ASST TUITION	-10.00	9/3/2025
60630	WAL-MART COMMUNITY CARD	WRO- PARTICIPANT ASST BARRIER REMOVAL	-62.10	9/3/2025
60632	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	-12.00	9/3/2025
60636	MEEKS HOLDINGS LLC	WRO- WORKLAHOMA	-2,834.59	9/4/2025
60638	PIONEER TECHNOLOGY CENTER	WRO- PARTICIPANT ASST TUITION	-615.00	9/4/2025
60639	FIRST NATIONAL BANK OF OMAHA	FULLTIME PROGRAMS - TRAVEL MEALS, PARKING, TRANSP	-300.00	9/4/2025
60642	FIRST NATIONAL BANK OF OMAHA	TANF -STUDENT ASSIST OTHER	-34.05	9/4/2025
60643	WAL-MART COMMUNITY CARD	TANF -STUDENT ASSIST OTHER	-16.12	9/4/2025
60645	WAL-MART COMMUNITY CARD	TANF- STUDENT ASSIST OTHER	-0.30	9/4/2025
60648	VILLAGE SCREEN PRINT	WRO- WORKLAHOMA & OTHER EVENT SUPPLIES	-1.73	9/4/2025
60649	HOBBY LOBBY	COSMETOLOGY SUPPLIES	-3.01	9/4/2025
60652	FIRST NATIONAL BANK OF OMAHA	TANF -STUDENT ASSIST OTHER	-0.67	9/4/2025

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

**20,951.65**



**PIONEER TECHNOLOGY CENTER**

From PO: 60028 to PO: 60038

*Building*

**Encumbrance For Board Approval  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
60028	BELGER CARTAGE SERVICE INC.	BUILDING MAINT MAJOR REPAIRS/REMODEL	6,200.00	09/09/2025
60029	MERRIFIELD OFFICE PLUS	SEMINAR CENTER - EQUIP UNDER \$10,000	1,256.00	09/11/2025
60030	FORD AUDIO-VIDEO	BLDG / IT SYSTEMS - EQUIPMENT	184,545.18	09/16/2025
60031	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS REMODEL	7,961.00	09/18/2025
60032	GALAXIE BUSINESS EQUIPMENT INC	CAREER & COUNSELING CENTER - EQUIPMENT	5,792.60	09/18/2025
60033	NIEMANN FENCING CO.	BLDG MAINT - MAJOR REMODEL REPAIRS	8,972.71	09/19/2025
60034	A PLUS TREE SERVICE	GROUNDS MAINT - LANDSCAPING SERVICE	2,700.00	09/22/2025
60035	BRYANS FLOORING	BLDG MAINT - MAJOR REPAIRS REMODEL	6,000.00	09/23/2025
60036	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS/REMODEL	3,640.00	10/07/2025
60037	STOLHAND-WELLS GROUP	BLDG MAINT - MAJOR REPAIRS/REMODEL	3,360.00	10/07/2025
60038	MURRAY WOMBLE	BUILDING MAINT MAJOR REPAIRS/REMODEL	2,492.00	10/09/2025
<b>(21) BUILDING FUND Current Encumbered:</b>			<b>232,919.49</b>	



**PIONEER TECHNOLOGY CENTER**

From 05 Sep 2025 to 09 Oct 2025

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

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
60009	FIRST NATIONAL BANK OF OMAHA	BLDG MAINT - MAJOR REPAIRS	98.30	7/10/2025
<b>(21) BUILDING FUND Total:</b>			<b>98.30</b>	



**PIONEER TECHNOLOGY CENTER**

From PO: 70167 to PO: 70185

*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>
70167	CLINTON, CASEY A	PAYROLL ENCUMBRANCE	21,476.18	09/01/2025
70168	LEITCH, THOMAS J	PAYROLL ENCUMBRANCE	69,503.81	09/15/2025
70169	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	3,761.76	10/01/2025
70170	BULLER, TROY J	PAYROLL ENCUMBRANCE	1,253.92	10/01/2025
70171	POLLAK, BRENDA J	PAYROLL ENCUMBRANCE	1,253.92	10/01/2025
70172	DAY, HANNAH	PAYROLL ENCUMBRANCE	1,253.92	10/01/2025
70173	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	1,253.92	10/01/2025
70174	EDDINGER, ASHLEY B	PAYROLL ENCUMBRANCE	1,253.92	10/01/2025
70175	RANDOL, KAYLA D	PAYROLL ENCUMBRANCE	2,507.84	10/01/2025
70176	BELL, KEVIN B	PAYROLL ENCUMBRANCE	2,507.84	10/01/2025
70177	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	1,253.92	10/01/2025
70178	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	1,253.92	10/01/2025
70179	FREEMAN, IAN M	PAYROLL ENCUMBRANCE	1,253.92	10/01/2025
70180	GOFF, KAHLE L	PAYROLL ENCUMBRANCE	3,842.69	10/01/2025
70181	KYLER, MOLLY D	PAYROLL ENCUMBRANCE	3,842.69	10/01/2025
70182	WEHRENBURG, JENNIFER L	PAYROLL ENCUMBRANCE	3,842.69	10/01/2025
70183	KNIGHT, KENDRA A	PAYROLL ENCUMBRANCE	3,842.69	10/01/2025
70184	FARMER, HOLLY M	PAYROLL ENCUMBRANCE	1,880.88	10/01/2025
70185	MASON, AUDRA L	PAYROLL ENCUMBRANCE	2,633.23	10/01/2025

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

**129,673.66**



**PIONEER TECHNOLOGY CENTER**

From 05 Sep 2025 to 09 Oct 2025

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

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
70002	IT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	1,405.00	7/1/2025
70003	SAFETY INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	2,380.00	7/1/2025
70004	CULINARY SERVICES - PT TEMP WORKERS	BLANKET PAYROLL ENCUMBRANCE	-21,530.00	7/1/2025
70005	ABE/HSE INSTRUCTORS (FEDERAL)	BLANKET PAYROLL ENCUMBRANCE	-9,495.58	7/1/2025
70006	ABE / HSE INSTRUCTORS (STATE)	BLANKET PAYROLL ENCUMBRANCE	-721.09	7/1/2025
70046	CLINTON, CASEY	BLANKET PAYROLL ENCUMBRANCE	-21,649.50	7/1/2025
70099	KYLER, MOLLY D	PAYROLL ENCUMBRANCE	7.37	7/1/2025
<b>(11) GEN FUND-FOR OPERAT Total:</b>			<b>-49,603.80</b>	

# Superintendent Report – October 2025

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## Meetings and Activities

- **September 10** – After Board Report
- 11 – Sheppard AFB tour
- 12 – Meeting with Lindel Fields regarding leadership development training; Newkirk MS and HS visit
- 13 – Kay County Fair booth
- 15 – PTC Inservice; CTE Legislative Committee Zoom
- 16 – 17 - CTE Superintendent networking meeting – ODCTE
- 18 – New PN class welcome; RCB Bank Community Advisory Board meeting
- 19 – Adira annual report call with Gaitha Milligan
- 22 – AT&D course discussion; PTC Foundation Fall Fundraiser
- 23 – Incubator Advisory Committee meeting
- 25 – GLBA Policy, Guidebook and Compliance Safeguards Plan meeting
- 26 – B&I Breakfast – Healthcare Sector meeting; Oklahoma Business Incubator Recognition Event
- 27 – PTC Capital Planning meeting – ADPC renovation
- 28 – Integris Ponca City Hospital board meeting; PTC Incubator Advisory Committee meeting
- 29 – Oklahoma CTE Foundation Board scholarship meeting
- 30 – Program area budget meeting with Executive Directors, CFO and Deputy CFO
- **October 1** – OASA/Region 4 PTC Area Superintendent meeting
- 2 – CTE Superintendent training at ODCTE
- 6 – Admin team meeting; T&I Team meeting; SDE Accreditation Application meeting; New Beginning - Meridian cooperative service meeting
- 7 – WORKlahoma event at PTC
- 8 – Appropriations and Budget Education Subcommittee meeting; Architectural visit for RFQ submission; Meeting with Kat Long and Lori Henderson – PCDA
- 9 – Leadership Blackwell presentation; Architectural visit for RFQ submission; Renfro Lectureship Series event
- 13 – PTC 8<sup>th</sup> Grade Days; CTE Legislative Committee meeting
- 14 – PTC board meeting

## Full-Time Programs

- PTC hosted a regional Esports competition, with six school districts and 50 total participants in MS and HS Smash Brothers competitions. Jacen Post, a Tonkawa Information Technology student, placed 5<sup>th</sup> overall in the high school division.
- The final piece of welding equipment was delivered and installed last week – the Piranha shear. We are waiting on the technicians to perform an initial start up to begin using it.
- PTC will be hosting the area 8<sup>th</sup> graders on October 13-14<sup>th</sup>. We switched this event to October and the Sophomore visit to December to make the connection with our 10<sup>th</sup> grade students a bit closer to their enrollment window which starts in the second semester.

## Business and Industry Services

- A new incubator tenant was approved, Lona Callicchio Westerman, with Fat & Skinnies. Lona will be joining the incubator to prepare her catering items – Italian sub sandwiches, veggie and fruit trays.

- For the September B&I Breakfast, PTC hosted the healthcare sector. Thirty participants joined us to discuss needs and trends in the healthcare industry. Insurance, Medicaid and physician recruitment were the primary challenges shared.

## Capital Planning

- We have issued solicitations for RFQ's for architects and construction managers and hope to have them reviewed and a recommendation submitted for the November board meeting. We have had a number of responses and calls for more information, and a couple out of town architects have scheduled tours of the facility.
- We are in the process of implementing the Centegix alert badge system for campus crisis alerts. Sensors and access points have been installed, and the technology infrastructure is being updated with the software to accompany it. We are anticipating finalizing the implementation and the ability to provide staff training in November.
- We did receive notification that the USDA grant was approved which will allow us to extend the drive around the BIS incubator. This will be a great benefit to current incubator clients in providing better access for shipping and receiving.

## Retirements/Resignations/Staff Changes

- We are in the process of finalizing candidates to interview for the open Full-time Evening Welding Instructor position and Health Careers Certification Instructor.
- Carol Lynes has submitted her letter of retirement, effective July 1, 2026.

## Upcoming Events

- October 13-14 – PTC 8<sup>th</sup> Grade Days
- October 21-22 – CTE Superintendent Meeting – Ardmore
- October 24 – BPOC Graduation
- October 27-30 – PTC Accreditation Site Visit
- October 31 – Fall Fest

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

**Business & Industry Services & Safety**

- The BIS team served 99 different in-district businesses and 24 out-of-district businesses in September. The BIS team conducted 65 one-on-one consultations for 103.50 counseling hours.
- Brook Lindsay and Jeff Lockett provided technical assistance to clients, resulting in approximately \$199,032 in savings. Dawn Brakey and Janet Schwabe's clients were awarded 26 awards, totaling \$9,645,963.
- The BIS team also logged
  - 610 Safety Training Contact Hours
  - 637 Customized Training Contact Hours
  - 3,426 AT&D/Open Enrollment Contact Hours
- AT&D offered 14 on-campus classes: 11 were made, 3 were canceled, and 233 registrations were fulfilled.
- Overall, the BIS team rendered 328 services for the month of August. Services include: Community Development Activities, Curriculum & Program Development, Marketing Visits, AT&D Classes, Safety Classes, Customized Training, Client Based Consulting, Informal Training/Consulting, Personal Enrichment, Career Development Services, Incubator Consulting, Ag Business Management Consulting, Team Development, Tech Center Collaborations and OkAPEX Accelerator Services.
- Specific "Services Rendered" activities include: plan room assistance, strategic thinking facilitation, business plan assistance, sales tax reporting, accountability coaching, making B2B connections, client development and delivery of apprenticeship curriculum, social media marketing, grant assistance, team retreat development, branding, SOP development, assistance with design and build of client fixture, energy audits, safety walkthroughs, 5S training, communication training, farm succession planning, FSA loan qualification, etc.
- As a part of the United Way of North Central Oklahoma's Day of Caring, members of the BIS team volunteered at the Northern Oklahoma Youth Shelter.
- The BIS team is continuing to offer special trainings and development opportunities for our community's non-profit organizations to help them better serve the area. This past month's training was focused on board member development.
- The team continues to work at implementing the new Airtable database and coordinator reporting into their workflow. Gail Boswell is taking the lead in the transition.
- Molly facilitated the Strengthfinder workshop for PTC's newest employees and shared the "Strengths" summary results with all staff members.
- Molly has been meeting with P66 staff to discuss possible options to help them cover the safety training facility activities.
- Molly attended the Eastern Region BIS Director meeting in Sapulpa, OSSBA in OKC and the ODCTE Superintendent meeting in Stillwater.
- Molly helped plan and facilitate a leadership retreat for a local executive network in Guthrie. Jenn Miller conducted a Working Genius workshop for the group at the retreat.
- Molly and Johnny worked with Matt Weinrich from ODCTE to conduct our ODCTE inventory.

## On the horizon for AT&D

### August 9-October 30\_

Phlebotomy

- **September 10-December 17**  
\_Basic Self-Defense - Provided by Combat Syndicate **NEW!**
- **October 2- Nov. 18**  
Into to Sign Language
- **October 15**  
Take Your Life Back - Mental Health and Clutter Coaching
- **October 21-30**  
Microsoft Excel 2
- **October 21**  
Acrylic Painting "Highland Cow" **NEW!**
- **October 23**  
Family Tree - Genealogy  
Word Art Resin Class - HOME
- **October 27**  
Basic Succulent Care **NEW!**  
Trusting Trusts for Your Estate Plan **VIA ZOOM**
- **November 3**  
CNA-Long Term Care Nurse Aide  
Intro to Photo Editing **NEW!**  
Fast-Track Phlebotomy  
Resin Art-Cutting Board
- **November 4**  
Sweet Treats: A Donut Journey! **NEW!**  
Word Resin Art-Choose your word up to 6 letters **NEW!**
- **November 6**  
Women's Health with Bobbi Buntin **NEW!**
- **November 11**  
Google Workspace **NEW!**
- **November 12**  
Warm and Wonderful Soups  
Creating a Peaceful and Clutter-Free Environment with Angelica Gatchell
- **November 13** Watercolor 101-Claude Monet's "Waterlilies" **NEW!**
- **November 17**  
Canning  
Landlord/Tenant Law **VIA ZOOM**

### Some Online AT&D Offerings

- AMSA Food Safety and Science Certification
- AMSA Meat Evaluation Certification
- AMSA Culinary Meat Selection and Cookery Certification
- SAT/ACT Prep Course - Parts 1 & 2 *Offered Monthly Online*

## On the horizon for BIS...

Kaufmann Fast-Track! (Business Start-up) – **On-line**

- September 18-November 6- Manager's Tool Belt

## **Communications & Marketing**

- Terri Busch completed update of 8<sup>th</sup> Grade Survey for Student Services.
- Angie Ogden assisted the campus with making numerous goody bags for speakers and special guests.
- C&M Team created new name badges and distributed to all employees.
- Terri Busch attended the Tri State District meeting in Alva, Ringwood, and Enid.
- Angie Ogden created October/November events for AT&D classes on social media.
- Terri Busch helped Speak Now productions on the campus with new videos. Each Friday we hope to drop a new TikTok/Reel for short form videos.
- Angie Ogden assisted with Worklahoma for Work Ready Ponca City.
- Terri Busch volunteered as Anna Robinson, Ponca City's first teacher for Ponca City Leadership day.
- Terri Busch helped film the 1 Million Cups presentation on Facebook, then added it to YouTube.
- Angie Ogden created numerous flyers for BIS and for Full-Time Programs.
- Terri Busch attended the B&I breakfast at the end of Sept, focus was Healthcare.
- Angie Ogden led all Kay County Fair activities and booth set-up. We drew for winners and contacted them.
- Terri Busch has sent out Holiday Market reminders and is following up weekly with the campus regarding Holiday Market
- Angie Ogden created ad for Nov. Ponca City Monthly magazine
- Terri Busch addressed the new Practical Nursing class.
- Angie Ogden created new employee accounts for Clean Uniforms as well as followed up with incomplete orders and assisted with creating the Swag Site, which should be up soon.
- Terri Busch trained the Medical Services students on Telephone Etiquette.
- Angie Ogden assisted Student Services with promotional items and setup gear for PoHi student fair
- Angie Ogden ordered promo items for parades
- The C&M Team met and assisted the Fall Fest committee on marketing support.
- Terri Busch met with the PTC Foundation to discuss future fundraisers.
- The Team attended the September OKSPRA meeting in Drumright and Terri Busch held an officer Zoom discussing future meeting plans.
- Terri Busch continues planning for the OKSPRA Spring Conf. in April at Hochatown, OK.
- The Team spoke with AlwaysOn from Apptegy, it's a new chatbot for the website. Design and AI elements are still learning the questions from our site.
- The C&M Team highlighted the Students of the Month for September.

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

### **Instructional Directors**

- Kahle Goff, Traci Thorpe, Tom Burg, Phylisha Kimbrel, Karl Lynes, and Jeff Robbins took several students to Sheppard Air Force Base in Wichita Falls, TX for a tour of the base.
- Kahle Goff, Audra Mason, and Traci Thorpe made a visit to Newkirk Middle School to visit PTC's outreach program.
- Jennifer Wehrenberg and Kayla Randol served as the MC and technical support for PTC's Annual Constitution Day.

- Kahle Goff and Kendra Knight attended PTC's Business and Industry Breakfast with a focus on the Health Industry.
- Kahle Goff attended a PTC Foundation Fundraising Meeting.
- Janet Schwabe started PTC's Own Your Future - Pitch Off Competition with several Full-Time Program students.
- Kahle Goff assisted Jenn Miller with a customer care activity for Family Vision.
- Kahle Goff provided Team Building Activities for Ponca City Public Schools HOPE Squad from East Middle School.
- Kahle Goff presented Communication Strategies for PTC's Managers Tool Belt.
- Kendra Knight, Kahle Goff, Audra Mason, and Jayme Evans provided support to Leadership Blackwell providing tours of all Full-Time Programs.
- 8<sup>th</sup> Grade Tours are scheduled for October 13<sup>th</sup> & 14<sup>th</sup>.

### **Practical Nursing**

- 

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

#### Medical Services

- classroom has fallen into a steady rhythm and the students are starting to understand both the workload and pace needed to succeed in these tough career majors. One stand out moment from this month was having Terri Busch come speak with the students about customer service and telephone communication. The students and I loved having her and she gave them a great hands-on role-playing practice session with great discussion and learning.
- Medical Assistant Program
- The Medical Assistant students have completed several units since last report, focusing on Vital signs, sterilization, and the physical examination as well as Telephone techniques, technology and appointment scheduling. We've continued utilizing skills labs, hands-on practice, class discussions, and review games.

#### Veterinary Assistant Program

- The Veterinary Assistant students have also been hard at work and are wrapping up additional units in Veterinary Medical Terminology as well as Veterinary Assisting. We've had hands-on labs regarding calculating strict intake and output, providing wound care & bandaging, head-to-tail assessments with vital signs, and medication administration to the eyes and ears. I've been able to find ways to incorporate additional material where lacking to ensure a thorough well-rounded understanding of our coursework as we await the ability to go into clinicals

#### Academic Math

- Math and Science Students are progressing at a good pace. Their progress is tracked daily to make sure they are finishing lessons in their respective class for the quarter and Semester.
- Adult MA Students are progressing and at pace for Anatomy & Physiology and Medical Terminology.
- We started with an increased number this year in Academic Lab with 96 students, increasing our number from around 65 last school year.

#### Teacher Prep

- Teacher Prep students have stayed busy! We are looking forward to our second field trip at Francis Tuttle Tech for their Celebrate Education Event this Friday where we will get to collaborate and network with other Teacher Prep programs from across the state

#### Children's Lab and Preschool

- Cheyanne Herring & Kyla Carlson attend CACFP annual training.
- Ashlynn Perry completed CPR/ First Aid
- Cheyanne Herring, Kaitlynn Clark, Heather Golay, Laynee Johnstone, Sarah Dent, and Kyla Carlson have all begun their fall semesters working toward various degrees

#### HCC

- HCC Students are working on curriculum and skills
- Students helped prepare for the Blood Drive

#### WRO Ponca City

- September workshop had 17 attending.
- Our PO's include 1 CNA that will also join TANF and 1 for Dental Assisting. Barrier removal included 1 internet hookup, partial payments toward 2 rents, 1 electric bill, helped with 2 car repair needs and 2 for interview clothing.
- WORKlahoma is set for Tuesday October 7<sup>th</sup> at PTC 10a-2p. Postcard Mailers are scheduled for arrival 9/29-10/1. We are on track for over 30 vendors, a few new businesses represented. Ads ran for 2 weeks in surrounding newspapers and 4 local radio stations.
- Community engagements included an Info Session at the Pawnee College. They plan to bring their 7 students who are interested in attending- allowing attendance forgiveness for their class being missed. Other events included Radio morning spots and attending Chamber activities. Dondi attended 1st of the Tonkawa Leadership class and made 2 connections to attend WORKlahoma. Becca visited the Tahlequah Work Ready office to learn how their operations may run differently (having 2 admins). Learning they divide community involvement and accounting tasks differently.

#### AEFL

- 34 new students enrolled in the AEFL and TANF programs
- 88 students currently enrolled
- 1391 total attendance hours for all students
- 3 high school equivalency tests passed this month
- 1 student has graduated and earned their high school equivalency diploma
- 8 students have made an EFL gain (Educational Functioning Level)
- AEFL Staff attended virtual and face-to-face training:
- Best Practices: Proven Teaching Strategies for the Adult Educator
- Oklahoma Literacy Conference
- LACES and Coffee Training
- Critical Thinking Skills
- McKinney-Vento Training

#### SHARE

- We have added two more students this month.
- We have 2 more students considering coming to SHARE.

#### New Beginning

- 6 new students in Sept.
- 4 students in Long Term. Nurse Aide
- 2 students started LPN

- 1 student in CDL training
- 1 student employed by PC Public Schools
- 2 students in RMA
- 1 student in visual communications
- Several students waiting to go to a short-term program and job searching
- Total students - 19

#### BITE

- The BITE programs will be touring Cowley County at the beginning of October
- BPA Officers have been elected. The officers and selected individuals will be attending Fall Leadership over Fall Break.
- The esports teams have had some great success across a multitude of games.

#### Biomed

- 

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

##### Automotive

- Starting to use the new engine trainer after taking the training at Meridian Tech yesterday
- Exploring new job shadow options with Mertz
- Looking at other/additional accreditation options with AVTECC, a performance based certification company

##### Cosmetology

- September 8th: Joico came and taught an intro to Joico hair color and products class.
- September 22nd: 5 Advisory members came and participated in a Q&A Salon Panel discussion. The students asked them questions.
- 2nd year students are reviewing and preparing for salon to open Oct. 7th.
- 1st year students just finished learning how to roll perms and are starting on hair color application.

##### Construction Trades

- Students are learning about structural framing as well as layout, and squaring

##### Criminal Justice

- Students have been learning Handcuffing Techniques, Traffic Accident Investigation and Building Searches. Students toured the Kay County Jail and the Kay County Courthouse. 7 CJ students attended the Sheppard AFB Tour.
- Guest Speakers for the month have included Sgt Kissan Sharp of the Ponca City Police Department, Mike Garcia and Jeremy Paynter of the 8th District Attorney's Investigation Division, Lt. Robert Regner of the Oklahoma Highway Patrol.
- Students also Volunteered at N.E.R.A.

##### Culinary Arts

- Took 5 high school students to FCCLA LEAD
- Went to OKC to recertify for ServSafe and just renewed my instructor/proctor license
- Students and I will attend FCCLA District Leadership Conference next week

##### Firefighter/EMT

- Students have completed and tested on Hazmat Awareness.
- We are now working on Firefighter One.

- We will partner with OSU-FST and provide a hybrid Firefighter One for volunteer firefighters starting Oct 3rd. The class is offered free for all volunteer firefighters. The class is full at 30 students coming from local departments as well as across the state, from Verdigris to Slaughterville.

#### **Mechatronics**

- All students completed OSHA-10 training and have received their cards.
- Mr. Rector met with a vendor about getting more UR Cobots.
- Over half of the students are on-target or above.

#### **Precision Machining**

- All students passed OASH 10 cert
- Started PMI 1 out of 6 certifications for Precision Machining and Automotive
- Contacting industry partners to place students in job shadowing opportunities

#### **Welding**

- organize and set up outdoor welding area
- fabricate tables for automotive
- fabricate propane fire prop for firefighter emt class

### **Student Services**

#### **Student Services:**

- Several of us volunteered at the PTC booth at the Kay Co Fair
- Attended CCD's Fall Workshop – Worked with on site counselors after meeting to discuss online enrollment process
- Planned for the upcoming Student Services and Area Special Ed Teacher Advisory Committee meetings
- Meetings to determine the best schedule for servicing students in the Career and Academic Centers
- Audra & Holly attended training sessions at PowerSchool University in New Haven, Connecticut to learn about moving towards online enrollment
- Team effort to assist in the testing center as needed and working on cross training

#### **WorkKeys:**

20% of students enrolled in WorkKeys have fully completed

#### **Employability Skills:**

- Professional skills just wrapped up the first topic of communication
- October will be time management and learning how to set a smart goal and achieve it
- Will begin working on written job applications
- Have conducted several mock interviews for Practical Nursing

#### **Career Development Facilitator:**

- Met with EPIC representative and student to discuss options for enrolling at PTC
- Attended Special Populations Day at the State Department of Career Tech
- Recruitment visit to Blackwell Alternative Education Program
- Facilitated the OK Career Guide Career Interest Assessment and the Skills Confidence Assessment for all district 8<sup>th</sup> graders
- Explored the Agriculture, Food, and Natural Resources Career Cluster with 8<sup>th</sup> graders

**Counselor:**

- Completed McKinney-Vento Liaison Training
- Attended Life Launch committee meeting-September 4 & September 25
- Delivered badges to programs
- Participated in McKinney-Vento Liaison Zoom-September 9, September 23, September 30
- Testing Meeting with SS team
- Attended Cowley College Counselor Retreat-September 16th
- FAFSA Zoom through CCD-September 18
- Attended Fall CCD Conference in Canadian Valley-September 19
- Attended Enrollment meeting
- Met with students/instructors regarding attendance and grades

**Testing Specialist:**

With only 18 testing days in September, I administered 212 exams, bringing the fiscal total to 541. We had a total of 259 contact hours this month, not including 10 untimed assessments. We had 20 no shows and 27 WorkKeys assessments conducted in the Career Center.

In addition to proctoring, I also:

- Attended the Oklahoma Association of Testing Personnel Conference at Metro Tech and got to network with other testing professionals.
- Attended the Professional Development Meetings.
- Held a "Testing Center" meeting with Student Services to go over all the different tests offered and the specific rules set up by each company, and explored ways to help. They are always willing to step in and be an extra set of eyes when needed!!
- Coordinated with OSU-FST and OGE to administer *Emergency Medical Responder* exams following the completion of their fast-track training in Stillwater. This is the 3rd year we have hosted them. They are always very appreciative of our willingness to get them in as a group.
- Put together a spreadsheet and emailed instructors to keep Career Center, Testing Center, and Instructional staff on the same page for WorkKeys testing.
- Held our first "Career Center WorkKeys Testing Mondays" — I was able to get 38 assessments completed in the first round!!
- Our site received a 5/5 passing score for PSI's monthly remote audits. This is the 4th month we've received this score since they began the process in April (we only missed May & August when no PSI tests were conducted).
- I continue to hold multiple testing sessions each week through the following companies: CTTC Health & Professional Certs, CTTC Competency Exams, PearsonVUE, PSI, PROV, WorkKeys for students/paraprofessionals/entrance assessments, HiSET, and proctoring services for the community.

**Disability Services Facilitator:**

- Continued contacting, scheduling, hosting and attending IEP/504 meetings
- Continued updating IEP/504 files
- Attended Special Populations Conference in Stillwater

**Plant/Facilities/Maintenance**

- Welding shear delivered and set in place. All connections made, and now waiting for the manufacture to do the initial start-up and personnel training.
- Carport for fleet vehicles repairs underway with the PTC construction class.
- Maintenance department assisting in transporting the BPOC police vehicle on Tuesday and Friday to Burns Flat for training with the police vehicles.
- Sent out RFQ to architect's and construction managers seeking their interest in the up-coming (PTC north) building remodel/expansion for BIS center.
- PTC online annual campus safety and security report updated Oct. 1<sup>st</sup> and online Cleary Act required assessment and crime statistics completed.
- All SDE safety drills completed for the fall semester 2025.
- BIS received a USDA Grant for \$44,627. To help with the new construction of a concrete service road for the aid of deliveries for BIS tenants.
- Mike is creating the BID project manual for the BIS service road to go out for competitive bid. Estimate to bring the results to the board in December.
- Centegix crisis alert badge and building notification system installed and IT is rolling out the desk top take over system for notifications for staff. Staff responders training set for Nov. 21<sup>st</sup>.
- New main PTC sign led panels will be upgraded, and receiving quotes currently.
- Receiving quotes for Wayfinding signage and building letter project.

# **Paperclips**

## **Sept. 2025**

# WORK LA *Job Fair* HOMA

Tuesday

**OCT 7**

10 am - 2 pm

**Pioneer Tech**

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



**EMPLOYER SIGNUPS**

Register by Oct 1, Call for info

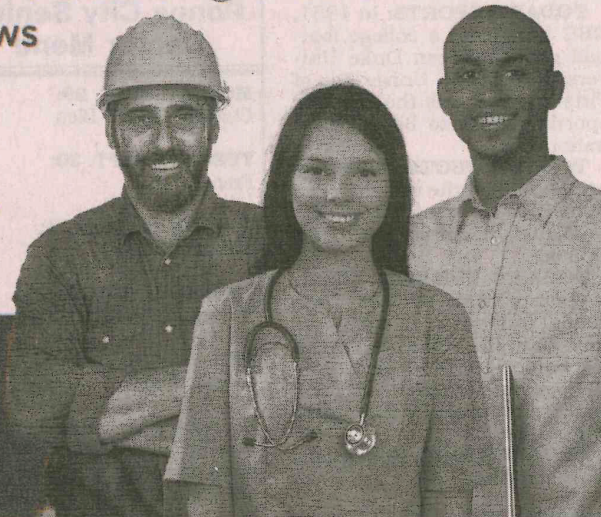
**What you'll access:**

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

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

☎ 580.718.4237  
f workreadyponcacity

**WR**  
WORK READY  
— PONCA CITY —



# WORK LA *Job Fair* HOMA

Tuesday

**OCT 7**

10 am - 2 pm

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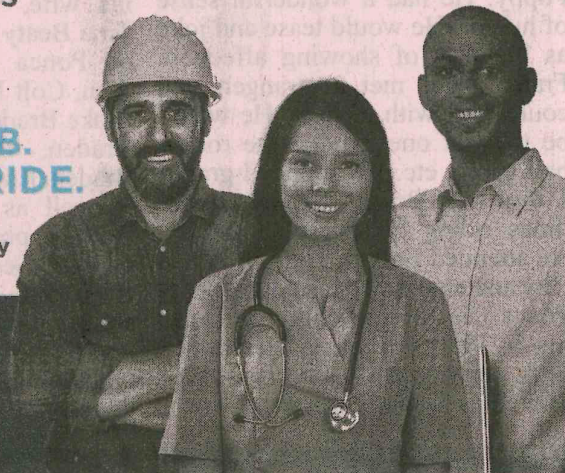
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PONCA CITY



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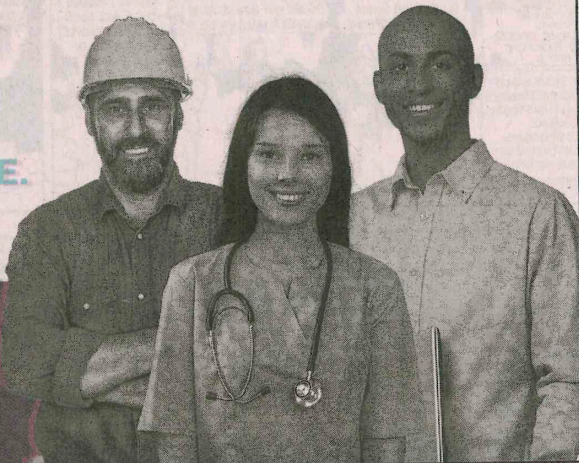
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580.718.4237  
workreadyponcacity

**WR**  
WORK READY  
PONCA CITY



# WORK LA *Job Fair* HOMA

Tuesday

**OCT 7**

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2101 N Ash, Ponca City

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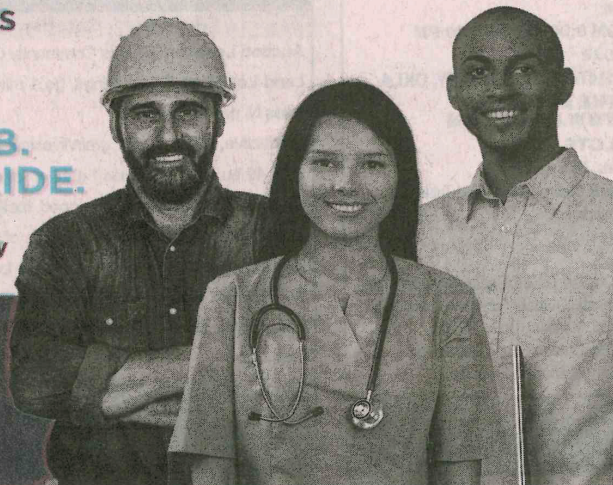
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**GET THE JOB.  
GO WITH PRIDE.**

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Blackwell

8 Wednesday, September 24, 2025

# WORK LA *Job Fair* HOMA

Tuesday

**OCT 7**

10 am - 2 pm

**Pioneer Tech**

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



**EMPLOYER  
SIGNUPS**

Register by Oct 1  
Call for more info

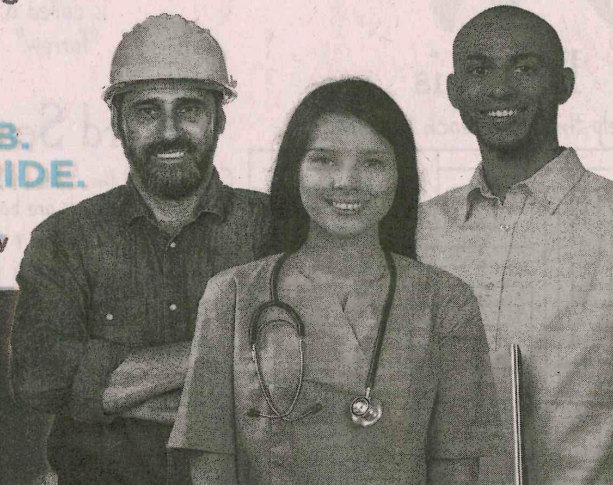
**What you'll access:**

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

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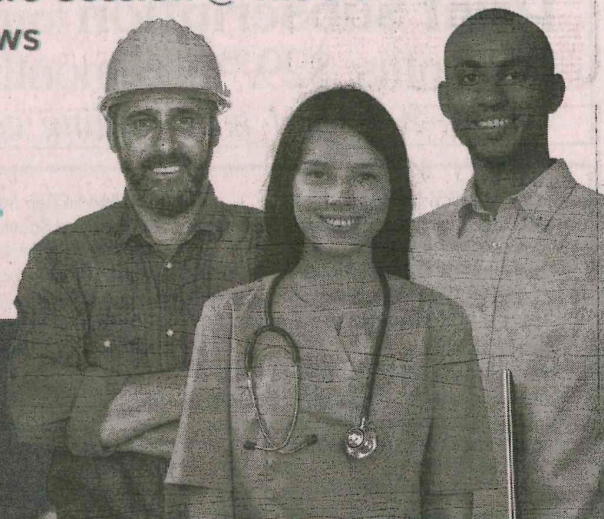
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PONCA CITY

## September Community Development meeting

By CALLEY LAMAR

calley@poncacitynews.com

The Ponca City Area Chamber of Commerce Community Development Committee held their regular monthly meeting on Thursday, Sept. 18 at 10 am.

Don Nuzum called the meeting to order.

The Chamber investment tip shared that changes will be made to the Ponca Politics Fall Forum series to refresh the event. They are planning on combining sessions for a State of Ponca City address for the city, county, and school updates.

Next, various updates were given by those in attendance.

Manny Vazquez with First National Bank shared that their golf tournament in August managed to raise \$20,000 to NERA.

Janet Schwabe and Ian Freeman provided updates for Pioneer Technology Center (PTC).

PTC is gearing up for their five year accreditation visit in October.

The next student entrepreneur competition is being planned.

The parking lot at PTC is completed, and a ribbon cutting is being planned for the new welding remodel.

A Worklahoma event will be held on Oct. 7 from 10 am to 2 pm.

Schwabe also provided an update for NERA, sharing that they are having a challenge getting frozen meats as the packaging division at the Oklahoma Regional Food Bank is shutdown to update for new regulations.

Laura Corff with Cimarron Transit shared they are growing and may need to add another driver.

Christ Henderson, Development Services Director with the City of Ponca City, provided an update.

The next phase for the Sunset Villas at 5th and Bradley is underway.

Work will be underway on the water line near NERA.

A retaining wall at Pioneer Road off of 14th will need fixed, as it is no longer retaining. The project will begin advertising for bids.

The Santa Fe Depot has windows in the building, and is estimated to be completed in February of 2026, followed by a parking lot for the building.

The Lake Road bridge near Stolhand-Wells will have to be

replaced. The project is expected to begin sometime after the beginning of next year.

Abby Wilton and Jenna Wells with Winterrowd-Talley Architects provided updates.

A Walk to End Alzheimer's event will be held in Ponca City on Saturday, Sept. 27 at War Memorial Park beginning at 9:30 am. The walk will begin on the east side of the Ponca City Public Schools (PCPS) Concert Hall, and will follow the walking trail south and all the way around back in front of the Concert Hall for a distance of 0.84 miles.

Winterrowd-Talley is working on renovations for local churches, and an expansion for the Rock & Brews Casino - Braman.

Sam Lionelli with Combat Syndicate provided several updates.

Combat Syndicate is growing, and has started teaching at PTC.

Combat Syndicate will have five people fighting in Weatherford on Oct. 18. He also shared that an organization was interested in bringing fights to the area.

Lionelli won the Small Business Pitch-Off with Ponca City Development Authority (PCDA) to add an anti-bullying program.

Lionelli serves on the board for Survivor Resource Network (SRN) and shared that they will be expanding.

Ashley Villines with Opportunity Center shared that they are looking for receptionist, office assistant, assembly, and/or janitorial work for their clients.

Aprille Ostler with Marland's Place provided an update.

Tidal Wave selected Marland's Place as the site of their first charity day. They held the event on Sept. 19.

Maci Graves with Ponca City Main Street (PCMS) provided an update.

Goblins on Grand will be held on Thursday, Oct. 16 from 5:30 pm to 7:30 pm. They have a goal for 100 booths this year, and are working with Heather Cannon Honda and the Ponca City Charity Angel Ambucs.

The Oklahoma Main Street Awards Banquet will be held on Sept. 30, with eight nominations from Ponca City being submitted.

Ice on the Plaza sponsorships are open. The opening event

## Development meeting

Can't from Page 1

and tree lighting will be held on Nov. 14 with a full list of events on their website.

Don Nuzum provided an update for the Ponca City Airport and shared they are waiting on funding with updates in October.

Allyson Broom with KR Automation was absent, but she provided a list of updates for various nonprofits in Ponca City.

Attucks Community Alliance will hold their Trunk or Treat event on Oct. 25.

Camp McFadden will have their Fall Festival on Oct. 18 and a repairs and maintenance fundraiser through Oct. 15. You can pay \$30 to have someone's yard filled with Sasquatch figures.

City Arts will host the 51st Arts Fest on Sept. 26 and Sept. 27. They will have a haunted gallery at the McNeese Gallery from Oct. 9 to Oct. 31, and a Veterans Art Exhibit on Nov. 11.

Community Health Foundation scholarship applications are open through Sept. 30 for the spring 2026 semester.

Marland Estate will have an art through polymer clay with Betty Scott at 7 pm, and a 101 Ranch Round Up story telling

day on Sept. 27 from 10 am to 2 pm.

United Way's Day of Caring will be on Sept. 26. Contact Tara Goldman at info@uwnco.org to sign-up to volunteer for one of the nonprofit projects.

A pickle ball tournament is set for Oct. 11 at the Ponca City Country Club.

Next, Kelly Cross provided an update for the Chamber.

Chamber CEO Shelley Arrott, VP Tiffany Hermann, and Chamber Chair Ashley Miller are attending the State Chamber's DC Fly-In this week.

There are several upcoming ribbon cutting ceremonies including the following:

- Sky's The Limit Creations at the Chamber officer, located at 420 E. Grand Ave., on Thursday, Sept. 25 at 2 pm.

- Dirt Road Design, located at 209 S. Pine Street, on Tuesday, Sept. 30 at 10 am.

- Reed & Kling Real Estate & Auction, located at 101 S. 2nd Street, on Thursday, Oct. 2 at 2 pm.

- Walmart, located at 1101 E. Prospect, on Thursday, Oct. 2 at 9 am.

- Aesthetic State of Mind, located at 702 Legacy Trail, on Tuesday, Dec. 2 at 2 pm.

**Saturday**  
**September 6, 2025**

Vol. 132 - No. 235  
poncacitynews.com

## September Education and Workforce meeting

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

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

Rachel Kirk called the meeting to order.

Under old business, information was provided for two

The New Teacher Luncheon was held on Tuesday, Aug. 12 at the Ponca City Country Club with a meal served to 31 new teachers this year. The event had two premium sponsors: American Roofing and Osage Casino, which allowed the Chamber to give \$25 in Chamber Bucks to each teacher in attendance.

The annual Stuff the Bus event was held on Saturday, Aug. 16 at Walmart, and over \$1,000 were raised that day, and over \$4,000 in school supplies were donated to Ponca City Public Schools

(PCPS). Additional school supplies were gathered via drives hosted by Greenwood Aerospace and Ponca City Waste Management.

Under new business, it was shared that the PIE Partner Kick-Off meeting will be held on Thursday, Sept. 11 at 4 pm at the PCPS administration building. The Chamber is in the middle of confirming PIE Partners for the current school year.

The Chamber is also planning to implement changes to their Ponca Politics Fall Forum series, with more information coming soon.

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

Heather Smith with Pioneer Technology Center (PTC) provided an update.

The welding remodel at PTC is complete, they are offering a full-time welding program in the evening that qualifies for financial aid. PTC will be hiring for a full-time welding

instructor for the evening program.

Enrollment at PTC is up at 500 students.

PTC will be hosting their 8th Grade Days on Oct. 13 and Oct. 14 this year.

There are 24 currently in the nursing program with over 40 in all health programs. There are nine current students in practical nursing (high school) with another 16 adult students stating this month.

Class A and Class B CDL classes are being held monthly.

The Manager's Tool Belt will begin on Sept. 18 and run each Thursday for eight weeks.

A Board Member Boot Camp will be held on Friday, Sept. 12 from 11:30 am to 1 pm with Amanda Doran from Hospice of North Central Oklahoma in the PTC seminar center. Registration and lunch are \$15.

A PMI certification training in "Precision Measurements" will be held on Tuesdays and Thursdays from Oct. 7 to Oct. 30 from 6 pm to 9 pm at PTC.

The September B&I Breakfast will be held on Sept. 26 at 7:30 am and will focus on healthcare.

Dondi Rowe with Work Ready Ponca City shared that the August class had 22 enrolled with 19 graduating.

The next class begins on Sept. 22.

The Worklahoma Job & Resource Fair will be held at PTC on Oct. 7 from 10 am to 2 pm.

Cristyn Casey, Internship Coordinator with PCPS, provided an update.

The district's new cell phone policy has been working far better than expected

Casey is working to match students with businesses as part of the internship program.

A bootcamp orientation was

held on Aug. 25 for interns to meet with community professionals.

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

Enrollment numbers are up at NOC.

NOC has launched a new website, and have reopened the wellness center after some recent renovation work.

The Fall 2025 Renfro Endowed Lectureship Program will feature Terry Bradshaw on Thursday, Oct. 9. Tickets will go on sale Thursday, Sept. 11 at 9 am.

NOC representatives will be at several area events this month including both the Kay County Fair and Charlie Adams Day.

Sarah Martin, Instructor of Practical Nursing at the University City at Ponca City, provided an update.

Enrollment is up at the University Center by 26%, while credit hours are up 21%.

Student giveaways will be happening next week for students who follow the University Center on Facebook.

The University Center has provided complimentary t-shirts to all students attending classes there.

Nursing clinicals will begin next week for 27 students.

Next, Chamber CEO Shelley Arrott provided her Chamber report.

There are several upcoming ribbon cuttings including the following:

- Sky's the Limit Creations at the Chamber Office at 420 E. Grand Ave. on Thursday, Sept. 25 at 2 pm.

- Reed & Kling Real Estate & Auction, located at 101 S. 2nd Street, on Thursday, Oct. 2 at 2 pm.

- Aesthetic State of Mind, located at 702 Legacy Trail, on Tuesday, Dec. 2 at 2 pm.

The August Milestone of the

(See MEETING, Page 2)



## JOIN OUR TEAM! WELDING INSTRUCTOR (EVENING)

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

Are you someone who is moved by facilitating all aspects of instruction and developing

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

PTC offers excellent pay and benefits and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization. With his full-time position, the work day may alternate from 8 to 10 hours depending on class assignments, with an afternoon and evening work schedule.

Pioneer Technology Center considers all qualified applicants for each position and does

not discriminate based on race, color, national origin, sex/gender, age, religion, disability or veteran status.

Salary is commensurate with experience and qualifications

For application and full performance profile go to [pioneertech.ninjabig.com](http://pioneertech.ninjabig.com) or scan the QR Code here:




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**UPCOMING CLASS A CDL COURSES AT PIONEER TECH**

Sept. 8 - Oct. 15 | Oct. 20 - Nov. 25

CLASS B ALSO AVAILABLE  
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OKLAHOMA WORKFORCE LEADER

**PIONEER TECH**

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**KAY COUNTY FAIRGROUNDS**

SEPT 9-13  
**2025**  
5-9 PM

IN THE KAY  
ELECTRIC BLDG.



DAILY GIVEAWAYS  
AND DRAWINGS!



*Come see us at the*  
**KAY COUNTY FAIRGROUNDS**

SEPT 9-13  
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5-9 PM

IN THE KAY  
ELECTRIC BLDG.



DAILY GIVEAWAYS  
AND DRAWINGS!

Publication Sheet - Board of Education  
 Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2025, And  
 Estimate of Needs for Fiscal Year Ending June 30, 2026, of Pioneer Technology Center  
 School District No. AVTS # 13, Kay County, Oklahoma

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2025	GENERAL FUND DETAIL	BUILDING FUND DETAIL	CO-OP FUND DETAIL	NUTRITION FUND DETAIL
<b>ASSETS:</b>				
Cash Balance June 30, 2025	\$ 4,872,529.14	\$ 10,807,566.11	\$ 0.00	\$ 0.00
Investments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL ASSETS</b>	\$ 4,872,529.14	\$ 10,807,566.11	\$ 0.00	\$ 0.00
<b>LIABILITIES AND RESERVES:</b>				
Warrants Outstanding	\$ 482,102.89	\$ 88,279.33	\$ 0.00	\$ 0.00
Reserve for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Reserves From Schedule 8	\$ 318,925.25	\$ 1,761,211.91	\$ 0.00	\$ 0.00
<b>TOTAL LIABILITIES AND RESERVES</b>	\$ 801,028.14	\$ 1,849,491.24	\$ 0.00	\$ 0.00
<b>CASH FUND BALANCE (Deficit) JUNE 30, 2025</b>	\$ 4,071,501.00	\$ 8,958,074.87	\$ 0.00	\$ 0.00

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2026

GENERAL FUND	SINKING FUND BALANCE SHEET
Current Expense \$ 16,972,864.51	1. Cash Balance on Hand June 30, 2025 \$ 0.00
Reserve for Int. on Warrants & Revaluation \$ 0.00	2. Legal Investments Properly Maturing \$ 0.00
Total Required \$ 16,972,864.51	3. Judgments Paid To Recover By Tax Levy \$ 0.00
<b>FINANCED:</b>	4. Total Liquid Assets \$ 0.00
Cash Fund Balance \$ 4,071,501.00	Deduct Matured Indebtedness:
Estimated Miscellaneous Revenue \$ 6,491,978.37	5. a. Past-Due Coupons \$ 0.00
Total Deductions \$ 10,563,479.37	6. b. Interest Accrued Thereon \$ 0.00
Balance to Raise from Ad Valorem Tax \$ 6,409,385.14	7. c. Past-Due Bonds \$ 0.00
<b>ESTIMATED MISCELLANEOUS REVENUE:</b>	8. d. Interest Thereon after Last Coupon \$ 0.00
1000 District Sources of Revenue \$ 1,506,781.80	9. e. Fiscal Agency Commissions on Above \$ 0.00
2100 County 4 Mill Ad Valorem Tax \$ 0.00	10. f. Judgements and Int. Levied for/Unpaid \$ 0.00
2200 Co. Apportionment (Mortgage Tax) \$ 0.00	11. Total Items a. Through f \$ 0.00
2300 Resale Property Fund Distribution \$ 0.00	12. Balance of Assets Subject to Accrual \$ 0.00
2900 Other Intermediate Revenue \$ 0.00	Deduct Accrual Reserve if Assets Sufficient:
3400 State - Categorical \$ 18,844.00	13. g. Earned Unmatured Interest \$ 0.00
3500 Special Programs \$ 0.00	14. h. Accrual on Final Coupons \$ 0.00
3600 Other State Sources of Revenue \$ 1,151,006.00	15. i. Accrued on Unmatured Bonds \$ 0.00
3850 TANF and Dropout Recovery \$ 0.00	16. Total Items g Through i \$ 0.00
3864 Mentor Teacher \$ 0.00	17. Excess of Assets Over Accrual Reserves **(Page 2) \$ 0.00
3892 Oklahoma Lottery Grant Funds \$ 0.00	<b>SINKING FUND REQUIREMENTS FOR 2025-2026</b>
3170 Trailers and Mobile Homes \$ 0.00	1. Interest Earnings on Bonds \$ 0.00
3840 Industry/Safety \$ 0.00	2. Accrual on Unmatured Bonds \$ 0.00
3810 Formula Operations \$ 2,622,876.00	3. Annual Accrual on "Prepaid" Judgements \$ 0.00
3830 Existing Industry/Bid Assist/Agent \$ 188,662.00	4. Annual Accrual on Unpaid Judgments \$ 0.00
3844 Firefighter Training \$ 5,645.00	5. Interest on Unpaid Judgements \$ 0.00
3850 TANF and Dropout Recovery \$ 140,172.51	6. Credit to School Dist. No. & No. \$ 0.00
3864 Mentor Teacher \$ 1,800.00	7. Credit to School Dist. No. & No. \$ 0.00
3892 Oklahoma Lottery Grant Funds \$ 50,000.00	8. Annual Accrual from Exhibit KK \$ 0.00
3800 State Vocational Programs \$ 0.00	
4600 ABE, Literacy, TANF and GED \$ 138,639.00	
4821 Carl Perkins and TCTW \$ 95,384.00	
4836 Bid Assistance \$ 0.00	
4852 TANF \$ 297,888.00	
4874 PELL \$ 251,766.00	Total Sinking Fund Requirements \$ 0.00
4877 SEOG / Work Study \$ 5,161.50	Deduct:
4700 Child Nutrition Programs \$ 17,352.56	1. Excess of Assets over Liabilities (if not a deficit) \$ 0.00
4800 Federal Vocational Education \$ 0.00	2. Surplus Building Fund Cash \$ 0.00
5000 Non-Revenue Receipts \$ 0.00	3. Contributions From Other Districts \$ 0.00
Total Estimated Revenue \$ 6,491,978.37	Balance To Raise \$ 0.00

\*\* If line 12 is less than line 16 after omitting "h" deduct the following each in turn from line 4, "Total liquid Assets".

13d. j. Unmatured Coupons Due Before 4-1-2026	\$ 0.00
14d. k. Unmatured Bonds So Due	\$ 0.00
15d. l. Whatever Remains is for Exhibit KK Line E.	\$ 0.00
16d. Deficit as Shown on Sinking Fund Balance Sheet.	\$ 0.00
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	\$ 0.00
18d. Remaining Deficit is for Exhibit KK Line F.	\$ 0.00

BUILDING FUND	CO-OP FUND
Current Expense \$ 12,527,175.43	Current Expense \$ 0.00
Reserve for Int. on Warrants & Revaluation \$ 0.00	Reserve for Int. on Warrants & Revaluation \$ 0.00
Total Required \$ 12,527,175.43	Total Required \$ 0.00
<b>FINANCED:</b>	<b>FINANCED:</b>
Cash Fund Balance \$ 8,958,074.87	Cash Fund Balance \$ 0.00
Estimated Miscellaneous Revenue \$ 431,690.34	Estimated Miscellaneous Revenue \$ 0.00
Total Deductions \$ 9,389,765.21	Total Deductions \$ 0.00
Balance to Raise from Ad Valorem Tax \$ 3,137,410.22	Balance \$ 0.00

CHILD NUTRITION PROGRAMS FUND
Current Expense \$ 0.00
Reserve for Int. on Warrants & Revaluation \$ 0.00
Total Required \$ 0.00
<b>FINANCED:</b>
Cash Fund Balance \$ 0.00
Estimated Miscellaneous Revenue \$ 0.00
Total Deductions \$ 0.00
Balance \$ 0.00

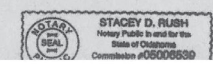
CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF KAY, ss:  
 We, the undersigned duly elected, qualified and acting officers of the Board of Education of Pioneer Technology Center, School District No. AVTS # 13, of Said County and State, do hereby certify that at a meeting of the Governing Body of the said District begun at the time provided by law for districts of this class and pursuant to the provisions of 68 O. S. 2001 Section 3003, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said District as reflected by the records of the District Clerk and Treasurer. We further certify that the foregoing estimate for current expenses for the fiscal year beginning July 1, 2025, and ending June 30, 2026, as shown are reasonably necessary for the proper conduct of the affairs of the said District, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ratio of the revenue derived from the same sources during the preceding year.

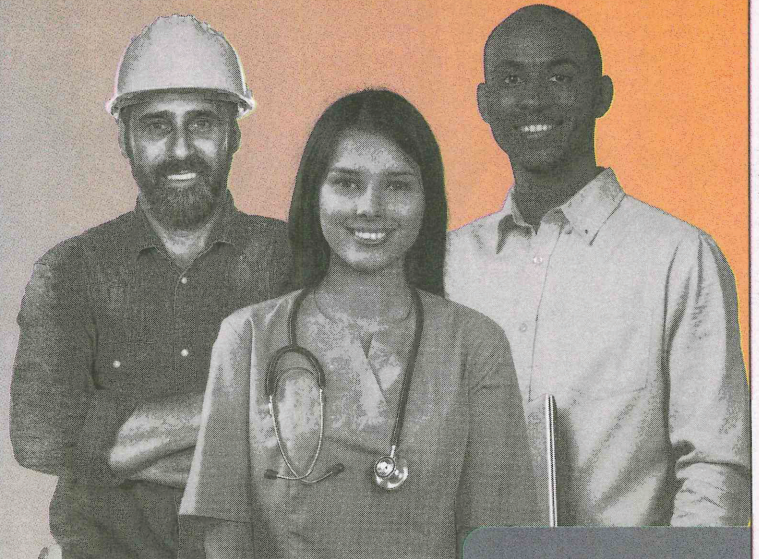
*Debbie Leamy*  
 President of Board of Education

Subscribed and sworn to before me this 9th day of Sept, 2025

*Stacey D. Rush* Notary Public



# WORK LA *Job Fair* HOMA



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10 am - 2 pm

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**Conference Center**

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- Door Prizes

## BE AN EXPO VENDOR



## Register by Oct 1

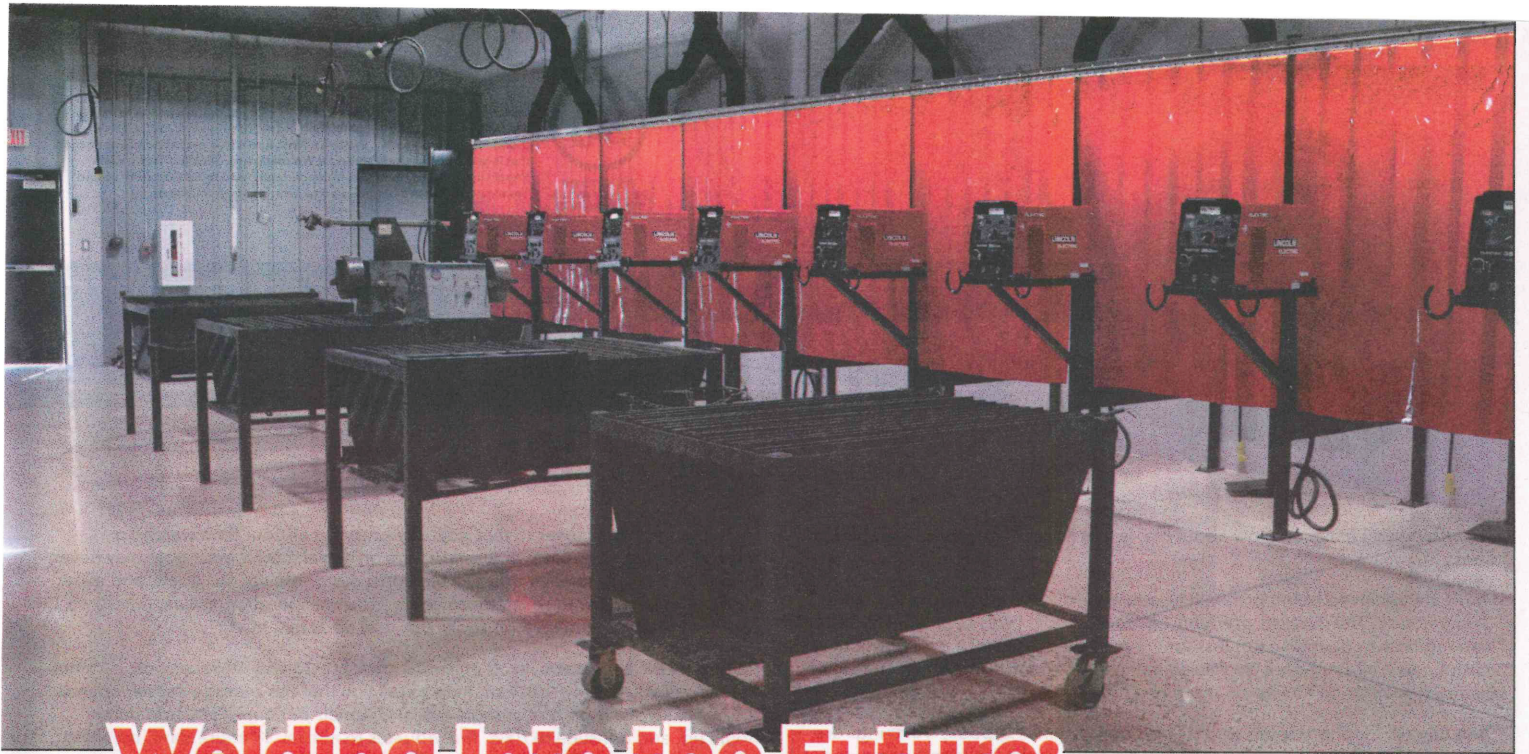
- Full lunch & refreshments provided
- Setup Oct 6 2-3 pm or Oct 7 8-10 am
- Scan QR Code to reserve your table

More info contact 580.718.4237

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## **Welding Into the Future: Pioneer Tech Unveils \$1.8 Million Welding Facility Remodel**

Story by **Terri Busch** / Communications & Marketing Coordinator, Pioneer Technology Center

**Pioneer Technology Center (PTC) proudly unveiled its newly remodeled Welding facility as classes began on Aug. 15. The much-anticipated update not only welcomed returning and new welding students but was also showcased in a special tour for PTC board members and project partners from Rick Scott Construction and Winterowd Talley Architects during the August board meeting.**

The \$1.8 million upgrade was prompted by a special one-time funding allocated by the Oklahoma Legislature to enhance Career and Technical Education (CTE) programs with waiting lists. A portion of the project was funded through this allocation, with the remaining costs covered locally. The majority of the investment went directly into the remodel itself, marking a significant commitment to the future of welding education within the PTC district. The project has transformed the facility into a modern, safer and more functional training environment, one that reflects real-world worksites and meets the growing demand for skilled welders.

### **Safer, Smarter Design**

A highlight of the remodel is the addition of a dedicated toolroom and bottle storage area. In the previous setup, gas bottles needed to be physically moved, creating potential safety hazards and

logistical challenges. Now, the bottles are plumbed into every booth with individual valves, allowing each student to safely select their gas at their workstation. This improvement not only enhances safety but also streamlines workflow, ensuring that students spend more time practicing their craft and less time managing equipment.

The remodel also included the removal of two walls, opening up the space to seamlessly connect the classroom with the welding lab. This design choice was deliberate, giving instructors a clear line of sight to every student, while creating a more open environment for communication, demonstration and collaboration. The expanded layout also allows for increased fabrication space, supporting larger and more multifaceted projects.

### State-of-the-Art Equipment

The welding lab is now equipped with 25 brand-new welding machines, ensuring that each student has access to a modern, reliable workstation. A new plasma table and pipe cutter give students experience with advanced cutting technology, while a powerful new 4' x 8' x 1/2" shear allows them to cut heavy welding plates with precision and ease.

Welding booths have been upgraded from traditional table setups to pedestals, allowing students to weld in all positions. This change better simulates on-the-job conditions, where welders must adapt to the unique demands of each job site.

Inside the classroom, taller metal tables with stainless steel tops have replaced traditional desks. This feature allows students to bring fabricated pieces into the classroom for review, discussion and blueprint comparisons without worrying about damaging the surfaces. New lockers provide students with secure storage, and a large classroom window creates a more comfortable and engaging learning environment.

### Improved Learning Environment

**The facility's functionality was the top priority during planning. The new ventilation system is both quieter and more efficient, reducing distractions while ensuring that air quality meets industry standards. Fresh paint, updated electrical wiring throughout the entire space and the open floor plan contribute to a bright, modern and highly functional training space.**

**"This remodel is about more than just new equipment," said PTC Superintendent/CEO Traci Thorpe. "It's about creating a learning space that reflects real-world conditions, improves safety and gives our students the tools and environment they need to excel in their careers. We're proud to provide a space that matches the level of skill and passion our students bring to their work every day."**

### Meeting Growing Demand

The welding program at PTC has experienced steady growth, with enrollment increasing from 40 students last year to 44 this year, with every available spot filled. To address the continual wait-list and meet the rising demand for skilled welders, the PTC Board of Education has approved moving forward with a new evening welding program for both high school students and adults. This expanded offering will include a 600-hour career major pathway, making it eligible for Pell funding. The program

is designed to open doors for those unable to attend daytime classes, while also enhancing PTC's short-term welding courses and providing a full-time evening option. With these changes, more learners will have the opportunity to gain high-demand welding skills and advance their careers.

### Hands-On, Real-World Preparation

Welding is a trade where hands-on experience is essential, and the remodeled facility was designed to ensure that every student gains skills that translate directly to the workplace. Instructors can now oversee all students at once, quickly addressing questions or providing on-the-spot coaching.

The larger fabrication area means students can take blueprint reading from theory to practice in a single space; reading plans, gathering materials, fabricating their projects and refining their techniques under the instructor's guidance. By integrating classroom learning with shop practice, students develop not just technical ability but also the problem-solving and adaptability that employers seek.

### Community and Industry Partnerships

The remodel is the latest example of PTC's ongoing commitment to aligning training with industry needs. By working closely with local employers, PTC ensures that graduates enter the workforce with up-to-date skills and knowledge of modern tools and processes. The facility's upgrades also make it an attractive site for

customized training and partnerships with local businesses in need of workforce development solutions.

PTC's collaboration with Rick Scott Construction and Winterowd Talley Architects, both based in Ponca City, was key to the project's success. Their expertise ensured that the new space was designed with both form and function in mind, meeting the high standards expected in a professional training environment.

### A Long-Term Investment

The remodeled welding facility covers almost 6,000 square feet, with an additional 732 square feet of tool space and 260 square feet for bottle storage. The design accommodates current needs, while also allowing flexibility for future growth, ensuring that PTC can continue to adapt to industry changes and student demand for years to come.

"This is an investment in our students, our community and our local economy," Thorpe said. "Every upgrade we've made here is directly connected to preparing students for success and helping meet the demand for a skilled workforce in our district and beyond."

For more information about Pioneer Tech's welding program, other career training opportunities and business services, call 580-762-8336 or visit [pioneertech.edu](http://pioneertech.edu). **PCM**



Phylisha Kimbrel, teaching assistant and Tyler Foster, welding tech instructor.





## **PIONEER TECHNOLOGY CENTER BOARD MEETING DATES FOR 2026**

ALL MEETINGS TO BE HELD AT PIONEER TECHNOLOGY CENTER, SEMINAR CENTER WEST, AT 2101 NORTH ASH, PONCA CITY, OKLAHOMA AT 6:00 P.M. UNLESS OTHERWISE NOTED.

January 13, 2026

February 10, 2026

March 10, 2026

April 14, 2026

May 12, 2026

June 9, 2026

July 14, 2026

August 11, 2026

September 8, 2026

October 13, 2026

November 10, 2026

December 8, 2026

# BOARD OF EDUCATION ELECTION RESOLUTION

TO: Kay County Election Board

FROM: The Pioneer Technology Center  
District No. VT13 of Kay County, Oklahoma

The Board of Education of the Pioneer Technology Center School District has approved the following resolution calling for an election to be submitted to the voters of the district.

## Date of the Election:

A Board of Education Primary Election shall be held on February 10, 2026, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 7, 2026, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7 a.m. to 7 p.m.

## Board Member Position on Ballot:

The voters shall elect a board member for board position No. 4, which has a 5-year term of office.

## Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such

crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

#### Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

The Pioneer Technology Center school district encompasses: all of Kay County and those portions of the following school district territories within Kay County--Braman, Blackwell, Newkirk, Ponca City, Tonkawa, Deer Creek-Lamont and Frontier; the McCord school district in Osage County; the Woodland School District in Osage and Pawnee Counties; and that portion of the Ponca City School District located in Osage County that was annexed to Ponca City Schools from the Burbank election of 2002. District and zone maps are on file at the Election Secretary's office in Kay, Osage, and Pawnee Counties. To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the Pioneer Technology Center District.

#### Ballot Titles:

The ballot to be submitted to the voters shall call for the voters to:

1. Select one candidate for Pioneer Technology Center Board Position No.4:

Approved by the Pioneer Technology Center Board of Education this 14 day of October, 2025.

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President of the Board of Education

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Clerk of the Board of Education



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Thursday, October 9, 2025

Ms. Traci Thorpe, Superintendent  
Pioneer Technology Center  
2101 N Ash, Ponca City, OK 74601

Ms. Thorpe,

Thank you for the opportunity to share with you and your Pioneer Technology Center (PTC) team our annual report of the services and support provided to PTC utilizing our Adira Chief Information Security Officer as a Service (CISOaaS) solution. We are pleased to share information about how our CISOaaS solution provides the optimum solution, support, and services to maximize your cybersecurity posture.

Throughout the 2024-2025 school year, a significant focus of our team was to ensure compliancy for the Gramm Leach Bliley Act (GLBA). This act requires institutions to protect the privacy and security of consumers' nonpublic personal information (NPI). Key aspects of this act include:

- Privacy Rule: Requires financial institutions to provide clear, annual privacy notices to their customers describing their information collection and sharing practices and to offer customers the opportunity to opt out of sharing NPI with non-affiliated third parties.
- Safeguards Rule: Mandates that covered financial institutions develop and implement a comprehensive information security program to protect customer information against threats and unauthorized access, with specific safeguards for administrative, technical, and physical security.
- Pretexting Provisions: Prohibits the act of falsely presenting oneself to obtain consumer information.

Monthly meetings have ensured that Pioneer Technology Center continues to harden Pioneer Technology Center's cybersecurity posture. During these meetings, Adira and Pioneer Technology Center have worked on policy wording for the Gramm Leach Bliley Act. Discussions were also held over the external and internal assessments, to maintain the cyber posture of Pioneer Technology Center. The Adira team came on-site to participate in a Table Top Exercise with the leadership team to allow for the organization to know the processes needed if there is ever a technology outage. Our Security Operations Center (SOC) has provided 24X7X365 monitoring and threat hunting for PTC and worked with your technology team to ensure that any anomalous activity was authorized and not a bad actor attempting to get into your systems.

A few components that allow our Adira Team to provide a unique and competitive advantage in providing cybersecurity service, support, and solutions follow:

Our Adira Team provides:

- a virtual Chief Information Security Officer (CISO) to provide scheduled and unscheduled assistance and support to the organization's information technology (IT) leadership;
- data governance and data privacy expertise and training;
- demonstrated experience and success serving as information technology and cybersecurity leaders as members of the PK-12 school team;
- remote and onsite incident response;
- a service level agreement (SLA) to be onsite within 8 hours for incident response;
- initial and on-going assessments with regularly scheduled remote and/or onsite meetings per calendar year;
- on going cybersecurity training to build internal capacity with your team—this includes complete policy development, implementation, revisions, and annual review of those policies to meet best practices and enhance your cybersecurity posture;
- external quarterly vulnerability scanning;
- internal network assessment;
- creation and development of an incident response handbook with ongoing support for revisions;
- at least one table-top exercise per year;

- managed detection and response (MDR) via a security operations center (SOC) team conducting real-time threat hunting and cybersecurity monitoring;
- managed endpoint detection and response (EDR) via our SOC team to provide the ability to deep dive into the endpoint and isolate the machine from the rest of the network if malware is detected;
- In addition, the SOC will have the ability to cross check EDR with Centurion to give a complete view of the environment;
- 24 x 7 telephone support from personnel physically located in the United States for emergency incident response;
- timely product updates to address vulnerabilities and defects discovered;
- timely notifications of product updates and advisories via email and/or conference call;

Please note that our Adira CISOaaS solution meets the needs that many cybersecurity insurance providers require for organizations to obtain and maintain cybersecurity insurance and coverage—such as:

- ensuring multifactor authentication(MFA) implementation;
- ensuring backups and disaster recovery solution implementation;
- endpoint detection and response;
- training and planning;
- processes in place to segregate end-of-life software and hardware from the network and decommission in a timely manner;
- ensuring email filtering tool implementation;
- ensuring privileged access account security measures;
- cyber incident disaster recovery and incident response plan implementation;
- ensuring proper domain control configuration on all managed endpoints;

Our demonstrated experience and success in serving in educational organizations has provided our Adira Team the opportunity to address a variety of information security, privacy, and regulatory challenges. We have extensive knowledge and hands-on experience in preventing and resolving these issues. We have developed a comprehensive approach to performing assessments that goes beyond merely identifying the problems. We help our clients determine root causes of identified issues, manually validate the issues, and collaboratively work with our clients to develop solutions that best serve their respective environments.

We appreciate the opportunity to continue to earn your trust and your business in order to work with you to protect your students, staff, infrastructure, and data.

Please let me know if you have any questions or comments.

Respectfully,



**Dr. Jack Green**

Chief Innovation Officer

Adira (Proudly Women-Owned)

Website: <https://www.adiranow.com>

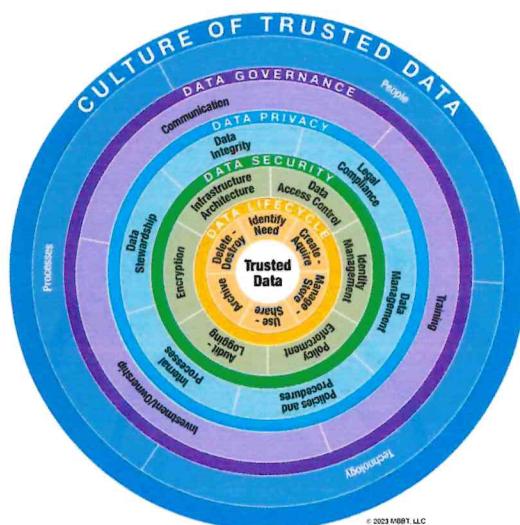
Email: [jack.green@adiranow.com](mailto:jack.green@adiranow.com)

C: (417) 499-6678 | O: (405) 754-1112



# Pioneer Technology Center

## *Data Governance Program Guidebook*



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## Introduction

Pioneer Technology Center (PTC) values the trust of our students, parents, community, and staff and is committed to strong data privacy and security protections.

This Data Governance Program Handbook formalizes the policies, procedures, and processes implemented as part of the established data governance program. The data governance program is based on the Culture of Trusted Data model and works to ensure that information is trusted, accurate, accessible, consistent, and protected. Ensuring the governance of this information is a significant responsibility that requires planning, monitoring, and training.



## Data Governance Team

The Data Governance team consists of the following positions: Superintendent, Executive Director of BIS, Executive Director of FT Programs, Finance Director, Network Systems Administrator, and E-Rate Network Administrator. Members of the Data Governance Team will act as data stewards for all data under their direction. The Network Systems Administrator will act as the Information Security Officer (ISO), and the Superintendent will act as the Qualified Individual (QI), with assistance from the E-Rate Network Administrator. The E-Rate Network Administrator is the alternate ISO and will assume the responsibilities of the ISO when the ISO is not available. **All members of the administrative team will serve in an advisory capacity as needed and will convene for a Data Governance Team meeting at least annually.**

## Purpose

Pioneer Technology Center (PTC) utilizes data systems in an effort to expand the informational and communication resources in furtherance of the Technology Center's goal of promoting educational excellence.

To accomplish PTC's mission and comply with the law, we must collect, create, and store confidential and protected data. Accurately maintaining and protecting this data is important for efficient operations, compliance with laws mandating confidentiality, and maintaining the trust of our stakeholders. All persons who have access to data are required to follow state and federal law, organizational policies and procedures, and other rules created to protect the information.

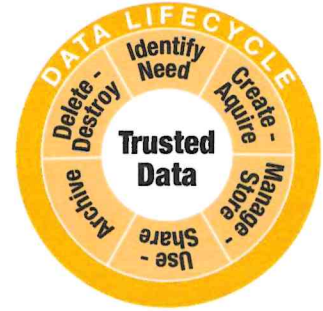
It is a priority of PTC that data is protected from accidental or intentional unauthorized modification, destruction or disclosure. This protection includes an appropriate level of security over equipment, software, systems and practices used to process, store, and transmit data. All staff and authorized contractors or agents using confidential and/or protected information will strictly observe defined protections.

## Scope

PTC's data privacy and security policies, standards, processes, and procedures apply to all students, staff, volunteers, contractual third parties, and agents who have access to PTC systems and information. Furthermore, they apply to all forms of protected data and information, regardless of the storage or communication modality or location (digital, verbal, physical).

## Data Lifecycle

Data Governance is necessary at each phase in the data lifecycle. This lifecycle starts with evaluating the need for data collection and ends when the data is destroyed. It is important that appropriate safeguards, policies, procedures and practices are in place for each phase of the data lifecycle.



## Change Control

This Handbook shall be considered a living document. Regular review will be conducted by the data governance team, and modifications will be made to address changing needs. These plans shall be reviewed at least annually and updated as appropriate. The ISO will ensure that the Board of Education is involved in or notified of changes as appropriate.

## Revision History

Date	Summary of Changes	Approved by
10/6/25	Initial Adoption of Guidebook and Safeguards Plan	<i>Traci Shope</i>

## Data Security

Data Security encompasses the technology systems and processes used to secure the organization's data. This includes identity management, access control, technical safeguards, system audit and logging, data encryption, and secure technology infrastructure and architecture.

## Access Control

## Physical Security

PTC will maintain appropriate physical security controls that restrict access to confidential and sensitive data. All technology systems will be disposed of in a manner that ensures appropriate data destruction.

## Inventory Management

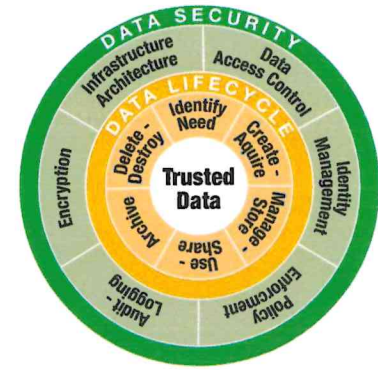
PTC will maintain a process for appropriate inventory controls in accordance with federal and state requirements. This process will include periodic verification of all systems that store or maintain confidential or sensitive data.

## Identity and Access Control Management

Access to confidential information will only be provided to appropriately trained individuals on a "need to know" basis. Confidential information will not be disclosed to contractors or agents without a contract stipulating appropriate data privacy and security requirements.

PTC will implement procedures for identity management and access controls to ensure appropriate data protection. These procedures include safeguards regarding methods used to open and access accounts and may include the following:

- Role-based system and data access based on job function that ensures:
  - User account is only granted elevated permissions if required for the use of a specific system
  - Job functions align with access provided to each system, data set, and application
  - Access to systems is authorized by the person responsible for each system
  - "Least privilege" access is enforced
- Separation of duties for user permissions to high-risk actions is enforced
- Two-factor or multi-factor authentication used for access to high-risk systems when available
- Access control standards are reviewed at least annually
- User accounts are periodically audited to ensure that permissions for user access are appropriate
- All administrative and privileged accounts to systems and applications are documented and audited at least annually



## *Data Systems and Infrastructure Management*

PTC utilizes established industry best practices for secure configurations of all critical systems. A documented change management process has been established to ensure configuration baselines are only changed through a formal approval process. This process is designed to ensure risks are identified, communicated and mitigated.

In addition, a documented process is used in conjunction with the data inventory to ensure sensitive information is encrypted at rest and in transit when possible.

## *Risk Management*

### **Risk Assessment and Safeguards**

A risk assessment of all data networks, systems, policies, and procedures shall be conducted on at least an annual basis. This analysis shall be completed using established best practices in alignment with federal and state compliance requirements. The risk assessment shall include a threat assessment and be used to develop safeguards for each identified risk. These safeguards shall be regularly monitored and tested for effectiveness.

The documented risk assessment will include:

- Threat assessment
- Review of employee information security training
- Review of the information security program management
- Review of all information systems, including software design, information processing, storage, transmission and data disposal
- Review of the network infrastructure and systems design
- External vulnerability scans designed to identify and help remediate critical vulnerabilities on the perimeter of the network
- Internal vulnerability scans designed to identify and help remediate critical vulnerabilities on the internal network
- Penetration tests designed to identify unknown system weaknesses or configuration issues on the internal network and perimeter of the network
- Continuous and/or frequent monitoring of risks, threats, and vulnerabilities
- Review of the process used to ensure all patching and hardening best practices have been applied
- Review of the process used to ensure compliance with baseline standards and identify any deviations
- Established safeguards for each identified risk

In addition, a periodic risk assessment of covered accounts will be conducted. This assessment will include (1) methods used to open accounts, (2) methods used to access accounts, and (3) previous experiences with identity theft.

## Vulnerability Scans

Periodic vulnerability scans shall be performed as scheduled below. The results of each scan shall be documented and utilized to ensure appropriate security practices and safeguards.

- External Vulnerability Scan at least quarterly
- Internal Vulnerability Scan at least every six months
- Internal Vulnerability Scan after a material change to business operations
- Penetration tests of the internal and external network at least annually
- Continuous monitoring of threats

## Audit/logging

PTC will maintain a comprehensive list of maintained security logs. These logs will include critical system events, access to critical systems and modification of critical data. When applicable, notifications will be established for critical event triggers. Audit and logging procedures may include the following:

- Periodically review user accounts to ensure that permissions for user access are appropriate
- Administrative accounts to systems and applications are documented and audited at least annually
- Account access violations captured and reported
- All systems audited and categorized by the type of data they process and store
- Utilization of a centralized logging system to log authorized user activity, including access to sensitive information
- Automated system or process to monitor authorized access to sensitive personal information
- Automated system or process to alert on unauthorized access to sensitive personal information

## Change Management

PTC will implement the following procedures to ensure proper management of changes to the IT environment to ensure cybersecurity and compliance with federal regulations. This policy applies to all changes to IT systems, including hardware, software, networks, and services. It covers all departments and individuals who initiate, approve, and implement changes to ensure the following:

- All changes are documented and approved.
- Security and integrity of IT systems are maintained.
- Compliance with federal regulations regarding IT and cybersecurity.
- Minimize disruption to IT services during changes.

### Change Management Procedure

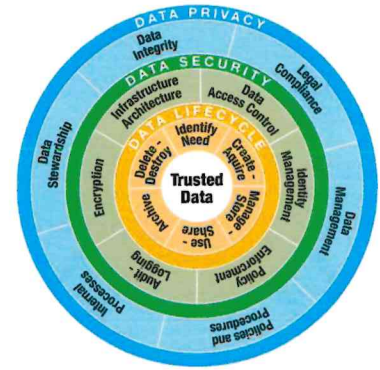
Any individual or department wishing to implement a change to the IT environment must notify the ISO in writing of the desired change. Notice shall include a description of the change, the reason for the change, potential impact, risk assessment, and rollback procedures. Upon receipt, the ISO, or designee, will ensure adherence to the following procedures:

- **Review:** Changes will be categorized based on their potential impact and urgency (e.g., standard, emergency, major, minor).
- **Assessment:** A risk assessment and impact analysis will be performed to identify potential cybersecurity and compliance risks and their impact on existing services and infrastructure.

- **Approval:** The ISO, or designee, will review the requested change. Approval must be granted in writing before implementing a change.
  - In the event of a critical threat to the environment, emergency measures may be implemented upon verbal approval. However, the approval shall be followed by written verification as soon as possible.
- **Planning:** A detailed implementation plan will be developed, including timelines, responsible personnel, and communication plans.
- **Testing:** Changes must be tested in a controlled environment before full implementation.
- **Communication:** All affected stakeholders must be informed of the upcoming change, including details of the change, expected impact, and timelines.
  - **Status Updates:** Regular updates on the status of the change must be communicated to stakeholders.
- **Implementation:** Changes must be implemented according to the approved plan.
- **Monitoring:** The implementation process must be monitored to ensure it proceeds as planned and any issues are addressed promptly.
- **Post-Implementation Review:** A post-implementation review meeting may be held to assess the success of the change and identify any lessons learned.
  - The outcome of the review, including any issues encountered and resolutions, must be documented.
- **Documentation:** Documentation shall be maintained throughout the change process.
- **Compliance and Audit:** An annual audit of the change management process will be conducted as part of the risk assessment to ensure compliance with this policy and federal regulations.
- **Continuous Improvement:** Feedback from the change management process should be collected and analyzed. The change management process should be continuously improved based on feedback and audit findings.
- **Responsibilities:**
  - **ISO:** Oversees the change management process and approves major changes.
  - **IT Staff:** Implement changes according to the approved plan and procedures.
  - **Leadership:** Ensure resources and support are available for the change management process.

## Data Privacy

Data Privacy expands the responsibility for trusted data to the stakeholders interacting with the data. This includes ensuring the integrity of the data in each system, proper management of data systems, compliance with all applicable laws, policies, procedures, and processes, and sound data stewardship.



## Legal Compliance

The PTC will abide by all laws, statutory, regulatory, or contractual obligations affecting its data systems, including the Family Educational Rights and Privacy Act (FERPA), Gramm-Leach-Bliley Act (GLBA), Protection of Pupil Rights Amendment (PPRA), and Payment Card Industry Data Security Standard (PCI DSS).

## Data User Expectations

A consistently high level of personal responsibility is expected of all users granted access to PTC data and technology resources. All persons who have access to PTC resources are required to follow state and federal law, PTC policies and procedures, and other rules and processes created to protect the information.

**No staff, vendor, or any other individual is allowed to remove confidential or critical data from the PTC's systems or premises or make any modifications or copies of such data for use beyond what is reasonably necessary to fulfill their work-related duties unless authorized by the ISO or designee.**

PTC School Officials will only access confidential or sensitive information if necessary to perform their duties. Protected data can be accessed only when appropriate security controls are in place. If users must access confidential or critical data from an unmanaged device or remote location, the user must take precautions to ensure that the confidential or critical data is not downloaded, copied or otherwise used in a manner that would compromise the security and confidentiality of the information.

It is expected that all users maintain compliance with expectations outlined in this handbook, including, but not limited to, all policies and procedures.

## Data Management

Effective Data Management practices and procedures are necessary to ensure the accuracy and security of all PTC data.

## Procurement and Acquisition

Staff are strongly encouraged to explore and take advantage of tools and technologies that enhance student engagement and support the organizational mission and objectives. However, all such tools and technologies must comply with established data security and governance policies. As a result, any tool or service that collects or stores confidential or critical information must receive official approval from the ISO or designee before use, regardless of cost or whether it is provided free of charge.

PTC has an established process for vetting data systems and resources. Staff are required to adhere to the policies and procedures outlined in CHC and CHC-R and [resource adoption policy]. Furthermore, per [authorized signature policy], only the [person authorized to sign] is/are allowed to enter into contracts on behalf of PTC.

Before utilizing any system that creates, collects, or uses personally identifiable information (PII), student records, or confidential data, MOUs or contracts must be reviewed by the ISO to ensure data governance compliance and system compatibility.

All vendors of purchased systems who handle confidential data will receive an annual packet with required acknowledgements, including confidentiality and data security expectations.

## Data Classification and System Inventory

PTC will maintain an inventory of all software and data systems, including online or hosted systems, that identifies the data elements and/or categories of data maintained in each system. Furthermore, confidential and critical information will be identified and documented. Data classification will be used to promote proper controls for safeguarding the confidentiality of data. Regardless of classification, the integrity and accuracy of all categories of data will be protected. The classification assigned and the related controls applied are dependent on the sensitivity of the data.

## Audit of Existing Information Systems

PTC will conduct periodic audits of all data systems to ensure that data collection is aligned with current policies, procedures and practices. This audit will include a review of the data transmitted and collected, and will evaluate the need for the collection of protected data and the process for data disposition. In addition, a process will be used to detect unapproved software installations, as well as the utilization of unapproved online applications/systems.

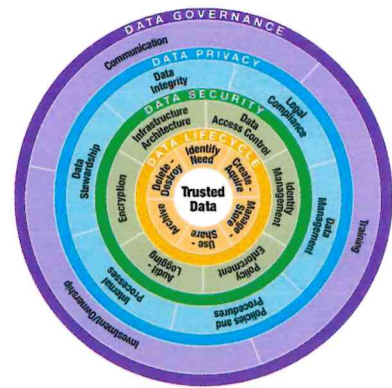
## Data Destruction

PTC has an established data backup and retention policy. Once archived data has aged beyond the established retention period, it will be securely disposed of. In addition, once a third-party system is determined to no longer be in use, all data maintained by the third party will be destroyed.

The established processes will apply to all data, regardless of medium.

## Governance

A comprehensive data governance program focuses on communication of and training on the organization's expectations for data privacy and security. It requires a high level of investment and ownership by every individual, including the organization's leadership. The data governance program aligns each key function necessary in establishing a culture of trusted data.



## Identity Theft Prevention

In compliance with the Fair and Accurate Credit Transaction Act, 15 U.S.C. §1601 et seq., the Federal Trade Commission's rules regarding Identity Theft (the "Red Flag Rules"), and PTC's ("Organization") desire to safeguard the personal information of all stakeholders, PTC regularly reviews accounts, transactions, and other data risks to customer information used by PTC to conduct business. PTC maintains an identity theft prevention and data security program designed to detect, prevent, mitigate, and protect customers, staff, and student information from identity theft and misuse of personal data.

It is the policy of PTC to protect and secure data stored on its network and systems by:

- regularly analyzing risk for internal and external breaches of the network's information,
- conducting employee training about responsibilities and security protocols,
- periodic testing of data security, and
- implementing appropriate tools to safeguard network information.

### Definitions:

*Account* – a continuing relationship established by a person with the Organization to obtain a product or service for personal, family, household, or business purposes. Note that the requirements of the federal rules apply not only to existing accounts but also to new account openings when a relationship has not yet been established.

*Covered Account* – Accounts that involve prepayment or contemporaneous payment as well as payment in arrears and means (i) an account offered or maintained, primarily for personal, family or household purposes, that involves or is designed to permit multiple payments or transactions, such as a child care account, cafeteria account, tuition account, facility rental account, hospitality (food service) account and similar accounts; and (ii) any other account that offered or maintained for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the Organization from identify theft, including financial, operational, compliance, reputation, or litigation risks.

*Credit* – the right granted by the organization to a debtor to defer payment of debt or to incur debts and defer its payment or to purchase property or services and defer payment thereof.

*Creditor* – a business or organization that regularly defers payment for goods or services or provides goods or services and bills customers later (as opposed to requiring prepayment or contemporaneous payment).

*Customer* – a person who has a covered account with the Organization.

*Identity Theft* – fraud committed or attempted using identifying information of another person without authority.

*Person* – a natural person, a corporation, government or governmental subdivision or agency, trust, estate, partnership, cooperative, or association.

*Personal Identifying Information* – any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information (i) that directly identifies an individual (e.g., name, address, social security number, driver’s license information), or (ii) allows an individual to be identified in conjunction with their credit card account information, debit card information, bank account information, mother’s birth name, and date of birth.

*Red Flag* – a pattern, practice, or specific activity that indicates the possible existence of identity theft.

*Service Provider* – a person or entity that provides a service directly to the Organization.

## Acknowledgments

- PTC is a creditor pursuant to the federal law referenced in the red flag rules (the Fair Credit and Reporting Act, 15 U.S.C. §1681a(r) (5) and section 702 of the Equal Credit Opportunity Act, 15 U.S.C. §1691a) because it regularly defers payment for goods or services or provides goods or services and bills customers later (in arrears). It also has covered accounts.
- Opening a new covered account, restoring an existing covered account, or making payments on such accounts have been identified as potential processes in which identity theft could occur.
- PTC limits access to personal identifying information to only employees responsible for or otherwise involved in opening or restoring covered accounts or accepting payment for the use of covered accounts.
- PTC has identified risks of identity theft occurring in the following ways:
  - Use by an applicant of another person’s personal identifying information to establish a new covered account;
  - Use of a previous customer’s personal identifying information by another person in an effort to have service restored in the previous customer’s name;
  - Use of another person’s credit card, bank account, or other method of payment by a customer to pay such customer’s covered account or accounts;
  - Use by a customer desiring to restore such customer’s covered account of another person’s credit card, bank account, or other method of payment.
  - Use of student information by staff.

## Program Administration

The ISO is responsible for reviewing reports prepared by staff regarding compliance with data security and safeguarding personal information. The ISO shall recommend material changes to the Identity Theft and Data Security Program to address changing identity theft risks. Any recommended material changes to the program shall be submitted to the Board of Education for approval.

Executive Directors, Directors, Administrators, Coordinators, and other staff will report to the superintendent, as needed, on compliance with the red flag requirements and the processes in place to guard against identity theft and other data security responsibilities. Reports should address matters related to the program and evaluate issues such as:

- The effectiveness of the policies and procedures in addressing the risk of identity theft and the security of personal data;
- Service provider agreements;
- Significant incidents involving identity theft and the administration’s response; and
- Recommendation for material changes to the Identity Theft Program.

Supervisors are responsible for providing training to employees responsible for or involved in securing student, customer, and/or staff personal information and ensuring staff understand their responsibilities pertaining to this Program.

### Process of Establishing a Covered Account

- As a precondition to opening a covered account with the Organization, each applicant shall provide appropriate personal identifying information (PII) as may be reasonably requested by the employee opening said account. Such information shall be entered directly into the Organization's secured records and shall not otherwise be recorded.
  - The employee may confirm the accuracy of PII through the use of current systems, third-party sources or other reasonable processes.
- Each account shall be assigned an account number, which may be randomly generated by computer software. Records containing account-related information shall be secured.

### Access to Covered Account Information

- Access to customer accounts shall be password-protected and limited to authorized personnel.
- Any unauthorized access to or other breach of customer accounts is to be reported immediately to the ISO, and the password must be changed immediately.
- Personal Identifying Information (PII) included in customer accounts is considered confidential, and any request or demand for such information shall be forwarded to the assigned data manager for each system.

### Credit Card Payments

- In the event that credit card payments are processed through a third-party service provider, such third-party service provider shall certify that it has an adequate identity theft prevention program in place that applies to such payments.
- All credit card payments made over the telephone or the Organization's website shall be entered directly into the customer's account information in the appropriate data system.
- Account statements and receipts for covered accounts shall include only the last four digits of the credit or debit card or the bank account used for payment of the covered account.

### Third-Party Service Providers

In the event a third-party service provider is engaged to perform an activity in connection with one or more covered accounts, the ISO shall review such arrangements to ensure that the service provider's activities are conducted in accordance with policies and procedures designed to detect red flags and mitigate identity theft and that said procedures are agreed upon in a contract. At a minimum, the following safeguards will be established:

- service providers will be contractually obligated to provide role-based training for all employees who access the Organization's sensitive information
- cloud provider contracts ensure that security requirements and responsibilities of the provider are included
- cloud provider contracts ensure that the provider adheres to the security policies of the Organization

- A risk assessment will be conducted prior to the implementation of cloud services that includes validation of security practices, which may include audits or supporting documentation like a SOC2 report
- **HR Director** has been designated as the Organization's individual responsible for the oversight of service providers

## Red Flags

All employees responsible for or involved in opening, restoring, or accepting payment for a covered account shall check for red flags that indicate possible identity theft.

Such red flags may include:

- Alerts from consumer reporting agencies, fraud detection agencies or service providers. Examples of alerts include, but are not limited to:
  - A fraud or active-duty alert that is included with the consumer report;
  - A notice of credit freeze in response to a request for a consumer report;
  - A notice of address discrepancy provided by a consumer reporting agency;
  - Indications of a pattern of activity in a consumer report that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as (i) a recent and significant increase in the volume of inquiries; (ii) an unusual number of recently established credit relationships; (iii) a material change in the use of credit, especially with respect to recently established credit relationships; or (iv) an account that was closed for cause or identified for abuse of account privileges.
- Suspicious documents, including:
  - Documents provided for identification that appear to be altered or forged;
  - Identification on which the photograph or the physical description is inconsistent with the appearance of the applicant or customer;
  - Identification on which the information is inconsistent with the information provided by the applicant or customer;
  - Identification on which the information is inconsistent with readily accessible information that is on file with the Organization, such as a signature card or a recent check; or
  - An application that appears to have been altered or forged or appears to have been destroyed and reassembled.
- Suspicious personal identification, such as
  - Suspicious address change;
  - Personal identifying information inconsistent with external information sources used by the organization, whereas (i) the address does not match any address in the consumer report or (ii) the social security number (SSN) has not been issued or is listed on the Social Security Administration's death master file.
  - Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer, such as a lack of correlation between the SSN range and date of birth.
  - Personal identifying information, such as a phone number or address, is associated with known fraudulent applications or activities, as indicated by internal or third-party sources used by the Organization.

- Other information provided, such as fictitious mailing addresses, mail drop addresses, jail addresses, invalid phone numbers, pager numbers or answering services, is associated with fraudulent activity.
- The SSN provided is the same as that submitted by other applicants or customers.
- The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of applicants or customers.
- The applicant or customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- Personal identifying information is not consistent with personal identifying information that is on file with the Organization.
- The applicant or customer cannot provide authenticating information beyond that which generally is available from a wallet or consumer report.
- Unusual use of or suspicious activity relating to a covered account. Examples of suspicious activity include:
  - Shortly following the notice of the change of address for an account, the Organization receives a request for the addition of authorized users on the account.
  - A new revolving credit account is used in a manner commonly associated with known patterns of fraud. (for example, the customer fails to make the first payment or makes an initial payment but no subsequent payments).
  - An account is used in a manner that is not consistent with established patterns of activity on the account. For example, nonpayment when there is no history of late or missed payments, or a material change in purchasing or spending patterns.
  - An account that has been inactive for a long period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).
  - Mail sent to the customer is returned repeatedly as undeliverable, although transactions continue to be conducted in connection with the customer's account.
  - Notification is received that the customer is not receiving paper account statements.
  - Notification of unauthorized charges or transactions with a customer's account is received.
  - Notification by a customer, law enforcement or another person that a fraudulent account for a person engaged in identity theft has been opened.
- Notice from customers, law enforcement, victims or other reliable sources regarding possible identity theft or phishing related to covered accounts.

### Reporting of Suspected Red Flag

In the event any employee responsible for student, customer, or employee information suspects possible identity theft or data misuse, such employee will report suspicious activity to the ISO or their immediate supervisor. If the ISO determines further action is necessary, one or more of the following actions may be taken:

- Investigate the security of data related to any red flags indicating misuse of information;
- Contact affected customer(s);
- Make changes to any account numbers, passwords, security codes, or other security devices that permit access to the information, or close the account;
- Notify law enforcement and/or proper administrative agencies in the event of unauthorized access to or use of personal information or identity; and/or

- Take other appropriate action to prevent or mitigate identity theft.

In the event any employee responsible for or involved in opening a new covered account becomes aware of red flags indicating possible identity theft with respect to an application for a new account, such employee shall use his or her discretion to determine whether such red flag or combination of red flags suggests a threat of identity theft. If, in their discretion, an employee determines that identity theft or attempted identity theft is likely or probable, they shall immediately report these red flags to the ISO or their immediate supervisor. If the employee deems identity theft is unlikely or reliable information is available to reconcile red flags, the employee shall convey this information to the ISO. If the ISO determines further action is necessary, the school may perform one or more of the following responses:

- Investigate the suspected compromise of personal information and data breach;
- Request additional identifying information;
- Notify law enforcement of possible identity theft; and/or
- Take other appropriate action to prevent or mitigate identity theft.

### **Program Maintenance**

Upon the recommendation of the ISO, the Board of Education shall review and update the Identity Theft and Data Security Program to reflect changes in risks to customers or to the safety and soundness of information systems. In so doing, the following factors shall be considered:

- Previous experience with identity theft;
- Updates and methods of identity theft;
- Updates and customary methods used to detect, prevent, and mitigate identity theft;
- Updates on the types of accounts offered or maintained; and
- Updates in service provider arrangements.

### ***Training and Awareness***

All staff will engage in periodic training on applicable cybersecurity, data security, and data privacy policies and practices. This training may include:

- The prevention of unauthorized disclosure of or access to sensitive and financial information, including training on methods to verify the validity of the individual requesting information, as well as various techniques used by attackers
- The Organization's data classification policy
- Individual responsibilities regarding data security and privacy, including role-based training, depending on job duties
- Security awareness training on at least an annual basis and within 30 days for newly hired employees
- Social engineering training, including simulated phishing emails
- Responsibilities under the Red Flag Rule and Identity Theft Program
- Targeted training for specific active or imminent threats

All training and awareness programs will be routinely monitored for effectiveness and adjusted to account for emerging threats.

## Policies and Procedures

### *Employee Records*

Personnel records are closed, as authorized by law, and will be maintained in accordance with 51 OK Stat § 24A.7. Only authorized school officials shall have access to an employee's personnel records without the written consent of the employee. Medical records and I-9 forms will be available only to school officials who need to know the information contained in those records.

Personnel records will be stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties with the district have access to the records. Files containing immigration records and medical information regarding an employee will be kept separate from other personnel files.

PTC creates and maintains personnel records for business purposes, and in general, personnel records will only be available to staff or independent contractors who are authorized to access the information. In accordance with law, individually identifiable personnel records, performance ratings, and records pertaining to staff, former employees or applicants for employment are closed and not accessible to the public. However, the names, positions, salaries and lengths of service of employees must be available to the public upon request. In addition, PTC will provide access to personnel records to PTC's legal counsel, to state and federal agencies with appropriate authority, and in situations where the record is used to defend the district in a legal or administrative action.

### *Student Records*

Student Records are governed by the Pioneer Technology Center Board of Education Policy FL: STUDENT RECORDS and Regulation FL-R: COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, maintained by Human Resources and published annually in the student handbook.

## Annual Notices

The following annual notice will be provided in accordance with statutory requirements and the identified schedule of notices.

- Annual Notice of Required Disclosures of Student Consumer Information will be provided prior to the start of the school year.
- Annual Notification of Rights under FERPA for Postsecondary Students will be provided prior to the start of the school year.
- Annual Notification of Rights under FERPA for Secondary Schools will be provided prior to the start of the school year.

The following documents are available on PTC's website:

- PTC Student Handbook with FERPA Student Records Policy and Regulation
- PTC Full-Time Catalog
- PTC Financial Aid and Consumer Guide and Additional Student Consumer Information
- PTC Estimated Expense Sheets
- PTC Campus Safety & Security Report
- FERPA Notices

# Pioneer Technology Center



*GLBA Compliance*

*Safeguards Plan*

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## Introduction

MBBT, LLC, in collaboration with Adira and Pioneer Technology Center (PTC), completed a review of policies, procedures, and technologies relating to compliance with the Gramm-Leach-Bliley Act (GLBA). The review is structured to address cybersecurity and data privacy practices specific to GLBA and does not constitute a full cybersecurity audit. A cybersecurity evaluation is conducted separately as part of the Adira services and may be referenced during the compliance review. The review focused on the following areas:

- Administrative Policies and Procedures
- Technical Security
- Physical Security
- Data Security
- Monitoring and Risk Management
- Third-Party Service Providers
- Response and Recovery

The Gramm-Leach-Bliley Act (GLBA) mandates that institutions facilitating student financial aid implement robust security measures to protect customer (student) data. In compliance with GLBA and to fortify our commitment to data security, this comprehensive plan outlines the administrative, technical, and physical safeguards we have instituted. This plan assists in maintaining the confidentiality, integrity, and availability of sensitive information. It is designed to address potential threats, ensure compliance with regulatory requirements, and enhance our overall security posture.

## Scope

This GLBA Compliance Safeguards Plan encompasses all aspects of our operations, including administrative processes, technical infrastructure, physical security, and third-party interactions. It applies to all employees, contractors, and third-party service providers who handle sensitive information.

## Objectives

The primary objectives of this plan are to:

- Ensure compliance with GLBA requirements and other relevant regulations.
- Protect against unauthorized access, use, disclosure, disruption, modification, or destruction of customer information.
- Establish a structured framework for responding to security incidents and breaches.
- Promote continuous improvement through regular monitoring, testing, and updating of security measures.

## Overview

The GLBA Compliance Safeguards Plan is organized into the following sections:

- Administrative Safeguards: Policies, procedures, and training.
- Technical Safeguards: Access controls, encryption, and network and systems security.
- Physical Safeguards: Physical access control to sensitive information and systems.

- **Monitoring and Testing:** Regular audits, vulnerability assessments, and continuous monitoring.
- **Third-Party Management:** Security requirements and oversight for vendors and service providers.
- **Data Management:** Data minimization, classification, and integrity measures.
- **Response and Recovery:** Incident response, business continuity, and disaster recovery planning.
- **Compliance and Reporting:** Ensuring adherence to regulatory requirements and continuous improvement processes.

This plan represents our dedication to implementing effective data privacy and cybersecurity practices and protecting the sensitive information entrusted to us. Through the diligent application of these safeguards, we strive to achieve the highest standards of privacy, security, and compliance.

## Safeguards

### *Administrative Safeguards: Policies, procedures, and training.*

- **Governance and Oversight:** Establish a governance framework for information security with clearly defined roles and responsibilities, including the appointment of a Qualified Individual (QI) for information security program oversight and Chief Information Security Officer (CISO) or equivalent.
- **Risk Assessment:** Conduct a thorough risk assessment to identify potential threats to customer information.
- **Policies and Procedures:** Develop and enforce written information security policies and procedures.
- **Employee Training:** Train employees on the importance of protecting customer information and how to recognize and respond to security threats.
- **Board Reporting:** Regularly update the board of directors on the status of the cybersecurity program and any significant incidents or risks.

### *Technical Safeguards: Access controls, encryption, and network and systems security.*

- **Access Controls:** Implement strong access control measures to limit access to sensitive information to authorized personnel only.
- **Encryption:** Use encryption to protect customer information during transmission and storage.
- **Intrusion Detection and Prevention:** Deploy intrusion detection and prevention systems to monitor and protect against unauthorized access.
- **Regular Updates and Patches:** Ensure that all software and systems are regularly updated and patched to protect against vulnerabilities.
- **Multi-Factor Authentication (MFA):** Implement MFA for accessing sensitive systems and information to add an extra layer of security.
- **Network Segmentation:** Segment networks to limit the spread of malware and unauthorized access within the organization.
- **Endpoint Protection:** Deploy advanced endpoint protection solutions, such as antivirus, anti-malware, and endpoint detection and response (EDR) tools.
- **Secure Software Development:** Incorporate security best practices into the software development lifecycle (SDLC), including regular code reviews and security testing.

## *Physical Safeguards: Physical access control to sensitive information and systems.*

- **Secure Physical Access:** Restrict physical access to systems and locations where customer information is stored.
- **Environmental Controls:** Implement environmental controls, such as fire suppression systems and climate control, to protect physical locations from damage.
- **Disposal of Information:** Ensure that physical records and electronic media containing sensitive information are properly disposed of, such as through shredding or secure deletion.
- **Visitor Management:** Implement a visitor management system to track and control access to facilities.
- **Video Surveillance:** Use video surveillance to monitor sensitive areas and deter unauthorized access.

## *Monitoring and Testing: Regular audits, vulnerability assessments, and continuous monitoring.*

- **Regular Audits:** Conduct regular audits and assessments to ensure compliance with GLBA requirements and identify areas for improvement.
- **Penetration Testing:** Perform regular penetration testing to identify and address security vulnerabilities.
- **Monitoring Systems:** Implement continuous monitoring systems to detect and respond to security incidents in real-time.
- **Threat Intelligence:** Subscribe to threat intelligence services to stay informed about emerging threats and vulnerabilities.
- **Vulnerability Management:** Establish a vulnerability management program to regularly identify, prioritize, and remediate vulnerabilities in systems and applications.
- **Security Information and Event Management (SIEM):** Implement a SIEM solution to collect, analyze, and correlate security event data from various sources for real-time threat detection and response.

## *Third-Party Management: Security requirements and oversight for vendors and service providers.*

- **Vendor Risk Management:** Assess the security practices of third-party vendors and ensure they comply with GLBA requirements.
- **Contracts and Agreements:** Include specific security requirements in contracts with third-party service providers.
- **Regular Reviews:** Conduct regular reviews of third-party security practices to ensure ongoing compliance.
- **Third-Party Audits:** Require third-party vendors to undergo regular security audits and provide audit reports for review.
- **Service Level Agreements (SLAs):** Define clear SLAs with third-party vendors that include specific security requirements and penalties for non-compliance.

## ***Data Management: Data minimization, classification, and integrity measures.***

- **Data Minimization:** Collect only the minimum amount of customer information necessary for business purposes.
- **Data Classification:** Classify data based on its sensitivity and apply appropriate security controls accordingly.
- **Data Integrity:** Implement measures to ensure the accuracy and integrity of customer information.
- **Data Loss Prevention (DLP):** Implement DLP solutions to monitor and protect against unauthorized access and exfiltration of sensitive data.
- **Data Anonymization and Masking:** Use data anonymization and masking techniques to protect sensitive information in non-production environments and for analytics purposes.

## ***Response and Recovery: Incident response, business continuity, and disaster recovery planning.***

- **Incident Response:** Establish a formal incident response plan for addressing security breaches and other incidents.
- **Business Continuity and Disaster Recovery:** Develop and maintain business continuity and disaster recovery plans to ensure the availability of customer information in case of an emergency.
- **Notification Procedures:** Establish procedures for notifying affected customers and regulatory authorities in the event of a data breach.
- **Cyber Insurance:** Maintain cyber insurance to mitigate financial losses resulting from cyber incidents.
- **Tabletop Exercises:** Conduct regular tabletop exercises to test the effectiveness of the incident response plan and improve preparedness.
- **Crisis Communication Plan:** Develop a crisis communication plan to manage internal and external communications during and after a security incident.

## ***Compliance and Reporting: Ensuring adherence to regulatory requirements and continuous improvement processes.***

- **Compliance Audits:** Conduct regular internal and external audits to ensure compliance with relevant laws, regulations, and industry standards (e.g., PCI-DSS, HIPAA, NIST).
- **Regulatory Reporting:** Stay informed about regulatory reporting requirements and ensure timely reporting of security incidents to relevant authorities.
- **Continuous Improvement:** Establish a continuous improvement process to regularly review and enhance the cybersecurity program based on lessons learned and changes in the threat landscape.

## Continuous Improvement

The following safeguards have been prioritized for improvement. Improvement will be monitored and measured based on the criteria provided below with each safeguard.

- Create a written patch management procedure and documentation
- Create a written internal process for periodic risk assessments of covered accounts, including (1) methods used to open accounts; (2) methods used to access accounts; and (3) previous experiences with identity theft
- Develop account management procedures that may include
  - User accounts periodically audited to ensure appropriate permissions for user access
  - Administrative accounts to systems and applications documented and audited at least annually
  - Use of separation of duties for user permissions related to high-risk actions
  - Access violations captured and reported
  - Access to systems based on job functions that are documented and authorized by the system/data/application owner
  - Enforce “least privilege” access to ensure that employees and other relevant stakeholders are only granted access to the data they need to perform their role
  - Access control standards reviewed at least annually
  - Two-factor or multi-factor authentication for all mission-critical or high-risk systems that have the capability (consider implementing immediately)

**PIONEER TECHNOLOGY CENTER  
FY2025-2026 APPROPRIATIONS  
October 14, 2025**

<u>General Fund Appropriations</u>	<u>FY 2024-2025</u>	<u>FY 2025-26</u>	<u>Difference</u>
1000 Instruction	6,357,447.88	5,933,339.43	- 424,108.45
2000 Support Services	7,561,485.95	7,775,767.20	+ 214,281.25
3000 Noninstructional Services	1,125,771.01	1,127,257.88	+ 1,486.87
4000 Facilities & Construction Services	656,629.00	99,000.00	- 557,629.00
5000 Nonrevenue & Clearing Accounts	3,500.00	3,500.00	0.00
7000 Other Uses	<u>2,084,000.00</u>	<u>2,034,000.00</u>	<u>- 50,000.00</u>
Total General Fund	\$17,788,833.84	\$16,972,864.51	- 815,969.33

Building Fund Appropriations

1000 Instruction	1,000,000.00	1,001,796.00	+ 1,796.00
2000 Support Services	1,234,500.00	1,826,932.76	+ 592,432.76
3000 Noninstructional Services	20,000.00	20,000.00	0.00
4000 Facilities & Construction Services	3,500,000.00	2,505,127.00	- 994,873.00
5100 Debt Service	1,000,000.00	1,000,000.00	0.00
7000 Other Uses	<u>6,950,648.43</u>	<u>6,173,319.67</u>	<u>- 777,328.76</u>
Total Building Fund	\$13,705,148.43	\$12,527,175.43	- 1,177,973.00

**APPENDIX A**

**ITEMS TO DECLARE SURPLUS**  
**October 14, 2025**

Quantity	Description	Tag Number(s)
10	Assorted Tables	No Tag
3	Gray Chairs and Footstools	No Tag
3	Metal Shelves	000433, 679229, no tag
5	Lateral Files	990449, 970064, no tag
2	Shop Vacs	No Tag
2	Fans	No Tag
3	Bottle Carts	000346, 688370, no tag
1	Chop Saw	No Tag
1	Electrode Stabilizing Oven with Cart	000777
5	Miller Welders	689195, 688985, 688966, 689198, 689967
1	35 HP Lawn Mower Engine	No Tag
1	Metal from Awning	No Tag

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

**APPENDIX B**

**PIONEER TECHNOLOGY CENTER**  
**Part-Time & Temporary Employment Contracts and/or Addenda to Contracts**  
**Date 10/14/2025 FY 2025/2026**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Brittany Acklin	Digital Photography	9/15-10/1(18 hrs)	540.00
Keri Bartley	AEFL Class @ PTC	10/1-31 (24.5 hrs)	612.50
Kevin Bell	CTSO Co-Advisor for eSports	10/01-05/31	2,000.00
Cara Bodick	CTSO CoAdvisor for HOSA	10/01-05/31	1,000.00
Troy Buller	CTSO CoAdvisor for BPA	10/01-05/31	1,000.00
Chad Chrisco	CA Asst. Master Knife Class	9/10 (4 hrs)	60.00
Chad Chrisco	CA Asst. Halloween Cookie	10/2 (4 hrs)	60.00
Stephanie Chrisco	Halloween Cookie Class	10/2 (4 hrs)	100.00
Aimee Clark	AEFL Class @ PTC	10/1-31 (42 hrs)	1,050.00
Joshua Conaway	Drafting Your Own Will Class	9/29 (4 hrs)	200.00
Hannah Day	CTSO CoAdvisor for FCCLA	10/01-05/31	1,000.00
Ashley Eddinger	CTSO CoAdvisor for HOSA	10/01-05/31	1,000.00
Kindal Eller	Student Ambassador Advisor	10/01-05/31	1,000.00
Holly Farmer	Instructional Tech Support	10/01-06/30	1,500.00
Kathey Farmer	CSO Skills Checkoff	10/2-15 (4.5 hrs)	157.50
Braden Fields	CPR/First Aid Class	9/18 (3 hrs)	90.00
Braden Fields	AAA Defensive Driving	10/6-8 (6 hrs)	180.00
Ian Freeman	Student Ambassador Advisor	10/01-05/31	1,000.00
Larry Godley	AEFL Class @ Tonkawa	10/1-31 (30 hrs)	900.00
Kahle Goff	T&I Program Supervisor	10/1-06/30	3,000.00
Vina Gowdy	Excel 1 Class	9/16-20 (12 hrs)	360.00
Elaine Harman	AEFL Class @ PTC	10/1-31 (31.5 hrs)	819.00
Tiffany Holman	Herbal Medicine Class	10/2-20 (10 hrs)	500.00
Katheryn Johnson	CSO Skills Checkoff	10/6-15 (4.5 hrs)	157.50
Phylisha Kimbrel	Welding Asst.	9/16 (3.42 hrs)	51.30
Kendra Knight	T&I Program Supervision	10/01-06/30	3,000.00
Molly Kyler	T&I Program Supervision	10/01-06/30	3,000.00
Zac Ladner	CTSO CoAdvisor for BPA	10/01-05/31	1,000.00
Zac Ladner	CTSO CoAdvisor for eSports	10/01-05/31	2,000.00
Julie Lawrence	AEFL Class @ PTC	10/1-31 (49 hrs)	1,274.00
Thomas Leitch	Safety Training	9/15-30 96 hrs)	3,335.04
Allyson Leonard	AEFL Class @ PTC	10/1-31 (37 hrs)	925.00
Steven Long	EMT Instructor	8/14-9/15 (up to 48 hrs)	1,200.00
Steven Long	EMT Instructor	9/16-10/15 (up to 48 hrs)	1,200.00
Steven Long	EMT Instructor	10/16-11/15 (up to 48 hrs)	1,200.00
Steven Long	EMT Instructor	11/16-12/15 (up to 48 hrs)	1,200.00
Steven Long	EMT Instructor	12/16-1/15 (up to 48 hrs)	1,200.00
Sandy May	AEFL ESL Class @ PTC	10/1-31 (24.5 hrs)	612.50
James Morgan	Self Defense Class	9/10-10/15 (7 hrs)	210.00
James Morgan	Self Defense Class	10/16-11/15 (7 hrs)	210.00
James Morgan	Self Defense Class	11/16-12/17 (7 hrs)	210.00
John Munger	School Bus Driver Inst.	9/15-10/15 (19.75 hrs)	592.50
Joni Murphy	AEFL Osage Site Class	10/1-31 (18.5 hrs)	462.50
Kathryn Nichols	Guitar 101	9/8-10/15 (7.5 hrs)	375.00
Kathryn Nichols	Guitar 101	10/16-11/15 (7.5 hrs)	375.00
Ashley O'Hara	CSO Skills Checkoff	10/6-15 (3 hrs)	105.00

**Appendix C**

Eric Payne	School Bus Driver Inst.	9/18-10/16 (up to 40 hrs)	30.00/hr
Eric Payne	Lawn Mower Safety	9/29 (10 hrs)	300.00
Eric Payne	Backhoe Operation	10/3 (10 hrs)	300.00
Brenda Pollak	Knife Skills Class	9/10 (6 hrs)	180.00
Brenda Pollak	CTSO CoAdvisor for FCCLA	10/01-05/31	1,000.00
Pam Powers	AEFL Class @ PTC	10/1-31 (98 hrs)	2,450.00
Kayla Randol	CSTO Advisor for SkillsUSA	10/01-05/31	2,000.00
Chuck Rector	Precision Measuring Inst.	10/7-30 (18 hrs)	900.00
Kristi Reed	CNA Class	9/8-20 ( 95.5 hrs)	2,865.00
Kristi Reed	MAT Class	10/2-3 (16 hrs)	480.00
Kristi Reed	CNA Class	10/6-20 (95.50 hrs)	2,865.00
Suzanne Roy	Quilting Class	8/28-10/9 (21 hrs)	525.00
Joby Sadler	Phlebotomy Class	9/9-15 (24 hrs)	768.00
Joby Sadler	Phlebotomy Class	9/6-10/15 (24 hrs)	768.00
Rebecca Stephens	AEFL Class @ PTC	10/1-31 (35 hrs)	875.00
Mary Ann Sudbury	AEFL KCDC Corr. Class	10/1-31 (35 hrs)	910.00
Heather Underwood	Student Ambassador Advisor	10/01-05/31	1,000.00
Anthony Valentin	Welding Instructor	9/16-10/15 (up to 40 hrs)	30.00/hr
Anthony Valentin	Welding Instructor	10/16-11/15 (up to 40 hrs)	30.00/hr
Anthony Valentin	Welding Instructor	11/16-12/16 (up to 40 hrs)	30.00.hr
Jennifer Wehrenberg	T&I Program Supervision	10/01-06/30	3,000.00

## Appendix C