

Pioneer Technology Center Board of Education Regular Meeting  
Tuesday, March 8, 2022 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 Keelin, Kahle Goff, Stacey Rush, Molly Kyler, Terri Busch and Allison Christy. Special guest was Jordan Smith of Steven L. Smith Corp.

3. Flag salute and moment of silence
4. Vote to approve tour of Pioneer Technology Center's construction area

Motion to approve tour of Pioneer Technology Center's construction area passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

5. Board President acknowledgement of return to Board meeting
6. Oath of Office for Laurence Beliel as re-elected Member of the Board of Education

7. Reports and Presentations - Janet Schwabe, Innovations & Incubator Manager

Incubator is 30 years old as of March, 62 businesses since the beginning, 12 inquiries since July 1, 2021  
, Work Plan, Current Tenants - 2, Current Initiatives, celebrating 30 years, open house in September,

8. Discussion and vote to approve or not approve the Minutes of the February 8, 2022 regular Board of Education meeting

Motion to approve the Minutes of the February 8, 2022 regular Board of Education meeting passed with a motion by Mr. Laurence Beliel and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

9. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #21046-21148 in the amount of \$51,631.45; Building Fund #20072-20075 in the amount of \$5,610.00; Payroll #70169-70172 in the amount of \$37,268.03).

Motion to approve the Financial Report; Activity Fund Report; and Encumbrances & Change Order Lists as presented passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

Mr. Laurence  
Beliel: Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

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

A. Traci Thorpe, Superintendent/CEO

Feb was a busy month, Joe Bennett from OSU Fire Safety came. OSU-OKC - possible credits to go there. Lots of competitions for students last month. Will go on to State competition. Legislation monitoring proposal for the ARPA fund - looking at a model of a program PN Select - actually a high school program. Moore-Norman has it. Tweaked their design to submit. Have until Fall of 2023 to implement program. Lottery grant process changed. Half of TC's each each will qualify to receive Requesting some equipment for BPOC program. \$110,000 every other year. Getting application ready for approval. Spring SDE accreditation visit today. Jason and Kahle put together a lot of information. Hosting the Support Staff Spring Leadership Conference at the end of this month. Listened in on windfarm tax protests. Redistricting will be done by April. We have to identify our board zones to the ODCTE by July. Looking at having a whole board training here possibly May 4 in the evening. Dinner at 5:30 - meeting 6:30-9:00 Janelle Leaming - Rock Fall protest was dismissed?

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

PC Monthly magazine - BIS Incubator in with an article.PTC Preview Night - all sophomores come and figure out what program they want to attend. Lottery grants - put in for \$418,000.

11. Discussion and vote to approve or not approve Resolution of the Pioneer Technology Center Board of Education Approving Pioneer Technology Center Foundation as a Qualified Public School Foundation

Motion to approve Resolution of the Pioneer Technology Center Board of Education Approving Pioneer Technology Center Foundation as a Qualified Public School Foundation passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Ms. Gay Norris: Absent

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

12. Discussion and vote to approve or not approve (new) policy CDCC - Equal Opportunity Education Scholarship Tax Credit

Motion to approve (new) policy CDCC - Equal Opportunity Education Scholarship Tax Credit passed with a motion by Mr. Laurence Beliel and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

13. Discussion and vote to approve or not approve the ADPC software License and Support Agreement for FY23 (same as current year, \$585/month).

Motion to approve the ADPC software License and Support Agreement for FY23 (same as current year, \$585/month) passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

Mr. Laurence  
Beliel: Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

14. Discussion and vote to approve or not approve Basic Peace Officer Certification (BPOC) Handbook

Motion to approve Basic Peace Officer Certification (BPOC) Handbook passed with a motion by Ms. Orva Rothgeb and a second by Mr. Laurence Beliel.

Mr. Laurence  
Beliel: Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

15. Presentation, discussion and vote to accept or not accept Putnam & Associates FY21 Audit report.

Motion to accept Putnam & Associates FY21 Audit report passed with a motion by Mr. Laurence Beliel and a second by Ms. Debbie Leaming.

Mr. Laurence  
Beliel: Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

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

Motion to approve purchases over \$10,000 as listed on Appendix A passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

Mr. Laurence  
Beliel: Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

17. Discussion and vote to approve school calendar for the 2022-2023 school year

Motion to approve school calendar for the 2022-2023 school year passed with a motion by Ms. Orva Rothgeb and a second by Mr. Laurence Beliel.

Mr. Laurence  
Beliel: Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

18. Discussion and vote to approve or not approve proposed equipment purchases.

Motion to approve proposed equipment purchases passed with a motion by Ms. Orva Rothgeb and a second by Ms. Debbie Leaming.

Mr. Laurence  
Beliel: Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek:           Yea

Yea: 4, Nay: 0, Absent: 1

19. 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. Debbie Leaming and a second by Mr. Laurence Beliel.

Mr. Laurence  
Beliel:           Yea

Ms. Debbie  
Leaming:        Yea

Ms. Gay  
Norris:           Absent

Ms. Orva  
Rothgeb:        Yea

Mr. J.D.  
Soulek:           Yea

Yea: 4, Nay: 0, Absent: 1

20. Vote to approve contract renewals for the employees listed on Appendix C (Coordinators/Counselors)

Motion and vote to approve contract renewals for the employees listed on Appendix B (Coordinators/Counselors) passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

Mr. Laurence  
Beliel:           Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

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

Motion to elect Mary Rigdon as the President of the Board of Education passed with a motion by Ms. Orva Rothgeb and a second by Mr. Laurence Beliel.

Mr. Laurence  
Beliel: Yea

Ms. Debbie  
Leaming: Yea

Ms. Gay  
Norris: Absent

Ms. Orva  
Rothgeb: Yea

Mr. J.D.  
Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

22. Vote to elect the Vice-President of the Board of Education
23. Vote to elect the Clerk of the Board of Education
24. Vote to elect the Deputy Clerk of the Board of Education
25. Vote to approve or not approve the appointment of Allison Christy as Minutes Clerk and Stacey Rush as Deputy Minutes Clerk for the Board of Education

Motion to approve the appointment of Allison Christy as Minutes Clerk and Stacey Rush as Deputy Minutes Clerk for the Board of Education passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

Mr. Laurence  
Beliel:        Yea

Ms. Debbie  
Leaming:       Yea

Ms. Gay  
Norris:        Absent

Ms. Orva  
Rothgeb:       Yea

Mr. J.D.  
Soulek:        Yea

Yea: 4, Nay: 0, Absent: 1

26. Recognition of Outgoing Board President
27. New Business
28. Public Comment
29. Motion and vote to adjourn

A. Time:

Pioneer Technology Center Board of Education Regular Meeting  
Tuesday, February 8, 2022 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

Board Members Present:

Mr. Laurence Beliel  
Ms. Debbie Leaming  
Ms. Gay Norris  
Ms. Orva Rothgeb

Absent Board Members:

Mr. J.D. Soulek

Also in attendance were Traci Thorpe, Ryan Burkett, Kahle Goff, Stacey Rush, Molly Kyler, Terri Busch, Jason Kubik, Kayla Randol and Allison Christy.

3. Flag salute and moment of silence
4. Reports and Presentations - Visual Communications, Kahle Goff, Executive Director, Full-Time Programs

Kahle reported to the board the potential plans for changing the old BITE program to a Visual Communications program. He showed a presentation which highlighted the many credential possibilities, employment opportunities, cost to start the program, etc. Also reviewed ideas for a space for the program.

5. Discussion and vote to approve or not approve the Minutes of the January 11, 2022 regular Board of Education meeting

Motion to approve the Minutes of the January 11, 2022 regular Board of Education meeting passed with a motion by Ms. Debbie Leaming and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea  
Ms. Debbie Leaming: Yea  
Ms. Gay Norris: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Absent  
Yea: 4, Nay: 0, Absent: 1

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances/Change Order Lists (General Fund #20919-21045 in the amount of

\$96,095.55; Building Fund #20060-20071 in the amount of \$37,821.56; Payroll #70167-70168 in the amount of \$34,299.43).

Motion to approve the Financial Reports, Activity Fund Report and Encumbrances/Change Order Lists as presented passed with a motion by Ms. Orva Rothgeb and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea  
Ms. Debbie Leaming: Yea  
Ms. Gay Norris: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Absent  
Yea: 4, Nay: 0, Absent: 1

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

We had three days of virtual school last week because of weather. We made sure all students had tablets & Wi-Fi prior to the start of the weather. Thank you to the custodial/maintenance crew for clearing snow and ice. The kick-off to the legislative session was yesterday. Tracking 171 bills related to education. There is legislation in the house and senate talking about the nursing shortage. The Diploma RN would allow a tech center a pathway from LPN to RN with slightly abbreviated curriculum. We are working with higher ed to look at possibilities. Bus Driver training called Bumper 2 Bumper has been approved by the State Department of Education to meet the new Entry Level Driver Training requirements. We are approved to use this curriculum and are working toward attaining it. Oklahoma is still applying for the exemption from Entry Level Driver Training. Janelle Leaming is the new County Assessor. She is good about reporting what is going on with the windfarms. Four of our windfarms have already indicated their intent to protest their taxes. Grand Mesa pipeline also plans to protest. We are looking at the possibility of having evening bus driver training. The building project is still in progress. The contractors are still installing some items and trying to wrap some things up. The PSI materials have arrived. We waiting for approval on some lights. Sharon Calfy resigned from the Children's Lab and we received a retirement letter from Robert Howard for this summer. PTC Preview night parent/teacher conferences are both next week. We polled the area superintendents. on substitute pay. We are raising ours to \$80/day for certified and \$70/day for non-certified.

Molly Kyler, Executive Director, Business & Industry Services

Molly reported on the Business & Industry Services numbers for halfway through the year. Several of us met last Monday to discuss a BIS Plan for start-ups in the incubator. Six companies have active plans in process. Janet recently met with a potential incubator client. State Surgical Supply, Thomas Supply gave notice to vacate our incubator. We are partnering again with Kiamichi Technology Center to offer Paramedic Training. Molly complimented

the new signage in the B hallway. Business and Industry Services was highlighted on What's Happening This Month? We are almost finished with mid-year goals check-ins.

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

Motion to approve individuals on part-time and temporary employment contracts, stipends and addenda to contracts as listed on Appendix A passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea  
Ms. Debbie Leaming: Yea  
Ms. Gay Norris: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Absent  
Yea: 4, Nay: 0, Absent: 1

9. Discussion and vote to approve or not approve Beth Schickram as Receptionist

Move to approve employment of Beth Schickram as Receptionist passed with a motion by Mr. Laurence Beliel and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea  
Ms. Debbie Leaming: Yea  
Ms. Gay Norris: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Absent  
Yea: 4, Nay: 0, Absent: 1

10. Discussion and vote to approve employment of an AT&D Coordinator

Motion to approve employment of Markesha Duggan as AT&D Coordinator passed with a motion by Ms. Orva Rothgeb and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea  
Ms. Debbie Leaming: Yea  
Ms. Gay Norris: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Absent  
Yea: 4, Nay: 0, Absent: 1

11. Discussion and vote to approve or not approve contract renewals as listed on Appendix B (Executive Directors/Admin Team Directors)

Motion to approve contract renewals as listed on Appendix B (Executive Directors/Admin Team Directors) passed with a motion by Ms. Debbie Leaming and a second by Ms. Orva Rothgeb.

Mr. Laurence Beliel: Yea  
Ms. Debbie Leaming: Yea

Ms. Gay Norris: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Absent  
Yea: 4, Nay: 0, Absent: 1

12. New Business

No New Business

13. Public Comment

No Public Comment

14. Board Vice President Gay Norris adjourned the meeting at 7:18 pm.

Respectfully Submitted,

*Allison N. Christy*

Allison N. Christy  
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:

*General*



**PIONEER TECHNOLOGY CENTER**

**Encumbrance For Board Approval**

From PO: 21046 to PO: 21148

**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
21046	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	47.49	02/07/2022
21047	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	122.19	02/07/2022
21048	MURRAY WOMBLE	BUILDING MAINT REPAIRS	939.00	02/07/2022
21049	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	250.00	02/07/2022
21050	KAPLAN EARLY LEARNING COMPANY	CHILD LAB & PRESCHOOL - SUPPLIES	160.94	02/07/2022
21051	TAKE TEN	TANF STUDENT ASSISTANCE OTHER	84.95	02/07/2022
21052	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	114.90	02/07/2022
21053	ADAMS PLUMBING	BLDING MAINT REPAIRS	175.00	02/07/2022
21054	DANNYS BBQ HEAD QUARTER, INC	ADVISORY COMMITTEE FOOD	73.69	02/08/2022
21055	KIAMICHI TECHNOLOGY CENTER	AT&D - RESALE SUPPLIES	3,212.40	02/08/2022
21056	NATIONAL CURRICULUM & TRAINING INSTITUTE	IT&D - RESALE BOOKS	249.85	02/08/2022
21057	HILTON GARDEN INN EDMOND	SUPT STAFF TRAVEL - LODGING	208.00	02/08/2022
21058	AMAZON CAPITAL SERVICES	TEACHER PREP SUPPLIES	85.36	02/08/2022
21059	STAPLES ADVANTAGE	CENTRAL - SUPPLIES	111.45	02/08/2022
21060	AMAZON CAPITAL SERVICES	FINANCE-SUPPLIES	30.95	02/08/2022
21061	MERRIFIELD OFFICE PLUS	CENTRAL SUPPLIES	87.30	02/08/2022
21062	ELSEVIER	PN BOOK RESALE	3,116.00	02/08/2022
21063	F A DAVIS COMPANY	PN BOOKS RESALE	477.52	02/08/2022
21064	WOLTERS KLUWER	PN BOOKS RESALE	473.61	02/08/2022
21065	MOORE-NORMAN TECHNOLOGY CENTER	ATD COORD - TRAVEL REGISTRATION	700.00	02/09/2022
21066	EDPUZZLE	FULL TIME PROGRAMS - SUBSCRIPTION	1,950.00	02/09/2022
21067	MERRIFIELD OFFICE PLUS	WELDING/MED. ASSISITNG/ AUTOMOTIVE EQUIPMENT	2,381.00	02/09/2022
21068	ENDEAVOR BUSINESS MEDIA	AUTOMOTIVE TECH - BOOKS	211.95	02/10/2022
21069	OKACTE-SUPPORT STAFF SECTION	RECEPTIONIST TRAVEL REGISTRATION	65.00	02/10/2022
21070	ASE	BOOKSTORE RESALE - SUPPLIES	280.00	02/10/2022



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PO #	Vendor Name	General Description	Amount	Date
21071	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	225.00	02/10/2022
21072	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	40.00	02/10/2022
21073	REDLEAF PRESS	CHILD LAB & PRESCHOOL - BOOKS	62.85	02/10/2022
21074	OKACTE-SUPPORT STAFF SECTION	AT&D TRAVEL REGISTRATION	130.00	02/10/2022
21075	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	102.37	02/10/2022
21076	OKACTE-SUPPORT STAFF SECTION	STUDENT SERVICES - TRAVEL REGISTRATION	65.00	02/10/2022
21077	STAPLES ADVANTAGE	FINANCE - SUPPLIES	372.47	02/10/2022
21078	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	41.19	02/10/2022
21079	AMAZON CAPITAL SERVICES	AUTOMOTIVE TECH - SUPPLIES	79.99	02/11/2022
21080	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	526.60	02/11/2022
21081	MSC INDUSTRIAL SUPPLY CO	PRECISION MACHINING - SUPPLIES	322.89	02/11/2022
21082	OSU FIRE SERVICE TRAINING	FIREFIGHTER TRAINING - TUITION	1,300.00	02/14/2022
21083	LA QUINTA INN & SUITES - MOORE	FINANCE STAFF TRAVEL - LODGING	178.00	02/14/2022
21084	POCKET NURSE	AT&D RESALE SUPPLIES	258.53	02/14/2022
21085	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	255.27	02/14/2022
21086	EARNHEART STATIONS	TANF STUDENT ASSISTANCE OTHER	3,000.00	02/14/2022
21087	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	699.11	02/14/2022
21088	STOBBE DESIGNS	INCUBATOR MGR - SUPPLIES	90.00	02/14/2022
21089	TRINITY TRAINING & DEVLOPMENT	IT&D - RESALE BOOKS	2,580.00	02/15/2022
21090	BIRDWELL REFRIGERATION	BLDG MAINT - REPAIRS	400.00	02/15/2022
21091	PONCA CITY REC PLEX	DIRECTOR TRAVEL - ROOM RESERVATION	180.00	02/15/2022
21092	OKHOSA	MEDICAL ASSISTING/BIOMED STAFF TRAVEL REGISTRATION	160.00	02/15/2022
21093	WAL-MART COMMUNITY CARD	DIRECTOR SUPPLIES	59.82	02/15/2022
21094	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	500.00	02/16/2022
21096	STAPLES ADVANTAGE	TEACHER PREP SUPPLIES	610.97	02/16/2022



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**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
21097	KAPLAN EARLY LEARNING COMPANY	TEACHER PREPARATION - SUPPLIES	339.14	02/16/2022
21098	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	17.49	02/16/2022
21099	POTS PLANTERS & MORE	GROUNDS SUPPLIES	1,055.13	02/18/2022
21100	LOCKE SUPPLY	BLDG MAINT - REPAIRS	820.00	02/18/2022
21101	UNIVERSITY OF TEXAS AT ARLINGTON	SAFETY TRAVEL / REGISTRATION	495.00	02/18/2022
21102	CAREER TECH PRINTING SERVICES	MARKETING/ADVERTISING	271.00	02/18/2022
21103	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	19.50	02/18/2022
21104	TEACHERSPAYTEACHERS.COM	HCC I - SUPPLIES	33.98	02/23/2022
21105	WOODLAND HIGH SCHOOL - YEARBOOK	MARKETING/ADVERTISING	50.00	02/23/2022
21106	STAPLES ADVANTAGE	FINANCE SUPPLIES	65.00	02/23/2022
21107	HOBBY LOBBY	PROFESSIONAL DEVELOPMENT - SUPPLIES	250.00	02/23/2022
21108	FIRST BANKCARD VISA	MARKETING/ADVERTISING	80.00	02/23/2022
21109	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	02/23/2022
21110	HAT'S AUTO SUPPLY	FFM SUPPLIES	188.09	02/23/2022
21111	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	277.50	02/23/2022
21112	FIRST BANKCARD VISA	STAFF TRAVEL - AIRFARE	1,374.00	02/24/2022
21113	WAL-MART COMMUNITY CARD	CENTRAL SUPPLIES	255.88	02/24/2022
21114	AMAZON CAPITAL SERVICES	FINANCE - SUPPLIES	138.10	02/24/2022
21115	PROVISIONS COFFEEHOUSE & EATERY	ADVISORY COMMITTEE FOOD	390.00	02/28/2022
21116	WALLCUR	PN SUPPLIES	338.53	02/28/2022
21117	NAPHE	PN REGISTRATION FEES	1,700.00	02/28/2022
21118	LOWE'S HOME CENTER INC	FFM SUPPLIES	551.20	02/28/2022
21119	STAPLES ADVANTAGE	FINANCIAL AID - SUPPLIES	377.00	02/28/2022
21120	POCKET NURSE	PN SUPPLIES	1,794.43	03/01/2022
21121	QUILL CORPORATION	ACADEMIC/ASSESSMENT CENTER - SUPPLIES	89.98	03/01/2022
21122	MURRAY WOMBLE	BUILDING MAINT REPAIRS	1,820.00	03/01/2022
21123	AMERICAN HEART ASSOCIATION	FIREFIGHTER SUPPLIES	510.00	03/01/2022
21124	O'REILLY AUTOMOTIVE INC	WELDING SUPPLIES	38.97	03/01/2022
21125	MSC INDUSTRIAL SUPPLY CO	PRECISION MACHINING - SUPPLIES	862.35	03/01/2022



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 21046 to PO: 21148

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
21126	AMAZON CAPITAL SERVICES	BLDG MAINT - REPAIRS	239.96	03/01/2022
21127	QUALITY MANAGEMENT SYSTEMS LLC	EXIST INDUSTRY - PROF SERV	1,900.00	03/02/2022
21128	LINDA CLARK CONSULTING LLC	LEADERSHIP DEV - STAFF TRAVEL REGISTRATION	350.00	03/02/2022
21129	OKSPRA	MARKETING/TRAVEL/REGISTRATION	125.00	03/02/2022
21130	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	300.00	03/02/2022
21131	WAL-MART COMMUNITY CARD	HCC1 - SUPPLIES	40.00	03/02/2022
21132	A+ PRINTING	CENTRAL PRINTING	447.50	03/02/2022
21133	OKLA STATE REGENTS FOR HIGHER ED, FISCAL DIVISION	TEACHER PREP - TRAVEL REGISTRATION	70.00	03/03/2022
21134	AMAZON CAPITAL SERVICES	BASIC PEACE OFFICER - SUPPLIES	578.00	03/03/2022
21135	TIR CONSULTING LLC	FINANCE TRAVEL REGISTRATION	199.00	03/03/2022
21136	FIRST BANKCARD VISA	INFO TECH - SUPPLIES	94.40	03/03/2022
21137	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	03/03/2022
21138	NORTHERN OKLAHOMA COLLEGE	TANF TUITON	650.10	03/03/2022
21139	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	200.00	03/03/2022
21140	EMBASSY SUITES - NORMAN	BIOMED/HCC/MEDICAL ASSISTING TRAVEL - LODGING	2,400.00	03/03/2022
21141	NORTHERN OKLAHOMA COLLEGE	TANF STUDENT ASSISTANCE OTHER	90.00	03/03/2022
21142	WAL-MART COMMUNITY CARD	TANF CONSUMABLE SUPPLY	259.05	03/03/2022
21143	AMAZON CAPITAL SERVICES	AUTO SERVICE - SUPPLIES	588.58	03/03/2022
21144	HOBBY LOBBY	CULINARY ARTS-- INSTRUCTIONAL SUPPLIES	100.00	03/03/2022
21145	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	57.78	03/03/2022
21146	LOWE'S HOME CENTER INC	WELDING - SUPPLIES	95.88	03/03/2022
21147	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	150.00	03/03/2022
21148	ENID TYPEWRITTER COMPANY	BID ASSISTANCE SUPPLIES	615.32	03/04/2022
<b>Current Encumbered</b>			<b>51,631.45</b>	



PIONEER TECHNOLOGY CENTER

From: 04 Feb 2022 to: 04 Mar 2022

Encumbrance For Board Approval  
CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
20013	BRANDTS ACE HARDWARE	BLANKET PO	100.00	07/01/2021
20014	BRIDGEWAY INC.	BLANKET PO	300.00	07/01/2021
20027	FIRST BANKCARD VISA	BLANKET PO	500.00	07/01/2021
20030	HAT'S AUTO SUPPLY	BLANKET PO	16.81	07/01/2021
20037	OATC SUPERINTENDENTS ACCT	BLANKET PO	350.00	07/01/2021
20052	QUALITY WATER SERVICES INC	BLANKET PO	200.00	07/01/2021
20063	TANF STUDENT ASSISTANCE	BLANKET PO	500.00	07/01/2021
20065	TRAVEL (STAFF)	BLANKET PO	1,000.00	07/01/2021
20069	WAL-MART COMMUNITY CARD	BLANKET PO	2,500.00	07/01/2021
20090	FIRST BANKCARD VISA	MARKETING SUBSCRIPTION	-15.00	07/01/2021
20172	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-70.00	07/06/2021
20279	SALT CREEK TEES	CRIMINAL JUSTICE - SUPPLIES	-240.00	08/04/2021
20494	LOWE'S HOME CENTER INC	CONSTRUCTION TECH SUPPLIES	-6.31	09/07/2021
20686	SKORDLE ADVERTISING, LLC	MARKETING/ADVERTISING	-1.00	10/29/2021
20698	MSC INDUSTRIAL SUPPLY CO	SUPPLIES - MECHATRONICS	-84.45	11/01/2021
20723	ELSEVIER	HCCII - BOOKS	-99.17	11/08/2021
20724	DEPCO ENTERPRISES, LLC	HCCII - BOOKS	-515.00	11/08/2021
20729	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-40.00	11/09/2021
20763	4 IMPRINT INC	MARKETING/ADVERTISING	4.15	11/17/2021
20786	NORTHERN OKLAHOMA COLLEGE	TUITION BIOMED - COLLEGE BIOLOGY	-1,065.60	11/22/2021
20814	DEPCO ENTERPRISES, LLC	HCC - ONLINE BOOKS/CURRICULUM	-40.70	12/01/2021
20819	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-58.37	12/02/2021
20873	WAL-MART COMMUNITY CARD	TANF STUDENT ASSISTANCE OTHER	-150.00	12/16/2021
20899	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	350.00	01/05/2022
20906	JOSH SHORT PLUMBING INC.	BLDG MAINT - REPAIRS	-260.00	01/05/2022
20907	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	-700.00	01/05/2022
20912	STAPLES ADVANTAGE	FINANCE SUPPLIES	-38.58	01/05/2022



PIONEER TECHNOLOGY CENTER

From: 04 Feb 2022 to: 04 Mar 2022

Encumbrance For Board Approval  
**X**  
CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
20922	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-2.11	01/07/2022
20933	WAL-MART COMMUNITY CARD	PROFESSIONAL DEVELOPMENT - SUPPLIES	-3.00	01/11/2022
20937	NEWEGG BUSINESS	EQUIPMENT COMPUTER SERVICES	-134.46	01/11/2022
20942	STAPLES ADVANTAGE	TANF STUDENT ASSISTANCE OTHER	-100.01	01/11/2022
20944	ANIMAL CARE TECHNOLOGIES	HCC2 - BOOKS	-9.00	01/11/2022
20951	STAPLES ADVANTAGE	AT&D AND CENTRAL SUPPLIES	-3.28	01/12/2022
20954	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	-15.32	01/13/2022
20956	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	5.42	01/13/2022
20958	SOUTHWESTERN PAYROLL SERVICE, INC.	FULLTIME PROGRAMS - PROF SERVICES	-11.39	01/13/2022
20960	WAL-MART COMMUNITY CARD	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	-9.35	01/18/2022
20967	MSC INDUSTRIAL SUPPLY CO	FFM SUPPLIES	44.03	01/19/2022
20974	MSC INDUSTRIAL SUPPLY CO	PRECISION MACHINING - SUPPLIES	-227.00	01/20/2022
20980	LOWE'S HOME CENTER INC	MECHATRONICS - SUPPLIES	-9.43	01/20/2022
20983	AMAZON CAPITAL SERVICES	BASIC PEACE OFFICER CERT- SUPPLIES	-553.85	01/21/2022
20991	OKLAHOMA FCCLA	STAFF TRAVEL - REGISTRATION CULINARY/TEACHER PREP	30.00	01/21/2022
20992	WAL-MART COMMUNITY CARD	COSMETOLOGY SUPPLIES	-50.98	01/21/2022
20996	SILLY FARM SUPPLIES	COSMETOLOGY SUPPLIES	-24.54	01/24/2022
21009	THE RAILROAD YARD INC.	WELDING - RESALE SUPPLIES	-127.65	01/26/2022
21019	AMAZON CAPITAL SERVICES	BLDG MT - SUPPLIES	-10.00	01/28/2022
21021	SOBER BROTHERS, INC.	BLDING MAINT SUPPLIES	-2.67	01/28/2022
21026	WAL-MART COMMUNITY CARD	TANF DURABLE SUPPLIES	-81.00	01/31/2022
21028	AMAZON CAPITAL SERVICES	INFO TECH - SUPPLIES	-0.04	01/31/2022
21029	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	-2.52	01/31/2022
21032	STAPLES ADVANTAGE	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	-44.93	01/31/2022



**PIONEER TECHNOLOGY CENTER**

From: 04 Feb 2022 to: 04 Mar 2022

Encumbrance For Board Approval  
**X**  
**CHANGE ORDER REPORT**  
**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
21033	AMAZON CAPITAL SERVICES	STUDENT SERVICES/COUNSELING - SUPPLIES	-17.64	01/31/2022
21037	WAL-MART COMMUNITY CARD	INFO TECH SUPPLIES	-18.40	02/01/2022
21038	BRACE BOOKS & MORE	PROFESSIONAL DEVELOPMENT SUPPLIES	-0.02	02/01/2022
21039	ROSS TRANSPORTATION	BUS REPAIRS MAINT	-15.00	02/01/2022
21042	HOLIDAY INN EXPRESS & SUITES KINGFISHER	COSMO STAFF/STUDENT TRAVEL LODGING	-238.79	02/01/2022
21043	AMAZON CAPITAL SERVICES	MECHATRONICS - SUPPLIES	-41.99	02/01/2022
21044	FARHA WHOLESALE COMPANY INC	BLDG MAINT- SUPPLIES	-10.00	02/01/2022
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>751.86</b>	
<b>REPORT TOTAL:</b>			<b>751.86</b>	

*Building*



PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 20072 to PO: 20075

BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
20072	BIRDWELL REFRIGERATION	BLDG MAINT REPAIRS	710.00	02/09/2022
20073	KYLER CONSTRUCTION	MAJOR REPAIRS/REMODEL - BLDG FUND	2,600.00	02/10/2022
20074	ULTIMATE PEST MANAGEMENT LLC	LAWN CARE SERVICES	2,000.00	02/15/2022
20075	KYLER CONSTRUCTION	MAJOR REPAIRS/REMODEL - BLDG FUND	300.00	03/04/2022
<b>Current Encumbered</b>			<b>5,610.00</b>	



**PIONEER TECHNOLOGY CENTER**

From: 04 Feb 2022 to: 04 Mar 2022

Encumbrance For Board Approval  
**CHANGE ORDER REPORT**  
BUILDING FUND

PO #	Vendor Name	General Description	Amount	Date
20005	WINTERROWD TALLEY ASSOCIATES	ARCHITECT FEES	5,000.00	07/01/2021
20056	MURRAY WOMBLE	BLDG MAINT REPAIRS	-155.00	12/03/2021
20060	LOCKE SUPPLY	BLDG MAINT - REPAIRS	-146.66	01/07/2022
<b>BUILDING FUND TOTAL:</b>			<b>4,698.34</b>	
<b>REPORT TOTAL:</b>			<b>4,698.34</b>	

*Payroll*



**PIONEER TECHNOLOGY CENTER**

**Encumbrance For Board Approval**

From PO: 70169 to PO: 70172

**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
70169	CADEK, GABRYELL E	PAYROLL ENCUMBRANCE	1,132.29	02/09/2022
70170	CARLSON, KYLIA L	PAYROLL ENCUMBRANCE	1,183.08	02/09/2022
70171	WALTON, LORA L	PAYROLL ENCUMBRANCE	2,180.32	02/09/2022
70172	COLLINS-DUGGAN, MARKESHA D	PAYROLL ENCUMBRANCE	32,772.34	02/14/2022
		<b>Current Encumbered</b>	<b>37,268.03</b>	

# Monthly Report

## March, 2022

### Meetings and Activities

- **February 9** – Leadership Ponca City Presentation
- 10 – Area Superintendent meeting; Peachtree Landing Board meeting; PTC Westward Expansion meeting
- 14 – Instructional Staff meeting
- 15-16 – PTC Foundation meeting; CTE Superintendent meeting at Francis Tuttle – Danforth Campus
- 17 – RCB Bank Board meeting; Rosenstein, Fist and Ringold Tech Talk Zoom meeting
- 21 – President’s Day; CTE Legislative Committee Zoom
- 22 – PTC Westward Expansion meeting; Kay Electric Youth Essay Judging
- 23 – LPN Program Expansion Update Zoom; CWE Talking Points discussion meeting; OSU/OKC Pathways meeting
- 24 – PTC PN Select ARPA Proposal meeting; January/February Birthday Luncheon; CTE Legislative Update with Skye McNiell; PTC Westward Expansion meeting; Business After Hours @ Tonkawa HUB
- 25 – Snow day/virtual instruction; CTE Superintendent Advisory Committee Meeting with Dr. Mack and Interim Director, Dr. Lee Denney
- 28 – PTC PN Select ARPA Proposal meeting; CTE Legislative Committee meeting
- **March 1** – OK House Utilities Committee – wind tax protest bills
- 2 – 1 Million Cups with Vortex Alley Brewing Company; PTC Equipment request meeting
- 3 – CTE Legislative Update; PTC Westward Expansion meeting; Education and Workforce Committee Meeting; OSSBA Region 3 Meeting

### Full-Time Programs

- Kahle, Ryan, Gary Vap, and I met with Joe Bennet, from OSU-OKC Fire Protection program, and Dr. Pam Stinson, new Provost/VP Academic Affairs at OSU/OKC about exploring some partnerships with PTC and pathways from our programs to their degrees.
- Cosmetology District Skills Contest yielded several winners who will move on to state competition: Aly Thiry, a Ponca City adult student, 1<sup>st</sup> in Cosmetology; Emma Kimbrel, Ponca City, 1<sup>st</sup> in Nails; Kylee Shieldnight, Fairfax, 2<sup>nd</sup> in Nails; Brianna Cunningham, Ponca City, 2<sup>nd</sup> in Esthetics; YungHe Shirley, Ponca City, 3<sup>rd</sup> Esthetics
- The HS Welding Fabrication team took first place at their district competition. The fab team competitors were Ponca City students: Ashlea Hagar, Breeanna Rhea, and Dillon Skarky. They will be moving on to state competition.
- We had several winners at Automotive Skills USA districts. Secondary division winners were Ponca City students: Tyler Trecek, 1<sup>st</sup>; Kaden Home, 2<sup>nd</sup>; Dylan Reaves, 4<sup>th</sup>; and Post-Secondary division winner was: Malik Owdetallah, 4<sup>th</sup>
- We have been working on proposals for several funding opportunities. In response to the discussions about the nursing shortage, technology centers have been encouraged to submit a proposal to the ARPA funding portal. PTC has submitted a proposal into the Oklahoma ARPA funding portal for a high school pathway to PN. We’re modeling it after one that Moore Norman was approved for, called PN Select. This opportunity will allow students to transition from 11<sup>th</sup> grade HCC to 12<sup>th</sup> grade PN Select and then directly into PN after graduation. Senior students can also start this program in the 12<sup>th</sup> grade and directly transition. We would plan to finalize details of this program, career major and OBN approvals with an anticipated start date of August 2023.
- We are working to submit the application for the BPOC program to attain approval with CLEET at their April meeting. We will plan to start our first class later this summer.

## Business and Industry Services

- The Career Tech Lottery Non-Competitive grants have been submitted. PTC is one of 14 schools this year who qualify for up to \$110,000 to utilize for the purchase of innovative equipment/technology. Our grant this year is to purchase a Use of Force Shooting Simulator and Hand Cuffing Dummies for the BPOC program and a Laser Welder for use with BIS and Welding.
- A new Manager's Tool Belt cohort began training mid-February; PTC's Jason Kubik is participating.
- PTC will be hosting a fire service training, "Wildland Incident Commander's Toolbox" on March 5-6<sup>th</sup>. This is a partnership with OSU Fire Service training who will be leading the exercises.

## Capital Planning

Exterior work on the planter lights is complete with the exception of one light. Parking lot striping, and directional signage is scheduled for the weekend of 3/5. The west portion of the ceiling grid is installed in the conference center area. The driver switch out for the "cloud" lights in Cosmetology was performed. Second coats of paint in the conference center hallway has been completed, and painting in the culinary classroom is being performed. Paint touch up for the spiral duct in Cosmetology is scheduled for the week of the 8<sup>th</sup>. The shroud barriers for the HVAC units in the conference center will be installed in the coming week. The PSI wall covering panels in the conference center have been completed, and the audio video equipment will begin installation in the next week. The installation of the ceiling tiles and carpeting in the conference center will commence after the AV is installed. The culinary classroom vent hood panel installation is complete. Electrical device trim-out work has been completed in Production, Cosmetology, and Conference Center areas and is 90% in Culinary Classroom. The bulkhead has been finished and painted in the culinary classroom, and the walls have had first coats of paint. In the next week, the flooring will begin installation. Following that, the equipment will be installed. Additionally, the dishwasher/dish pit area will be finished in the culinary classroom and production kitchen. Minor revision of some of the stainless-steel items in the production kitchen serving area has been performed. Fire alarm work scope has been completed. Kitchen equipment is scheduled to be installed on 3/16. Anticipated inspections and substantial completion is expected after spring break, with the final punch list items wrapping up by the end of the month.

## Retirements/Resignations/Staff Changes

- We are in the process of interviewing Sharon Calfy's open Children's Lab and Preschool position and have been receiving applications for the open custodial position.
- We will be opening the Career Development Facilitator position, vacated by Whitney Edens, as well as the Visual Communications instructor position in the near future.

## Upcoming Events

- March 8 - SDE Accreditation Visit
- March 14-18<sup>th</sup> – Spring Break
- March 30-31 – OkACTE Support Staff Division Spring Conference @ PTC

**Directors' Report to the PTC Board of Education – March 2022**  
**(Alphabetic by Area)**

**Business & Industry Services & Safety**

- The BIS team conducted 129 one-on-ones/consults for a total of 136 counseling hours and 21 marketing visits.
- Ben, Brook Lindsay, Dawn Brakey, and Robert Howard provided technical assistance to clients resulting in client awards/client savings of approximately \$2,295,729.00.
- The BIS team also logged
  - 1,751 Safety Contact Hours
  - 1,474 AT&D/Open Enrollment Contact Hours
  - 432 Customized Contact Hours
- The revenue generated from our Safety training is \$18,644.
- The safety team worked with Dr. Burkett on some Camtasia training. Johnny Thornburgh and Markesha Duggan also participated.
- There is currently a small turnaround (AKA outage) going on at the refinery. Our safety team and some of our other BIS team members have been working weekend and days off to meet the P66 contractors' needs.
- Our AT&D classes generated revenues of \$7,900.
- AT&D offered 14 on-campus classes, classes made 8, classes canceled 6, new classes 4, new classes made 3, fulfilled registrations 51, enrollments in online classes 2.
- Of the 8 on-campus classes starting this month – 6 offers certification.
 

CNA	7
CMA Continuing Ed	14
CMA	7
School Bus Driver	4
First Aid	6
<u>CPR-BLS</u>	<u>3</u>
Total Students	41
- Pam Dickerson has been proctoring the Paramedic Program students in their testing this past month.
- Pam and Molly are working with Kahle, Dr. B and crew on reviewing the draft of the distance learning accreditation application.
- Markesha Duggan started on February 14. She will be the new Adult Coordinator. Her second week of work, she attended the Certified Program Planner (CPP) Institute by the LERN organization and she passed the certification test so now she is a CPP! Congrats to Markesha!
- Carl Storm and Markesha Duggan are also participating in the updated Manager's Tool Belt program this semester.
- Johnny Thornburgh and Molly Kyler worked with Chelsea McConnel to provide information for the PC Monthly article on our automation efforts. Terri also provided some photos.
- Johnny Thornburgh represented PTC at the Fire Chiefs' meeting in Cleveland, OK.

- The BIS team participated in a customized suicide prevention training program called Talk Saves Lives. It was facilitated by Whitney Schneeberger.
- Janet Schwabe coordinated a meeting with CWE leadership to discuss how we want to work with commerce and OESC. In addition to PTC representatives; Garret Bowers, Brad Fox and David Myers participated.
- Molly conducted coordinator evaluations, attended a session through MetroTech on *Impact Players*, and is also working on a seven-week global program called Positive Intelligence (PQ).
- Molly helped coordinate and wrap up the team goal check-in meetings with the admin team.
- Molly participated in kicking off CareerTech month with the admin team by handing out candy to students.
- Molly mentored a BIS professional from Tri County Tech for ODCTE's BIS Certification Program and has started work with a new executive coaching client.
- Molly and Dawn visited the State Capitol with Newkirk Leadership.
- Our 1 Million Cups presenter for February got moved to March due to weather it was Vortex Alley Brewery.
- In addition to working with over 80 businesses and training 1,011 participants, the BIS team has been involved with the following committees, boards, and organizations:
  - OkPACE Conference Planning / HOSPICE of North Central Oklahoma Board / SBA / Rotary / Child Development Center / Father/Daughter Dance for Kay County Council / Marland Estate Commission and Foundation / Standing Bear / AMBUCS / Newkirk Leadership / Newkirk Chamber of Commerce / Newkirk Main Street / New Emergency Resources Agency (NERA) / Western Oklahoma Workforce Board / Fairfax Medical Facilities Board / Wheatland RC&D / Opportunity Center Board and Foundation / Ponca City Chamber of Commerce: Ambassadors; Education/Workforce; Business Council; Ponca Politics; Community Development / Cherokee Strip Credit Union / Equity Bank Board / AllianceHealth Board / Tonkawa Chamber of Commerce / Blackwell Chamber of Commerce / United Way of Ponca City / Dearing House / P66 / Community Advisory Committee / Leadership Oklahoma NE Regional Recruitment / Marland's Place

**On the horizon...**

- Feb. 15-April 5 – Tuesday's – Manager's Tool Belt – Corbin Dewitt
- March 5-6 - Wildland Incident Commander's Tool Box – Johnny Thornburgh
- March 9 – CUPS Training – Corbin Dewitt
- March 10 – COVID-19 & EEOC – SHRM – Robert Howard
- March 22 – Principles of Lean Manufacturing – Janet Schwabe
- March 28 & 29 – ISO Internal Auditor Training – Johnny Thornburgh

## **Upcoming AT&D Classes**

### **March**

Excel 2019-Level 1                      Welcome Door Sign                      Lightroom and Photoshop  
Private Security: Phase 3              MAT Full Course                      CMA  
Trusting Trusts for Your Estate Plan-NEW!  
Block Print Design-NEW! Introduction to design Architecture

### **April**

Excel 2019 - Level 2                      Standing Porch Sign                      Get Started on Amazon  
First Aid                                      MAT Update                                      CNA  
Basic Life Support (BLS)

## **Communications & Marketing**

- New Employee On-Boarding for Markesha Duggan and Beth Schickram was completed by Terri Busch.
- PTC Preview prep was completed by the team and results were sent to Student Services from the surveys. Over 87 in attendance.
- Angie Ogden sent BIS & AT&D Email Blasts.
- PTC made the cover of the Ponca City Monthly with a feature story done on Johnny and our robot welder.
- Terri Busch attended a Tri-State District of the Wesleyan Church conference in Branson.
- Because of a website issue our team had to go through the entire website and fix all links as well as documents. It has all been completed and updated by both team members.
- Social media was posted daily by Terri Busch. Campaigns included PTC Preview, Spring Enrollment and "Someday Just Got Closer."
- Virtual Day updates were made when the weather kept us from campus.
- February CareerTech Month activities were all fun and Friday virtual game days were a hit.
- Terri Busch attended a virtual Zoom Board meeting for the Tri-State District of the Wesleyan Church.
- Met with several BIS team members to discuss the 30<sup>th</sup> Anniversary of the Incubator. An icon was created by Angie Ogden.
- February Students of the Month were highlighted for the newspaper and on social media.
- PTC Incubator brochure and BIS Brochure are being created and proofed, should be out for publication soon.
- C&M Team is working to get all the Wall of Fame posters completed for a March reveal in the hallway.
- C&M Team is working on the PTC Summer Camp enrollment forms and PTC Summer Academy graphics and enrollment forms.

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

### **Instructional Directors**

- Full Time Programs staff members hosted PTC Preview Night allowing partner high school students to preview PTC programs prior to enrollment
- Mr. Kahle Goff with the assistance of Mr. Jason Kubik prepared for the State Department of Education Spring Accreditation Visit which is scheduled for March 8<sup>th</sup>

- Dr. Burkett hosted Career Tech Month Fun Fridays
- Mr. Kahle Goff prepared and submitted an ODCTE Lottery Grant in the amount of \$104,000. Tucker Hodgson, Dr. Burkett, and Johnny Thornburg assisted with preparing the grant.
- Kahle Goff, Michelle Tripp, Traci Thorpe, and Kendra Knight submitted a PN Select grant in the amount of \$314,00
- Ms. Kendra Knight and Mr. Kahle Goff met with Ashley Eddinger to discuss Medical Assisting Instructor Career Major changes
- Mr. Kahle Goff and Mr. Tucker Hodgson visited Moore Norman Tech Center and toured their BPOC program and sought feedback on the PTC BPOC application
- Dr. Burkett and Mr. Freeman met with MJ&H to plan for Weld 4 Work
- Mr. Kahle Goff met with Mrs. Traci Thorpe and the area Partner School Superintendents and discussed school calendars.
- Dr. Burkett provided Camtasia training for BIS and AT&D staff
- Mrs. Thorpe, Mr. Goff, Mr. Vap, Mrs. Randol, and Dr. Burkett met with OSUIT to discuss potential credit transfers
- Mr. Goff, Ms. Knight, and Dr. Burkett worked with the Admin team for Team Goal Check ins
- Mr. Goff, Ms. Knight, and Dr. Burkett met with staff members for Distance Education and PN Accreditations
- Mr. Goff and Dr. Burkett met with Culinary Services to discuss expectations for opening and starting dining service
- Mr. Kahle Goff participated in the Opportunity Center Executive Team and Board meetings

### **Practical Nursing**

#### PN Program Update- March 22

- The PN students attended a PowerPoint presentation about the functions and regulations of the Oklahoma Board of Nursing. This presentation was conducted in lieu of the students attending an OBN board meeting. The meetings are limited capacity due to COVID.
- PN shadowing was postponed due to weather till March 4 for MA and HCC students.
- Students started clinical rotations at Fairfax Community Hospital. We are excited about the new partnership and the opportunity to take care of different populations. The hospital staff was very welcoming to the students and instructor.
- Michelle attended the virtual PN/ADN/BSN Directors Meeting. The meeting discussed clinical site shortages, supplies, and OBN's Teri Walker gave updates from the board.
- Michelle attended a virtual meeting about HB-4430. This bill supports the development of Diploma RN programs in the state to help with the nursing shortage.
- Traci, Kahle, Michelle, and Kendra are working on a grant proposal with the state for ARPA funding for the PN program.
- March 2021 cohorts are finishing theory and the last of clinicals with anticipated completion in April/May.

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

#### Medical Assisting

- We are finishing up with most of the MA curriculum.
- Students are preparing for clinicals, where they will go out for seven weeks to work on hands on skills within the front and back office areas of a medical clinic.

- Numerous Industry Individuals will also be in before clinicals start to speak about experiences/students' expectations during the clinical rotation.
- Students will also be working on reviewing for RMA exam on Friday afternoons when clinics are closed.

#### Academic Math

- Algebra 2: We are doing personalized Birthday Polynomial Projects as we wrap up the Polynomial chapters, then we move onto logarithms.
- PreCalc: PreCalc has done some quick lessons on Exponents, logs, and rational functions. We are pushing hard to get to Trig soon. The students and myself are ready to move on!
- Math of Finance: The focus has been on careers and college financing. The discussions have been awesome lately. These students are setting goals, and we are looking for ways to budget and prepare for their expectations

#### Teacher Prep

- Career Tech Month-dress up days
- Toured Cowley College
- Attended the NOC Encounter
- Had several positive contacts at PTC Preview Night
- Children's Lab and Preschool
- Kylia Carlson, Gaby Cadek, and Lora Walton have completed all required Portfolios for the Children's Lab NAEYC Accreditation process.
- Lab staff held a party for the children on Valentine's Day.
- Bailey King has been doing a great job substituting for the Preschool class while we search for a new teacher.
- Danielle Cross Completed 13 hours of Professional Development
- Gaby Cadek completed the Early Learning Guidelines Training for Infant and Toddlers.
- Kylia Carlson is continuing to work towards her Ok Certificate of Mastery at NOC this semester.
- Gaby Cadek and Kylia Carlson have begun the Technical assistance program through the Delaware Tribe Resource and Referral Agency. This gives them hands-on technical assistance with classroom management and planning.
- Coordinator, Lora Walton's Activities for the month:
- Met with Dr. Dana Pentz for a consult on the Lab Program wide Professional Development Plan  
Attended DHS Business Management Class via zoom
- Met with Tracy Hinton for the first Business Enhancement Project meeting.
- Attended the Quality Practices to Enhance your Program training in Stillwater with Lutheran Child Care Director April Vap.
- Attended North Central Partners Meeting virtually.
- Attended the NAEYC Public Policy Forum via Zoom
- Attended the OKAEYC Public Policy Forum meeting via Zoom
- Provided Child Nutrition Records for PTC annual audit

#### HCC1

- We are attending OSU HOSA day.
- We are one track to finish MAT in 2 weeks.
- We have a guest speaker this Thursday, a dietician, Suzy Morris. She is from Ponca City.

## HCC2

- Students have selected individual career majors to complete before May. They are currently at Triad Clinic, Northern Oklahoma Humane Society, Huttons Pharmacy, Precise Home Health, Ponca City Urgent Care, and Alliance Health
- Pre-Nursing students are currently in the Mobility unit and working on skills as well as continued clinical days! They are learning exciting things and are loving the hands on time in the community.
- Pharmacy students are all wrapping up their online curriculum and are putting their skills to good use in the community pharmacies. They have been performing skills such as medication counting, labeling, and front counter interaction.
- Veterinary students have worked on/completed Veterinary Assistant-Phase Two & Veterinary Technician Skills. Veterinary Assistant students have also learned numerous skills with each of the above listed units.
- We are in the midst of testing for our State Leadership Conference. We have 11 students competing this year! We are working towards obtaining a Gold Chapter Award at State Leadership Conference which will be announced in April. Our Valentine's fundraiser for HOSA Be The Match raised over \$650!
- We will be touring OSU Health Science as part of the OSU HOSA day! This will be a great experience allowing our students to see what options are available to them at Oklahoma State University in the health science fields!

## ABE/HSE

- 115 students enrolled in the ABE and TANF programs  
In February, we had:
  - 12 new students enrolled
  - 1 student graduated and earned their high school diploma
  - 7 HiSET Tests passed
- Teachers attended virtual training:
  - Essential Ed. Training
  - Aztec Insight Features and Teacher Tools
  - Distance Learning Best Practices
  - Numeracy Routines That Develop Language
- Jennifer Wehrenberg attended virtual training:
  - Technical Support with ODCTE
  - Introduction to Burlington English Training
  - Burlington English Training for Admin
  - Suicide Awareness Training

## SHARE

- We have three more students that have finished all their credits to graduate.
- We have also added three students this month.

## New Beginning

- 17 students
- 2 new student for February
- 2 students started Long Term Nurse Aide
- Staffing with TANF worker on all students
- I worked with students on resume's, job searching and interviewing skills and on soft skills
- Couple of students are preparing for full time program in the fall

## BITE

- The Info Tech class has been busy. Students are preparing for the BPA State Leadership Conference and competition that will take place March 7-9 in Tulsa. We have 6 students competing in various events.

## Biomed

- This month the second year students were able to test different strains of e coli bacteria and see which were resistant to which antibiotic. Then they combined the two strains and learned how they were able to combine to create a new strain resistant to both antibiotics. We are also looking at the different roles an epidemiologist plays in helping society to manage everything from pandemics to injuries. In addition, a couple of my students are job shadowing a local optometrist.
- First year students have been busy too. In anatomy and physiology, they were able to test their own blood to find out what blood type they were. In Biomed, we are studying genetics and learning about pedigrees and working on Punnett squares.

## T&I and Service Programs

### Automotive

- Moving from Automatic Transmissions to Manual Transmissions
- 2 students qualified for the state competition in Skills USA
- 2 students have passed all ASE tests and 6 more are working towards the same goal

### Construction

- Construction class has been learning to construct steel stud framing, drywall installation, drywall finish, and door installation.
- Students are also preparing for the upcoming Skills USA competitions.

### Cosmetology

- On Feb. 7th Cosmetology students competed in the SkillsUSA District contest at Chisholm Trail Technology Center.
- Barbering
- 1st Place Brianna May
- 2nd Place Sierra Rubottom
- 3rd Place Mariana Jimenez-Romano
- Cosmetology
- 2nd Place Nathaly Duarte
- 3rd Place Alexis Mills
- Nails
- 2nd Place Bianca Rodriguez
- Esthetics
- 2nd Place Makinzie Hicks
- 4th Place Kylie Mayer
- 5th Azeliah Palmer
- On Feb. 8th Pretty in a Minute sent a platform artist from New Jersey for a hands-on class for all cosmo.

### Criminal Justice

- Students studied and took chapter tests on Civil Law and Law Enforcement and Victims Assistance
- Students are continuing to train on the 911 dispatch simulator

- Ponca City Police Officers continue to train weekly with students on traffic stops, building searches, vehicle searches, felony stops, arrest techniques, crime scenes and Domestic Assault and Batteries
- Every Tuesday and Thursday all students intern at the Ponca City Police Department in the Records Division, Booking, Dispatch, Riding along with Officers and Municipal Court. Each student spends 1 1/2 hours in each area each day and then rotates to another area. This gives the students a unique opportunity to experience many of the different jobs available in Law Enforcement
- OSBI Special Agents Richard Brown and Chad Van Hoesen trained the students on Crime Scene Investigation and the importance of Crime Scene Preservation and Collecting evidence.
- Students are preparing for District Leadership and State SkillsUSA competitions

#### Culinary Arts

- Focusing on students preparing for competitions.
- All other students are working on theory, understanding stocks, and sauces.

#### Firefighter/EMT

- EMT students have completed their coursework. They have taken their psychomotor skills evaluation on 2/28 and all passed.
- They will take their cognitive exam this month. Several are applying and testing with area fire departments. I think some will be working by April/May.
- We begin FF2 after Spring Break.
- We are continuing our partnership with OSU-FST and we will be a certification test site for them starting immediately. This will allow us to offer proctored examinations for any certification test that they offer. This adds the exams not available through Pearson Vue.
- We are also working to get an ambulance trainer donated from OSU

#### Fleet & Facilities Management

- 5 students going to state SkillsUSA
- Continuing to work on HospitAbilities Curriculum, room, and inventory
- Assisting maintenance on cleanup of sand on the school driveways and parking areas

#### Mechatronics

- Luis Macias and Sergio Guitierrez made honor roll at PoHi
- Taylor Wilson will take ESA-1 test next week. Part of the ISCET cert
- Noah Woodward made NHS at PoHi

#### Precision Machining

- Conventional Mill procedure: setup and operate machine to produce part on blueprint
- Blueprint Comprehension: Ability to interpret and understand part print
- CNC project completion: The advanced students have a good comprehension of their procedures and are continuing working on projects on the CNC side
- ToolingU: continue to push and show the utilization of ToolingU to understand what the project or projects require and steps to ensure correctness

#### Welding

- Fab team took 1<sup>st</sup> place at SkillsUSA District Competition
- Students are fabricating sign holders for Ponca City Main Street Art Walk project
- A student is starting at JAC Shelters
- Bliss Industries is providing opportunities for PTC welders

## **Student Services**

### Student Services

- The Student Service Team attended ESSP Professional Development with Alton Carter this month at Metro Tech.
- The SS Team all participated and led PTC Preview Night in February to include college and military partners.
- Carol and I attended the ACT Conference
- Lori Attended CareerTech Women in Leadership at Kiamichi Tech
- Enrollment has begun! Next year is under way – Carol and I have been out in the schools and are scheduled for the coming month to hit all of our high schools for student interviews.
- A new pre-enrollment link has been added to the website for us thanks to Ryan and Terri.

### Career Center

- Finished all resumes for students to go to contest for SkillsUSA
- For the month of February we talked about Team Building in Employability Skills
- WorkKeys Curriculum completers were signed up for 31 tests, and as of today we have had 38 complete the three assessments and receive their WorkKeys Career Readiness Certificates.
- Started entering WorkKeys CRC into CTIMS
- Volunteered at Friendship Feast
- Participated in the PTC Blood Drive

### Career Development Facilitator

- Position will open in April to begin in August

### Testing Specialist

- The testing center administered 166 assessments during the month of February. Several programs tested to obtain certification and to participate in competitions. The MMPI testing established as part of the Basic Peace Officer course as well as for local law enforcement agencies was launched and administered for the first time.
- Began the process to be approved for new CDL testing to be added.

### Disabilities Specialist/Job Placement Facilitator

- Sent Monthly Disability Focus (Traumatic Brain Injury) for February to all FT Program Staff.
- Entered CTIMS data for all dropped students.
- Participated in IEP/504/DRS meetings.
- Served as Beth Schickram's "Buddy".
- Attended the Child Development Center Board meeting.
- Presented Autism Lessons for Teacher Prep students.

## **Plant/Facilities/Maintenance**

- Grounds prepare for Spring break, organize, and service equipment as needed.
- York Fire working on completion of fire system
- Tru-Tech Access control about 95% completed on the access portion talking to them about options to get final parts.
- Lighting ordered for the Cosmo Area
- HVAC automation meeting planned for first week of March
- Update info for accreditation
- Jason is attending Managers Tool Belt

- Working to get new exit lights ordered, finding materials is proving difficult with some items.
- Our new hire Marissa has stepped up and is doing well, we are on the hunt for a new custodian since the loss of Lisa.
- More snow removal! Hurry up Spring!

# **Paperclips**

## **Feb. 2022**



*Where We Enhance Lives & Secure Futures.*

**FEBRUARY IS  
CAREER AND  
TECHNICAL  
EDUCATION  
(CTE) MONTH**



CELEBRATE TODAY  
FOR TOMORROW!



*Where We Enhance Lives & Secure Futures.*

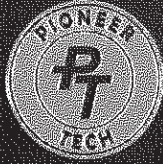
**FEBRUARY IS  
CAREER AND  
TECHNICAL  
EDUCATION  
(CTE) MONTH**



CELEBRATE TODAY  
and TOMORROW!

Ponca City

SATURDAY, February 12, 2022 • PAGE 7A



*Where We Enhance Lives & Secure Futures.*

**FEBRUARY IS  
CAREER AND  
TECHNICAL  
EDUCATION  
(CTE) MONTH**



CELEBRATE TODAY  
and TOMORROW!



## CUSTODIAN

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

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

Pioneer Technology Center offers excellent pay and benefits, and provides a supportive, relationship-based environment. We are committed to assisting employees in developing strengths, focusing on opportunities, and performing purposeful work. We hire based on individual talent and fit for the organization. Complete your application at [www.pionertech.edu/about](http://www.pionertech.edu/about).

### Specific job duties:

- Clean and disinfect hard and soft surfaces daily in assigned classroom, offices, meeting spaces and restrooms.
  - Proficient in vacuuming, mopping, disinfecting, dusting, emptying trash cans, windows, etc.
  - Operate and knowledge of specific cleaning equipment such as carpet extractors, buffing machines, and sweepers.
  - Able to work independently and work at a moderate work pace.
- Pioneer Technology Center considers all qualified applicants for each position and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.
- Oklahoma State Bureau of Investigation records check required upon employment.
- Salary is commensurate with experience and qualifications.

**Thursday**  
February 24, 2022  
Vol. 128 - No. 101  
[poncitynews.com](http://poncitynews.com)



Jade Cavanaugh and Sergio Gutierrez are the Pioneer Technology Center (PTC) February Students of the Month. Cavanaugh is a senior from Blackwell High School enrolled in the Criminal Justice program. Her instructor conveys that she has strong leadership qualities, a great work ethic, consistent attendance, and she enjoys having her in class. Sergio Gutierrez is with the Mechatronics program and a junior at PO Hill. His instructor commends his desire to learn more, his leadership skills, and the way he follows instructions without any complaints. Students of the month are given a Pioneer Tech refill cup and a certificate of achievement. Students can fill up their cups with their favorite beverages at no cost for the entire month.

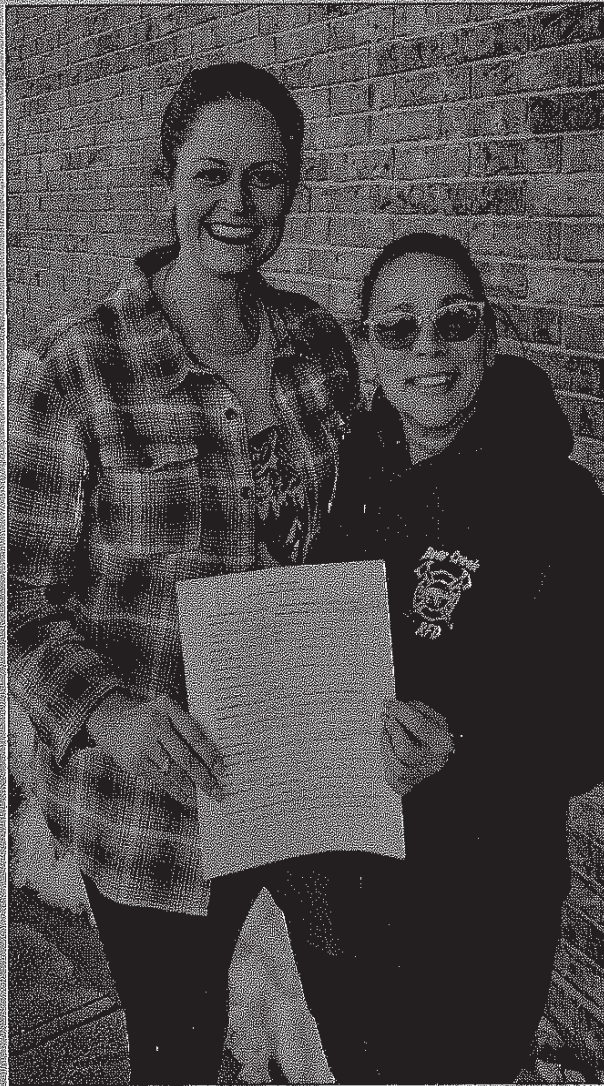
# Cory building to be restored

By KAREN DYE

The historic Cory Building, at 127 N. Main, could be considered one of the grand matriarchs in Newkirk's National Register District. Constructed in 1903 by Florence Cory, it is one of a very few buildings in the district that had a woman who owned the lot and had a building constructed. During its 119 years, it has been home to many and varied enterprises, including a department store, a tailor, an insurance company, a millinery, a dress shop, a barber shop and most recently Strandz and Tanz, a beauty and tanning salon, owned by Kimberley Coury-Swopes. This brings the grand matriarch full circle in its rich life, from Florence to Kimberly. The community loves this beautiful building and it is hoped that one day soon it will be restored to its former grandeur.

With this goal in mind, another woman, Dawn Brakey has taken title to the Cory building with the singular goal to restore it, making it once again structurally sound, economically viable and a beautiful asset to the community.

"The past 16 years, I've had the honor of being the owner of the Cory building that my kids and I called it home and my salon. It was a blessing to be part of the Newkirk commu-



Kimberly Coury-Swopes, left, is deeding the title of the Cory Building to Dawn Brakey in the hopes of a full building restoration. (Courtesy photo)

nity," Coury-Swopes said. "This building holds lots of memories for myself and my kids. Lots of love, laughter, friendship, many first and lasts that will last a lifetime."

To be a part of this transition of transferring the title to Dawn Brakey, Kimberly Coury-Swopes will be a part of history gone by and remembered as part of a new beginning.

# Thursday

February 17, 2022

Vol. 128 - No. 96  
poncacitynews.com



A ribbon cutting was held on Wednesday, Feb. 16 for David's Garage at 101 E. Emporia. Pictured right to left: Chamber Representative April Dowell, Matthew Reaves, Malik Owdetallah, David George, Lana George, and Chamber Representative Shane Blaes. (Photo by Calley Lamar)

**CTE MONTH**  
CELEBRATE TODAY.  
OWN TOMORROW!

**PTC Boasts 96% Positive Placement.  
Career Tech Education WORKS!**

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

**PIONEER TECH**

pioneertech.edu  
580.762.8336

26 February 2022

PONCACITY MONTHLY

*Blackwell*

Wednesday, January 26, 2022 138



## ***Best Real Estate Agent***

Corbin DeWitt is a first time winner in the Best of Kay County competition. Corbin has been named the Best Real Estate Agent in Kay County. He is currently working at The Ponca City Real Estate Company.



*Pioneer Tech students of the month*

Kaiden Gregory and Levi Bernard are the Pioneer Technology Center (PTC) January Students of the Month. Gregory is a senior from Newkirk High School enrolled in the Information Technology program. His instructor chose him as student of the month due to his assistance with the Smash Bros. Tournament hosted last month. In the classroom he is also willing to do whatever he can to be successful. Levi Bernard is with the Construction Technology program and a senior at Woodland High School in Fairfax. His instructor praises his punctuality, work ethic, and enjoys having Bernard in class. Students of the month are given a Pioneer Tech refill cup and a certificate of achievement. Students can fill up their cups with their favorite beverages a

no cost for the entire month.  
For more information about  
Pioneer Technology Center  
programs and services, a  
580-762-8336 or visit the  
website [www.pioneerdal.edu](http://www.pioneerdal.edu)  
all

## PTAC January Students of the Month



Courtesy Photo

Kaiden Gregory and Levi Bernard are the Pioneer Technology Center (PTC) January Students of the Month. Gregory is a senior from Newkirk High School enrolled in the Information Technology program. His instructor chose him as student of the month due to his assistance with the Smash Bros. Tournament hosted last month. In the classroom he is also willing to do whatever he can to be successful. Levi Bernard is with the Construction Technology program and a senior at Woodland High School in Fairfax. His instructor praises his punctuality, work ethic, and enjoys having Bernard in class. Students of the month are given a Pioneer Tech refill cup and a certificate of achievement. Students can fill up their cups with their favorite beverages at no cost for the entire month. For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website [www.pioneertech.edu](http://www.pioneertech.edu).

# Gregory, Bernard named PTC Students of the Month



Kaiden Gregory, left, and Levi Bernard are PTC's Students of the Month for January.  
*(Courtesy photo)*

## Press Release

PONCA CITY — Kaiden Gregory and Levi Bernard are the Pioneer Technology Center January Students of the Month.

Gregory is a senior from Newkirk High School enrolled in the Information Technology program. His instructor chose him as stu-

dent of the month due to his assistance with the Smash Bros. Tournament hosted last month. In the classroom he is also willing to do whatever he can to be successful.

Bernard is with the Construction Technology program and a senior at Woodland High School in Fairfax. His instructor praises his punctuality and work ethic

and enjoys having Bernard in class.

Students of the month are given a PTC refill cup and a certificate of achievement. Students can fill up their cups with their favorite beverages at no cost for the entire month.

For more information about PTC's programs and services, call (580) 762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu).

## Obituaries

### Lisa Ann Maupin

Lisa Ann Maupin, 59, of Newkirk, OK, left this life on February 8, 2022, in Ponca City. No viewing is scheduled at this time. A Mass of Christian Burial will be held at 10:00 AM, Friday, February 11, 2022, at St. Francis Catholic Church, 610 W. 9th Street, Newkirk, OK, with Father Zak Boazman officiating. Cremation arrangements are under the direction of Trout Funeral Home & Crematory, 505 W. Grand Ave., Ponca City, OK, 74601.

Lisa was born on July 24, 1962, in Ponca City, to Gary Robert and Elizabeth (Wanko) Maupin. She grew up in Newkirk, graduating from Newkirk High School in 1980. After graduating, Lisa went to work at Safeway in Ponca City, IGA in Newkirk, Newkirk Public Schools and Kaw Southwind Casino in Newkirk. At the time of her death, she was employed at Pioneer Vo-Tech.

Lisa loved the outdoors, driving around in the country and hunting mushrooms. Sometimes, she would stay up all night reading. Lisa also liked to watch car races, enjoyed the PBR and loved OU football. Her world revolved around her son, Jesse, his wife, Amy, and the grandchildren Sawyer and Jaxson. Sawyer was with her almost every time she was not working, spending the night almost every weekend. Jaxson was always soon to follow. Rest high and give Jimmy & Lea a big hug.

Lisa is survived by her parents, Gary and Liz Maupin, of Newkirk; son, Jesse Osborn and Amy Simpson,



of Newkirk; grandsons, Sawyer and Jaxson, of Newkirk; sister, Brenda Choate and her husband, Scott, of Ponca City; good friend, Dave Osborn, of Gueda Springs, KS; numerous aunts, uncles, cousins, nephews and nieces.

Lisa was preceded in death by her sister, Lea Beth Meyer; brother, Jimmy Maupin; grandparents, Bob & Thelma Maupin, John and Helen Wanko and Kathy Osborn.

Honorary pallbearers will be Colton Leaming, Stephen Leven, Charlie Brandon, Jim Kelly, Scott Choate, Kyle Choate, Todd Wanko, Dave Osborn.

In lieu of flowers, memorial contributions may be made to Arthritis Foundation Oklahoma, 8275 E Reno Ave., Oklahoma City, OK 73140.

*Paid Obituary*

## **Pioneer Tech announces new class for Future Practical Nursing Students**

Pre-requisites for the Practical Nursing (PN) program have been bundled together for a limited time for students to take advantage of ARPA tuition assistance. The classes include CNA Long Term Care, Anatomy & Physiology, and Medical Terminology. The entire course is 240 hours in length and will not only produce a CNA credential for students but also allow them to complete the classes needed to enroll in the Practical Nursing program. The mixture of in-person and online courses means students can complete classes at their own pace.

Kahle Goff, Executive Director of Instructional Services says, "We are so excited to offer this combined class, and the fact that students can get tuition assistance is the icing on the cake. I hope that we are flooded with future nurses who can take advantage of this program."

Students entering the PN Pre-requisite program will start the CNA portion of the course on February 24th as part of the regularly scheduled CNA class. Pioneer Tech's Adult Training and Development team will provide priority enrollment to these individuals.

Interested students should contact the PTC Practical Nursing program or the Adult Training and Development team at 580-762-8336.

For more information about Pioneer Tech's new Pre-requisite program visit their website [www.pioneertech.edu](http://www.pioneertech.edu) or contact [info@pioneertech.edu](mailto:info@pioneertech.edu).

**RESOLUTION OF THE PIONEER TECHNOLOGY CENTER BOARD OF EDUCATION  
APPROVING PIONEER TECHNOLOGY CENTER FOUNDATION  
AS A QUALIFIED PUBLIC SCHOOL FOUNDATION**

WHEREAS, the Board of Education of Pioneer Technology Center District No. 13 of Kay County, Oklahoma, (hereinafter "District") recognizes and acknowledges the benefit that Pioneer Technology Center Foundation, Inc. has provided and will continue to provide to District as a nonprofit organization; and,

WHEREAS, Pioneer Technology Center Foundation, Inc. has improved District through its charitable giving and engagement with the community as an active partner in public education; and,

WHEREAS, Pioneer Technology Center Foundation, Inc. has provided funding for innovative educational programs to District students through private donations and fundraising events, and has conveyed the following future innovative educational programs for the district:

- Pioneer Technology Center Foundation, Inc.
- Pioneer Technology Center Foundation, Inc. Scholarship Account
- Pioneer Technology Center Foundation Banquet Event
- Pioneer Technology Center Instructional and BIS Programs
- Pioneer Technology Center Student Council Account

IT IS, THEREFORE, RESOLVED AND DETERMINED this 8th day of March, 2022, that Pioneer Technology Center Foundation, Inc. is approved by District's Board of Education to accept qualifying donations under the Oklahoma Equal Opportunity Education Scholarship Act for the planned innovative educational programs outlined above.

Approved:

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Board Clerk

## **EQUAL OPPORTUNITY EDUCATION SCHOLARSHIP TAX CREDIT**

For purposes of the Oklahoma Equal Opportunity Education Scholarship Act (“Act”) Pioneer Technology Center establishes policy regarding donations made to the school district [or any school foundation authorized to accept tax credit donations as established below] which may be eligible for a tax credit.

Pursuant to the Act, contributions made [on or after January 1, 2022] by any taxpayer to Pioneer Technology Center [or eligible school foundation authorized to accept tax credit donations] may be eligible for a tax credit. For any eligible donation during a single year, taxpayers may receive up to a 50% credit of the total amount of contributions, not to exceed One Thousand Dollars (\$1,000.00) for single individuals, Two Thousand Dollars (\$2,000.00) for married individuals filing jointly, or One Hundred Thousand Dollars (\$100,000.00) for any taxpayer which is a legal business entity as provided under the Act.

Taxpayers who make an eligible contribution to Pioneer Technology Center [or eligible school foundation authorized to accept tax credit donations] and make a written commitment to contribute the same amount for an additional year may be eligible for a credit of up to 75%. Any taxpayer making a contribution under this provision is responsible for providing evidence of the written commitment to the Oklahoma Tax Commission at the time of filing the refund claim.

### **Limitation of Credit**

The amount of credit has a state wide cap of Twenty-Five Million Dollars (\$25,000,000.00) and a district wide cap of Two Hundred Thousand Dollars (\$200,000.00) annually. If total credits claimed exceeds either cap, the credit to the taxpayer will be a proportionate share of the cap for the taxable year after allocation of any amount of credits not claimed by other eligible organizations and taxpayers under the Act.

Credits earned but not allowed due to the application of the statewide cap will be considered suspended and authorized to be used in the next immediate tax year and applied to the next year’s statewide cap. Any credits authorized by the Act allowed but not used in any tax year may be carried over, in order, to each of the three (3) years following the year of qualification.

### **Public School Foundations**

To be eligible to accept qualifying donations, any public school foundation for Pioneer Technology Center must be approved by the Pioneer Technology Center Board of Education prior to accepting qualifying donations for the taxable year. All such approvals by the board of education are made on an annual basis, and approval must be sought for each taxable year that the school foundation wishes to accept qualifying donations. Only school foundations which are a nonprofit entity formed pursuant to the laws of this state and exempt from federal income taxation pursuant to either Section 501(c)(3) or Section 509(a) of the Internal Revenue Code of 1986, as amended, may be eligible for approval by the board of education.

For any year in which a public school foundation seeks approval from the Pioneer Technology Center Board of Education, the foundation must submit to the board evidence of its nonprofit status along with a plan outlining the innovative educational programs for which the foundation will seek donations which are eligible for a tax credit. After approval, the foundation shall make regular reports to the board of education concerning the status of the innovative educational programs including the amounts raised toward the credit.

All approved school foundations must also maintain eligibility under the Act by first receiving approval from the Oklahoma Tax Commission then annually, by September 1 of each year, reporting required information to the Commission and publishing on its website the same eligibility information submitted to the Commission.

**Reporting and Annual Notifications**

For those contributions toward an innovative educational program that are eligible for credit, Pioneer Technology Center [or any approved school foundation] shall collect identifying information from the taxpayer including their full legal name, their address and sufficient other information which will allow the Oklahoma Tax Commission to accurately determine the identity of each contributor.

By January 10 of the year immediately following each calendar year, Pioneer Technology Center [and any approved school foundation accepting contributions under the Act] shall provide the Oklahoma Tax Commission information on each contribution accepted during the taxable year including the date and amount of each contribution and whether the taxpayer provided a written commitment to contribute the same amount for an additional year.

At least once each taxable year, Pioneer Technology Center [and any approved school foundation] will notify each contributor that Oklahoma law provides for a total, statewide and district cap on the amount of income tax credits allowed annually. Additionally, at least once each taxable year, Pioneer Technology Center [and any approved school foundation] will notify contributors of the percentage of their contribution that may be claimed as a credit as published by the Oklahoma Tax Commission. The notification regarding the percentage of the contribution that may be claimed should be provided to contributors only after the Commission has published the allowed percentage for the applicable tax year but in no case later than April 1.

On or before December 31, 2022, and once every four (4) years thereafter, Pioneer Technology Center [and any eligible school foundation authorized to accept tax credits contributions under the Act] will submit an audited financial statement along with information detailing the benefits, successes or failures of the innovative educational programs to the Oklahoma Tax Commission, Governor, President Pro Tempore of the Senate and the Speaker of the House of Representatives.

**REFERENCE: 68 O.S. § 2357.206; Section 1, Chapter 288, O.S.L. 2017; OAC 710:50-15-115.1**

**TRENDS**  
**SOFTWARE LICENSE AND SUPPORT AGREEMENT**

ADPC AGREES TO PROVIDE SERVICES AND SOFTWARE TO THE BOARD OF  
EDUCATION OF:

**PIONEER TECHNOLOGY CENTER**

ADPC SHALL, COMMENCING WITH THE MONTH OF JULY 2022, PROVIDE THE  
FOLLOWING SOFTWARE FOR YOUR DISTRICT:

FINANCIAL ACCOUNTING	\$ 440.00
ACTIVITY FUND	\$ 40.00
ACTIVITY FUND OFFSITE BACKUP	\$ 10.00
TREASURY	\$ 40.00
INVENTORY	\$ 30.00
TRENDS OFFSITE BACKUP	\$ 25.00

1. WITH THIS LICENSE YOU MAY USE THE SOFTWARE ON A SINGLE COMPUTER OR ON A FILE SERVER. YOU MAY ADD AS MANY USERS IN YOUR DISTRICT AS NEEDED.
2. THIS AGREEMENT INCLUDES UPGRADES DUE TO ENHANCING THE SOFTWARE FOR ALL CUSTOMERS, CHANGES IN TAXES, AND REQUIRED CHANGES DUE TO SCHOOL LAW. IT DOES NOT INCLUDE CUSTOM PROGRAMMING FOR AN INDIVIDUAL DISTRICT; THIS WOULD BE CONSIDERED AS AN ADDITIONAL CHARGE.
3. THIS AGREEMENT DOES INCLUDE INTERNET UPDATES, PHONE SUPPORT, AND TECHNICAL SUPPORT FOR YOUR TECH STAFF.
4. THE SCHOOL AGREES TO PAY ADPC FOR THE REQUIRED NUMBER OF WARRANTS/CHECKS TO BE USED FOR THE FISCAL YEAR.
5. THE SCHOOL AGREES TO PAY THE SUM OF \$ N/A FOR INSTALLATION AND TRAINING.
6. THE SCHOOL AGREES TO PAY ADPC FOR THE USE OF THE SOFTWARE AND SUPPORT, THE SUM
7. OF \$ 7,020.00 PAYABLE IN 12 EQUAL PAYMENTS OF \$ 585.00 OR 1 FULL PAYMENT OF \$7,020.00.

**PLEASE SPECIFY HOW YOU WOULD LIKE TO BE BILLED**

- 12 PAYMENTS OF \$585.00
  - 1 FULL PAYMENT OF \$7,020.00
8. UPON ANY EARLY TERMINATION OF THIS AGREEMENT, A NINETY DAY PRIOR WRITTEN NOTICE MUST BE SUBMITTED. ADPC WILL CONTINUE TO BILL FOR SOFTWARE AND SUPPORT UNTIL SUCH TIME THE SOFTWARE IS REMOVED FROM THE DISTRICT.

ADPC Angela French\_\_\_\_\_

Date submitted: FEBRUARY 10, 2022

SUPERINTENDENT \_\_\_\_\_

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



# CADET HANDBOOK

2022  

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2023

Basic Peace Officer Certification

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

## BPOC Coordinator

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## Introduction

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

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

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

## Hours of Operation

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

Training days will begin at 06:30 hours and continue through 17:30 hours Monday through Thursday. Tardiness and absenteeism will be subject to disciplinary action. It should be anticipated that some

training days will extend well beyond 1800 hours. Cadets shall make all necessary arrangements to ensure attendance.

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

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

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

## **Attendance**

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

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

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

### **Authorized Absence**

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

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

### **Unauthorized Absence (UA)**

Unauthorized Absence (UA) is defined as any absence without prior approval of the Training Administration Staff. If a cadet is unable to report to the Academy, and prior approval for the absence

has not been granted, the cadet must personally notify either the Academy Coordinator and/or designee prior to 06:00 hours on the day of the absence. If allowed to return to the Academy, the cadet will write a report detailing the reason for the absence.

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

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

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

### **Unauthorized Absences**

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

### **Tardiness**

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

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

### **Call-In/Late**

Cadets coming upon unforeseen circumstances which they believe cause them to arrive late must contact the Academy Coordinator or designee as soon as possible. Any cadet who calls in as required but arrives 30 minutes beyond the start time for an assignment may be excluded from that class, or

may receive a level of disciplinary action in the schedule depending upon the number of occasions. Disciplinary actions, if any, will be decided by the Academy Coordinator. Disciplinary actions may include, but are not limited to, extra duties/assignments or dismissal.

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

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

### **Unauthorized Departure**

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

### **Injuries or Illness**

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

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

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

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

If the request is denied, the cadet and the head of the cadet's employing agency may appeal the decision to the Academy Administration Staff and the Executive Director of Full Time Programs. The Executive Director of Full Time Programs must receive the two appeals within ten (10) business days of the date the cadet and the cadet's employing agency received the Coordinator's written decision. The

Executive Director of Full Time Programs will consider the circumstances, written appeals, and the statutory time limits pertaining to the request. The cadet and the cadet's employing agency (if applicable) will be notified of the decision in writing.

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

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

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

## **Academy Uniforms**

The Academy Uniform:

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

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

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

Absolutely no t-shirts will be allowed for student classroom wear.

Hats or other headgear will not be worn in the classroom or at training exercises, unless specifically required. Each cadet will be issued an identification badge the first day of the Academy. The identification badge is required to be worn at all times during training in a manner prescribed by Academy staff. Each cadet is expected to maintain his/her uniform in a clean and professional manner, to include shirt tucked in at all times.

## **Exceptions to Prescribed Academy Uniform**

- **Defensive Tactics** – Uniform Requirements: During Defensive Tactics/Custody Control training, the cadet may wear Karate Gi pants, or sweat pants only. No tight-fitting clothing is allowed. (Preferably dark colors.) BDU style pants MAY NOT be worn. Pants shall have no exposed buttons, zippers, or snaps. Shorts are not permitted. Sweat tops or T-shirts are permitted and should be dark in color with no lettering or graphics. Neither T-shirts nor sweatshirts will be

worn if the sleeves have been removed. The only approved footwear for this training is either socks or wrestling shoes. Bare feet are not allowed for health and sanitation reasons.

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

## Personal Grooming

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

**Male Cadets:** Hair will be trimmed and neat. Mustaches, sideburns, beards, or goatees are not generally allowed. If the cadet can produce documentation from his department, signed by the Agency Administrator, allowing the cadet to maintain facial hair then a waiver will be granted. Otherwise, a daily facial shave is required.

**Female Cadets:** Hair should be of traditional color and worn in such a fashion that does not impede the wearing of any prescribed headgear. Make-up will be worn conservatively.

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

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

## Achievement Standards

The Law Enforcement profession demands a standard of achievement that surpasses that of the academic community. The profession requires a high level of individual knowledge, ability and

skills that will serve to maintain the officer's sense of pride, proficiency, and personal safety throughout their career with their respective agency. Failure to achieve the minimum acceptable performance standards in any curriculum area will prohibit the cadet from receiving certification at the conclusion of the Academy.

### **Academic Grading**

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

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

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

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

**Law Enforcement Driver Training – Performance and Testing:** Defensive and high-performance driving skills are imperative for officer and community safety. This training is conducted by the Driver Training

Instructors and is an integral part of the program. Cadets must achieve a 75% on the written examination. The driving qualification courses must also be successfully completed.

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

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

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

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

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

## **Cadet Expected Behavior**

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

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

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

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

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

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

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

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

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

### **BPOC Code of Ethics**

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

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

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

## General Provisions

It is the responsibility of the Pioneer Technology Center to insure that cadets receive every opportunity to contribute their maximum effort during the program in order to become effective Peace Officers. Likewise, it is of the utmost importance that the Staff maintains optimum channels of communication and instruction with each individual to enhance his successful entry into the field of law enforcement. The Academy main phone number is (580 718-4339). Only messages of an emergency nature will be accepted on behalf of cadets, and it is advisable to remind friends and family not to violate this order.

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

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

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

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

## Cadet Discipline

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

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

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

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

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

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

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

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

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

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

## **Alcohol, Drug and Tobacco**

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

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

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

## **Fraternization Rules**

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

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

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

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

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

## **Inspections**

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

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

## **Parking/Driving**

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

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

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

## **Equipment Requirements**

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

### **Academic/Classroom Instruction**

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

### **Firearms Training**

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

## **Ammunition Requirements**

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

## **Ammunition Quantities**

Each student will be required to bring:

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

## **Specifications for Handgun Ammunition:**

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

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

- Male cadets are required to have groin protection.
- Female cadets are required to have a supportive sports bra.

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

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

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

## **Computer and Technology Use**

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

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

## **Unacceptable Practices**

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

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

## **Daily Physical Training - PT**

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

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

## **Pioneer Technology Student Handbook**

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

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

Pioneer Technology Center (2101 N. Ash, Ponca City, OK 74601) does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For Inquiries concerning the application of this policy contact either Karl Lynes, [KarlL@pioneertech.edu](mailto:KarlL@pioneertech.edu) (580) 718-4281 or Pam Dickerson, [PamD@pioneertech.edu](mailto:PamD@pioneertech.edu) (580) 718-4295, Compliance Officers/Title IX Coordinators, or Lori Evans, [LoriE@pioneertech.edu](mailto:LoriE@pioneertech.edu) (580) 718-4313, 504/ADA Coordinator.

## Pioneer Technology Center BPOC Cadet Agreement

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

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

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

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

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

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

**ANNUAL FINANCIAL REPORT  
PIONEER TECHNOLOGY CENTER  
SCHOOL DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
FOR THE YEAR ENDED JUNE 30, 2021**

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
FOR THE YEAR ENDED JUNE 30, 2021**

**TABLE OF CONTENTS**

**Report of Independent Public Accountants:**

Independent Auditor's Report

Management's Discussion and Analysis

Report on Internal Control Over Financial Reporting and on Compliance  
And Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with Government Auditing Standards

Independent Auditor's Report on Compliance with Requirements Applicable  
To Each Major Program and Internal Control Over Compliance in Accordance  
with the Uniform Guidance

**Government-Wide Financial Statements:**

Statement of Net Position

Statement of Activities

**Fund Financial Statements:**

Balance Sheet - Governmental Funds

Statement of Revenues, Expenditures, and Changes in Fund Balance-Government Funds

Statement of Net Position—Trust & Agency Funds

**Notes to Financial Statements**

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
FOR THE YEAR ENDED JUNE 30, 2021**

**TABLE OF CONTENTS---continued**

**Required Supplementary Information**

District's Proportionate Share of Net Pension Liability (OTRS)

Schedule of the District's Pension Contributions (OTRS)

**Supporting Schedules and Reports Required by Government Auditing Standards:**

Budgetary Comparison Schedule-Regulatory Basis

**Other Supplementary Information:**

Schedule of Federal Financial Assistance-Regulatory Basis

Combining Statement of Assets and Liabilities--All Governmental Fund Types--  
--Regulatory Basis

Combining Statement of Revenues, Expenditures and Changes  
in Fund Balance--All Governmental Fund Types--Regulatory Basis

School Activity Funds--Receipts, Transfers, Disbursements and  
Subaccount Balances--Regulatory Basis

**Schedule of Findings and Questioned Costs**

**Accountant's Professional Liability Insurance Affidavit**

**Management Letter and Comments**

**PUTNAM & COMPANY, PLLC**  
CERTIFIED PUBLIC ACCOUNTANTS  
169 E. 32ND  
EDMOND, OKLAHOMA 73013  
(405) 348-3800

**INDEPENDENT AUDITOR'S REPORT**

The Honorable Board of Education  
Pioneer Technology Center, School District No. 13  
Kay County, Oklahoma

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Pioneer Technology Center, School District No. 13, Kay County, Oklahoma as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluation the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities, each major fund, and the aggregate remaining fund information of Pioneer Technology Center, School District No. 13, at June 30, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, pension plan funding progress, and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statement, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's financial statements. The fund financial statements-statutory basis and schedules listed in the Table of Contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Also, the accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance) and is also not a required part of the financial statements.

The fund financial statements-regulatory basis and schedules and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the fund financial statements-regulatory basis and schedules and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required By Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 22, 2022, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering in the District's internal control over financial reporting and compliance.

*Putnam & Company*

Putnam & Company, PLLC

Edmond, Oklahoma  
February 22, 2022

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**

**KAY COUNTY**

**PONCA CITY, OKLAHOMA**

Management's Discussion and Analysis

Fiscal Year Ending June 30, 2021

Pioneer Technology Center provides this discussion and analysis of the District's financial activities for the fiscal year ending June 30, 2021. The intent of this narrative overview is to look at the District's financial performance as a whole, and readers are encouraged to consider the notes to the basic financial statements and the financial statements to enhance their understanding of Pioneer Technology Center's financial performance.

**FUND FINANCIAL STATEMENTS**

This annual report consists of a series of financial statements. The government-wide statements include the Statement of Net Assets and Statement of Activities, which provide information about the activities of the whole District, presenting both an aggregate view of the District's finances and a long-term view of those finances. The District uses three funds to account for its financial transactions. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District uses fund accounting to insure and demonstrate compliance with financial-related legal requirements. The fund financial statements focus on the individual parts of the District's operations in more detail than government-wide financial statements. Because the focus of District funds is narrower than that of the governmental-wide financial statements, it is useful to compare the information presented for District funds with similar information presented for District activities in the government-wide financial statements. Both the District's fund balance statement and the District's fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between funds and activities of each.

Funds are classified into two categories: governmental and fiduciary, with each category divided into separate "fund types". Governmental funds include the General Fund and the Building Fund. Fiduciary funds are used to account for assets held on behalf of outside parties, or on behalf of other funds within the District and include, but are not limited to, the school activity fund

**GENERAL FUND HIGHLIGHTS**

The General Fund represents the District's major or significant fund. At the close of fiscal year 2021, the District is able to report positive cash balances in all funds, with the General Fund balance being \$3,394,112. Because of some continual decline in the economic indicators in the State and nation, the District is making appropriate adjustments to reflect this decline and expects to maintain an adequate and appropriate fund balance at the end of the next fiscal year.

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
KAY COUNTY**

**PONCA CITY, OKLAHOMA**  
Management's Discussion and Analysis  
Fiscal Year Ending June 30, 2021

**FUND BALANCES**

As of the close of fiscal year 2021, the District funds reported a combined ending cash fund balance of \$8,834,176. This represents an increase of \$591,454 in comparison with the previous year.

<u>Fund type</u>	<u>2021 Fund Balance</u>	<u>2020 Fund Balance</u>	<u>Change</u>
General	\$ 3,394,112	2,783,939	610,173
Building	<u>5,440,064</u>	<u>5,458,783</u>	<u>( 18,719 )</u>
Totals	<u>\$ 8,834,176</u>	<u>8,242,722</u>	<u>591,454</u>

**ESTIMATED REVENUE**

General Fund revenue collections exceeded the original (estimated) General Fund budget for the fiscal year ending June 30, 2021.

**FIXED ASSETS AND DEPRECIATION**

Fixed asset balances were adjusted as follows for the year ending June 30, 2021:

	<u>Beginning Balance</u>	<u>Increase</u>	<u>Decreases</u>	<u>Ending Balance</u>
Fixed Assets	\$ 15,519,061	1,017,688	( 58,583)	16,478,166
Accumulated Depreciation	<u>( 8,091,987)</u>	<u>(582,027)</u>	<u>55,829</u>	<u>( 8,618,185)</u>
Net Fixed Assets	<u>\$ 7,427,074</u>	<u>435,661</u>	<u>( 2,754)</u>	<u>7,859,981</u>

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
KAY COUNTY  
PONCA CITY, OKLAHOMA**

Management's Discussion and Analysis  
Fiscal Year Ending June 30, 2021

**FUTURE ECONOMIC FACTORS**

Pioneer Technology Center remains in a very good financial condition. However, future finances are not without challenges, and they will be impacted significantly by both State and local economic conditions. On a positive side, the District's local ad valorem assessed valuation should increase along with future residential and commercial growth.

**CONTACTING THE SCHOOL DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide patrons, taxpayers, and creditors with a general overview of Pioneer Technology Center finances and to show the District's accountability for the money it receives. If you have further questions or comments about this report or need additional financial information, please contact the Finance Office at Pioneer Technology Center No. 13, located at 2101 N. Ash Street, Ponca City, Oklahoma, 74601.

# PUTNAM & COMPANY, PLLC

CERTIFIED PUBLIC ACCOUNTANTS

169 E. 32ND

EDMOND, OKLAHOMA 73013

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## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Board of Education  
Pioneer Technology Center, School District No. 13  
Kay County, Oklahoma

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States the financial statements of the governmental activities, the business type activities, each major fund, and the aggregate remaining fund information of the Pioneer Technology Center, School District No. 13, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 22, 2022.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement; we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Putnam & Company*

Putnam & Company, PLLC

Edmond, Oklahoma  
February 22, 2022

# PUTNAM & COMPANY, PLLC

Certified Public Accountants

169 E. 32<sup>nd</sup> St.

Edmond, OK 73013

Telephone (405) 348-3800

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

The Honorable Board of Education  
Pioneer Technology Center, School District No. 13  
Kay County, Oklahoma

### **Report on Compliance for Each Major Federal Program**

We have audited the Pioneer Technology Center, School District No. 13, Kay County, Oklahoma's, compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2021. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### **Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America: the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (The Uniform Guidance.) Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

## Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

## Report on Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major Federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Putnam & Company*

Putnam & Company, PLLC

February 22, 2022  
Edmond, Oklahoma

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

PIONEER TECHNOLOGY CENTER, DISTRICT NO. 13

Kay County, Oklahoma

Statement of Net Position

June 30, 2021

	<u>Governmental Activities</u>	<u>Business Type Activities</u>	<u>Total</u>
<b>ASSETS</b>			
Current Assets -			
Cash and Cash Equivalents	\$10,891,056		10,891,056
Property Taxes Receivable	393,393		393,393
Receivables from Other Governments	212,302		212,302
Consumable Inventories	47,234		47,234
<b>Total Current Assets</b>	<b>11,543,985</b>	<b>0</b>	<b>11,543,985</b>
Non-Current Assets -			
Capital Assets			
Land	105,000		105,000
Buildings and Improvements	11,764,700		11,764,700
Buses	467,151		467,151
Equipment	2,116,218		2,116,218
Furniture	47,437		47,437
Large Equipment and Machinery	1,500,244		1,500,244
Vehicles	477,416		477,416
Less: Accumulated Depreciation	(8,618,185)		(8,618,185)
<b>Total Non-Current Assets</b>	<b>7,859,981</b>	<b>0</b>	<b>7,859,981</b>
<b>Total Assets</b>	<b>19,403,966</b>	<b>0</b>	<b>19,403,966</b>
Deferred Outflows of Resources			
Deferred Outflow - Pension Contributions	4,093,529		4,093,529
<b>LIABILITIES</b>			
Current Liabilities -			
Accounts Payable	1,639,188		1,639,188
Other Payables	417,692		417,692
Compensated Leave	153,432		153,432
<b>Total Current Liabilities</b>	<b>2,210,312</b>	<b>0</b>	<b>2,210,312</b>
Non-Current Liabilities -			
Net Pension Liability	11,377,943		11,377,943
Bonds Payable	0		0
<b>Total Non-Current Liabilities</b>	<b>11,377,943</b>	<b>0</b>	<b>11,377,943</b>
<b>Total Liabilities</b>	<b>13,588,255</b>	<b>0</b>	<b>13,588,255</b>
Deferred Inflow of Resources			
Deferred Inflow - Related to Pension	1,495,100		1,495,100
<b>Total Deferred Inflows of Resources</b>	<b>1,495,100</b>	<b>0</b>	<b>1,495,100</b>
<b>NET POSITION</b>			
Invested in Capital Assets, Net of Related Debt	7,859,981		7,859,981
Unrestricted	554,159		554,159
<b>Total Net Position</b>	<b>\$8,414,140</b>	<b>0</b>	<b>8,414,140</b>

See Independent Auditors' Report

See Accompanying Notes to Financial Statements

**PIONEER TECHNOLOGY CENTER SCHOOL DISTRICT NO. 13**  
**Kay County, Oklahoma**  
**Statement of Activities**  
**July 1, 2020 to June 30, 2021**

Function/Programs	Expenditures	Program Revenues	
	Governmental Activities	Charges for Services	Operating Grants and Contributions
Governmental Activities:			
Instruction	\$5,053,548	606,861	348,071
Support Services - Instructional	6,435,535		
Operation of Non-Instruction Services	485,569	344,348	
Facilities Acquisition and Construction Services	1,003,573		
Other Outlays and Uses	375		
Debt Service	828,470		
Student Aid	325,281		
Decrease in Compensated Absences	(27,878)		
Increase in Consumable Inventory	4,993		
Depreciation Expense	582,027		
	<u>14,691,493</u>	<u>951,209</u>	<u>348,071</u>
Total Governmental Activities			
General Revenues:			
Taxes -			
Property Taxes, Levied for Building Purposes			2,797,626
Property Taxes, Levied for General Purposes			5,715,179
Other Federal Aid			1,457,751
State Aid - Formula			2,002,586
Other Local Sources			198,713
Other State Sources			21,764
Interest			13,686
Special Items -			
Increase in Capital Assets--Net Purchases			959,105
Estopped Warrants			2,301
Return of Assets			233
Deobligation of Prior Year's Encumbrances			63,636
			<u>13,232,580</u>
Total General Revenues and Special Items			<u>13,232,580</u>
Change in Net Position			(159,633)
Net Position, beginning			<u>8,573,773</u>
Net Position, ending			<u>\$8,414,140</u>

See Independent Auditor's Report

See Accompanying Notes to Financial Statements

## **FUND FINANCIAL STATEMENTS**

**PIONEER TECHNOLOGY CENTER SCHOOL DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
BALANCE SHEET - GOVERNMENTAL FUNDS  
JUNE 30, 2021**

	General	Building	Totals (Memorandum Only)
<b><u>ASSETS</u></b>			
Cash and Cash Equivalents	\$4,166,893	6,724,163	10,891,056
Taxes Receivable	263,990	129,403	393,393
Receivable From Other Governments	212,302		212,302
Consumable Inventory	47,234		47,234
Total Assets	\$4,690,419	6,853,566	11,543,985
<b><u>LIABILITIES</u></b>			
Warrants Payable	\$402,318	15,374	417,692
Compensated Absences	153,432		153,432
Reserved for Encumbrances	370,463	1,268,725	1,639,188
Total Liabilities	926,213	1,284,099	2,210,312
<b><u>NET ASSETS</u></b>			
Fund Balances:			
Unreserved			
Undesignated	3,764,206	5,569,467	9,333,673
Total Fund Balance	3,764,206	5,569,467	9,333,673
Total Liabilities and Fund Balance	\$4,690,419	6,853,566	11,543,985

Amounts reported for governmental activities in the statement of assets, liabilities, and net position are different because:

Capital assets used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds. The cost of the assets is \$16,478,166, and the accumulated depreciation is \$( 8,618,185.)

7,859,981

Certain long-term liabilities which are not due and payable in the current period are not recognized: Net long-term pension obligations

(8,779,514)

Net Position of Governmental Activities

\$8,414,140

See Independent Auditors' Report

See Accompanying Notes to Financial Statements

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**  
**KAY COUNTY, OKLAHOMA**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

	Governmental Fund Types		Totals
	General	Building	(Memorandum Only)
<b>REVENUES:</b>			
Property Taxes	\$5,715,179	2,797,626	8,512,805
Tuition & Fees	606,861		606,861
Charges for Services--Instructional	344,348		344,348
Other Local Sources	197,535	1,178	198,713
Investment Income	4,499	9,187	13,686
State Sources	2,371,776	645	2,372,421
Federal Sources	1,457,751		1,457,751
<b>Total Revenues Collected</b>	<b>10,697,949</b>	<b>2,808,636</b>	<b>13,506,585</b>
<b>EXPENDITURES:</b>			
Instruction	4,362,801	590,747	5,053,548
Support Services	5,958,970	476,565	6,435,535
Non-Instructional Services	484,306	1,263	485,569
Facilities Aquisition & Construction Services		1,003,573	1,003,573
Debt Service		828,470	828,470
Decrease in Compensated Absences	(27,878)		(27,878)
Increase in Consumable Inventory	4,993		4,993
Other Outlays and Uses	375		375
Student Aid	325,281		325,281
<b>Total Expenditures</b>	<b>11,108,848</b>	<b>3,000,618</b>	<b>14,109,466</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(410,899)</b>	<b>(191,982)</b>	<b>(602,881)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Estopped Warrants	2,301		2,301
Return of Assets	233		233
Deobligation of Prior Year Funds	55,832	7,804	63,636
<b>Total Other Financing Sources (Uses):</b>	<b>58,366</b>	<b>7,804</b>	<b>66,170</b>
<b>Revenue and Other Sources Over (Under) Expenditures and Other Uses</b>	<b>(352,533)</b>	<b>(184,178)</b>	<b>(536,711)</b>
<b>Fund Balance Unreserved, Beginning of Year</b>	<b>3,370,926</b>	<b>5,752,761</b>	<b>9,123,687</b>
<b>Fund Balance Unreserved, End of Year</b>	<b>\$3,018,393</b>	<b>5,568,583</b>	<b>8,586,976</b>

Net Change in Fund Balances-Governmental Funds (\$536,711)

Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement and allocated over their estimated useful lives as annual depreciation expenses in the statement of revenues, expenditures, and changes in net position. This is the amount by which depreciation exceeds capital outlays in the period:

Capital Asset Purchases--(Net of Retirements)	959,105
Depreciation	(582,027)

**Changes in Net Position of Governmental Activities** (\$159,633)

The accompanying notes to the basic financial statements are an integral part of this statement.

**PIONEER TECHNOLOGY CENTER, DISTRICT NO. 13**  
**KAY COUNTY, OKLAHOMA**  
**STATEMENT OF NET POSITION**  
**TRUST AND AGENCY FUNDS**  
**JUNE 30, 2021**

	ACTIVITY FUND	TOTALS (Memorandum Only)
<u>ASSETS</u>		
Cash and Cash Equivalents	\$27,616	27,616
Total Assets	\$27,616	27,616
<u>LIABILITIES AND FUND EQUITY</u>		
Liabilities	\$0	0
Total Liabilities	0	0
Fund Equity:		
Restricted for Student Activities	27,616	27,616
Total Fund Equity	27,616	27,616
Total Liabilities and Fund Equity	\$27,616	27,616

The notes to the financial statements are an integral part of this statement.

## **NOTES TO THE FINANCIAL STATEMENTS**

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**1. Summary of Significant Accounting Policies**

The government-wide financial statements of the Pioneer Technology Center, School District No. 13, (the "District") have been prepared in accordance with generally accepted accounting principles. However, the other supplementary information has prepared in accordance with a regulatory basis prescribed by the State Department of Education, which is a comprehensive basis of accounting other than generally accepted accounting principles. The more significant of the District's accounting policies are described below.

**A. Reporting Entity**

The District is a corporate body for public purposes created under Title 70 of the Oklahoma Statutes and, accordingly, is a separate entity for operating and financial reporting purposes. The District is part of the public school system of Oklahoma under the general direction and control of the Oklahoma Department of Career and Technology Education and is financially dependent on support from the State of Oklahoma. The general operating authority for the public school system is the Oklahoma School Code contained in Title 70, Oklahoma Statutes.

The governing body of the District is the Board of Education composed of elected members. The appointed superintendent is the executive officer of the District.

In evaluating how to define the district for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic --but not the only --criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the District and/or its citizens, or whether the activity is conducted within the geographic boundaries of the District and is generally available to its patrons. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the District is able to exercise oversight responsibilities. Based upon the application of these criteria, there are no potential component units included in the District's reporting entity.

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**1. Summary of Significant Accounting policies - continued**

B. Basic Financial Statements

New Reporting Standard

In June 1999, the GASB issued Statement No.34 "Basic Financial Statements and Management's Discussion and Analysis for State and Local Government." This statement establishes new financial reporting requirements for state and local governments throughout the United States. It creates new information and restructures much of the information that governments have presented in the past. Comparability with reports issued in all prior years is affected.

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) tuition or fees paid by student or citizens of the District, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items, including state aid, that are not properly included among program revenues are reported as general revenues.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types."

**Governmental Fund Types**

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds) and the servicing of general long-term debt (debt service funds).

General Fund - The general fund is used to account for all financial transactions except those required to be accounted for in another fund. Major revenue sources include state and local property taxes and state funding under the Foundation and Incentive Aid Program. Expenditures include all costs associated with the daily operations of the schools except construction and debt service on bonds and other long-term debt. The general fund includes federal and state restricted monies that must be expended for specific programs.

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**1. Summary of Significant Accounting Policies - continued**

**B. Basic Financial Statements - continued**

Special Revenue Funds - The special revenue funds include the District's Building Fund. The Building Fund consists of monies derived from property taxes levied for the purpose of erecting, remodeling or repairing buildings and for purchasing furniture and equipment.

Debt Service Fund - The debt service fund is normally the District's Sinking Fund and is used to account for the accumulation of financial resources for the payment of general long-term debt principal, interest and related costs. The primary revenue sources are local property taxes levied specifically for debt service and interest earnings from temporary investments.

Capital Projects Funds - The capital projects funds are normally the District's Bond Funds and are used to account for the proceeds of bond sales to be used exclusively for acquiring school sites, constructing and equipping new school facilities, renovating existing facilities and acquiring transportation equipment.

**Proprietary Fund Types**

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the District (internal service funds). The District did not maintain any proprietary funds during the year under review.

**Fiduciary Fund Types**

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the District. When these assets are held under the terms of a formal trust agreement, either a nonexpendable trust fund or an expendable trust fund is used. The terms "nonexpendable" and "expendable" refer to whether or not the District is under an obligation to maintain the trust principal. Agency funds generally are used to account for assets that the District holds on behalf of others as their agent and do not involve measurement of results of operations.

Trust and Agency Funds - The trust and agency funds group includes the School Activities Funds which are maintained at various sites throughout the District. The School Activities Funds are used to account for monies collected principally through fundraising efforts of the students and District-sponsored groups. The administration is responsible, under the authority of the Board, for collecting, disbursing and accounting for these activity funds.

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**1. Summary of Significant Accounting Policies (continued)**

**B. Basic Financial Statements (continued)**

**Account Groups**

GASB Statement No. 34 eliminates the presentation of account groups, but provides for these records to be maintained and incorporates the information into the governmental column in the government-wide statement of net assets.

**Memorandum Only - Total Column**

The total column on the general purpose financial statements is captioned "memorandum only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Inter-fund eliminations have not been made in the aggregation of this data.

**C. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

In the other supplemental information section, all governmental and expendable trust funds are accounted for using a regulatory basis of accounting. Revenues are recognized when they are received rather than earned under this method of accounting. Also, under the regulatory basis of accounting, expenditures are generally recognized when encumbered or reserved rather than at the time the related fund liability is incurred.

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**1. Summary of Significant Accounting Policies (continued)**

**D. Budgets and Budgetary Accounting**

The District is required by state law to prepare an annual budget. A preliminary budget must be submitted to the Board of Education by December 31 for the fiscal year beginning the following July 1. If the preliminary budget requires an additional levy, the District must hold an election on the first Tuesday in February to approve the levy. If the preliminary budget does not require an additional levy, it becomes the legal budget. If an election is held and the taxes are approved, then the preliminary budget becomes the legal budget. If voters reject the additional taxes, the District must adopt a budget within the approved tax rate.

A budget is legally adopted by the Board of Education for the General Fund and Special Revenue Funds that includes revenues and expenditures. The budget is prepared on the same basis of accounting as the financial statements. All appropriations lapse at the end of each fiscal year.

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders and other commitments of resources are recorded as expenditures of the applicable fund, is utilized in all governmental funds of the District.

**E. Assets, Liabilities and Fund Balance**

Cash and Cash Equivalents - For the purpose of the financial statements, the District considers all cash on hand, demand deposits and highly liquid investments with an original maturity of three months or less when purchased to be cash and cash equivalents.

Investments - Investments consist of direct obligations of the United States Government and Agencies with maturities greater than three months when purchased. All investments are recorded at cost, which approximates market value.

Property Tax Revenues - The District is authorized by state law to levy property taxes which consist of ad valorem taxes on real and personal property within the District. The County Assessor, upon receipt of the certification of tax levies from the county excise board, extends the tax levies on the tax roll for submission to the county treasurer prior to October 1. The county treasurer must commence tax collection within fifteen days of receipt of the tax rolls. The first half of taxes is due prior to January 1. The second half is due prior to April 1.

If the first payment is not made timely, the entire tax becomes due and payable on January 2. The second half of the taxes becomes delinquent on April 1 of the year following the year of assessment. If not paid by the following October 1, the property is offered for sale for the amount of taxes due. The owner has two years to redeem the property by paying the taxes and penalty owed. If at the end of two years the owner has not done so, the purchaser is issued a deed to the property.

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**1. Summary of Significant Accounting Policies (continued)**

**E. Assets, Liabilities and Fund Balance (continued)**

Inventories – The District maintained records of its consumable inventories at year end. Those inventories are included in the accompanying financial statements.

Fixed Assets and Property, Plant and Equipment Capital assets for the year ended June 30, 2021, are summarized as follows:

	<b>Beginning Balance</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balance</b>
<b>Capital Assets</b>	\$ 15,519,061	1,017,688	( 58,583)	16,478,166
Less: Accumulated Depreciation	<u>( 8,091,987)</u>	<u>(582,027)</u>	<u>55,829</u>	<u>( 8,618,185)</u>
	<u>\$ 7,427,074</u>	<u>435,661</u>	<u>( 2,754)</u>	<u>7,859,981</u>

Long-Term Debt - Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in the debt service fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

Fund Balance - Fund Balance represents the funds not encumbered by purchase order, legal contracts or outstanding warrants.

**F. Revenue, Expenses and Expenditures**

State Revenues - Revenues from state sources for current operations are primarily governed by the state aid formula under the provisions of Article XVIII, Title 70, Oklahoma Statutes. The State Board of Education administers the allocation of state aid funds to school districts based on information accumulated from the districts.

After review and verification of reports and supporting documentation, the State Department of Education may adjust subsequent fiscal period allocations of money for prior years' errors disclosed by review. Normally, such adjustments are treated as reductions or additions of revenue of the year when the adjustment was made.

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**1. Summary of Significant Accounting Policies (continued)**

**F. Revenue, Expenses and Expenditures (continued)**

The District receives revenue from the state to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for these programs be expended only for the program for which the money is provided and require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical programs. The Oklahoma Department of Career and Technology Education requires that categorical educational program revenues be accounted for in the general fund.

Inter-fund Transactions - Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund or expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the fund that is reimbursed.

All other inter-fund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other inter-fund transfers are reported as operating transfers. There were no operating transfers or residual equity transfers during fiscal year 2021.

**2. Deposits and Investment Risks**

***Custodial Credit Risk*** - The District's policy as it relates to custodial credit risk is to secure its uninsured deposits with collateral, valued at no more than market value, at least at a level of 100 percent of the uninsured deposits and accrued interest thereon. The investment policy and state law also limits acceptable collateral to U.S. Treasury and agency securities and direct debt obligations of the state, municipalities, counties, and school districts in the state of Oklahoma, surety bonds, and letters of credit. As required by Federal 12 U.S.C.A., Section 1823(e), all financial institutions pledging collateral to the District must have a written collateral agreement approved by the board of directors or loan committee.

At June 30, 2021, the District was not exposed to custodial credit risk as defined above.

***Investment Credit Risk*** – The District's investment policy limits investments to those allowed in state law applicable to school districts as follows:

a. Direct obligations of the U.S. Government, its agencies and instrumentalities to which the full faith and credit of the U.S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

2. Investment Credit Risk (continued)

b. Certificates of deposit or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.

***Investment Credit Risk (continued)*** - Investment credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The District has no formal policy limiting investments based on credit rating, but discloses any such credit risk associated with their investments. Unless there is information to the contrary, obligations of the U.S. government or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk and do not require disclosure of credit quality.

***Investment Interest Rate Risk*** – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The District's investment policy limits investments to those with short-term maturities, as a means of managing exposure to fair value losses arising from increasing interest rates. The District discloses its exposure to interest rate risk by disclosing the maturity dates of its various investments.

***Concentration of Investment Credit Risk*** – Exposure to concentration of credit risk is considered to exist when investments in any one issuer represent a significant percent of total investments of the District (any over 5 percent are disclosed). Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from this consideration. The District's investment policy requires diversification of investments.

At June 30, 2021, the District had no concentration of credit risk as defined above.

3. General Long-Term Debt

State statutes prohibit the District from becoming indebted in an amount exceeding the revenue to be received for any fiscal year without approval by the District's voters. Any bond issues must be properly approved by voters of the District. Approved bonds are required to be fully paid serially within 25 years from the date of issue. The District has no outstanding bond issues at this time.

The District had no other long-term debt for the year ended June 30, 2021, other than any obligations which existed under lease purchase contracts. In accordance with Oklahoma law, lease purchase agreements and other contracts must be affirmed in each subsequent fiscal year in order to remain in effect.

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**3. General Long-Term Debt---(continued)**

On February 1, 2020, the District entered into a \$7,380,000 lease purchase agreement with RCB Bank of Claremore, Oklahoma. The purpose of this agreement is to construct, equip, and furnish new educational facilities and to pay certain costs of issuance. The lease purchase agreement requires Pioneer Technology Center to make annual lease rental payments. The District's initial lease payment was made on April 10, 2021, in the amount \$828,470. Subsequent lease payments may be required through April 10, 2030, in the amount of \$828,035.57 annually.

According to the lease agreement, this obligation is specifically subject to the annual renewals of the lease. However, at this time, it is anticipated that the lease purchase agreement will be renewed annually by the District.

**PIONEER TECHNOLOGY CENTER SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

4. **Retirement Plan – Oklahoma Teacher’s Retirement System (OTRS)**

**Plan Description**

The District as the employer, participates in the Oklahoma Teachers Retirement Plan—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Teachers Retirement System (OTRS). Title 70 O.S. Sec. 17-105 defines all retirement benefits. The authority to establish and amend benefit provisions rests with the State Legislature. OTRS issues a publicly available financial report that can be obtained at [www.ok.gov/OTRS](http://www.ok.gov/OTRS).

**Benefits Provided:**

OTRS provides retirement, disability, and death benefits to members of the plan.

Benefit provisions include:

- Members become 100% vested in retirement benefits earned to date after five years of credited Oklahoma service. Members who joined the System on June 30, 1992 or prior are eligible to retire at maximum benefits when age and years of creditable service total 80. Members joining the System after June 30, 1992 are eligible for maximum benefits when their age and years of creditable service total 90. Members whose age and service do not equal the eligible limit may receive reduced benefits as early as age 55, and at age 62 receive unreduced benefits based on their years of service. The maximum retirement benefit is equal to 2% of final compensation for each year of credited service.
- Final compensation for members who joined the System prior to July 1, 1992 is defined as the average salary for the three highest years of compensation. Final compensation for members joining the System after June 30, 1992 is defined as the average of the highest five consecutive years of annual compensation in which contributions have been made. The final average compensation is limited for service credit accumulated prior to July 1, 1995 to \$40,000 or \$25,000, depending on the member’s election. Monthly benefits are 1/12 of this amount. Service credits accumulated after June 30, 1995 are calculated based on each member’s final average compensation. Upon the death of a member who has not yet retired, the designated beneficiary shall receive the member’s total contributions plus 100% of interest earned through the end of the fiscal year, with interest rates varying based on time of service. A surviving spouse of a qualified member may elect to receive, in lieu of the aforementioned benefits, the retirement benefit the member was entitled to at the time of death as provided under the Joint Survivor Benefit Option.

**PIONEER TECHNOLOGY CENTER SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**Oklahoma Teachers' Retirement System (OTRS) (continued)**

- Upon the death of a retired member, the System will pay \$5,000 to the designated beneficiary, in addition to the benefits provided for the retirement option selected by the member.
- A member is eligible for disability benefits after ten years of credited Oklahoma service. The disability benefit is equal to 2% of final average compensation for the applicable years of credited service.
- Upon separation from the system, members' contributions are refundable with interest based on certain restrictions provided in the plan, or by the IRC (Internal Revenue Code).
- Members may elect to make additional contributions to a tax-sheltered annuity program up to the exclusion allowance provided under the IRC under Code Section 403(b).

**Contributions**

The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute, as amended by the Oklahoma Legislature, and are not based on actuarial calculations. Employees are required to contribute 7% percent of their annual pay. Participating employers are required to contribute 9.5% of the employees' annual pay and an additional 7.7% for any employees' salaries covered by federal funds. Contributions to the pension plan from the District were \$553,513.

**Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

At June 30, 2021, the District reported a liability of \$11,377,943 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020. The District's proportion of the net pension liability was based on the District's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2020. Based upon this information, the District's proportion was 0.11989108%.

For the year ended June 30, 2021, the District recognized pension expense of \$1,228,218. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**PIONEER TECHNOLOGY CENTER SCHOOL DISTRICT NO. 13  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**Oklahoma Teachers' Retirement System (OTRS) (continued)**

	Deferred Outflows of Resource	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 553,900	\$ 192,707
Changes of assumption	1,395,362	164,383
Net difference between projected and actual earnings on pension plan investments	980,783	
Changes in District's proportion and differences between District contributions and proportionate share of contributions	609,971	1,138,010
District contributions subsequent to the measurement date	<u>553,513</u>	<u>                    </u>
Total	\$ <u>4,093,529</u>	\$ <u>1,495,100</u>

The \$553,513 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30 <sup>th</sup> ,		
2022	\$	397,722
2023		500,085
2024		508,842
2025		519,701
2026		<u>118,566</u>
		<u>\$ 2,044,916</u>

**PIONEER TECHNOLOGY CENTER SCHOOL DISTRICT NO. 13**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**Oklahoma Teachers' Retirement System (OTRS)** (continued)

**Actuarial Assumptions**

The total OTRS pension liability as of June 30, 2020, was determined based on an actuarial valuation using the following actuarial assumptions:

- Actuarial Cost Method – Entry Age Normal
- Inflation – 2.25%
- Future Ad Hoc cost of living increases - None
- Salary Increases – Composed of 2.25% inflation, plus a service-related component ranging from 0% to 8% based upon years of service.
- Investment Rate of Return – 7.00%
- Retirement Age – Experience-based table of rates based on age, service, and gender. Adopted by the Board in July 2020 in conjunction with the five year experience study for the period ending June 30, 2019.
- Mortality Rates After Retirement – Males and females: 2020 GRS Southwest Region Teacher Mortality Table.. Generational mortality improvements in accordance with the Ultimate MP scales are projected from the year 2020.
- Mortality Rates For Active Members – Pub-2010 Teachers Active Employee Mortality table. Generational mortality improvements in accordance with the Ultimate MP scales are projected from the year 2010.

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equity	43.5%	7.5%
International Equity	19.0%	8.5%
Fixed Income	22.0%	2.5%
Real Estate**	9.0%	4.5%
Alternative Assets	6.5%	6.2%
<b>Total</b>	<u><u>100.0%</u></u>	

\*\*The Real Estate total expected return is a combination of US direct real estate (unleveraged) and US value added real estate (unleveraged.)

**PIONEER TECHNOLOGY CENTER SCHOOL DISTRICT NO. 13  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**Oklahoma Teachers' Retirement System (OTRS)** (continued)

**Discount Rate**

A single discount rate of 7.0% was used to measure the total pension liability as of June 30, 2020. This single discount rate was based solely on the expected rate of return on pension plan investments of 7.0%. Based on the stated assumptions and the projection of cash flows, the pension plan's fiduciary net position and future contributions were projected to be available to finance all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The projection of cash flows used to determine this single discount rate assumed that plan member and employer contributions will be made at the current statutory levels and remain a level percentage of payrolls. The projection of cash flows also assumed that the State's contribution plus the matching contributions will remain a constant percent of projected member payroll based on the past five years of actual contributions.

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The following presents the net pension liability of the employers calculated using the discount rate of 7.0%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.0%) or 1 percentage point higher (8.0%) than the current rate:

	1% Decrease 6.0%	Current Discount Rate 7.0%	1% Increase 8.0%
Employers net pension liability	\$ 15,185,689	\$ 11,377,943	\$ 8,225,721

**Pension plan fiduciary net position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the OTRS; which can be located at [www.ok.gov/OTRS](http://www.ok.gov/OTRS).

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**5. Risk Management and Litigation**

The District is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Therefore, insurance coverage is obtained from various insurance carriers.

Management estimates that the amount of actual or potential claims against the District as of June 30, 2021, will not materially affect the financial condition of the District. Therefore, none of the Districts funds contain any provisions for these types of losses.

**6. Contingencies**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

**7. Surety Bonds**

The District's Superintendent, Chief Financial Officer, and Treasurer were each bonded by the Ohio Casualty Insurance Company, (bond number 3548426) in the amount of \$100,000.00. This bond also covers certain other listed individuals. The total amount of coverage was \$322,000.00.

**8. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

**9. Subsequent Events**

Subsequent events have been evaluated through February 22, 2022, which is the date the financial statements were issued.

**REQUIRED SUPPLEMENTARY INFORMATION**

PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
 KAY COUNTY, OKLAHOMA  
 SCHEDULE OF DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSIONS LIABILITY  
 AND SCHEDULE OF DISTRICT CONTRIBUTIONS  
 FOR THE YEAR ENDED JUNE 30, 2021

SCHEDULE OF DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
District's Proportion of the Net Pension Liability	0.1199%	0.1202%	0.1155%	0.1147%	0.1130%	0.1189%	0.1183%
District's Proportionate Share of the Net Pension Liability	\$11,377,943	\$7,953,366	\$6,983,528	\$7,592,503	\$9,467,540	\$7,218,291	\$6,365,460
District's Covered-Employee Payroll	5,826,447	\$5,698,470	\$5,544,861	\$4,894,554	\$4,675,886	\$4,737,538	\$4,754,206
District's Proportionate Share of the Net Pension Liability as a % of its covered-employee payroll	195%	140%	126%	155%	202%	152%	134%
Plan fiduciary net position as a % of Total Pension Liability	63.47%	71.56%	72.74%	69.32%	62.24%	70.31%	72.43%

**Notes to Schedule:**

Only these years are presented because ten year data is not yet available.

The amounts presented for each fiscal year were determined as of June 30th of the prior year.

SCHEDULE OF DISTRICT'S CONTRIBUTIONS

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually Required Contributions	\$553,513	\$541,355	\$526,762	\$465,333	\$444,226	\$450,068	\$451,650
Contributions in Relation to the Contractually Required Contributions	<u>553,513</u>	<u>541,355</u>	<u>526,762</u>	<u>465,333</u>	<u>444,226</u>	<u>450,068</u>	<u>451,650</u>
Contribution Deficiency (Excess)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
District's Covered-Employee Payroll	\$5,826,447	\$5,698,470	\$5,544,861	\$4,894,554	\$4,675,886	\$4,737,538	\$4,754,206
Contribution as a % of Covered-Employee Payroll	9.50%	9.50%	9.50%	9.50%	9.50%	9.50%	9.50%

**Notes to Schedule:**

Only these years are presented because ten year data is not yet available.

**SUPPORTING SCHEDULES AND REPORTS REQUIRED BY GOVERNMENT  
AUDITING STANDARDS**

**PIONEER TECHNOLOGY CENTER DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - GENERAL FUND AND BUDGETED SPECIAL REVENUE FUNDS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2021**

	General Fund			Special Revenue		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES:</b>						
Local Sources	\$7,498,233	7,205,980	(292,253)	3,207,881	2,973,450	(234,431)
State Sources	2,348,486	2,371,777	23,291		645	645
Federal Sources	788,038	1,431,078	643,040			0
<b>Total Revenues</b>	<b>10,634,757</b>	<b>11,008,835</b>	<b>374,078</b>	<b>3,207,881</b>	<b>2,974,095</b>	<b>(233,786)</b>
<b>EXPENDITURES :</b>						
Instruction	5,300,278	4,362,801	937,477	809,544	690,747	118,797
Support Services	6,027,929	5,284,265	743,664	1,152,515	476,565	675,950
Non-Instructional Services	664,674	484,306	180,368	5,000	1,263	3,737
Facilities Acquisition & Construction			0	2,150,000	1,003,573	1,146,427
Student Aid	412,315	325,281	87,034			0
Other Uses	1,010,000		1,010,000	3,549,605		3,549,605
Other Outlays	3,500	375	3,125			0
Debt Service			0	1,000,000	828,470	171,530
<b>Total Expenditures</b>	<b>13,418,696</b>	<b>10,457,028</b>	<b>2,961,668</b>	<b>8,666,664</b>	<b>3,000,618</b>	<b>5,666,046</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(2,783,939)</b>	<b>551,807</b>	<b>3,335,746</b>	<b>(5,458,783)</b>	<b>(26,523)</b>	<b>5,432,260</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
Return of Assets		233	233			0
Estopped Warrants		2,301	2,301			0
Deobligation of Prior Year Funds		55,832	55,832		7,804	7,804
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>58,366</b>	<b>58,366</b>	<b>0</b>	<b>7,804</b>	<b>7,804</b>
<b>Revenue and Other Sources Over (Under) Expenditures and Other Uses</b>	<b>(2,783,939)</b>	<b>610,173</b>	<b>3,394,112</b>	<b>(5,458,783)</b>	<b>(18,719)</b>	<b>5,440,064</b>
<b>Fund Balance, Beginning of Year</b>	<b>2,783,939</b>	<b>2,783,939</b>	<b>0</b>	<b>5,458,783</b>	<b>5,458,783</b>	<b>0</b>
<b>Fund Balance, End of Year</b>	<b>\$0</b>	<b>3,394,112</b>	<b>3,394,112</b>	<b>0</b>	<b>5,440,064</b>	<b>5,440,064</b>

The notes to financial statements are an integral part of this statement.

## OTHER SUPPLEMENTARY INFORMATION

**PIONEER TECHNOLOGY CENTER, DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2021**

	Project Number	Federal CFDA Number	Program or Award Amount	Cash/ Beginning Balance at July 1, 2020	Federal Receipts	Federal Expenditures	Cash/ Ending Balance at June 30, 2021
<b>U.S. Department of Education - (Direct Programs)</b>							
Pell Grants--current	474	84.063	\$165,455		162,832	165,455	(2,623)
Pell Grants Administrative Fee	474	84.063	215		215	215	0
FSEOG	477	84.007	3,172		3,172	3,172	0
subtotal--Student Financial Assistance Cluster			<u>168,842</u>	<u>0</u>	<u>166,219</u>	<u>168,842</u>	<u>(2,623)</u>
Cares Act - HEERF I - Students	415	84.425	18,315		18,315	18,315	0
Cares Act - HEERF I - Institution	415	84.425	131,414		131,414	131,414	0
Cares Act - FIPSE	415	84.425	237,171		222,566	237,171	(14,605)
Cares Act - HEERF II - Students	416	84.425E	262,830		131,415	131,415	0
Cares Act - HEERF II - Institution	416	84.425F	316,360		87,175	184,275	(97,100)
subtotal			<u>966,090</u>	<u>0</u>	<u>590,885</u>	<u>702,590</u>	<u>(111,705)</u>
<b>Passed Through Oklahoma Department of Career and Technology Education:</b>							
Carl Perkins Secondary--current	423	84.048	89,076		89,076	89,076	0
Carl Perkins Secondary--prior	799	84.048		(37,716)	37,716		0
Carl Perkins	424	84.048	50,000		44,514	44,514	0
Carl Perkins-Tech Centers That Work	429	84.048	12,000		9,988	9,988	0
Carl Perkins-Tech Centers That Work-prior	799	84.048		(4,600)	4,600		0
TANF--current	452	93.558	193,000		139,657	192,399	(52,742)
TANF--prior	799	93.558		(89,472)	89,472		0
Bid Assistance	436	12.002	28,042		24,564	24,564	0
subtotal			<u>372,118</u>	<u>(131,788)</u>	<u>439,587</u>	<u>360,541</u>	<u>(52,742)</u>
<b>Passed Through Oklahoma State Department of Education:</b>							
Adult Basic Education--current	731	84.002	149,663		103,500	141,557	(38,057)
Adult Basic Education--prior	799	84.002		(39,499)	39,499		0
Adult Basic Education--EL / Civics--prior	799	84.002		(3,967)	3,967		0
Adult Basic Education--Corrections	733	84.002	28,582		2,825	2,825	0
Adult Basic Education--Corrections--prior	799	84.002		(3,125)	3,125		0
TANF Basic	735	93.558	66,630		57,750	64,925	(7,175)
TANF/ABE--prior	799	93.558		(7,250)	7,250		0
Child and Adult Care Food Program	419	10.558			15,292	15,292	0
subtotal			<u>244,875</u>	<u>(53,841)</u>	<u>233,208</u>	<u>224,599</u>	<u>(45,232)</u>
<b>Total Federal Assistance</b>			<u>\$1,751,925</u>	<u>(185,629)</u>	<u>1,429,899</u>	<u>1,456,572</u>	<u>(212,302)</u>

The District did not elect to use the 10% de minimis indirect cost rate allowed by the Uniform Guidance

The District's Carl Perkins program includes pass thru awards to other subrecipients

See accompanying letters and notes to financial statements.

**PIONEER TECHNOLOGY CENTER SCHOOL DISTRICT NO. 13**  
**KAY COUNTY, OKLAHOMA**  
**COMBINED STATEMENT OF ASSETS AND LIABILITIES - REGULATORY BASIS**  
**(ALL FUND TYPES )**  
**JUNE 30, 2021**

	<u>Governmental Fund Types</u>		Totals
	<u>General</u>	<u>Building</u>	<u>(Memorandum Only)</u>
<b><u>ASSETS</u></b>			
Cash and Cash Equivalents	\$4,166,893	6,724,163	10,891,056
	<hr/>	<hr/>	<hr/>
Total Assets	<u>\$4,166,893</u>	<u>6,724,163</u>	<u>10,891,056</u>
<b><u>LIABILITIES</u></b>			
Warrants Payable	\$402,318	15,374	417,692
Reserved for Encumbrances	370,463	1,268,725	1,639,188
	<hr/>	<hr/>	<hr/>
Total Liabilities	<u>772,781</u>	<u>1,284,099</u>	<u>2,056,880</u>
<b><u>FUND EQUITY</u></b>			
Fund Balances:			
Unreserved			
Undesignated	3,394,112	5,440,064	8,834,176
	<hr/>	<hr/>	<hr/>
Total Fund Balance	<u>3,394,112</u>	<u>5,440,064</u>	<u>8,834,176</u>
Total Liabilities and Fund Equity	<u>\$4,166,893</u>	<u>6,724,163</u>	<u>10,891,056</u>

The notes to the financial statements are an integral part of this statement.

PIONEER TECHNOLOGY CENTER SCHOOL DISTRICT NO. 13  
 KAY COUNTY, OKLAHOMA  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - REGULATORY BASIS  
 ALL GOVERNMENTAL FUND TYPES  
 FOR THE YEAR ENDED JUNE 30, 2021

	<u>Governmental Fund Types</u>		<u>Totals</u>
	<u>General</u>	<u>Special Revenue</u>	<u>(Memorandum Only)</u>
<b>REVENUES:</b>			
Local Sources	\$7,205,980	2,973,450	10,179,430
State Sources	2,371,777	645	2,372,422
Federal Sources	1,431,078		1,431,078
	<u>11,008,835</u>	<u>2,974,095</u>	<u>13,982,930</u>
<b>EXPENDITURES:</b>			
Instruction	4,362,801	690,747	5,053,548
Support Services	5,284,265	476,565	5,760,830
Non-Instructional Services	484,306	1,263	485,569
Facilities Aquisition & Construction Services		1,003,573	1,003,573
Other Outlays	375	828,470	828,845
Other Uses			0
Student Aid	325,281		325,281
	<u>10,457,028</u>	<u>3,000,618</u>	<u>13,457,646</u>
Revenues Over (Under) Expenditures	<u>551,807</u>	<u>(26,523)</u>	<u>525,284</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Return of Assets	233		233
Estopped Warrants	2,301		2,301
Deobligation of Prior Year Funds	55,832	7,804	63,636
	<u>58,366</u>	<u>7,804</u>	<u>66,170</u>
Total Other Financing Sources (Uses):	<u>58,366</u>	<u>7,804</u>	<u>66,170</u>
Revenue and Other Sources Over (Under) Expenditures and Other Uses	610,173	(18,719)	591,454
Fund Balance Unreserved, Beginning of Year	<u>2,783,939</u>	<u>5,458,783</u>	<u>8,242,722</u>
Fund Balance Unreserved, End of Year	<u>\$3,394,112</u>	<u>5,440,064</u>	<u>8,834,176</u>

The notes to the financial statements are an integral part of this statement.

**PIONEER TECHNOLOGY CENTER - DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
SCHOOL ACTIVITY FUNDS - RECEIPTS, TRANSFERS  
DISBURSEMENTS AND SUBACCOUNT BALANCES - STATUTORY BASIS  
JULY 1, 2020 TO JUNE 30, 2021**

	Balance <u>7/01/20</u>	Total <u>Deposits</u>	<u>Transfers</u>	Total <u>Disbursements</u>	Balance <u>6/30/21</u>
Interest	\$315.58	9.93		0.00	325.51
Petty Cash	0.00	200.00		200.00	0.00
Student Council	20,497.35	16,384.88		15,976.05	20,906.18
Vending Machines	7,918.83	2,751.42		4,388.09	6,282.16
Bookstore Revenue	0.00	120,399.41		120,399.41	0.00
Equipment Sales (Surplus)	0.00	13,551.93		13,551.93	0.00
Facilities Rental	0.00	0.00		0.00	0.00
GED Testing Fees	0.00	1,855.00		1,855.00	0.00
Incubator Rents	0.00	11,269.32		11,269.32	0.00
Incubator Utilities	0.00	1,479.93		1,479.93	0.00
Misc Reimbursements	0.00	29,836.33		29,836.33	0.00
Resale (Cafeteria, Cosmo)	0.00	23,291.50		23,291.50	0.00
Shop Revenue(Child Care)	0.00	182,154.51		182,154.51	0.00
Tuition Day	0.00	258,267.86		258,267.86	0.00
Tuition AT&D	0.00	107,297.00		107,297.00	0.00
Tuition IT&D	0.00	28,122.80		28,122.80	0.00
Tuition Safety	0.00	240,824.45		240,824.45	0.00
Share Local	0.00	161,827.29		161,827.29	0.00
ABE/GED Scholarships	2.50	100.00		0.00	102.50
<b>Total</b>	<b>\$28,734.26</b>	<b>1,199,623.56</b>	<b>0.00</b>	<b>1,200,741.47</b>	<b>27,616.35</b>

The notes to the financial statements are an integral part of this statement.

## **SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**Section I – Summary of Auditors' Results**

***Financial Statements***

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

\* Material weakness(es) identified? \_\_\_\_\_ Yes      X   No

\* Significant Deficiency(ies) identified  
not considered to be material weakness(es)? \_\_\_\_\_ Yes      X   None Reported

Noncompliance material to financial statement noted? \_\_\_\_\_ Yes      X   No

***Federal Awards***

Internal control over major programs:

\* Material weakness(es) identified? \_\_\_\_\_ Yes      X   No

\* Significant Deficiency(ies) identified  
not considered to be material weakness(es)? \_\_\_\_\_ Yes      X   None Reported

Type of auditors' report issued on compliance for  
Major programs: Unmodified

Any audit findings disclosed that are required to  
be reported in accordance with  
the Uniform Guidance? \_\_\_\_\_ Yes      X   No

Identification of major programs:	
<u>CFDA Number</u>	<u>Name of Federal Program</u>
84.425, 84.425E, 84.425F	Cares Act- HEERF and FIPSE

Dollar threshold used to distinguish between type  
A and type B programs \$750,000

Auditee qualified as low-risk auditee?   X   Yes    \_\_\_\_\_ No

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**Section II – Findings Relating to the Financial Statements**

None

**Section III – Findings and Questioned Costs for Federal Awards**

N/A

**Section IV – Status of Prior Year Audit Findings**

None related to the financial statements or questioned costs for federal awards.

**Section V – Management’s Corrective Action Plan**

N/A

1-10-11

**ACCOUNTANT'S PROFESSIONAL  
LIABILITY INSURANCE AFFIDAVIT**

PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
ACCOUNTANT'S PROFESSIONAL  
LIABILITY INSURANCE AFFIDAVIT  
FOR THE YEAR ENDED JUNE 30, 2021

State of Oklahoma )

County of Oklahoma )

The undersigned auditing firm of lawful age, being first duly sworn on oath says that said firm had in full force and effect Accountant's Professional Liability Insurance in accordance with the "Oklahoma Public School Audit Law" at the time of audit contract and during the entire audit engagement with Pioneer Technology Center, School District No. 13 for the audit year 2020-2021.

PUTNAM & COMPANY, PLLC

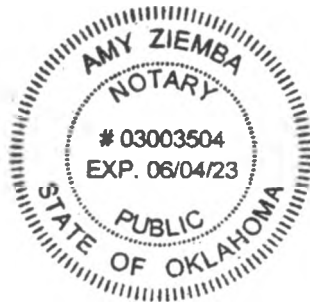
*Jerry W. Putnam*

Jerry W. Putnam, CPA

Subscribed and sworn to before me this  
22nd day of February, 2022.

*Amy Ziemba*

Amy Ziemba, Notary Public  
Commission # 03003504  
My commission expires  
June 4, 2023.





**PUTNAM & COMPANY, PLLC**

Certified Public Accountants  
169 E. 32ND  
EDMOND, OKLAHOMA 73013  
(405) 348-3800

February 22, 2022

The Honorable Board of Education  
Pioneer Technology Center, School District No. 13  
Kay County, Oklahoma

We have audited the financial statements of Pioneer Technology Center, School District No. 13, Kay County, Oklahoma, as of and for the year ended June 30, 2021, as listed in the table of contents, and have issued our report thereon dated February 22, 2022. As a part of our audit, we made a study and evaluation of the District's system of internal accounting control to the extent we considered necessary solely to determine the nature, timing and extent of our auditing procedures. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole, and we do not express such an opinion.

During our audit we did not encounter any matters involving material or immaterial weaknesses in internal accounting control and /or the documentation of expenditures. The memorandum that accompanies this letter summarizes our findings regarding those matters. This letter does not affect our report dated February 22, 2022, on the financial statements of Pioneer Technology Center, School District No. 13.

We will review the status of these comments during our next audit engagement. We would be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters or to assist you in implementing the recommendations.

We also wish to express our appreciation of the courteous attention and cooperation which we received from staff members during our engagement.

Sincerely,

*Jerry W. Putnam*

Jerry W. Putnam, CPA  
PUTNAM & COMPANY, PLLC

**PIONEER TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 13  
KAY COUNTY, OKLAHOMA  
MANAGEMENT LETTER COMMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**PRIOR YEAR'S COMMENTS AND RECOMMENDATIONS:**

All prior year comments and recommendations have been resolved.

**CURRENT YEAR'S COMMENTS AND RECOMMENDATIONS:**

**REVIEW OF APPROPRIATED FUND TRANSACTIONS**

Our review of the purchase orders and payment documentation for the General and Building Funds indicated that the District was doing an excellent job of obtaining and maintaining supporting documentation for its payments. The District's staff was able to provide information to resolve any questions that were developed by our samples.

**REVIEW OF ACTIVITY FUND TRANSACTIONS**

Our review of purchase orders and payment documentation for the Activity Fund also indicated that the District was doing an excellent job of obtaining and maintaining supporting documentation for its payments. The District's staff was able to provide information to resolve any questions that were developed by our samples.

**DISTRICT'S RESPONSE TO AUDIT COMMENTS AND RECOMMENDATIONS**

The District has received the findings and recommendations and will review current procedures in order to implement any necessary changes.

**PIONEER TECHNOLOGY CENTER  
DISTRICT #13----KAY COUNTY**

**AUDIT REPORT-----EXECUTIVE SUMMARY**

**FOR THE YEAR ENDED JUNE 30, 2021**

**---REPORT FORMAT---**

**Auditor's Opinion:** The financial statements are fairly presented under the appropriate basis of accounting.

**Basis of Accounting:** The accrual basis (as required by the OK Department of Career & Technical Education.)

**Management's Discussion and Analysis:** Is prepared by the District's Management (and is "unaudited.")

**Government-Wide Financial Statements:** (Two **summary** financial statements at the beginning of the report.)  
These statements show the District's: **(1) Net Assets** (at June 30th),  
and **(2) Financial Activities** (for the entire year) on the accrual basis  
of accounting (when the District's major funds are combined.)

**Notes to the Financial Statements:** Provide narrative information to supplement all of the financial statements.

**Supplementary Information:** Detailed financial statements--presented on the regulatory basis of accounting  
(which is prescribed for common schools by the Oklahoma State Department  
of Education.)

**Other Included Reports:**   **(1) Internal Control and Compliance Reports**  
                                  **(2) Management Letter and Comments**

**---REPORT HIGHLIGHTS---**

	<u>Year Ending Fund Balance:</u>	<u>Increase (Decrease) in the Fund Balance during the year:</u>
<b>General Fund:</b>	\$ 3,394,112	\$ 610,173
<b>Building Fund:</b>	\$ 5,440,064	\$ ( 18,719 )
<b>Activity Fund:</b>	\$ 27,616	\$ ( 1,118 )

**Long Term Debt Outstanding:**   **(None-other than lease purchase obligations)**

**Federal Financial Assistance Receivable, June 30, 2021:**   \$ 212,302

**Management Letter Comments:**   **(See the final two pages of the report)**

**Dr. Marcie Mack, State Director  
Oklahoma Department of Career and Technology Education  
1500 W. 7<sup>th</sup> Avenue, Stillwater, OK 74074**

**AUDIT ACKNOWLEDGEMENT**

**Pioneer Technology Center, District No. 13  
Kay County, Oklahoma  
July 1, 2020 through June 30, 2021**

The annual independent audit for the Pioneer Technology Center, was presented to the Board of Education in an Open Board Meeting on March 8, 2022, by Putnam & Company, PLLC .

A copy of the audit, including this acknowledgement form, will be sent to the Oklahoma Department of Career and Technology Education within 30 days from its presentation, as stated in O.S. Paragraph 22-108:

“The local board of education shall forward a copy of the audit report to the State Department of Career and Technology Education within 30 days after receipt of said audit.”

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Board of Education Vice President

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

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

Subscribed and sworn to me this \_\_\_\_ day of \_\_\_\_\_. My commission expires  
on the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**PIONEER TECHNOLOGY CENTER**  
**PURCHASES OVER \$10,000**  
 Equipment/Furniture/Remodel or Repairs/Technology  
 FY 2021-2022      March 8, 2022

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Bldg Maint – COVID funds	Locke Supply	(11) Touchless Drinking Fountains Elkay LZS8WSSP 8GPM	<b>\$15,025.67</b>
	<i>Other quotes: Stolhand Wells Groups \$16,700.00 Josh Short Plumbing \$20,900.00 Adams Plumbing \$20,993.94</i>		
EMS / Firefighter	Nasco HealthCare	(1) Smart Stat Complete w/iPad Shipping & Handling *Donation from Phillips66 *Donation from Fire & Life Safety Council TOTAL cost to PTC	36,899.95 148.44 -12,000.00 -12,000.00 <b>\$13,048.39</b>
	<i>Other quotes: SOLE SOURCE VENDOR</i>		

# 2022-2023 Calendar Pioneer Technology Center

JULY 2022						
S	M	T	W	T	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	0
	18	19	20	21	22	
	25	26	27	28	29	

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	12
	22	23	24	25	26	
	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	21
	19	20	21	22	23	
	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	18
	24	25	26	27	28	
	31					

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	17
	21	22	23	24	25	
	28	29	30			

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	15
	19	20	21	22	23	
	26	27	28	29	30	

JANUARY 2023						
S	M	T	W	T	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	20
	23	24	25	26	27	
	30	31				

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	18
	20	21	22	23	24	
	27	28				

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	18
	20	21	22	23	24	
	27	28	29	30	31	

APRIL 2023						
S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	19
	24	25	26	27	28	

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	17
	22	23	24	25	26	
	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	0
	19	20	21	22	23	
	26	27	28	29	30	

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

2022	
<b>July</b>	4 Fourth of July Holiday/ Closed
<b>August</b>	1-2 ORACTE Oklahoma Summit 3-10 In-Service / Professional Days 11 Evening—Back to School Event 16 First Day of School
<b>September</b>	5 Labor Day Holiday/ Closed
<b>October</b>	18 Evening P/T Conferences 20 P/T Conference Day / No Classes 20 End of First Grading Period 21 & 24 Fall Break / No Classes
<b>November</b>	21 -25 Thanksgiving Holiday / Closed
<b>December</b>	21 End of Second Grading Period 22 Winter Break / No Classes 23-30 Christmas Holiday / Closed



2101 N. Ash  
Ponca City, OK 74601

**We Value...**  
People  
Innovation  
Character  
Learning  
Economic Development

**Draft Calendar**  
Days Semester 1 - 83  
Days Semester 2 - 92  
Total Days: 175

2023	
<b>January</b>	2 Winter Break / No Classes 3 First Day of Second Semester 16 Martin Luther King Jr Day Holiday / Closed
<b>February</b>	17 P/T Conference Day / No Classes 20 Presidents' Day Holiday / Closed
<b>March</b>	10 End of Third Grading Period 13-17 Spring Break / No Classes
<b>April</b>	7 Good Friday Holiday / Closed
<b>May</b>	23 Last Day of School 29 Memorial Day Holiday / Closed
Inclement weather make-up days: April 7, May 24-26	

**SUMMARY OF PTC PROGRAM EQUIPMENT REQUESTS - PROPOSED**

**2022**

	REQUESTED	GENERAL-EQUIP	BUILDING-EQUIP	NO or HOLD	HEERF3 FUNDS
<b>OTHER EQUIPMENT:</b>					
AUTO TECH (pg 2)	138,737.47	4,663.27	36,160.31	97,913.89	0.00
CHILDREN'S LAB & PRESCHOOL (pg 2-3)	4,781.21	4,781.21	0.00	0.00	0.00
WELDING (pg 3)	68,135.00	28,135.00	0.00	40,000.00	0.00
HEALTH: NURSING, MA, BIOMED, HCC (pg 3)	17,297.00	873.00	0.00	0.00	16,424.00
PLANT / FACILITIES (pg 4)	68,220.54	68,220.54	0.00	0.00	0.00
ADMIN / CONFERENCE CENTER (pg 4)	25,500.00	0.00	25,500.00	0.00	0.00
SAFETY TRAINING (pg 4)	8,070.00	8,070.00	0.00	0.00	0.00
FLEET / BUSES (pg 4)	60,000.00	60,000.00	0.00	0.00	0.00
BUSINESS & INDUSTRY DEVELOPMENT (pg 4-5)	50,487.61	0.00	0.00	50,487.61	0.00
VISUAL COMMUNICATIONS (pg 5)	27,500.00	27,500.00	0.00	0.00	0.00
COSMETOLOGY (pg 5)	9,088.00	9,088.00	0.00	0.00	0.00
MECHATRONICS (pg 5)	86,945.00	3,605.00	0.00	83,340.00	0.00
BASIC PEACE OFFICER CERTIFICATION (pg 6)	8,575.00	8,575.00	0.00	0.00	0.00
CULINARY SERVICES (pg 6)	17,652.46	15,505.41	0.00	2,147.05	0.00
FIREFIGHTER / EMS (pg 6-7)	29,645.00	0.00	29,645.00	0.00	0.00
<b>COMPUTER/TECHNOLOGY - All Areas (pg 8-11)</b>					
AT&D 15,782.00	Systems 161,362.00				
Fulltime Programs 1,183.00	Marketing 1,400.00				
Health Programs 8,730.49	Visual Communications 91,105.00				
Basic Peace Officer Cert 8,566.00	Mechatronics 34,700.00				
Teacher Prep 6,898.00	Academic Math 1,750.00				
Information Tech 28,423.38	Childrens Lab 5,600.00				
Student Services 1,183.00	Precision Machining 2,595.00				
Business and Industry Serv 3,702.00	Safety 2,648.00				
<b>FURNITURE - All Areas (pg 12-13)</b>					
Facilities 9,977.44	Admin 250.47				
Welding 3,810.32	Nursing 524.73				
BIS 6,043.16	Basic Peace Officer 15,423.39				
Safety 405.31	Information Tech 3,010.00				
Marketing 935.43	Health Programs 494.26				
Culinary 9,469.79	Student Services 494.26				
<b>TOTAL</b>	<b>1,047,100.72</b>	<b>503,254.30</b>	<b>142,143.87</b>	<b>353,257.55</b>	<b>48,445.00</b>
		General Fund	Building Fund		General Fund

**2022 "OTHER" EQUIPMENT REQUESTS**

	Program / Name	Vendor	Description	Justification	Priority	Quantity	Price	Total	GEN-Equip	BLDG-Equip	NO or HOLD	HEERF FUNDS	PO Number
1	<b>AUTO TECH:</b>												
2	Brett Haas	SNAP ON INDUSTRIAL	Shop Key Pro Software Subscription	Replacement	1	1	1,212.34	1,212.34	1,212.34	0.00	0.00	0.00	
3		SNAP ON INDUSTRIAL	Zeus Renewal Data Plan	Replacement	1	1	3,440.25	3,440.25	3,440.25	0.00	0.00	0.00	
4			Shipping for data plan	Shipping			10.68	10.68	10.68	0.00	0.00	0.00	
5		SNAP ON INDUSTRIAL	Verus Edge & Zeus Dock Station	Addition	1	1	300.75	300.75	0.00	300.75	0.00	0.00	
6			Shipping for dock station	Shipping			30.00	30.00	0.00	30.00	0.00	0.00	
7		SNAP ON INDUSTRIAL	Tire Machine	Addition	1	1	17,476.52	17,476.52	0.00	17,476.52	0.00	0.00	
8			Shipping for tire machine	Shipping			201.00	201.00	0.00	201.00	0.00	0.00	
9		SNAP ON INDUSTRIAL	Tire Balancer	Addition	1	1	17,695.05	17,695.05	0.00	17,695.05	0.00	0.00	
10			Shipping for tire balancer	Shipping			201.00	201.00	0.00	201.00	0.00	0.00	
11		MATCO TOOLS	81 piece Auto Master Tap & Die Set	Replacement	1	1	255.99	255.99	0.00	255.99	0.00	0.00	
12			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
13		SNAP ON INDUSTRIAL	On Vehicle Brake Lathe	Replacement	2	1	13,073.06	13,073.06	0.00	0.00	13,073.06	0.00	
14			Shipping for brake lathe	Shipping			224.00	224.00	0.00	0.00	224.00	0.00	
15		SNAP ON INDUSTRIAL	SnapOn Zeus Scan Tool Certification Kit	Addition	2	1	57,386.55	57,386.55	0.00	0.00	57,386.55	0.00	
16			Shipping for certification kit	Shipping			224.00	224.00	0.00	0.00	224.00	0.00	
17		SNAP ON INDUSTRIAL	Polarteck Dual AC Machine	Replacement	2	1	15,952.13	15,952.13	0.00	0.00	15,952.13	0.00	
18			Shipping for ac machine	Shipping			140.00	140.00	0.00	0.00	140.00	0.00	
19		LOWES	Garage Cabinet	Addition	2	7	329.00	2,303.00	0.00	0.00	2,303.00	0.00	
20			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
21		BUMPER TO BUMPER	Tool Carts	Replacement	2	10	558.99	5,589.90	0.00	0.00	5,589.90	0.00	
22			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
23		SNAP ON INDUSTRIAL	Handheld 5 Gas Analyzer Kit w/prt	Addition	3	1	2,996.25	2,996.25	0.00	0.00	2,996.25	0.00	
24			Shipping for analyzer kit	Shipping			25.00	25.00	0.00	0.00	25.00	0.00	
25	<b>SUBTOTAL (AUTO TECH)</b>							<b>138,737.47</b>	<b>4,663.27</b>	<b>36,160.31</b>	<b>97,913.89</b>	<b>0.00</b>	
26													
27	<b>CHILDREN'S LAB &amp; PRESCHOOL</b>												
28	Lora Walton	CONSTRUCTIVE PLAYTHINGS	Children's Kitchen Set	Addition	2	1	1,197.99	1,197.99	1,197.99	0.00	0.00	0.00	
29			Shipping Charges	Shipping			179.70	179.70	179.70	0.00	0.00	0.00	
30		LAKESHORE LEARNING	Dress Up Cabinet	Addition	2	1	479.00	479.00	479.00	0.00	0.00	0.00	
31			Shipping Charges	Shipping			71.85	71.85	71.85	0.00	0.00	0.00	
32		HUBART	Serving Cart	Addition	2	1	611.00	611.00	611.00	0.00	0.00	0.00	

	Program / Name	Vendor	Description	Justification	Priority	Quantity	Price	Total	GEN-Equip	BLDG-Equip	NO or HOLD	HEERF FUNDS	PO Number
33			Shipping Charges	Shipping			91.65	91.65	91.65	0.00	0.00	0.00	
34		DISCOUNT SCHOOL SUPPLY	Active & Agile Fitness Set	Addition	3	1	264.14	264.14	264.14	0.00	0.00	0.00	
35			Shipping Charges	Shipping			39.62	39.62	39.62	0.00	0.00	0.00	
36		PLAY WITH A PURPOSE	Horizontal Storage Box	Replacement	4	2	789.00	1,578.00	1,578.00	0.00	0.00	0.00	
37			Shipping Charges	Shipping			268.26	268.26	268.26	0.00	0.00	0.00	
38	SUBTOTAL (CHILDREN'S LAB & PRESCHOOL)							4,781.21	4,781.21	0.00	0.00	0.00	
39													
40	<b>WELDING:</b>												
41	Ian Freeman	LAMPTON WELDING SUPPLY	Mathey Dearman Pioe Beveler 3"-8"	Replacement	1	1	1,170.00	1,170.00	1,170.00	0.00	0.00	0.00	
42			Shipping Charges	Shipping			50.00	50.00	50.00	0.00	0.00	0.00	
43		AIRGAS	Koike Portable Motorized Track Torch	Addition	1	1	1,620.00	1,620.00	1,620.00	0.00	0.00	0.00	
44			Shipping Charges	Shipping			50.00	50.00	50.00	0.00	0.00	0.00	
45		S&K DIRECT STEEL	Lincoln Aluminum MIG Welder Power MIG 360	Addition	1	2	8,800.00	17,600.00	17,600.00	0.00	0.00	0.00	
46			Shipping Charges	Shipping			150.00	150.00	150.00	0.00	0.00	0.00	
47		MSC INDUSTRIAL SUPPLY	Horizontal Bandsaw	Replacement	1	1	1,770.00	1,770.00	1,770.00	0.00	0.00	0.00	
48			Shipping Charges	Shipping			200.00	200.00	200.00	0.00	0.00	0.00	
49		MSC INDUSTRIAL SUPPLY	Small Bench Lathe	Replacement	1	1	4,200.00	4,200.00	4,200.00	0.00	0.00	0.00	
50			Shipping Charges	Shipping			500.00	500.00	500.00	0.00	0.00	0.00	
51		S&K DIRECT STEEL	Machine "Barrel" Torch for pipe bevel machines	Replacement	2	2	400.00	800.00	800.00	0.00	0.00	0.00	
52			Shipping Charges	Shipping			25.00	25.00	25.00	0.00	0.00	0.00	
53		LAMPTON WELDING SUPPLY	IPG LightWELD Laser Welding System	Addition	2	1	39,500.00	39,500.00	0.00	0.00	39,500.00	0.00	
54			Shipping Charges	Shipping			500.00	500.00	0.00	0.00	500.00	0.00	
55	SUBTOTAL (WELDING)							68,135.00	28,135.00	0.00	40,000.00	0.00	
56													
57	<b>HEALTH:</b>												
58	NURSING (Tripp)	LAERDAL MEDICAL CORPORATION	Nursing Anne Simulator	Replacement	1	1	11,715.00	11,715.00	0.00	0.00	0.00	11,715.00	
59				Shipping			200.00	200.00	0.00	0.00	0.00	200.00	
60													
61	MA (Eddinger)	REALITY WORKS	ECG Simulator	Addition	4	1	4,399.00	4,399.00	0.00	0.00	0.00	4,399.00	
62			Shipping Charges	Shipping			110.00	110.00	0.00	0.00	0.00	110.00	
63													
64	HCC (Garrison)	POCKET NURSE	Smart Anatomy	Addition	1	1	723.00	723.00	723.00	0.00	0.00	0.00	
65			Shipping Charges	Shipping			150.00	150.00	150.00	0.00	0.00	0.00	
66	SUBTOTAL (HEALTH)							17,297.00	873.00	0.00	0.00	16,424.00	

	Program / Name	Vendor	Description	Justification	Priority	Quantity	Price	Total	GEN-Equip	BLDG-Equip	NO or HOLD	HEERF FUNDS	PO Number
67													
68	<b>PLANT / FACILITIES:</b>												
69	Russ Hollingsworth	AC EQUIPMENT REPAIR	AC Recovery and Recharging Machine Model #34788NI	Replacement	1	1	4,600.00	4,600.00	4,600.00	0.00	0.00	0.00	
70			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
71													
72	Debbie Johnstone	FARHA	Wide Area Vacuum	Addition	1	1	2,696.25	2,696.25	2,696.25	0.00	0.00	0.00	
73			Carpet Extractor	Addition	1	1	2,162.00	2,162.00	2,162.00	0.00	0.00	0.00	
74			Auto Scrubber	Addition	1	1	7,895.00	7,895.00	7,895.00	0.00	0.00	0.00	
75													
76	Keith Burge	BOBCAT OF OKLAHOMA	Bobcat L28 Articulated Loader	Addition	1	1	50,178.29	50,178.29	50,178.29	0.00	0.00	0.00	
77			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
78													
79	Dale Evans	BRANDTS ACE HARDWARE	Master Manufacturing SLO-21-060-MM 60 Gallon Trailer Sprayer	Addition	1	1	689.00	689.00	689.00	0.00	0.00	0.00	
80			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
81	<b>SUBTOTAL (PLANT/FACILITIES)</b>								<b>68,220.54</b>	<b>68,220.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
82													
83	<b>ADMIN / CONFERENCE CENTER</b>												
84	Traci Thorpe	AVL	Additional modules to expand video wall	Addition	1	1	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00	
85			Shipping Charges	Shipping			500.00	500.00	0.00	500.00	0.00	0.00	
86	<b>SUBTOTAL (ADMIN / CONF CENTER)</b>								<b>25,500.00</b>	<b>0.00</b>	<b>25,500.00</b>	<b>0.00</b>	<b>0.00</b>
87													
88	<b>SAFETY:</b>												
89	Carl Storm	OHD	Quantifit 2 Respirator Fit Testing System	Replacement	1	1	7,995.00	7,995.00	7,995.00	0.00	0.00	0.00	
90			Shipping Charges	Shipping			75.00	75.00	75.00	0.00	0.00	0.00	
91	<b>SUBTOTAL (SAFETY)</b>								<b>8,070.00</b>	<b>8,070.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
92													
93	<b>FLEET:</b>												
94	Jason Kubik	VENDOR - To Be Determined	14 Passenger Bus (No CDL required)	Addition	1	1	60,000.00	60,000.00	60,000.00	0.00	0.00	0.00	
95			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
96	<b>SUBTOTAL (FLEET)</b>								<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
97													
98	<b>BIS</b>												
99	Johnny Thornburgh	LAMPTON WELDING	IPG LightWELD 1500 Laser Welding System	Addition	1	1	39,498.32	39,498.32	0.00	0.00	39,498.32	0.00	
100			Shipping Charges	Shipping			1,250.00	1,250.00	0.00	0.00	1,250.00	0.00	

	Program / Name	Vendor	Description	Justification	Priority	Quantity	Price	Total	GEN-Equip	BLDG-Equip	NO or HOLD	HEERF FUNDS	PO Number
101	Janet Schwabe	LAMPTON WELDING	Portable Cartridge Dust Collector for filtration	Addition	1	1	9,739.29	9,739.29	0.00	0.00	9,739.29	0.00	
102			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
103	SUBTOTAL (BIS)							50,487.61	0.00	0.00	50,487.61	0.00	
104													
105	<b>VISUAL COMMUNICATIONS</b>												
106	Kendra Knight	VENDOR - To Be Determined	Industrial Chiller for Laser CO2 Glass Tube	Addition	1	1	500.00	500.00	500.00	0.00	0.00	0.00	
107			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
108		VENDOR - To Be Determined	CNC Wheel router rotary axi attachment for CO2 Laser Machine	Addition	1	1	300.00	300.00	300.00	0.00	0.00	0.00	
109			Shipping Charges	Shippoing			0.00	0.00	0.00	0.00	0.00	0.00	
110		VENDOR - To Be Determined	Stahls 16x20 Heat Press Machine	Addition	1	1	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	
111			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
112		VENDOR - To Be Determined	Vinyl Cutter with stand	Addition	1	1	1,700.00	1,700.00	1,700.00	0.00	0.00	0.00	
113			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
114		RESOLUTE	5 Jet Pro Direct to Garmet Printer	Addition	1	1	18,000.00	18,000.00	18,000.00	0.00	0.00	0.00	
115			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
116		ALL AMERICAN PRINT SUPPLY	4-treat Machine	Addition	1	1	4,500.00	4,500.00	4,500.00	0.00	0.00	0.00	
117			Shipping Charges	Shipping			0.00	0.00	0.00	0.00	0.00	0.00	
118	SUBTOTAL (VISUAL COMMUNICATIONS)							27,500.00	27,500.00	0.00	0.00	0.00	
119													
120	<b>COSMETOLOGY</b>												
121	Kayla Randol	ARMSTRONG MEDICAL	Blow Dryers	Replacements	1	25	300.00	7,500.00	7,500.00	0.00	0.00	0.00	
122			Shipping Charges	Shipping			88.00	88.00	88.00	0.00	0.00	0.00	
123		CAROLINA BIOLOGICAL SUPPLY	3B Human Muscular & Ligamentous Skeleton	Addition	1	1	1,300.00	1,300.00	1,300.00	0.00	0.00	0.00	
124			Shipping Charges	Shipping			200.00	200.00	200.00	0.00	0.00	0.00	
125	SUBTOTAL (COSMETOLOGY)							9,088.00	9,088.00	0.00	0.00	0.00	
126													
127	<b>MECHATRONICS</b>												
128	Chuck Rector	TECH LABS	Test leads for Trainer T7018 - Power and Control Electronics	Addition	1	1	675.00	675.00	675.00	0.00	0.00	0.00	
129			Shipping Charges	Shipping			25.00	25.00	25.00	0.00	0.00	0.00	
130		TECH LABS	Stratus F370 Printer	Replacement	1	1	81,800.00	81,800.00	0.00	0.00	81,800.00	0.00	
131			Shipping Charges	Shipping			1,540.00	1,540.00	0.00	0.00	1,540.00	0.00	
132		TECH LABS	MakerBot 3D printer Sketch Bundle (x2)	Replacement	1	1	2,745.00	2,745.00	2,745.00	0.00	0.00	0.00	
133			Shipping Charges	Shipping			160.00	160.00	160.00	0.00	0.00	0.00	
134	SUBTOTAL (MECHANTRONICS)							86,945.00	3,605.00	0.00	83,340.00	0.00	

	Program / Name	Vendor	Description	Justification	Priority	Quantity	Price	Total	GEN-Equip	BLDG-Equip	NO or HOLD	HEERF FUNDS	PO Number
135													
136	<b>BASIC PEACE OFFICER CERTIFICATION</b>												
137	Tucker Hodgson	KUSTOM SIGNALS	Radar Guns	Addition	1	3	1,750.00	5,250.00	5,250.00	0.00	0.00	0.00	
138			Shipping Charges	Shipping			175.00	175.00	175.00	0.00	0.00	0.00	
139		AED SUPERSTORE	AED - one with carry bag and one with wall mount	Addition	1	2	1,500.00	3,000.00	3,000.00	0.00	0.00	0.00	
140			Shipping Charges	Shipping			150.00	150.00	150.00	0.00	0.00	0.00	
141	<b>SUBTOTAL (BASIC PEACE OFFICER CERT)</b>							<b>8,575.00</b>	<b>8,575.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
142													
143	<b>CULINARY SERVICES</b>												
144	Lori Brown	CENTRAL RESTAURANT PRODUCTS	3 Well Electric Hot Food Table 700-045 W/well-120v	Addition	1	1	1160.57	1,160.57	1,160.57	0.00	0.00	0.00	
145			Serving Shelf w/glass sneeze guard 700-081 44-3/8"	Addition	1	1	549.00	549.00	549.00	0.00	0.00	0.00	
146			5 Well Hot Food Table s/s portable sealed well 700-074 W/well-120-1	Replacement	1	1	2133.61	2,133.61	2,133.61	0.00	0.00	0.00	
147			Serving Shelf w/glass sneeze guard 700-083 72 3/8 W	Replacement	1	1	839.00	839.00	839.00	0.00	0.00	0.00	
148			Hot Box 340-415-Hldgcb Trnsport, insul w/lxn	Addition	1	1	3164.52	3,164.52	3,164.52	0.00	0.00	0.00	
149			Heated Camcart 250-608-SLA Alt Blue 2cmpt	Replacement	1	1	2,158.71	2,158.71	2,158.71	0.00	0.00	0.00	
150			Reach In Refrigerator	Replacement	1	1	5,500.00	5,500.00	5,500.00	0.00	0.00	0.00	
151			Canserver Blk 3 gal 250-152-Blk	Replacement	2	1	302.80	302.80	0.00	0.00	302.80	0.00	
152			Shipping Charges	Shipping			148.60	148.60	0.00	0.00	148.60	0.00	
153			Canserver Blk 5 gal 250-153	Replacement	2	1	331.05	331.05	0.00	0.00	331.05	0.00	
154			Shipping Charges	Shipping			148.60	148.60	0.00	0.00	148.60	0.00	
155			Commercial Food Processor	Addition	2	1	1,216.00	1,216.00	0.00	0.00	1,216.00	0.00	
156	<b>SUBTOTAL (CULINARY SERVICES)</b>							<b>17,652.46</b>	<b>15,505.41</b>	<b>0.00</b>	<b>2,147.05</b>	<b>0.00</b>	
157													
158													
159	<b>FIREFIGHTER / EMERGENCY SERVICES</b>												
160	Gary Vap	HOME FITNESS	Stair Climber	Addition	1	1	5,299.00	5,299.00	0.00	5,299.00	0.00	0.00	
161			Stationary Upright Bike	Addition	1	2	2,899.00	5,798.00	0.00	5,798.00	0.00	0.00	
162			Shipping Charges	Shipping			300.00	300.00	0.00	300.00	0.00	0.00	
163		NORTHERN SAFETY	Turnout Gear, complete set	Addition	1	4	3,154.00	12,616.00	0.00	12,616.00	0.00	0.00	
164			Shipping Charges	Shipping			300.00	300.00	0.00	300.00	0.00	0.00	
165		NORTHERN SAFETY	Smooth Bore Fire Nozzle	Addition	1	2	495.00	990.00	0.00	990.00	0.00	0.00	
166			Shipping Charges	Shipping			50.00	50.00	0.00	50.00	0.00	0.00	
167		NORTHERN SAFETY	Thermal Imager	Addition	1	1	2,577.00	2,577.00	0.00	2,577.00	0.00	0.00	
168			Shipping Charges	Shipping			100.00	100.00	0.00	100.00	0.00	0.00	

	Program / Name	Vendor	Description	Justification	Priority	Quantity	Price	Total	GEN-Equip	BLDG-Equip	NO or HOLD	HEERF FUNDS	PO Number
169		NORTHERN SAFETY	Foam Eductor	Addition	1	1	865.00	865.00	0.00	865.00	0.00	0.00	
170			Shipping Charges	Shipping			50.00	50.00	0.00	50.00	0.00	0.00	
171		NORTHERN SAFETY	Foam Expansion Cone	Addition	1	1	650.00	650.00	0.00	650.00	0.00	0.00	
172			Shipping Charges	Shipping			50.00	50.00	0.00	50.00	0.00	0.00	
173	SUBTOTAL (FIREFIGHTER/EMS)							29,645.00	0.00	29,645.00	0.00	0.00	

## 2022 Computer and Technology Requests

	Program / Name	Vendor	Description	Justification	QTY	Price	Total	GENERAL	BUILDING	NO or HOLD	HEERF3 FUNDS	PO Number
1	AT&D / Dickerson	MNJ Technologies	Laptops for cart	Need access to mobile cart for events where other computer labs are not available	12	\$1,183.00	\$14,196.00	0.00	0.00	0.00	\$14,196.00	
2	AT&D / Dickerson	MNJ Technologies	Laptop Cart	Need access to mobile cart for events where other computer labs are not available	1	\$1,586.00	\$1,586.00	0.00	0.00	0.00	\$1,586.00	
3	Full Time Programs / Farmer	MNJ Technologies	Laptop	To be able to send out emergency messages in a timely manner so to weather, Covid, ect. - My personal laptop at home has kicked the bucket and will not work to send these messages for early morning inclement weather - To be able to work on State Reports, PTC Reports, etc. away from my office desktop -To use during trainings or webinars that I attend that will benefit me in this new position as registrar.	1	\$1,183.00	\$1,183.00	1,183.00	0.00	0.00	0.00	
4	Health Careers / Garrison	MNJ Technologies	Laptop	Take home computer that is not a chromebook	1	\$1,183.00	\$1,183.00	1,183.00	0.00	0.00	0.00	
5	Health Careers / Eller	MNJ Technologies	Laptop	I need it because I divide my time between 4 classes and never know which one I will be in. It is easier to carry my computer for grades with me.	1	\$1,183.00	\$1,183.00	1,183.00	0.00	0.00	0.00	
6	Health Careers / Clark	MNJ Technologies	Desktop Computer for RX machine	Dell Optiplex desktop or something similar	1	\$1,052.00	\$1,052.00	0.00	0.00	1,052.00	0.00	
7	BPOC / Hodgson	MNJ Technologies	Chromebooks for Cart	15 students enrolled in the BPOC program	15	\$332.00	\$4,980.00	0.00	0.00	0.00	4,980.00	
8	BPOC / Hodgson	MNJ Technologies	Chromebook cart	15 students enrolled in the BPOC program	1	\$1,586.00	\$1,586.00	0.00	0.00	0.00	1,586.00	
9	Teacher Prep / Braden	MNJ Technologies	Chromebooks for Cart	For classroom use and for group activities	16	\$332.00	\$5,312.00	0.00	0.00	0.00	5,312.00	
10	Teacher Prep / Braden	MNJ Technologies	Chromebook cart	For classroom use and for group activities	1	\$1,586.00	\$1,586.00	0.00	0.00	0.00	1,586.00	
11	Info Tech / Ladner	MNJ Technologies	Computer Monitor	Spare monitors have all quit working	5	\$239.00	\$1,195.00	1,195.00	0.00	0.00	0.00	
12	Info Tech / Underwood	MNJ Technologies	Laptop	I would like to replace and upgrade the current laptop I am using. I was issued a temporary laptop when moving into my Teaching Assistant position. I turned the previously issued laptop over to the new Preschool Lab Teacher in August.	1	\$1,183.00	\$1,183.00	0.00	0.00	1,183.00	0.00	
13	Student Services / Evans	MNJ Technologies	Windows Laptop	Easy to take to sending schools for online enrollment options and use remotely to splash in to my desktop. The computer I have was issued used before the pandemic and is slow and not easy to take with me.	1	\$1,183.00	\$1,183.00	1,183.00	0.00	0.00	0.00	
14	Safety / Parker	MNJ Technologies	Chromebox	Chromebox to be used with Safety Center TV	1	\$371.00	\$371.00	371.00	0.00	0.00	0.00	
15	Safety / Parker	MNJ Technologies	Laserjet pro M203dw printer	We need one more printer to be used in our computer lab for easier access to documents needed for Phillips 66 training.	1	\$199.00	\$199.00	199.00	0.00	0.00	0.00	
16	Safety / Tabor	MNJ Technologies	Dual computer screens	While doing audits I can have multiple documents open at the same time	2	\$239.00	\$478.00	478.00	0.00	0.00	0.00	
17	BIS / Thornburgh	MNJ Technologies	Computer Monitor	Working on multiple drawings and documents. Viewing zoom meetings with open documents.	1	\$239.00	\$239.00	239.00	0.00	0.00	0.00	
18	BIS / Kyler	MNJ Technologies	Chromebox	For use with Marketing display	1	\$371.00	\$371.00	371.00	0.00	0.00	0.00	
19	BIS / Brakey	MNJ Technologies	42" Monitor	Many times I'm walking clients through government databases and this would make it easier for them to follow along and see the information I'm sharing at a safe social distance.	1	\$1,092.00	\$1,092.00	1,092.00	0.00	0.00	0.00	
20	Systems / Kevin Bell	MNJ Technologies	3D printer innovation hub Desktop - B113	5 Year Computer rotation	1	\$1,052.00	\$1,052.00	1,052.00	0.00	0.00	0.00	
21	Systems / Kevin Bell	MNJ Technologies	Desktop Computers- B114 Mechatronics	5 Year Computer rotation	17	\$1,052.00	\$17,884.00	17,884.00	0.00	0.00	0.00	
22	Systems / Kevin Bell	MNJ Technologies	Monitors - B114 Mechatronics	Replacement Monitors	17	\$239.00	\$4,063.00	4,063.00	0.00	0.00	0.00	
23	Systems / Kevin Bell	MNJ Technologies	Desktop Computers - B114B PreEngineering	5 Year Computer rotation	11	\$1,052.00	\$11,572.00	11,572.00	0.00	0.00	0.00	
24	Systems / Kevin Bell	MNJ Technologies	Desktop Computers - B125 Career Center	5 Year Computer rotation	6	\$1,052.00	\$6,312.00	6,312.00	0.00	0.00	0.00	
25	Systems / Kevin Bell	MNJ Technologies	Desktop Computers - B126 Career Center	5 Year Computer rotation	22	\$1,052.00	\$23,144.00	23,144.00	0.00	0.00	0.00	
26	Systems / Kevin Bell	MNJ Technologies	Desktop Computers - B126 Career Center	Replacement Monitors	22	\$239.00	\$5,258.00	5,258.00	0.00	0.00	0.00	
27	Systems / Kevin Bell	MNJ Technologies	Laptop - B126B Enrollment Outreach Coordinator	5 Year Computer rotation	1	\$1,183.00	\$1,183.00	1,183.00	0.00	0.00	0.00	
28	Systems / Kevin Bell	MNJ Technologies	Desktop Computers - B128 Share JM	5 Year Computer rotation	22	\$1,052.00	\$23,144.00	23,144.00	0.00	0.00	0.00	
29	Systems / Kevin Bell	MNJ Technologies	Desktop Computer - B130 Kendra K	5 Year Computer rotation	1	\$1,052.00	\$1,052.00	1,052.00	0.00	0.00	0.00	
30	Systems / Kevin Bell	MNJ Technologies	Desktop Computer - B121 Sylvia	5 Year Computer rotation	1	\$1,052.00	\$1,052.00	0.00	0.00	1,052.00	0.00	

	Program / Name	Vendor	Description	Justification	QTY	Price	Total	GENERAL	BUILDING	NO or HOLD	HEERF3 FUNDS	PO Number	
31	Systems / Kevin Bell	MNJ Technologies	Desktop Computers - C107 Teacher Prep	5 Year Computer rotation	2	\$1,052.00	\$2,104.00	2,104.00	0.00	0.00	0.00		
32	Systems / Kevin Bell	MNJ Technologies	Desktop Computers - C110 Maintenance	5 Year Computer rotation	2	\$1,052.00	\$2,104.00	2,104.00	0.00	8,416.00	0.00		
33	Systems / Kevin Bell	MNJ Technologies	Desktop Computers - C111 Automotive	5 Year Computer rotation	3	\$1,052.00	\$3,156.00	3,156.00	0.00	0.00	0.00		
34	Systems / Kevin Bell	MNJ Technologies	Desktop Computer - C104 Systems	5 Year Computer rotation	1	\$1,052.00	\$1,052.00	1,052.00	0.00	0.00	0.00		
35	Systems / Kevin Bell	MNJ Technologies	Microsoft Surface	3D Barcode/QR code inventory project	1	\$1,593.00	\$1,593.00	0.00	0.00	1,593.00	0.00		
36	Systems / Kevin Bell	MNJ Technologies	Desktop computers - C108 Childrens Lab	5 Year Computer rotation	2	\$1,052.00	\$2,104.00	2,104.00	0.00	3,156.00	0.00		
37	Systems / Kevin Bell	MNJ Technologies	Printers - replacements for P4515 model that are aging out of service.	StaceyRt, Construction, Math, Machining, Fire, Medical Assisting, Bite - Cisco, Bite - AA, C105C, C105D, C105E, C105F, C110, C110 - Inventory, C111, C104	17	\$1,174.00	\$19,958.00	19,958.00	0.00	0.00	0.00		
38	Systems / Kevin Bell	MNJ Technologies	VmWare Carbon Black	Replace ESET for Staff computers	1	\$5,429.00	\$5,429.00	5,429.00	0.00	0.00	0.00		
39	Systems / Kevin Bell	MNJ Technologies	Multi-function Printer	current Printer is broken (ABE/HSE Valerie Streeter)	1	\$1,253.00	\$1,253.00	1,253.00	0.00	0.00	0.00		
40	Systems / Kevin Bell	MNJ Technologies	Chromebox	For use with Childcare TVs display	3	\$327.00	\$981.00	981.00	0.00	0.00	0.00		
41	Visual Communication / Knight	MNJ Technologies	Microsoft Surface	Visual Communications	2	\$1,593.00	\$3,186.00	3,186.00	0.00	0.00	0.00		
42	Visual Communication / Knight	MNJ Technologies	iPad Cart	Visual Communications	1	\$2,775.00	\$2,775.00	0.00	0.00	0.00	2,775.00		
43	SUBTOTAL							193,141.00	144,668.00	0.00	16,452.00	32,021.00	
44													
45	Systems / Bell	AI-Systems	New cameras licensing	Renew and add additional licenses with prorated rate	1	\$4,770.00	\$4,770.00	4,770.00	0.00	0.00	0.00		
46	SUBTOTAL							4,770.00	4,770.00	0.00	0.00	0.00	
47													
48	Health Careers / Clark	Pioneer RX	Computer and printer	label printer for medication bottles	1	\$2,534.49	\$2,534.49	2,534.49	0.00	0.00	0.00		
49	Health Careers / Clark	Pioneer RX	Software	This is a software that allows the students to learn a pharmacy software system including how to enter medication orders, print labels, perform billing operations, and track patient medications.	1	\$2,000.00	\$2,000.00	2,000.00	0.00	0.00	0.00		
50	SUBTOTAL							4,534.49	4,534.49	0.00	0.00	0.00	
51													
52	Marketing / Busch	Amazon	Paper Cutting machine	<a href="https://www.amazon.com/Mophorn-Electric-Numerical-Control-electric/dp/B06XSVKZRC/ref=sr_1_41?keywords=Paper+Cutter+Machine&amp;qid=1644874642&amp;sr=8-41">https://www.amazon.com/Mophorn-Electric-Numerical-Control-electric/dp/B06XSVKZRC/ref=sr_1_41?keywords=Paper+Cutter+Machine&amp;qid=1644874642&amp;sr=8-41</a>	1	\$1,400.00	\$1,400.00	1,400.00	0.00	0.00	0.00		
53	Info Tech / Ladner	Amazon	ASUS ROG Swift PG259QN eSports G-SYNC Gaming Monitor	eSports Lab	6	\$500.00	\$3,000.00	3,000.00	0.00	0.00	0.00		
54	Info Tech / Ladner	Amazon	Razer Huntsman V2 Optical Gaming Keyboard: Fastest Linear Optical Switches	eSports Lab	6	\$200.00	\$1,200.00	1,200.00	0.00	0.00	0.00		
55	Info Tech / Ladner	Amazon	Razer Viper Ultralight Ambidextrous Wired Gaming Mouse	eSports Lab	6	\$80.00	\$480.00	480.00	0.00	0.00	0.00		
56	Info Tech / Ladner	Amazon	Razer Kraken V3 HyperSense Wired USB Gaming Headset	eSports Lab	6	\$130.00	\$780.00	780.00	0.00	0.00	0.00		
57	Info Tech / Ladner	Amazon	Razer Gaming Mouse Bungee V3	eSports Lab	6	\$30.00	\$180.00	180.00	0.00	0.00	0.00		
58	Info Tech / Ladner	Amazon	Playstation 5	eSports Lab	2	\$1,000.00	\$2,000.00	2,000.00	0.00	0.00	0.00		
59	Systems / Bell	Amazon	Label Maker- Barcode Printer Bluetooth Thermal Label Maker	QR Barcode printer project	1	\$70.00	\$70.00	0.00	0.00	70.00	0.00		
60	Visual Communication / Knight	Amazon	OMTech Upgraded 60W CO2 Laser Engraving Cutting Machine	Visual Communications	1	\$3,000.00	\$3,000.00	3,000.00	0.00	0.00	0.00		
61	Visual Communication / Knight	Amazon	Rotary Cutter	OMTech 4-Wheel Rotary Cutter and Engraver Attachment with Nema 23 2-Phase Stepper Motor for 50W 60W 80W 100W 130W CO2 Laser Engraving Machine K40 Rotary Tool Accessory Kit for Wood and More	1	\$280.00	\$280.00	280.00	0.00	0.00	0.00		
62	Visual Communication / Knight	Amazon	Extractor for laser cutter	VEVOR Pure Air Fume 80W Smoke Air Purifier 110V Fume Extractor 180m³/H Smoke Purifier Absorber Remover for CNC Laser Engraving Machine(110V)	1	\$260.00	\$260.00	260.00	0.00	0.00	0.00		
63	Visual Communication / Knight	Amazon	Lavalier Mic System		1	\$270.00	\$270.00	270.00	0.00	0.00	0.00		
64	Visual Communication / Knight	Amazon	UV Flatbed Sublimation	Hrm, UV Printer A4 Size Flatbed with 2500 ml Ink for Bottle, Phone Case, Lighter, TPU, PVC, Metal, Wood Varnish Soft	1	\$4,000.00	\$4,000.00	4,000.00	0.00	0.00	0.00		

	Program / Name	Vendor	Description	Justification	QTY	Price	Total	GENERAL	BUILDING	NO or HOLD	HEERF3 FUNDS	PO Number
65	Visual Communication / Knight	Amazon	VR headset	Oculus Quest 2 — Advanced All-In-One Virtual Reality Headset — 128 GB	1	\$299.00	\$299.00	299.00	0.00	0.00	0.00	
66	Visual Communication / Knight	Amazon	Pocket Projector	KODAK Luma 350 Portable Smart Projector w/ Luma App   Ultra HD Rechargeable Video Projector	1	\$350.00	\$350.00	350.00	0.00	0.00	0.00	
67	SUBTOTAL						17,569.00	17,499.00	0.00	70.00	0.00	
68												
69												
70	SYSTEMS / Bell	American Telephone	External Security Cameras	Some cameras are 1.3MP and 10+ years old	15	500.00	7,500.00	7,500.00	0.00	0.00	0.00	
71	SUBTOTAL						7,500.00	7,500.00	0.00	0.00	0.00	
72												
73	Visual Communication / Knight	B&H Photo video	Telephoto Lens for camera	Visual Communications	1	\$700.00	\$700.00	700.00	0.00	0.00	0.00	
74	Visual Communication / Knight	B&H Photo video	VR XR Dual Camera	Vuze XR 3D VR180° / 2D 360° 5.7K Camera (Black)	1	\$850.00	\$850.00	850.00	0.00	0.00	0.00	
75	SUBTOTAL						1,550.00	1,550.00	0.00	0.00	0.00	
76												
77	Mechatronics / Rector	Tech-Labs	MakerBot Method X Carbon Fiber Printer Bundles	Multiple Quotes: Price quotes vary from 16830 to 52777	3	\$10,750.00	\$32,250.00	32,250.00	0.00	0.00	0.00	
78			Shipping for Printer Bundles	Shipping		\$2,450.00	\$2,450.00	2,450.00	0.00	0.00	0.00	
79	Visual Communication / Knight	Tech-Labs	3D Printers	Multiple Quotes: Price quotes vary from 16830 to 52777	1	\$52,777.00	\$52,777.00	0.00	0.00	52,777.00	0.00	
80	SUBTOTAL						87,477.00	34,700.00	0.00	52,777.00	0.00	
81												
82	Info Tech / Ladner	Dell	Gaming PCs	eSports Lab	6	\$2,734.23	\$16,405.38	16,405.38	0.00	0.00	0.00	
83	SUBTOTAL						16,405.38	16,405.38	0.00	0.00	0.00	
84												
85	Biomedical Science/ Bodick	Apple	4th generation iPad Air	I can utilize this in many situations, mainly for its portability. Although the laptops are portable, it is really to big to carry around the room efficiently. With an iPad, I can grade and enter something on the spot. If we are doing a lab, I can go over and evaluate a lab procedure or technique and grade and enter it into powerschool from the	1	\$778.00	\$778.00	778.00	0.00	0.00	0.00	
86	Visual Communication / Knight	Apple	11-inch iPad Pro Wi-Fi 128GB - Space Gray (PACKAGED IN A 10-PACK)	Visual Communications	1 2	\$8,880.00	\$17,760.00	8,880.00	0.00	8,880.00	0.00	
87	Visual Communication / Knight	Apple	27-inch iMac with Retina 5K display	Visual Communications	1	\$2,218.00	\$2,218.00	2,218.00	0.00	0.00	0.00	
88	Visual Communication / Knight	Apple	Apple Pencil (2nd Generation)	Visual Communications	10 20	\$119.00	\$2,380.00	1,190.00	0.00	1,190.00	0.00	
89	SUBTOTAL						23,136.00	13,066.00	0.00	10,070.00	0.00	
90												
91	Math / Johnson	SchoolSavers	Graphing Calculators (class set of 10)	I received 10 new calculators last year, and then my class sizes grew this year and we were short calculators. I need one more set of 10.	1	\$1,750.00	\$1,750.00	1,750.00	0.00	0.00	0.00	
92	SUBTOTAL						1,750.00	1,750.00	0.00	0.00	0.00	
93												
94	Safety / Parker	NewEgg Business	55" TV for Safety Traing Center	upcoming PTC classes and events along with weather updates for all the students who come through our training center!	1	\$1,600.00	\$1,600.00	1,600.00	0.00	0.00	0.00	
95	Systems / Bell	NewEgg Business	70" TV for Sup Conf Room	Need to relocate the TV and replace with larger size to accommodate the room rearrangement.	1	\$2,000.00	\$2,000.00	2,000.00	0.00	0.00	0.00	
96	BIS / Kyler	NewEgg Business	70" DISPLAY MONITOR & SERVICE for Incubator	Offer value-added promotion for incubator clients, recognition for BIS clients and provide business specific information and updates for the BIS client audience.	1	\$2,000.00	\$2,000.00	2,000.00	0.00	0.00	0.00	
97	Info Tech / Ladner	NewEgg Business	70" TV	eSports	1	\$2,000.00	\$2,000.00	2,000.00	0.00	0.00	0.00	
98	BPOC / Hodgson	NewEgg Business	70" Large TV for B127 future BOPC program	The current TV is small and hard to see from across the room	1	\$2,000.00	\$2,000.00	2,000.00	0.00	0.00	0.00	

	Program / Name	Vendor	Description	Justification	QTY	Price	Total	GENERAL	BUILDING	NO or HOLD	HEERF3 FUNDS	PO Number
99	Children's Lab / Walton	NewEgg Business	70" Large Screen TV for Music & Movement	These were originally to be acquired from COVID 19 money but never came to fruition. Electric work has already been completed in preparation for them.	2	\$2,000.00	\$4,000.00	4,000.00	0.00	0.00	0.00	
100	Children's Lab / Walton	NewEgg Business	55" Large Screen TV for Music & Movement	These were originally to be acquired from COVID 19 money but never came to fruition. Electric work has already been completed in preparation for them.	1	\$1,600.00	\$1,600.00	1,600.00	0.00	0.00	0.00	
101	SUBTOTAL						15,200.00	15,200.00	0.00	0.00	0.00	
102												
103	Precision Machining	Timco Machine Tools, Inc.	VSP Software for HAAS machine	Allows for conversational programming as requested by advisory board	1	\$2,595.00	\$2,595.00	2,595.00	0.00	0.00	0.00	
104	SUBTOTAL						2,595.00	2,595.00	0.00	0.00	0.00	
105		<b>TECHNOLOGY TOTAL</b>					375,627.87	264,237.87	0.00	79,369.00	32,021.00	

**2022 FURNITURE REQUESTS**

	Program / Name	Vendor	Description	Quantity	Price Each	Total	GEN - EQUIP	BLDG - EQUIP	NO or HOLD	HEERF3 FUNDS	PO Number
1	FACILITIES / Cafeteria	GALAXIE / HON COMPANY	STOOLS FOR EXISTING CAFÉ TABLES	14	271.92	3,806.88	0.00	3,806.88	0.00	0.00	
2	FACILITIES / Hallways	GALAXIE / HON COMPANY	TATTOO BENCH WITH POWER	2	1,684.15	3,368.30	0.00	3,368.30	0.00	0.00	
3	FACILITIES / Hallways	GALAXIE / HON COMPANY	TATTOO BENCH WITHOUT POWER	1	1,500.85	1,500.85	0.00	1,500.85	0.00	0.00	
4	WELDING / Freeman	GALAXIE / HON COMPANY	ENDORSE WIDE MESH BACK CHAIR	3	735.68	2,207.04	0.00	2,207.04	0.00	0.00	
5	WELDING / Freeman	GALAXIE / HON COMPANY	36" X 18" HEAVY DUTY STORAGE CABINET	2	553.14	1,106.28	0.00	1,106.28	0.00	0.00	
6	BIS / Schwabe	GALAXIE / HON COMPANY	MOTIVATE TASK CHAIR	3	293.04	879.12	0.00	879.12	0.00	0.00	
7	BIS / Schwabe	GALAXIE / HON COMPANY	42" ROUND CONFERENCE TABLE	3	462.00	1,386.00	0.00	1,386.00	0.00	0.00	
8	BIS / Schwabe	GALAXIE / HON COMPANY	MULTIFILE WITH LAMINATE TOP	3	879.12	2,637.36	0.00	2,637.36	0.00	0.00	
9	BIS / Lindsay	GALAXIE / HON COMPANY	MESH BACK CHAIR W/ BROWN VINYL SEAT	1	352.44	352.44	0.00	352.44	0.00	0.00	
10	SAFETY / Tabor	GALAXIE / HON COMPANY	MESH BACK CHAIR W/ BROWN VINYL SEAT	1	352.44	352.44	0.00	352.44	0.00	0.00	
11	MARKETING / Busch	GALAXIE / HON COMPANY	66" X 24" ADJUSTABLE HEIGHT CREENZA	1	520.52	520.52	0.00	520.52	0.00	0.00	
12	MARKETING / Busch	GALAXIE / HON COMPANY	PADDED STANDING MAT	1	292.89	292.89	0.00	292.89	0.00	0.00	
13	ADMIN / Christy	GALAXIE / HON COMPANY	KEYBOARD TRAY	1	217.80	217.80	0.00	217.80	0.00	0.00	
14	NURSING / Tripp	GALAXIE / HON COMPANY	BOOKCASE H10733.HH	1	456.28	456.28	0.00	456.28	0.00	0.00	
15	BPOC / Hodgson	GALAXIE / HON COMPANY	STUDENT TABLES - 24" X 48" FLIP TOP TABLES	15	603.68	9,055.20	0.00	9,055.20	0.00	0.00	
16	BPOC / Hodgson	GALAXIE / HON COMPANY	STUDENT CHAIRS - COMFORTASK	15	163.68	2,455.20	0.00	2,455.20	0.00	0.00	
17	BPOC / Hodgson	GALAXIE / HON COMPANY	EXECUTIVE CHAIR 2091	1	365.20	365.20	0.00	365.20	0.00	0.00	
18	BPOC / Hodgson	GALAXIE / HON COMPANY	STORAGE CABINETS	2	553.14	1,106.28	0.00	1,106.28	0.00	0.00	
19		GALAXIE / HON COMPANY	Delivery, Installation & Trash Haul Off (15% EACH LINE)			4,809.91	0.00	4,809.91	0.00	0.00	
20											
21	CULINARY / Staff Offices	GALAXIE / HON COMPANY	MODULAR DESK SHELL 30D 60W 10700	1	425.48	425.48	0.00	425.48	0.00	0.00	
22	CULINARY / Staff Offices	GALAXIE / HON COMPANY	MOD LH RETURN SHELL 24D 42W FULL HT PED	1	553.96	553.96	0.00	553.96	0.00	0.00	
23	CULINARY / Staff Offices	GALAXIE / HON COMPANY	STACK-ON STORAGE FOR 72W CREENZA OR DESK	1	614.24	614.24	0.00	614.24	0.00	0.00	
24	CULINARY / Staff Offices	GALAXIE / HON COMPANY	BACK ENCLOSURE 18-1/2H FOR MODEL H10734	1	122.76	122.76	0.00	122.76	0.00	0.00	
25	CULINARY / Staff Offices	GALAXIE / HON COMPANY	TCKBD 44-5/8W FOR MDL 107313 W/107353 ENCLOSURE	3	118.80	356.40	0.00	356.40	0.00	0.00	
26	CULINARY / Staff Offices	GALAXIE / HON COMPANY	CORNER UNIT 24 X36 X36 X24	2	607.64	1,215.28	0.00	1,215.28	0.00	0.00	
27	CULINARY / Staff Offices	GALAXIE / HON COMPANY	RETURN SHELL RIGHT 42W X 24D W/10 MOD PANL	2	308.88	617.76	0.00	617.76	0.00	0.00	
28	CULINARY / Staff Offices	GALAXIE / HON COMPANY	RETURN SHELL LEFT 42W X 24D W/10 MOD PANL	2	308.88	617.76	0.00	617.76	0.00	0.00	
29	CULINARY / Staff Offices	GALAXIE / HON COMPANY	FLOORSTND FULL HT PED B/B/F 15-5/8W X 22-3/4D	2	320.32	640.64	0.00	640.64	0.00	0.00	
30	CULINARY / Staff Offices	GALAXIE / HON COMPANY	STACK ON STRG FOR L STATION 74W X 14D X 36D	2	674.52	1,349.04	0.00	1,349.04	0.00	0.00	
31	CULINARY / Staff Offices	GALAXIE / HON COMPANY	BACK ENCLOSURE 18-1/2H FOR L STATION 74W	2	133.32	266.64	0.00	266.64	0.00	0.00	
32	CULINARY / Staff Offices	GALAXIE / HON COMPANY	TASKLIGHT CHICAGO CODE 42W	3	149.16	447.48	0.00	447.48	0.00	0.00	
33	CULINARY / Staff Offices	GALAXIE / HON COMPANY	IGNITION 2 TASK MID-BACK, CHAIR	2	335.72	1,007.16	0.00	1,007.16	0.00	0.00	
34			GOVERNMENT INSTALLATION			1,235.19	0.00	1,235.19	0.00	0.00	

	Program / Name	Vendor	Description	Quantity	Price Each	Total	GEN - EQUIP	BLDG - EQUIP	NO or HOLD	HEERF3 FUNDS	PO Number
35											
36											
37	INFO TECH / Ladner	<b>AROZZI</b>	GAMING CHAIR	8	215.00	1,720.00	0.00	1,720.00	0.00	0.00	
38			GAMING DESKS - RED AND BLACK ARENA	6	215.00	1,290.00	0.00	1,290.00	0.00	0.00	
39			SHIPPING COSTS - NONE LISTED	0	0.00	0.00	0.00	0.00	0.00	0.00	
40											
41	MEDICAL ASST / Eddinger	<b>GALAXIE / HON COMPANY</b>	VARIDESK ESSENTAIL 360-DESK TOP CONVERTER ADJUSTABLE COMPUTER STAND	1	469.26	469.26	0.00	469.26	0.00	0.00	
42	STUDENT SERV / Tyson	<b>GALAXIE / HON COMPANY</b>	VARIDESK ESSENTAIL 360-DESK TOP CONVERTER ADJUSTABLE COMPUTER STAND	1	469.26	469.26	0.00	469.26	0.00	0.00	
43	BPOC / Hodgson	<b>GALAXIE / HON COMPANY</b>	VARIDESK ESSENTAIL 360-DESK TOP CONVERTER ADJUSTABLE COMPUTER STAND	1	469.26	469.26	0.00	469.26	0.00	0.00	
44			SHIPPING COSTS	0	75.00	75.00	0.00	75.00	0.00	0.00	
45											
46											
47			TOTAL			50,838.56	0.00	50,838.56	0.00	0.00	

**PIONEER TECHNOLOGY CENTER**  
**Part-Time & Temporary Employment Contracts and/or Addenda to Contracts**  
**March 8, 2022 FY 2021/2022**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Coleen Blevins	ABE/HSE Instructor	02/01 – 02/28 (24.5 hrs)	612.50
Coleen Blevins	ABE/HSE Instructor	03/01 – 03/31 (28 hrs)	700.00
Michael Boon	Curriculum Update for OTA	04/15 (9 hrs)	315.00
Michael Boon	Trucks & Attachments for OTA	04/19 – 04/20 (9 prep/16 instruct hrs)	750.00
Michael Boon	Tractors & Attachments for OTA	05/10 – 05/11 (9 prep/16 instruct hrs)	750.00
Michael Boon	Front End Loader Safety for OTA	06/07 – 06/08 (9 prep/16 instruct hrs)	750.00
Vicki Braden	ABE/HSE Instructor	02/22 – 03/31 (31.5 hrs / 4:30-7:30pm)	819.00
Carol Bottoms	ABE/TANF Instructor	02/01 – 02/28 (49 hrs)	1,225.00
Carol Bottoms	ABE/TANF Instructor	03/01 – 03/31 (70 hrs)	1,750.00
Mark Busch	Motivating & Engaging	03/01 & 03/15 (8 hrs)	240.00
Garrett Clark	Adjunct Firefighting Instructor	02/25 – 05/20 (up to 15 hrs per week)	2,000.00
Nicholas Compala	Adjunct Firefighting Instructor	02/25 – 05/20 (up to 15 hrs per week)	2,000.00
Tammy Wingo Compala	Adjunct Firefighter Instructor	02/25 – 05/20 (up to 15 hrs per week)	2,000.00
Tyler Evans	School Bus Driver Training	01/21 – 02/20 (48.25 hrs)	1,336.52
Joella Francis	Clinical Skills Check Off	01/24 – 02/20 (8.05 hrs)	201.25
Larry Godley	ABE/HSE/ESL Instructor	02/01 – 02/28 (36 hrs)	1,080.00
Larry Godley	ABE/HSE/ESL Instructor	03/01 – 03/31 (41.5 hrs)	1,245.00
Cordell Hanebrink	Adjunct Firefighter Instructor	02/25 – 05/20 (up to 15 hrs per week)	2,000.00
Elaine Harman	ABE/HSE Instructor	02/01 – 02/28 (31.5 hrs)	787.50
Elaine Harman	ABE/HSE Instructor	03/01 – 03/31 (35 hrs)	875.00
Rick Hughes	Mgrs Tool Belt - Real Colors	02/15 (4 hrs)	200.00
Tonya Jackson	ABE/HSE Instructor	02/01 – 02/28 (31.5 hrs)	787.50
Tonya Jackson	ABE/HSE Instructor	03/01 – 03/31 (38.5 hrs)	962.50
Jay Kirkendall	School Bus Driver Training	01/21 – 02/20 (66.5 hrs)	1,550.12
Jeff Lockett	AG Business/Financial Consultant	01/20 – 02/19 (22.5 hrs)	562.50
Jeff Lockett	AB Business/Financial Consultant	02/20 – 03/19 (up to 48 hrs)	1,200.00
Alisa McCleary	Skills Check Off	02/01 – 02/20 (1.15 hrs)	28.75
John Munger	First Aid	02/09 (6:00-9:00pm)	75.00
John Munger	CPR	03/02 (6:00-9:00pm)	75.00
Joni Murphy	ABE/HSE Instructor	02/01 – 02/28 (9 hrs)	225.00
Joni Murphy	ABE/HSE Instructor	03/01 – 03/31 (9 hrs)	225.00
Rory Newland	Perkins Grant-Temp Teaching Asst	03/16 – 04/15 (up to 15 hrs per week)	25.00/hr
James Page	School Bus Examiner	01/22 – 02/20 (19.5 hrs)	487.50
Diane Pendleton	ABE/HSE Instructor	02/01 – 02/28 (31.5 hrs)	787.50
Diane Pendleton	ABE/HSE Instructor	03/01 – 03/31 (35 hrs)	875.00
Pamela Powers	ABE/TANF Instructor	02/01 – 02/28 (28 hrs)	700.00
Pamela Powers	ABE/TANF Instructor	03/01 – 03/31 (21 hrs)	525.00
Pamela Powers	ABE/HSE Instructor	02/01 – 02/28 (56 hrs)	1,400.00
Pamela Powers	ABE/HSE Instructor	03/01 – 03/31 (91 hrs)	2,275.00
Kristi Reed	CMA	02/07 – 02/18 (M-F 8:30am-2:30pm)	1,210.00
Kristi Reed	CMA Continuing Ed	02/24 (8am – 4:30pm)	176.00
Kristi Reed	CNA Long Term Care	02/28 – 03/22 (93.5 hrs)	2,057.00
Tammy Ross	Digital Photography	02/01 – 02/10 (12 hrs)	240.00
David Rush	School Bus Driver Training	01/21 – 02/20 (36.25 hrs)	906.25
Lacey Smith	Cricut for Beginners	02/07 (6-9pm)	93.60
Brooke Stanton	Adjunct Firefighter Instructor	02/25 – 05/20 (up to 15 hrs per week)	2,000.00
Rebecca Stephens	ABE/TANF Instructor	02/01 – 02/28 (21 hrs)	525.00
Rebecca Stephens	ABE/HSE Instructor	02/01 – 02/28 (45.5 hrs)	1,137.50
Rebecca Stephens	ABE/TANF Instructor	03/01 – 03/31 (7 hrs)	175.00
Rebecca Stephens	ABE/HSE Instructor	03/01 – 03/31 (10.5 hrs)	262.50
Jacob Vap	Adjunct Firefighter Instructor	02/25 – 05/20 (up to 15 hrs per week)	2,000.00

**Appendix B**

## MARCH BOARD MEETING CONTRACT RENEWALS

Coordinators/Counselors  
For FY23

POSITION/TITLE	EMPLOYEE NAME
Bid Assistance Coordinator, BIS	Dawn Brakey
BIS Coordinator	Sylvia Urioste
BIS Safety Coordinator & Trainer	Carl Storm
Business Solutions Coordinator	Brook Lindsay
Communications & Marketing Coordinator	Terri Busch
Coordinator, AT&D	Markesha Duggan
Coordinator, New Beginning	Wendy Burg
Coordinator, Practical Nursing	Michelle Tripp
Coordinator/Instructor, ABE/GED	Jennifer Wehrenberg
Coordinator/Instructor, SHARE	Karl Lynes
Counselor/Student Services Coordinator	Lori Evans
Entrepreneurial Services Coordinator, BIS	Benjamin Evans
Industrial Coordinator	Johnny Thornburgh
Leadership Development Coordinator, BIS	Corbin Dewitt
Manager, Plant/Facilities	Mike Orr
Innovation & Incubator Manager	Janet Schwabe