

Pioneer Technology Center Board of Education Special Meeting
Tuesday, October 13, 2020 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
3. Flag salute and moment of silence
4. Reports and Presentations - Goals, Molly Kyler, Exec. Director, BIS & Team Representatives

Goal Setting, each area reported on the status of their team's goals. Strategic planning Core Planning Team - cross-section of employees, meets approx. 3 times per year.

FTP - Google Cert., weekly challenges. Trying to get all instructors to pass Level I. Looking at Canvas, It plays with everybody. It works with our gradebook.

Admin Team - Capital Improvement goal, accreditation, Hiring Wisely Forte method, refine the hiring and onboarding processes (for subs and part-time employees),

Adult Health - 19-20 increase retention rate, now at 80%. Instructors meet with students each month, find out about student needs. 80% graduates will be employed in the health field or higher education. PN collaborates.

BIS - 39% market reach with focus on helping businesses surviving through tough times. Develop a BIS Marketing Strategy to support our Marketing Department - "Tell our Story"

AT&D - Document three additional AT&D processes each year (Registrar, Coordinator, Evening Secretary, review processes created in previous year(s) for changes and updates.

Safety - Update 3 new safety programs on database

Communications & Marketing - Build BIS/AT&D Email Blast to 5,000 email addresses. Get up to 5,000 likes on FB, highlight One Million Cups. Creating Tick Tock account, making 1 minute videos on programs, etc.

Directors - Creating Digital Enrollment form, integrate with Power School, Develop Career Ladders by Program Area

Facilities - Help decrease the spread of COVID-19 virus throughout the facility and transportation fleet by June 2022. Increase the frequency of disinfection/sanitization of hard touch surfaces in the am and pm classroom facilities/transportation.

Finance - Write, test and publish 100% Standard Operating Procedures by May 1, 2021, write, test and public an additional 30% of SOP's (total 70%), 2021, write, test and publish an additional 30% of SOPS's (total 100%)

Student Services - Implementation of a Learning Mgmt System - Canvas, assist with Hospitalities curriculum for special needs students - just found out we got a \$50,000 Perkins grant, work with area chambers, BIS Team and economic development groups to record virtual tours of local businesses to be utilized by SS team.

Systems - create a secure documentation/SOP repository to store need to know data regarding PTC's systems infrastructure.

5. Discussion and vote to approve or not approve the Minutes of the September 8, 2020 Special Board of Education meeting

Motion to approve the Minutes of the September 8, 2020 Special Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.

Mr. Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: 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 Encumbrance/Change Order Lists (General Fund #10471-10664; Building Fund #10028-10032; Payroll #70140-70153).

Motion to approve the Financial Reports, Activity Fund Report and Encumbrances as presented. passed with a motion by Ms. Mary Rigdon and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: 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

Busy month, Covid, accreditation, school started. compliance items, corrective action plan - names & titles of Title IX, 504 coordinators. AED machines, new batteries, had bars in handicapped restroom stalls, piece of signage missing by handicapped parking space. waiting on feedback report - when here extremely complimentary. onboarding for subs & pt. new regional accreditation officer, Brent . He came for a tour. He was looking at bus driving protocols. Student Ambassador orientation earlier this month. 24 students in academy. mtg today at Autry Tech, met with OK Manufacturing Alliance, NW Tech and High Plains, Janet, Molly and Traci met. capital planning a lot of walls for safe room, waiting for door jambs, stem wall for cosmetology up, all structural steel here by ?, 20 days ahead of schedule. Bid packets soon for smaller appliances, furniture, etc. Carl Perkins grant toward A/V equipment for Culinary Arts. Fall Break this week, Friday and Monday. First face to face Supt. meeting this month.

A. Traci Thorpe, Superintendent/CEO

Kahle - still doing in person instruction! still doing great! BIS - Ben Evans and Robert - 6.6 million savings for businesses, Johnny T. Cookshack Leadership Team, Incubator, 2 recognized in the PC monthly magazine, Molly showed graphic with statistics for BIS. FTP-former employee funeral, instr. dir. met with terri about recruitment - no 8th graders, no 3rd graders, instr. dir., working with all areas - looking at goals, needs for improvement. Dr. B, Kendra, Kahle presention to students (with compliance officers), regional administrator meeting recently - on-line scheduling for parent/teacher conferences - 29% parents this year.

B. Kahle Goff, Executive Director, Full-Time Programs

8. Discussion and vote to approve or not approve budget appropriations for FY21 as listed on Appendix A.

Motion to approve budget appropriations for FY21 passed with a motion by Ms. Mary Rigdon and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

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

Motion to approve a Resolution to the County Election Board calling for the annual election of a Board of Education member in Zone 4 passed with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

10. Discussion and vote to approve or not approve the creation of a PTC tuition reimbursement policy.

Motion to approve the creation of a PTC tuition reimbursement policy. passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

11. 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. Mary Rigdon and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

12. Proposed Executive Session to discuss the employment of a Children's Lab & Preschool Teacher Okla. Stat. Title 25, 307(B)(1).

13. Vote to convene in Executive Session

14. Acknowledge return of the Board to Open Session

15. Board President statement of Executive Session minutes

16. Motion and vote to approve hiring a Children's Lab & Preschool Teacher

Vote to approve hiring _____ for Children's Lab & Preschool Teacher passed with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

17. Public Comment

18. Motion and vote to adjourn

Motion to adjourn passed with a motion by Ms. Gay Norris and a second by Ms. Mary Rigdon.

Mr. Laurence Beliel: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0