

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, December 12, 2023 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.

3. Flag salute and moment of silence

4. Reports and Presentations

Adira, Cyber Security Implementation - Kevin Bell & Scott Overman, Network Administrators

Scott- Breifing and they stated that Adira tested our network. They also stated that 80 percent failed this test, and they came back with 15 switches that needed passwords. File storage was checked and we fall into the 20% of schools that passed, and we were secure. We do have insurance for Cyber hacking. In the last two years, there have been several Tech Centers hit for ransom. GLBA- Federal requirement to secure student information that has financial aid.

5. Discussion and vote to approve or not approve the Minutes of the November 13, 2023 Special Board of Education meetings

Motion to approve the Minutes of the November 13 ,2023 Special Board of Education meetings. passed with a motion by Ms. Debbie Leaming and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: 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 for FY24 General Fund #40791-40888 in the amount of \$152,729.66; Building Fund #40032-40036 in the amount of \$22,394.52; Payroll #70169-70172 in the amount of \$151,145.03.

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

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea
Ms. Gay Norris: Yea
Ms. Rachel Shuey: 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

A. Traci Thorpe, Superintendent/CEO

Rodrigo Navarro, Automotive student participating on the PTC E-Sports team, placed 4th at the State Smash Brothers Tournament in Weatherford on December 2nd. PTC hosted the area 8th graders on Dec. 7-8th. We saw approximately 650 students in the two-day event. It is always a busy time, but our PTC instructors, students and staff did a great job highlighting the program offerings at PTC. Big kudos to Cortney Horne and the Student Services team for taking the lead on organizing the event as well as all the PTC staff who helped make the event a success. PTC hosted the B&I Breakfast for the Emergency Services sector on Dec. 8th. Thirty-two participants were in attendance and discussed workforce needs and trends, challenges and opportunities to address recruitment, retention and growing the workforce. Business and Industry Services. PTC is nominating Centerline, Inc. as this year's Partner in Progress. The recognition event will be held on February 20th at the Hilton Garden Inn - Edmond from 4-6:30 pm. We are excited to recognize a company that has a long history with PTC and who continues to serve as an innovative partner in workforce development. Sunny Creek Trading Post has been approved as our newest incubator client. They will serve as a hub for local produce, food producers and vendors and offer subscription boxes for locally sourced, fresh Produce (and value-added items-jams, jellies, canned goods and breads). We're excited for their business to grow at PTC and look forward to the seasonal offerings they will provide. Class A and B Truck Driver training classes will begin on January 8th. PTC is providing the Class B training and Central Tech is the trainer for the Class A students. Central Tech is in the process of expanding their outreach program to other technology centers across the state and has hired additional trainers. With the addition of new instructors, PTC will rotate with Autry and will be able to offer training more frequently. Work on the Work Ready Oklahoma site at City Central is progressing. The carpet has been installed and the wall framing is up. The sheet rock and electrical are in the process of completion. They anticipate by mid-January that we may be able to move into the space. The OSU Senior Engineering students completed their project and shared their designs on December 1st. They will be finalizing their graphics and will send them to us for our files. We appreciated their efforts to listen to our possible future needs and provide an analysis of the available property surrounding PTC's campus and the infrastructure needs that might be anticipated for a capital project.

Steve Bookout, Service Careers instructor, has submitted his retirement from PTC. He has been with the district in a variety of capacities for the past 33 years. We have an internal candidate for the WRO Employment Specialist that we will be transferring to that position, so we will not be posting that position for interviewing. That candidate will be on the January agenda for board approval.

B. Kahle Goff, Executive Director Full time Programs

Kahle- WRO program- we toured the city central building to see the progress of that office space. We approved the work ready program and OHS to transfer a staff member but we are going open and fill the position from outside. Steve is going to retire. Jan 1st will be his last day. We are going to re-evaluate the program when he leaves and we are going to look at Search. Search will move students thru our program and into work for them after high school graduation. Community outreach may need to be looked at in order to build numbers for this program. Mel is going to retire on Friday, very small party has been planned. Children's Christmas party is Thursday and our employee party is Friday.

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

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

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

9. Discussion and vote to approve or not approve declaring as surplus: 2020 Ford Fusion Inventory #VH0008

Motion to approve as surplus the 2020 Ford Fusion Inv #VH0008 passed with a motion by Ms. Gay Norris and a second by Ms. Debbie Leaming.

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

10. Discussion, and vote to approve or not approve the transition of the Part-time ABE/HSE Data Clerk/Administrative Assistant position to full-time ABE/HSE/FTP (Full-Time Programs) Secretary

Motion to approve the transition of the Part-time ABE/HSE Data Clerk/Administrative Assistant position to full-time ABE/HSE/FTP (Full-Time Programs) Secretary passed with a motion by Ms. Rachel Shuey and a second by Ms. Gay Norris.

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

11. Proposed Executive Session to discuss the purchase or appraisal of real property as authorized by Oklahoma Statutes, title 25. Section 307(B)(3).

12. Vote to convene in Executive Session

Motion to convene in Executive Session passed with a motion by Ms. Gay Norris and a second by Ms. Rachel Shuey.

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

13. Acknowledge return of the Board to Open Session

14. Board President statement of Executive Session minutes:

15. Discussion and Vote to authorize Superintendent/CEO to take action with regard to the purchase and/or appraisal of real property consistent with the discussion that occurred in the executive session.

Motion to approve the authorization of the Superintendent/CEO to take action with regard to the purchase and/or appraisal of real property passed with a motion by Ms. Debbie Leaming and a second by Ms. Gay Norris.

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

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

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 Ms. Rachel Shuey.

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

17. Discussion and vote to approve or not approve the employment of an evening custodian.

Motion to approve employment of Darlene Anderson as the new evening custodian passed with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

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

18. Discussion and vote to approve or not approve the employment of a Cook, Culinary Services

Motion to approve employment of Dwayne Bass as the Cook, Culinary Services passed with a motion by Ms. Rachel Shuey and a second by Ms. Debbie Leaming.

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

19. Discussion and vote to approve or not approve the employment of the Work Ready Oklahoma Coordinator

Motion to approve employment of Dondi Rowe as the WRO Coordinator passed with a motion by Ms. Debbie Leaming and a second by Ms. Rachel Shuey.

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

Yea: 4, Nay: 0, Absent: 1

20. Discussion and vote to approve or not approve the employment of the Work Ready Oklahoma Manager

Motion to approve employment of Cena Bussey-O'driscoll as the WRO Manager passed with a motion by Ms. Gay Norris and a second by Mr. Laurence Beliel.

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

21. Discussion and vote to approve or not approve the employment of a Children's Lab Preschool Teacher (Infants)

Motion to approve employment of a Children's Lab Preschool Teacher (Infants) passed with a motion by Ms. Rachel Shuey and a second by Ms. Gay Norris.

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

22. New Business

23. Board Comment

Thanks to Terri from Debbie

24. Adjournment