

Pioneer Technology Center Board of Education  
Special Meeting  
Tuesday, October 13, 2020, 6:00 PM  
Seminar Center West  
2101 N. Ash St.  
Ponca City, Oklahoma 74601

The Board of Education will meet in Room B120 on the Pioneer Technology Center campus at 5:00 pm for a snack supper. No school board action will be discussed or taken; therefore, no agenda items are listed in connection with this period prior to convening of the Board of Education meeting.

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations - Goals, Molly Kyler, Exec. Director, BIS & Team Representatives
5. Discussion and vote to approve or not approve the Minutes of the September 8, 2020 Special Board of Education meeting
6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #10471-10664; Building Fund #10028-10032; Payroll #70140-70153).
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
  - B. Kahle Goff, Executive Director, Full-Time Programs
8. Discussion and vote to approve or not approve budget appropriations for FY21 as listed on Appendix A.
9. Discussion and vote to approve or not approve a Resolution to the County Election Board calling for the annual election of a Board of Education member in Zone 4
10. Discussion and vote to approve or not approve the creation of a PTC tuition reimbursement policy.

11. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix B.
12. Proposed Executive Session to discuss the employment of a Children's Lab & Preschool Teacher Okla. Stat. Title 25, 307(B)(1).
13. Vote to convene in Executive Session
14. Acknowledge return of the Board to Open Session
15. Board President statement of Executive Session minutes
16. Motion and vote to approve hiring a Children's Lab & Preschool Teacher
17. Public Comment
18. Motion and vote to adjourn

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

POSTED: Pioneer Technology Center, North Entrance

Posted \_\_\_\_\_

By Allison Christy, Minutes Clerk

Pioneer Technology Center Board of Education Special Meeting  
Tuesday, September 8, 2020 6:00 PM  
Seminar Center West  
2101 N. Ash St.  
Ponca City, Oklahoma 74601

1. Call meeting to order at 6:00 pm
2. Roll call and establish a quorum

Board Members Attended:

Mr. Laurence Beliel  
Ms. Gay Norris  
Ms. Orva Rothgeb  
Mr. J.D. Soulek

Board Members Absent:

Ms. Mary Rigdon

Also in attendance were Traci Thorpe, Molly Kyler, Kahle Goff, Stacey Rush, Ryan Burkett, Kendra Keelin, Terri Busch, Mike Orr and Allison Christy.

3. Flag salute and moment of silence
4. Reports and Presentations - Digital Delivery Tools, Dr. Ryan Burkett, Instructional Director

Ryan talked about the enrollment process and how it works. It is almost all on-line. The Accreditation application is on the google drive, all documents in exhibit 6. Some of the resources we are using include zoom; there is a webcam in every classroom. We purchased a site license for Amatrol (industrial tech information) & soft skills training. We also purchased a site license for Screencastify, which enables creating videos. For Constitution Day the students will make a video of what the constitution means to them today. We are using on-line curriculum, google classrooms and other. Grant applications are also on-line. Our next goal is to become a full-fledged LMS Canvas Campus. Some instructors are piloting Canvas.

5. Discussion and vote to approve or not approve the Minutes of the August 11, 2020 Special (5:00 pm) Board of Education meeting and the August 11, 2020 Special (6:00 pm) Board of Education Meeting

Motion to approve the Minutes of the August 11, 2020 Special (5:00 pm) Board of Education meeting and the August 11, 2020 Special (6:00 pm) Board of Education Meeting Minutes passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

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

Mr. J.D. Soulek: Yea  
Yea: 4, Nay: 0, Absent: 1

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #10303-10470; Building Fund #10024-10027; Payroll #70139).

Motion to approve the Financial Report, Activity Fund Report, and Encumbrances as presented. passed with a motion by Laurence Beliel and a second by Ms. Gay Norris.

Laurence Beliel: Yea  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Absent  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Yea  
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

The school year started smoothly. One full-time program was quarantined and they are back now. Several students have been exposed and we are waiting for their results. The communication with our area schools regarding COVID has been good. Enrollment looks pretty good even with a few programs down some. The Practical Nursing program has added CNA as a new prerequisite. Culinary has a smaller space this year so they have fewer students and there is a slight decline in Criminal Justice enrollment. We have seen some impact to SHARE because of other virtual options. We feel like it will probably turn around. We did not over enroll this year like we usually do in some of the programs. Some of the Smith Bits employees who were laid off are finishing up in their programs.

Kahle and Traci met with Courtney Roberts of Oklahoma Wesleyan regarding articulation options for PTC students. Wesleyan will give 30 credit hrs. for 901-1200 clock hours. Students completing the Practical program will receive 20 credits of advanced standing in nursing have the option to challenge several classes for 10 additional credit hours.

We conducted a virtual meeting last month to connect with our partners to work on finalizing our application as a Center for Workforce Excellent in North Central Oklahoma. The three goals are to help individuals understand both the skills that are required by employers and how to prepare for success, to help policy makers and stakeholders measure and close skill gaps that help individuals and businesses thrive and to respond to employers' most urgent needs. Janet Schwabe, Kahle Goff, Molly Kyler and Traci Thorpe have been working on this application. The application will be reviewed at the next Governor's Workforce Development Committee quarterly meeting. Pioneer Tech is willing to be the convener.

The “threat assessment” professional development that was scheduled for this month has been canceled for this year. We are looking at the possibility of having it next year.

Met with Kahle and Lori Evans this morning to discuss recruitment events. Our partner schools are not interested in sending students. We plan to put together a virtual event “PTC Live” to premier on YouTube, watch it live. Cards will go in the mail, parents and students can make an appointment to come and tour, visit about program.

We are excited about getting the extraction equipment trailer. With the help of Phillips 66 and the Ponca City Fire and Life Safety Council we were able to acquire this valuable piece of equipment at a greatly discounted cost. We already have area agencies asking to be scheduled for this new training offering.

Building project update - hoping to pour the new meeting/safe room this week then move down to the new Cosmetology area.

The area superintendent meetings resume this week. Some will view virtually. The new superintendent at McCord will be here this week. The Tech Center Superintendent meetings start this month. They will start virtually. Our Accreditation visit is this month. We are looking forward to it.

Molly Kyler, Executive Director, Business & Industry Services

Molly stated we are already some of the things the Center for Workforce Excellence requires. There are 8 in next truck driver training class. We are already looking at scheduling another class. One class is graduating this week. We had all of our required drills last week. They went smoothly. Practical Nursing started a new class today. There are 8 new students and 2 returning. Kendra is in the process of conducting felony reviews for students.

8. Discussion and vote to approve or not approve OATC membership dues of \$6,500 (same as last year)

Motion to approve OATC membership dues of \$6,500 (same as last year) passed with a motion by Ms. Orva Rothgeb and a second by Ms. Gay Norris.

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

9. Discussion and vote to approve or not approve the FY21 Estimate of Needs and FY20 Financial Statements.

Motion to approve FY21 Estimate of Needs and FY20 Financial Statements. passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Laurence Beliel: Yea

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

10. Discussion and vote to approve or not approve policy revisions for BEC, Executive Sessions, EHDF, Online Instruction and FNCA-R, Student Conduct, Dress Code (Regulation)

Motion to approve policy revisions for BEC, Executive Sessions, EHDF, Online Instruction and FNCA-R, Student Conduct, Dress Code (Regulation) passed with a motion by Laurence Beliel and a second by Ms. Orva Rothgeb.

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

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

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

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

12. Public Comment

None.

13. Motion and vote to adjourn

Motion to adjourn passed with a motion by Ms. Gay Norris and a second by Ms. Orva Rothgeb.

Laurence Beliel: Yea  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Absent  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

Meeting adjourned at 7:05 pm

Respectfully submitted,

*Allison N. Christy*

Allison N. Christy  
Board Minutes Clerk

---

President, Board of Education

---

Clerk, Board of Education

---

Date of Approval

Motion:

Second:

Vote:

*General*

**PIONEER TECHNOLOGY CENTER**

From PO: 10471 to PO: 10664

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
10471	TPI STAFFING SERVICE, INC	BLDG MAINT - TEMP CUSTODIAL SERVICES	5,000.00	09/04/2020
10472	NATIONAL PEN COMPANY	MARKETING/ADVERTISING	787.90	09/04/2020
10473	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	402.54	09/04/2020
10474	WAL-MART	FEASTER HCC-SUPPLIES	32.91	09/04/2020
10475	OSSBA	STAFF TRAVEL - REGISTRATION	100.00	09/04/2020
10476	LINCOLN ELECTRIC COMPANY	WELDING SUPPLIES	731.10	09/04/2020
10477	SUMMIT BUS	BUS MAINT REPAIRS	500.00	09/08/2020
10478	OKLAHOMA BPA	BITE STAFF TRAVEL - REGISTRATION	30.00	09/08/2020
10479	OSU CEAT CONTINUING EDUCATION	SAFETY - TRAVEL REGISTRATION	759.00	09/08/2020
10480	GALAXIE BUSINESS EQUIPMENT INC	CENTRAL SUPPLIES	60.00	09/08/2020
10481	ALBRIGHT INSURANCE AGENCY, INC.	TANF STUDENT ASSISTANCE OTHER	125.00	09/08/2020
10482	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	51.22	09/08/2020
10483	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLY	126.89	09/08/2020
10484	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	27.01	09/08/2020
10485	POCKET NURSE	AT&D RESALE SUPPLIES	33.11	09/08/2020
10486	ATWOODS	AT&D RESALE SUPPLIES	47.80	09/08/2020
10487	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	242.49	09/09/2020
10488	A+ PRINTING	MARKETING/ADVERTISING	58.00	09/09/2020
10489	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	11.80	09/09/2020
10490	MEDICAL EQUIPMENT AFFILIATES	PN SUPPLIES RESALE	1,120.00	09/10/2020
10491	TECHNIWELD USA	WELDING SUPPLIES	469.76	09/10/2020
10492	LOWE'S HOME CENTER INC	BUILDING MAINT SUPPLIES	45.09	09/10/2020
10493	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	132.80	09/10/2020
10494	STUTEVILLE FORD LINCOLN	VEHICLE MAINT - REPAIRS	61.98	09/10/2020
10495	ODAT (OK DRUG & ALCOHOL TESTING)	PN MISC RESALE	225.00	09/10/2020
10496	HAT'S AUTO SUPPLY	FFM SUPPLIES	85.26	09/10/2020
10497	PASS ASSURED	RESALE - BOOKS	798.00	09/10/2020
10499	STAPLES ADVANTAGE	CENTRAL - SUPPLIES	220.61	09/10/2020

**PIONEER TECHNOLOGY CENTER**

From PO: 10471 to PO: 10664

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
10500	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	55.00	09/10/2020
10501	OSU COLLEGE ENGINEERING	SAFETY - TRAVEL REGISTRATION	495.00	09/10/2020
10502	FARHA WHOLESALE COMPANY INC	CHILDRENS LAB - SUPPLIES (COVID19)	350.00	09/10/2020
10503	STAPLES ADVANTAGE	ABE/HSE - CONSUMABLE SUPPLIES	131.83	09/10/2020
10504	AZTEC SOFTWARE ASSOCIATES, INC	ABE/TANF - DURABLE SUPPLIES	1,245.00	09/10/2020
10505	POCKET NURSE	AT&D RESALE BOOKS	110.74	09/10/2020
10506	O'CONNORS LAWN AND GARDEN	FFM REPAIRS	154.00	09/10/2020
10507	KOSER ENTERPRISES INC	INDUSTRIAL TECH - REPAIRS	220.00	09/10/2020
10508	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - REPAIRS	2,255.00	09/11/2020
10509	WAL-MART	HEALTH CAREERS 2 - SUPPLIES	41.68	09/11/2020
10510	WAL-MART	BUILDING MAINT SUPPLIES	332.94	09/11/2020
10511	LOWE'S HOME CENTER INC	BLDING MAINT REPAIRS	81.70	09/11/2020
10512	SHERWIN WILLIAMS CO	BLDING MAINT SUPPLIES	223.60	09/11/2020
10513	RISE VISION	MARKETING/ADVERTISING	594.00	09/14/2020
10514	JENKINS & PRICE	BUILDING MAINT/SUPPLIES	1,327.55	09/14/2020
10515	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	217.55	09/14/2020
10516	FIRST BANKCARD VISA	STUDENT SERVICES/COUNSELING - SUPPLIES	252.56	09/14/2020
10517	THERMACUBE, LLC	CHILDRENS LAB - TRAVEL REGISTRATION	40.00	09/15/2020
10518	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	147.86	09/15/2020
10519	WAL-MART	ABE - CONSUMABLE SUPPLIES	104.63	09/15/2020
10520	TANF STUDENT ASSISTANCE	TANF TUITION	75.00	09/15/2020
10521	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLIES	47.54	09/15/2020
10522	THERMACUBE, LLC	CHILDRENS LAB - TRAVEL REGISTRATION	45.00	09/15/2020
10523	FRAZIERFIRE	BLDG MAINT - REPAIRS	1,058.00	09/15/2020
10524	OKLAHOMA DRUG & ALCOHOL TESTING LLC	TANF STUDENT ASSISTANCE OTHER	250.00	09/15/2020

**PIONEER TECHNOLOGY CENTER**

From PO: 10471 to PO: 10664

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

PO #	Vendor Name	General Description	Amount	Date
10525	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	55.99	09/15/2020
10526	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	300.00	09/15/2020
10527	STUTEVILLE FORD LINCOLN	VEHICLE MAINT - REPAIRS	75.00	09/15/2020
10528	NORTHERN TOOL AND EQUIPMENT	BUILDING MAINT SUPPLIES	169.98	09/16/2020
10529	KEATHLYS	GROUPS SUPPLIES	75.00	09/16/2020
10530	WAL-MART	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	121.97	09/16/2020
10531	JUNIOR'S LOCK & ALARM	BUILDING MAINT REPAIRS	8.00	09/16/2020
10532	DURO LAST ROOFING	BLDG MAINT - REPAIRS	220.00	09/16/2020
10533	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - REPAIRS	540.00	09/16/2020
10534	UNIVERSITY OF TEXAS AT ARLINGTON	SAFETY / REGISTRATION	495.00	09/16/2020
10535	SPEAK NOW FILM CO.	MARKETING/ADVERTISING	2,200.00	09/16/2020
10536	LOWE'S HOME CENTER INC	COMPUTER SERVICES - SUPPLIES	223.82	09/17/2020
10537	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	212.23	09/17/2020
10538	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	193.46	09/17/2020
10539	AMERICAN HEART ASSOCIATION	FIREFIGHTER - SUPPLIES	60.00	09/18/2020
10540	FIRST BANKCARD VISA	MACHINE TECH - SUPPLIES	386.43	09/18/2020
10541	STAPLES ADVANTAGE	FINANCE SUPPLIES	195.58	09/18/2020
10542	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	210.00	09/18/2020
10543	MSC INDUSTRIAL SUPPLY CO	MACHINE TECH - SUPPLIES	2,864.98	09/18/2020
10544	STAPLES ADVANTAGE	ACADEMIC MATH - SUPPLIES	228.99	09/18/2020
10545	NATIONAL PEN COMPANY	MARKETING/ADVERTISING	435.45	09/21/2020
10546	MARKET LAB INC	HCC I, BIOMED, AND MEDICAL ASSIST - SUPPLIES	675.15	09/21/2020
10547	POCKET NURSE	HCC I -- SUPPLIES	184.75	09/21/2020
10548	NEWEGG BUSINESS	BITE NETWORK - SUPPLIES	164.95	09/21/2020
10549	BOOMER TIRE	GROUPS SUPPLIES	340.74	09/22/2020
10550	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	500.00	09/22/2020
10551	NORTHEAST TECHNOLOGY CENTER	IT&D INSTRUCT - PROF SERVICES	1,300.00	09/22/2020
10552	AMERICAN HEART ASSOCIATION	SAFETY - RESALE SUPPLIES	1,632.00	09/22/2020

**PIONEER TECHNOLOGY CENTER**  
**From PO: 10471 to PO: 10664**

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

PO #	Vendor Name	General Description	Amount	Date
10553	FIRST BANKCARD VISA	BIOMED LAB SUPPLIES	155.96	09/22/2020
10554	DISCOUNT SCHOOL SUPPLY	CHILD LAB & PRESCHOOL - SUPPLIES	100.00	09/22/2020
10555	EARNHEART STATIONS	TANF STUDENT ASSISTANCE OTHER	1,000.00	09/22/2020
10556	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	464.00	09/22/2020
10557	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	784.00	09/22/2020
10558	NEWEGG BUSINESS	INDUSTRIAL TECH - SUPPLIES	109.00	09/22/2020
10559	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	34.00	09/22/2020
10560	JONES & BARTLETT LEARNING LLC	INDUSTRIAL TECH - SUPPLIES	27.30	09/22/2020
10561	ATWOODS	WELDING - SUPPLIES (COVID19)	314.85	09/22/2020
10562	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	17.00	09/22/2020
10563	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	1,040.00	09/22/2020
10564	AAMP	TANF STUDENT ASSISTANCE OTHER	200.00	09/22/2020
10565	X-CEL BADGE & ENGRAVING C	MARKETING/ADVERTISING	11.80	09/22/2020
10566	FIRST BANKCARD VISA	HCCII - SUPPLIES	122.59	09/22/2020
10567	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	30.00	09/22/2020
10568	JENKINS & PRICE	BUILDING MAINT - SUPPLIES	67.20	09/22/2020
10569	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	40.00	09/23/2020
10570	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	373.39	09/23/2020
10571	PONCA CUSTOM TEES	MARKETING/ADVERTISING	43.90	09/23/2020
10572	FIRST BANKCARD VISA	TANF DUES/FEES/CERTIFICATES	175.00	09/23/2020
10573	TANF STUDENT ASSISTANCE	TANF TUITION	550.00	09/23/2020
10574	WAL-MART	ACADEMIC ASSESSMENT CENTER - SUPPLIES	155.26	09/23/2020
10575	NCHSE	HCC - STAFF TRAVEL REGISTRATION	175.00	09/23/2020
10576	FIRST BANKCARD VISA	MEA - TRAVEL REGISTRATION	250.00	09/23/2020
10577	MERRIFIELD OFFICE PLUS	BUILDING MAINT - SUPPLIES	161.00	09/23/2020
10578	FIRST BANKCARD VISA	TANF DUES/FEES	228.00	09/23/2020

**PIONEER TECHNOLOGY CENTER**  
**From PO: 10471 to PO: 10664**

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

PO #	Vendor Name	General Description	Amount	Date
10579	THERMACUBE, LLC	CHILDRENS LAB - TRAVEL REGISTRATION	40.00	09/24/2020
10580	WAL-MART	TANF STUDENT ASSISTANCE OTHER	128.30	09/24/2020
10581	WAL-MART	TANF STUDENT ASSISTANCE OTHER	50.00	09/24/2020
10582	BADGEPASS	CENTRAL - SUPPLIES	300.00	09/24/2020
10583	OKLAHOMA HOSA	BIODMEDICAL - STAFF REGISTRATION	25.00	09/24/2020
10584	MY CLINICAL EXCHANGE	PN RESALE SUPPLIES	400.00	09/25/2020
10585	LOWE'S HOME CENTER INC	CONSTRUCTION TECH - SUPPLIES	2,000.00	09/25/2020
10586	MSC INDUSTRIAL SUPPLY CO	WELDING - SUPPLIES	63.44	09/25/2020
10587	AUTOZONE INC	TANF STUDENT ASSISTANCE OTHER	190.99	09/25/2020
10588	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	246.50	09/25/2020
10589	MERRIFIELD OFFICE PLUS	CENTRAL SUPPLIES	36.75	09/25/2020
10590	GROVE TOOLS, INC.	BIS ADMIN - SUPPLIES	399.00	09/25/2020
10591	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES	1,736.00	09/28/2020
10592	LABYRINTH PUBLICATIONS	AT&D RESALE BOOKS	385.00	09/28/2020
10593	STAPLES ADVANTAGE	BITE - SUPPLIES	61.08	09/29/2020
10594	WAL-MART	TANF - STUDENT ASSISTANCE OTHER	163.92	09/29/2020
10595	X-CEL BADGE & ENGRAVING C	STUDENT LEADERSHIP - SUPPLIES	171.65	09/29/2020
10596	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	58.38	09/29/2020
10597	4 IMPRINT INC	MARKETING/ADVERTISING	780.03	09/29/2020
10598	LOWE'S HOME CENTER INC	BUILDING MAINT - SUPPLIES	114.00	09/29/2020
10599	OKLA ASBO	FINANCE - TRAVEL REGISTRATION	250.00	09/29/2020
10600	KOSER ENTERPRISES INC	INDUSTRIAL TECH - SUPPLIES	65.00	09/29/2020
10601	FASTENAL COMPANY	INDUSTRIAL TECH - SUPPLIES	109.72	09/29/2020
10602	NCHSE	HCC1 - BOOKS	350.00	09/29/2020
10603	LOWE'S HOME CENTER INC	INDUSTRIAL TECH - SUPPLIES	100.00	09/29/2020
10604	TANF STUDENT ASSISTANCE	TANF TUITION	550.00	09/29/2020

**PIONEER TECHNOLOGY CENTER**

From PO: 10471 to PO: 10664

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

PO #	Vendor Name	General Description	Amount	Date
10605	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	30.00	09/29/2020
10606	ASME	WELDING - BOOKS	630.00	09/29/2020
10607	WAL-MART	TEACHER PREP - SUPPLIES	111.00	09/29/2020
10608	CENGAGE LEARNING	AT&D RESALE BOOKS	900.00	09/30/2020
10609	ELSEVIER	AT&D RESALE BOOKS	1,050.00	09/30/2020
10610	OSU FIRE SERVICE TRAINING	FIREFIGHTER TRAINING - TUITION	1,200.00	09/30/2020
10611	TECH RESQ	IT&D INSTRUCT - PROF SERVICES	4,200.00	09/30/2020
10612	OSU FIRE SERVICE TRAINING	FIREFIGHTER TRAINING - TUITION	1,250.00	09/30/2020
10613	DISCOUNT TIRE DIRECT	VEHICLE MAINT - REPAIRS	300.00	09/30/2020
10614	OKLAHOMA HOSA	MA/BIOMED/HCC/PN STAFF TRAVEL REGISTRATION	100.00	09/30/2020
10615	BRACE BOOKS & MORE	MARKETING/ADVERTISING	250.00	10/01/2020
10616	FASTENAL COMPANY	INDUSTRIAL TECH - SUPPLIES	29.10	10/01/2020
10617	PONCA CUSTOM TEES	AT&D - RESALE SUPPLIES	200.00	10/01/2020
10618	FIRST BANKCARD VISA	STAFF TRAVEL - LODGING	192.00	10/01/2020
10619	OATC SUPERINTENDENTS ACCT	STAFF TRAVEL - REGISTRATION	150.00	10/01/2020
10620	EVIDENT	CRIMINAL JUSTICE - SUPPLIES	185.00	10/01/2020
10621	GALLS	CRIMINAL JUSTICE - SUPPLIES	575.97	10/01/2020
10622	ALLIED ELECTRONICS	INDUSTRIAL TECH - SUPPLIES	13.09	10/01/2020
10623	MSC INDUSTRIAL SUPPLY CO	INDUSTRIAL TECH - SUPPLIES	274.02	10/01/2020
10624	SIMPLE SPACES, LLC (DBA LAURIE MALLOY)	BIS ADMIN - SUPPLIES	450.00	10/01/2020
10625	FIRST BANKCARD VISA	CRIMINAL JUSTICE - SUPPLIES	93.96	10/01/2020
10626	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - REPAIRS	194.00	10/01/2020
10627	WAL-MART	TANF STUDENT ASSISTANCE OTHER	300.00	10/01/2020
10628	FIRST BANKCARD VISA	COMPUTER SERVICES - SUPPLIES	217.96	10/01/2020
10629	ACTION TRUCK PARTS	BUS MAINT REPAIRS	53.00	10/01/2020
10630	FIRST BANKCARD VISA	BIS COORD - TRAVEL AIRFARE	200.70	10/02/2020
10631	FIRST BANKCARD VISA	BIS COORD - TRAVEL LODGING	194.01	10/02/2020
10632	JUNIOR'S LOCK & ALARM	BUILDING MAINT REPAIRS	30.00	10/02/2020

**PIONEER TECHNOLOGY CENTER**  
**From PO: 10471 to PO: 10664**

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

PO #	Vendor Name	General Description	Amount	Date
10633	FIRST BANKCARD VISA	PN SUPPLIES	360.00	10/02/2020
10634	TANF STUDENT ASSISTANCE	TANF DUES/FEES	10.00	10/05/2020
10635	WAL-MART	TANF STUDENT ASSISTANCE OTHER	150.00	10/05/2020
10636	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	25.00	10/05/2020
10637	LAMPTON WELDING SUPPLY	TANF STUDENT ASSISTANCE OTHER	250.00	10/05/2020
10638	ATWOODS	TANF STUDENT ASSISTANCE OTHER	141.96	10/05/2020
10639	TANF STUDENT ASSISTANCE	TANF TUITION	795.00	10/05/2020
10640	AMC URGENT CARE PLUS	TANF MEDICAL/ DENTAL	15.00	10/05/2020
10641	SQUARE9 SOFTWARES	FINANCE - SOFTWARE LICENSE FEES	800.98	10/05/2020
10642	LAMPTON WELDING SUPPLY	FIREFIGHTER - SUPPLIES	30.00	10/05/2020
10643	HOME FITNESS EXERCISE EQUIPMENT	FIREFIGHTER - SUPPLIES	150.00	10/05/2020
10644	HARLAND'S DIESEL SERVICE	BUS MAINT REPAIRS	100.00	10/05/2020
10645	OKLA STATE BOARD OF COSMETOLOGY	COSMETOLOGY SUPPLIES	25.00	10/05/2020
10646	POCKET NURSE	HCC II SUPPLIES	105.93	10/06/2020
10647	X-CEL BADGE & ENGRAVING C	STUDENT LEADERSHIP - SUPPLIES	18.50	10/06/2020
10648	FIRST BANKCARD VISA	VEHICLE MAINT - REPAIRS	250.00	10/06/2020
10649	STATE SURGICAL SUPPLY	INSTRUCT DIR - SUPPLIES (COVID19)	1,200.00	10/06/2020
10650	MOORE-NORMAN TECHNOLOGY CENTER	EXISTING INDUSTRY - PROF SERVICES	975.00	10/06/2020
10651	FIRST BANKCARD VISA	SUPPLIES BITE NETWORK	403.94	10/07/2020
10652	LOWE'S HOME CENTER INC	BUILDING MAINT - SUPPLIES	36.99	10/07/2020
10653	S&K DIRECT STEEL	WELDING - SUPPLIES	180.00	10/07/2020
10654	SPA GIRL INTL CORP	COSMO - RESALE SUPPLIES	610.00	10/07/2020
10655	NEWEGG BUSINESS	COMPUTER SERVICES - SUPPLIES	956.00	10/07/2020
10656	EXPRESS EMPLOYMENT PROFESSIONALS	BLDG MAINT - TEMP CUSTODIAL SERVICES	3,000.00	10/07/2020
10657	HOBBY LOBBY	AT&D RESALE SUPPLIES	12.12	10/08/2020
10658	WAL-MART	AT&D RESALE SUPPLIES	33.98	10/08/2020

**PIONEER TECHNOLOGY CENTER**

From PO: 10471 to PO: 10664

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

<u>PO #</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
10659	LINDA CLARK CONSULTING LLC	STAFF DEVELOPMENT - PROF SERVICES	1,750.00	10/08/2020
10660	THERMACUBE, LLC	CHILDRENS LAB - TRAVEL REGISTRATION	20.00	10/08/2020
10661	SPEAK NOW FILM CO.	IT&D INSTRUCT - PROF SERVICES	200.00	10/08/2020
10662	HOBBY LOBBY	TEACHER PREP - SUPPLIES	50.00	10/08/2020
10663	OKACTE	STAFF DEVELOPMENT - REGISTRATIONS	225.00	10/08/2020
10664	CSG - CONNECTED SOLUTIONS GROUP	COMPUTER SERVICES - TECHNOLOGY (COVID19)	3,180.00	10/08/2020
		<b>Current Encumbered</b>	<b>81,049.14</b>	

**PIONEER TECHNOLOGY CENTER**

**Encumbrance For Board Approval**

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

**From: 04 Sep 2020 to: 08 Oct 2020**

PO #	Vendor Name	General Description	Amount	Date
10033	LARRY MURPHY INSUR	BLANKET PO	1,123.79	07/01/2020
10044	OSBI	BLANKET PO	2,200.00	07/01/2020
10045	PARKER PEST CONTROL INC	BLANKET PO	900.00	07/01/2020
10066	TRAVEL (STAFF)	BLANKET PO	2,000.00	07/01/2020
10072	ASBO INTERNATIONAL	FINANCE ANNUAL MEMBERSHIP	-220.00	07/01/2020
10078	BLACKWELL PUBLIC SCHOOLS	PROF. SERVICES/GATEWAY PROG.	-3,700.00	07/01/2020
10093	KAY COUNTY ASSESSOR	RE-EVALUATION FEES	8,446.10	07/01/2020
10104	OATC SUPERINTENDENTS ACCT	MEMBERSHIP FEE	-1,000.00	07/01/2020
10108	OKLA STATE DEPT OF HEALTH	CULINARY ANNUAL LICENSE	-25.00	07/01/2020
10169	NEXTIVA INC	BLANKET PO	5,100.00	07/08/2020
10199	WAL-MART	BLANKET PO	200.00	07/14/2020
10234	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	-230.00	07/21/2020
10252	TANF STUDENT ASSISTANCE	TANF TUITION	1,050.00	07/23/2020
10257	STAPLES ADVANTAGE	STUDENT SERVICE/COUNSELING - SUPPLIES	-11.83	07/23/2020
10272	STATE SURGICAL SUPPLY	INSTRUCT DIR - SUPPLIES (COVID19)	-129.46	07/28/2020
10280	JENKINS & PRICE	BLDG MAINT - SUPPLIES (COVID19)	3.50	07/30/2020
10285	ELSEVIER	AT&D RESALE BOOKS	-599.28	08/03/2020
10314	FIRST BANKCARD VISA	HCC1 - SUPPLIES	-1,477.59	08/11/2020
10326	HOBBY LOBBY	HCC1 - SUPPLIES	-85.50	08/12/2020
10354	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-78.23	08/14/2020
10358	TANF STUDENT ASSISTANCE	TANF TUITION	-1,050.00	08/14/2020
10363	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	-79.80	08/14/2020
10370	WAL-MART	TANF CONSUMABLE SUPPLY	-0.03	08/17/2020
10386	NORTHERN OKLAHOMA COLLEGE	BIODMED - TUITION	-490.00	08/19/2020
10391	S&K DIRECT STEEL	WELDING AND AT&D RESALE SUPPLIES	-12.29	08/19/2020
10393	ENDEX OF OKLAHOMA INC	COMPUTER SERVICES - REPAIRS	-23.00	08/20/2020
10398	BADGEPASS	CENTRAL - SUPPLIES	-10.00	08/20/2020

**PIONEER TECHNOLOGY CENTER**

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

From: 04 Sep 2020 to: 08 Oct 2020

PO #	Vendor Name	General Description	Amount	Date
10400	CORO MEDICAL	SAFETY - SUPPLIES	-20.00	08/21/2020
10401	TEACHERSPAYTEACHERS.COM	TEACHER PREP SUPPLIES	-3.00	08/21/2020
10402	S&K DIRECT STEEL	WELDING - SUPPLIES	-86.00	08/21/2020
10404	HOBBY LOBBY	BITE - SUPPLIES	-13.65	08/24/2020
10414	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLY	-0.44	08/25/2020
10415	BRANDT'S	WELDING SUPPLIES	-3.79	08/25/2020
10432	POCKET NURSE	HEALTH CAREERS - SUPPLIES	-0.62	08/27/2020
10435	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	11.60	08/28/2020
10441	CIMC-CCS	AT&D RESALE BOOKS	-1.00	08/28/2020
10461	O'REILLY AUTOMOTIVE INC	TANF STUDENT ASSISTANCE OTHER	-7.70	09/02/2020
10463	FIRST BANKCARD VISA	BITE - SUPPLIES	-2.56	09/02/2020
10464	G & H BUSINESS SOLUTIONS	SAFETY SUPPLIES	1.82	09/02/2020
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>11,676.04</b>	
<b>REPORT TOTAL:</b>			<b>11,676.04</b>	

*Building*

**PIONEER TECHNOLOGY CENTER**  
From PO: 10028 to PO: 10032

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

PO #	Vendor Name	General Description	Amount	Date
10028	FRAZIERFIRE	MAJOR REPAIRS/REMODEL - BLDG FUND	1,389.00	09/04/2020
10029	SOONER HEATING & AIR, LLC	BLDG MAINT - MAJOR REPAIRS REMODEL	6,818.00	09/22/2020
10030	LOCKE SUPPLY	BLDG MAINT - REPAIRS	2,031.75	09/23/2020
10031	EMEDCO	BLDG MAINT - REPAIRS	837.52	10/06/2020
10032	LOCKE SUPPLY	BLDG MAINT - MAJOR REMODEL/REPAIRS	1,927.56	10/08/2020
<b>Current Encumbered</b>			<b>13,003.83</b>	

**PIONEER TECHNOLOGY CENTER**

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

From: 04 Sep 2020 to: 08 Oct 2020

PO #	Vendor Name	General Description	Amount	Date
10012	KNOWB4	EQUIPMENT - COMPUTER SERVICES	49.80	07/01/2020
BUILDING FUND TOTAL:			49.80	
REPORT TOTAL:			49.80	

*Payroll*

**PIONEER TECHNOLOGY CENTER**  
From PO: 70140 to PO: 70153

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

PO #	Vendor Name	General Description	Amount	Date
70140	BOOKOUT, STEVEN B	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70141	RANDOL, KAYLA D	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70142	POLLAK, BRENDA J	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70143	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70144	FEASTER, AMBER R	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70145	BODICK, CARALYN E	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70146	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70147	PULLEY, DANA L	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70148	CARPENTER, ALI N	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70149	FARMER, HOLLY M	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70150	FREEMAN, IAN M	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70151	RENFROW, KYLE E	PAYROLL ENCUMBRANCE	940.42	09/15/2020
70152	CARLSON, KYLIA L	PAYROLL ENCUMBRANCE	9,473.20	09/21/2020
70153	KARNISH, JANICE K	PAYROLL ENCUMBRANCE	626.95	10/07/2020
<b>Current Encumbered</b>			<b>21,385.19</b>	

PIONEER TECHNOLOGY CENTER

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

From: 04 Sep 2020 to: 08 Oct 2020

PO #	Vendor Name	General Description	Amount	Date
70001	AT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	3,998.04	07/01/2020
70005	ABE INSTRUCTORS (FEDERAL)	BLANKET PAYROLL ENCUMBRANCE	32,355.00	07/01/2020
70006	ABE INSTRUCTORS (STATE)	BLANKET PAYROLL ENCUMBRANCE	-1,076.50	07/01/2020
70007	ABE / TANF INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	19,347.96	07/01/2020
70008	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	5,382.50	07/01/2020
70009	ABE / IELCE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	-5,346.86	07/01/2020
70035	ALLAN, MARY D	PAYROLL ENCUMBRANCE	-112,280.40	07/01/2020
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>-57,620.26</b>	
<b>REPORT TOTAL:</b>			<b>-57,620.26</b>	

# Monthly Report

## October, 2020

### Meetings and Activities

- **September 10** – Area Superintendent meeting; Peachtree Landing Board Meeting; Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting; PC Chamber Education and Workforce Committee meeting
- 15 – Technology Center Leadership Session; September CTE Superintendent Meeting
- 16 - Accreditation Team Meeting; Pre-Accreditation program visits
- 17 – PTC Foundation Board Meeting; PTC Westward Expansion Meeting
- 18 – Accreditation preparation
- 21 - Executive Team meeting; Admin Team Meeting; Enrollment Management Team Meeting
- 22-24 – ODCTE Accreditation Site Visit
- 24 – PTC Westward Expansion Meeting
- 25 – PC Chamber Ponca Politics Meeting
- 29 – SDE Fall Accreditation site visit and tour with Brent Antwine, RAO
- 30 – New teacher meeting;
- **October 1** – Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting; PC Chamber Education and Workforce Committee meeting
- 2 – PTC Student Ambassador Orientation
- 5 – Executive Team meeting; Admin Team Meeting;
- 6 – Canvas LMS meeting; July, August, September and October Staff Birthday Luncheon
- 7 – 1 Million Cups with Toni Gibson from Toni's Discount Pharmacy; New Teacher Meeting; Hire the Best Training from SBDC
- 8 – Area Superintendent Meeting; Peachtree Landing Board Meeting; Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting
- 9- Wes Watkins Superintendent Retirement Celebration

### Full-Time Programs

- September was the month for accreditation visits. We hosted the three-day event on Sept. 22-24 for the virtual and on-site ODCTE 5-year accreditation visit. Many of our clients, stakeholders, staff and students participated in the focus sessions to share about their experiences working with PTC. While we are waiting on the final report, the exit report on the final day shared many compliments about our culture, processes and work at PTC, and identified some areas where we can seek to grow. A number of those items we had already begun working toward for our own continual improvement. We anticipate the completed report to be received in the next few weeks, and we will share more of the final details at that time.
- We also had a visit from our new Regional Accreditation Officer from the State Department of Education, Brent Antwine. Brent was able to join us in person for the Fall visit, which centers around our bus driving compliance. He will return in the Spring to review our compliance on several additional areas. We were able to take Brent on a tour, and he was complimentary of PTC. He also very much appreciated our efforts to provide the data in an easy to access format for his convenience.
- We kicked off our PTC Student Ambassador orientation at the beginning of October. This year, we have 25 first- and second-year students selected to participate. Our advisors did a great job teaching the students about their roles as student ambassadors, the history of PTC, social

media and leadership training. We are excited to work with another awesome group of young people as ambassadors this year.

- PTC has been approved by ODCTE to participate in a pilot program, VirtualJobShadow.com, which will provide opportunities for students to explore careers without the face-to-face platform.
- We have begun planning for our second annual holiday market. It was a great inaugural event last year, and we were looking forward to this year's market being even bigger and better. However, due to COVID-19, this year's will be a virtual event on Dec. 3<sup>rd</sup>. We are currently working on identifying the best platform to use to conduct the online auction. The proceeds for this fundraiser go toward our CTSO fund to offset student leadership activity expenses.

## **Business and Industry Services**

- PTC and the other Manufacturing Alliance partners, Autry, Northwest and High Plains are scheduled to meet on Oct. 13<sup>th</sup>, with OMA to discuss their new initiatives and how we will continue to partner to provide services to manufactures in our regions. This will be an in-person meeting at Autry and will involve Janet Schwabe, Molly Kyler, Traci as well as the Superintendents and BIS personnel from all partnering tech centers. We will be joined by Dave Rowland, OMA President/CEO, Shane Barber, Chief Organizational Architect and Donovan Hensley, Chief Operations Officer.
- PTC will be wrapping up another truck driver training course on October 23<sup>rd</sup>, and we already have another full class beginning on Nov. 23<sup>rd</sup>.
- BIS trainings are continuing with regular safety training offerings at the Safety Center, Manager's Tool Belt – Communication Effectiveness, Oct. 13<sup>th</sup> and 20<sup>th</sup> with Corbin Dewitt, and Labor Law on Oct. 27<sup>th</sup> with Dawn Brakey.

## **Capital Planning**

- We are in the 17<sup>th</sup> week of the project and continue to be ahead of schedule. Earthwork for storm drains is currently being done in the West parking lot. The perimeter stem walls for Cosmetology and Culinary Arts are in place. The framing and metal stud walls will begin next week in the production kitchen area. Within the next two weeks, the concrete floor slabs are scheduled for install for the Cosmetology and Culinary Arts areas. The wall masonry for the conference center space is at approximately 17 feet, and it will be nearing completion when the door jambs are received, which are a couple weeks out. The installation of the roof deck for the conference center is approximately 4-6 weeks out. The structural steel is scheduled by the end of October. New construction work scope is still currently 20 days ahead of schedule.
- HVAC for seminar center -The current unit is having heat exchanger issues. We need to replace it while we can reach it from the west entrance area, before the concrete for the new drive and parking lot makes it inaccessible with a crane. We plan to go out to bid for it this month, and will plan to have a recommendation for your approval next month.

## **Upcoming Events**

- October 16<sup>th</sup>, 19<sup>th</sup> – Fall Break
- October 20-21<sup>st</sup> – CTE Superintendent Meeting at Gordon Cooper Tech Center

**Directors' Report to the PTC Board of Education – October 2020  
(Alphabetic by Area)**

**Business & Industry Services & Safety**

- The BIS team conducted 149 one-on-ones/consults for a total of 130.75 counseling hours.
- The BIS team also logged 3,595 contact hours with district clients.
- Janet Schwabe visited with 23 manufacturers in her region regarding issues like succession planning, workforce issues, and supply chain challenges along with closing out projects.
- Janet facilitated a Lean 101 project with Garaga this past month. Garaga had 13 employees participate in the Saturday class.
- Ben Evans, Dawn Brakey, and Robert Howard provided technical assistance to clients resulting in client awards/client savings of approximately \$6,600,421.00. The majority of the awards are in government contracts.
- Jeff Lockett worked with local farmers/ranchers on FSA loan packages that saved the clients a total of \$1,040,400.
- Johnny Thornburgh is an honorary member of the Cookshack Leadership team and he was requested to, again, join their annual multi-day strategic planning retreat.
- Johnny continues to champion Amatrol training, the training tower, and truck driver training.
- Ben Evans advised 5 individuals working on their start-ups.
- Ben attends several Small Business Development Center meetings and trainings each month.
- Ben spoke to Teacher Prep about what it takes to start a business.
- The safety team had 853 enrollments this month.
- The revenue generated from our Safety training is \$20,930.
- In addition to the typical staff at the P66 Safety Training Center (Carl Storm, Mason Parker, Cody Tabor and the Texas City contract employee), Johnny Thornburgh and Sylvia Urioste pitched in to help with this surge of training. We are gearing up now for big numbers at the P66 STC for 2021.
- In addition to this semester's Manager's Tool Belt program Corbin Dewitt coordinated an approved Competitive Utility Program workshop for Ponca City Energy called Critical Customer Service Elements.
- AT&D offered 10 on-campus classes, 6 offer certification.
 

MAT update	2
Phlebotomy	12
School Bus Driver Training	2
CPR-AHA	5
CMA Continuing Education	8
<u>First Aid</u>	<u>6</u>
Total Students	35
- Our AT&D classes generated revenues of \$12,638.
- Corbin, Dawn, Ben and Molly continue to meet with the PCDA to collaborate on a virtual lunch n learn program targeting our industry partners.

- Molly Kyler participated in the Oklahoma Chapter's Women in Manufacturing event which was virtual tour of RAE Corporation in Pryor, OK.
- Molly Kyler continues to meet monthly with the Past Chairs Ponca City Chamber, the PCDA Board of Trustees, the Phillips 66 Community Advisory Council, United Way Executive Board and Board of Directors, Ponca City Chamber's Ponca Politics Committee, and Leadership Oklahoma's Class 34 Program Committee. Additionally, she is serving as a liaison for the three members of this year's LOK red-shirted class.
- Molly also attended a workshop on Real World Learning.
- Molly assisted Traci and Kahle with the district overview for accreditation. The marketing department was essential in putting together an infographic for BIS. A couple examiners requested a copy of that piece and one commented, "I have to say, I am very impressed with the BIS departments outreach in the community with industry.
- Molly and Corbin teamed up to facilitate two "Strategic Thinking" retreats for local non-profits. One was for the Poncan Theatre and the other one was for Marland's Place (formerly known as Marland Children's Home).
- Two of Ponca City Main Street's "Five Under 40" awardees for this year were/are incubator clients, Luke Garrison with Speak Now Film Company and Kelsey Wagner with KB Enterprises/Gatehands and MyMediaMatters.

On the horizon...

September 8 – November 3 – Manager's Tool Belt – Corbin Dewitt  
 September 16 – October 23 - Truck Driving Class - Johnny Thornburgh  
 October 17 – Pump Operations – Johnny Thornburgh  
 October 24 & 25 – Rope Rescue 1 – Johnny Thornburgh  
 October 27 – Labor Law – Dawn Brakey  
 October 29 – Retail Institute – Molly Kyler  
 November 4 – 1 Million cups – Robert Howard  
 November 21 – Calling the Mayday – Johnny Thornburgh

**Communications & Marketing**

- Terri Busch is heading up planning along with a volunteer team for an online Holiday Market on Dec 3<sup>rd</sup>.
- Angela Ogden created new Holiday Market graphic and ads for various publications.
- E-blasts were made and sent out for AT&D and BIS
- Parade goodies have been ordered.
- Flyers and posters were created for several classes as well as other departments by Angela Ogden.
- We had major changes on the website and updates including adding compliance training info and several updates to Continuation of Operations.
- Parent Teacher Conference Sign-Up form was created by Terri Busch and placed on the webpage so teachers can schedule meetings.
- Students of the Month pictures were taken and various graphics ran internally and externally on media.
- Focused on creating new graphics for BIS Coordinators to highlight BIS on social media.
- Terri Busch created a video for social media etiquette show at the Student Ambassador training day.

- A google form was created for transcript requests to streamline the process online/web
- Assisted with Constitution day flyers and other support items.
- Terri Busch Set-up meetings with Speak Now to talk about a future video to take the place of 8<sup>th</sup>/Sophomore tours.
- Collaborated with My Media Matters to get a virtual tour on our website of our facility. This will hopefully be ready the end of November.
- Terri Busch was on quarantine for two weeks but she is back.
- Terri Busch created a video of our history for the Student Ambassador Team training day.
- Video for 1 Million Cups was shot and placed on social media by Terri Busch.
- It's Construction Month we are focusing on highlighting full-time program careers and BIS support to construction industry.
- Accreditation support provided during the visit.
- Terri Busch attended "The Huddle," the BIS Zoom call to hear how we can support their group.
- Went through multiple service items for the website with PDG in order to make our website better.

## **Instructional Services**

### **Instructional Directors**

- Kahle Goff, Traci Thorpe, and Kendra Keelin attended Mike Carr's funeral services. Mike was a former Machine Tool Instructor at PTC.
- All Instructional Directors met to discuss plans to host a virtual event for Sophomore Tours, 8<sup>th</sup> Grade Tours, and PTC Preview Night.
- Kahle Goff attended a Society of Human Resource Management meeting.
- Kahle Goff attended an OSSBA training titled Understanding Title IX Rules. In addition, Karl Lynes and Pam Dickerson CO-Compliance Officers and Title IX Coordinators attended the meeting.
- The Instructional Directors are working with teachers they supervise to develop program specific goals. The data used to develop goals comes from the Instructional Area Planning Instrument (IAP).
- Kendra Keelin, Dr. Ryan Burkett, and Kahle Goff facilitated ODCTE Accreditation virtual and onsite visit.
- Dr. Ryan Burkett worked with Carl Storm to perform a safety audit of all PTC industrial shops.
- Kahle Goff, Kendra Keelin, and Dr. Ryan Burkett met with the Marketing Department to identify strategies to host a virtual Holiday Market.
- Kendra Keelin celebrated her 50<sup>th</sup> birthday on September 26<sup>th</sup>.
- Kahle Goff met with Michelle Trip – PN Coordinator, Janice Karnish – Registrar, and Lisa Jackson – Financial Aid Officer to develop a process to add PN prerequisites to student transcripts.
- Dr. Ryan Burkett, Kendra Keelin, and Kahle Goff set up a virtual meeting, for all PTC students, to discuss Simulated Workplace while Karl Lynes and Pam Dickerson discussed the process to report bullying and harassment.
- Kahle Goff, Kendra Keelin, and Dr. Ryan Burkett hosted a virtual Regional Administrator Meeting to discuss any partner school concerns.
- Dr. Ryan Burkett attended the Pioneer Woman Museum Board Meeting
- Dr. Ryan Burkett worked with the instructional coaches to develop a Google Certification weekly challenge and additional training resources

- Dr. Burkett met with West Willmore to discuss Canvas pricing and next steps for implementation.
- Dr. Burkett presented screencastify and youtube channel basics at the New Teacher meeting.

### **Practical Nursing**

- The Health wing (PN, HCC, and MA) and EMT have collaborated to offer BLS skills days for their students to become CPR certified. These days are scheduled for October 12 and 13th.
- The new class of PN students are off to great start and will start going to clinical rotations this month. Having the new class start at the same place in curriculum, due to prerequisites, made it easier to orient them to the program.

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

#### Medical Assisting:

- The MA students are currently working on Anatomy and Physiology (Cell Poster Project, Organ System, Skin and Membranes), Medical Terminology (Directional Terms, Positions, Regions, and Quadrants/Integumentary System), and Clinical I (Interacting with Patients, Medical Asepsis and the OSHA Administration Standard). The students just finished their skills check off for handwashing, gloving, and degloving.
- MA class participated in HOSA kick-off this month, they are looking forward to participating in upcoming HOSA events.

#### Academic Math:

- Geometry: Working on complex problems with perimeter and area. Reviewing vocabulary, working on constructions, and learning how to use a protractor.
- Algebra 2: Analyzing functions and linear equations through a variety of representations.
- PreCalc: Exploring limits and classifying functions based upon their attributes.

#### Teacher Prep:

- Terri Busch spoke to the class about professionalism and the appropriate use of the internet
- Kindal Eller and Vicki Braden spent one week speaking with the students on safety in the Lab and the Kitchen
- Danielle Cross spoke to the students about the One Year Old classroom and the expectations
- We had proudly have 5 students chosen for the Student Ambassadors
- Elaina Howe spoke to the students about the Two-Year olds classroom and the routines and procedures
- Heather Underwood spoke to our student about the Preschool Classroom, lesson plans and the different standards she uses
- The students began to write lesson plans to complete in the Lab rotations
- Vicki Braden attended the Child Development Center Board meeting as well as the Child Welfare Board meeting
- The students received their CPR/First Aid certificates from Carl Storm and Mason Parker
- Ben Evans provided our entrepreneur training this month. Ben is always a favorite with the students

#### Children's Lab and Preschool:

- Lora Walton attended "Managing Emotional Mayhem" a Conscious Discipline training.
- Lora Walton and Kindal Eller attended the yearly Child Nutrition Training on Zoom
- Staff have completed full assessments on all children.
- Have begun working on Child Portfolios for Parent Teacher Conf. the first week of December.
- Hosted 2 nursing student pediatric clinicals.

#### HCC1:

- CareerSafe-all students have completed and obtained certifications.

- Students have started and are working on:
  - Anatomy Chemistry of Life and The Skeletal System
  - Core Health Care Delivery System & Communication
  - Medical Terminology The Human Body in Health and Disease & The Skeletal System
- Career Center: all first year students are studying and continuing to work on obtaining their workkeys certifications.
- Simulated Workplace: We have received our uniforms and have implemented all our policies.
- Constitution Day: Mrs. Feaster's HCC Classes held a voter registration booth for a community service project. We created 4 videos to submit what the constitution means to us. 1 of the morning's videos won and their video was shared with PTC Staff & Students.
- HOSA: We hosted a HOSA Kickoff on September 11, 2020 for the Health students and staff where we oriented students to HOSA, Debbie Bennett spoke with students, and began our Penny War fundraiser for our national service project Be the Match. We have worked with students to prepare our High School State Officer Applicants to compete for office.

#### HCC2:

- Long Term Care Aide & Home Health Care Nursing Aide: We are working hard at finishing curriculum. As well as practicing skills in the classroom and taking practice tests. We are looking forward to in school clinicals this year due to Covid 19. This will include simulations in our skills lab. CNA Certifications Exams are scheduled for October 22-24.
- Career Center: Due to the school year cut short last year, multiple students are studying and continuing to work on obtaining their workkeys certifications via online curriculum. All HCCII Students are learning communication techniques during Employability Training on Monday's as well.
- Simulated Workplace: We have received our uniforms and have implemented all our policies.
- Constitution Day: We participated in a school wide Constitution Day video project as well as a class discussion about the election upcoming.
- HOSA: Following our virtual HOSA kickoff we held officer elections and are enjoying the friendly class competition Penny Wars to raise money for "Be the Match". We have had meetings to prepare our High School State Officer Applicants to compete for office.

#### ABE/HSE:

- 82 students enrolled
- Working on a partnership for my Osage County classes with the company that purchased Fairfax hospital.
- Wendy Terrazas Attended Getting Ahead Training in Chandler with Fairfax liaison

#### SHARE:

- The SHARE program continues to grow. We have added 8 students since the last board report

#### New Beginning:

- New Beginning completed our 5 year review and met every standard
- 6 new Students attending
- 2 students completed Long Term Nurse Aide – Testing is pending
- OSU Extension office is presenting their Nutrition class weekly in person and zoom.
- We were able to get one of new students RMA License reinstated

#### BITE:

- Masks are being worn and temperatures checked daily.
- BPA Officers were elected and Fall Leadership took place virtually Monday, October 5 with 10 students participating. The T-Comm room was used for the virtual event and students were

given a welcome box that included t-shirts that they wore during the event just like they were at the conference.

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

#### Automotive

- Schooners Car Club to donate \$1000 of consumable supplies
- Online course work going great
- Students are at the half-way mark in electrical education and soon will be signing up for Automotive Service Excellence (ASE) student testing

#### Construction

- Practicing framing by building a dog house
- Working with Kyler Construction to prepare concrete pad next to the current Cosmetology building and adjacent to the EMS training center to be used when firefighters need to rehab during live burn exercises.

#### Cosmetology

- Advisory Council Member Gabby Anderson of Anderson Inc. salon came and discussed professional image in the salon along with communication skills and professional ethics.
- Icon Shears came and did a presentation on the types of shears, thinning shears, and razors.

#### Criminal Justice

- Criminal Justice Students have toured the Ponca City Police Department, Blackwell Police Department and Walmart Loss Prevention Department.
- The Students are preparing for Skills USA contests by doing traffic stops, fingerprinting and Crime Scene investigation. Sgt Brian Crone the Marine Recruiter from Stillwater is a martial arts instructor for the Marines, he has been working with the students 2 times a week in the month of September on defensive tactics.
- The students have been learning CLEET Unarmed Security Phase 1,2,and 3. Students next month in October will take the CLEET tests to be certified by CLEET in unarmed security.

#### Culinary Arts

- Working with Hospitabilites curriculum
- Preparing to order equipment for new facility

#### Firefighter/EMT

- Took delivery of fitness equipment today.
- Now have 6 of last year's students working in their career field.

#### Fleet & Facilities Management

- Setting up new table saw
- Cutting torch basics
- Completed mowing for the semester

#### Industrial Tech

- Laser is ON FIRE! Willits and Mr. Rector aligned things, and oh man!
- EVERY student obtained SnapOn Multimeter Certification.
- Soon, EVERY student will have NCCER Core certification.

#### Machine Tool

- Two second year students have tested out of the career center earning work keys certifications.
- Pioneering new software, measuring and touch-off techniques for CNC milling operations.

#### Welding

- Began a dialogue with several new industry partners about the prospect of joining in on Weld for Work

- Guest speaker Chandler Vincent spoke with several classes about how SkillsUSA was and is crucial to his success.
- PTC received another great donation of materials from Mertz Manufacturing.

## **Student Services**

### Student Services

- September was a fast and furious month. Lori finished her quarantine and is back at school full time.
- September PN class enrollment started with 10 students.
- PTC Foundation Board meet in September and approved student support as requested.
- Gene Haas Scholarships were awarded to 2 adult students.
- Lori attended monthly NERA meeting.
- Student Service team participated in PrepFest with the ODCTE.
- Student Service team completed customer service refresher training for staff development day.

### Career Center

- Students have finished taking their first placement test and are working in the WorkKeys curriculum. 118 students finish the survey “What Kind of Student Are You?”. 130 have finished their learning style inventory. Nancy has started signing up first year students to take their first of three WorkKeys Assessments and added more resources to her Google Classroom.
- Career Center started in the month of September after construction delay. Employability soft skills covered communication which includes verbal communication, non verbal communication and written communication.
- Attended a meeting for the school improvement committee.
- Updated Machine Tool students resumes for job applications.
- PN student mock interviews.

### Career Development Facilitator

- The smaller schools have finished setting up Oklahoma Career Guide (OKCG) and completed the two assessments; the students at East Middle School will have their accounts created and one assessment completed by the end of October. OKCG reports for SPED students are being printed for utilization on IEPs. For the month of October, our focus will be on activities developing critical thinking skills as well as careers in law enforcement to align with Red Ribbon Week.
- The GIRLS will be learning all about the banking world and how to manage a checkbook.
- As a pilot site for VirtualJobShadowing.com (VJS), Whitney Edens spent some time delving into that software and learning how she can best use that resource for recruitment purposes with our sending school districts.

### Assessment Facilitator

- Sheila Foxworthy attended the Assessment virtual portion of PrepFest; took notes at NTHS virtual board meeting; passed two certification tests for renewal of testing—one with ODCTE and the other with PearsonVue and give 132 assessments during September. We were approved to give three ACT tests during the fall and winter months for high school students to help lessen the burden of National Test Sites. PSI began offering Real Estate tests that are now part of our package for testing—there are six new tests: Salesperson; Salesperson Instructor; Salesperson, State Only; Broker; Broker Instructor and Broker, State Only.

### Disabilities Specialist/Job Placement Facilitator

- Attended IEP Meetings with Sending Schools.
- First Quarter WBL forms developed and given to all Instructors.
- Reviewed IEP/504 files and accommodations with all instructors.
- Attended Oklahoma Transition Institute online.

### **Plant/Facilities**

- New construction is 4 weeks ahead of schedule and interior remodel is 3 weeks behind schedule.
- Capital Improvement Plane committee is schedule to meet on October 14, 2020.
- Mike to attend supervisors meeting on October 14<sup>th</sup>, 2020.
- Daytime bus driver and custodian Jay Hoogendoorn's wife is in the hospital in Tulsa and is very sick.
- Evening custodian Tamara Ake, has surgery scheduled on October 13, 2020. She continues to fight her battle against breast cancer.
- Working on correcting a few items that were discovered in the on-site visit accreditation process with ODCTE.
- SDE fall accreditation visit with Brent Antwine on September 9<sup>th</sup>, 2020. Do deficiencies.
- Annual fire suppression inspection scheduled for October 16<sup>th</sup>, 2020.
- Working on putting together a bid package to send out for competitive bidding for a rooftop HVAC for the Seminar Center.

# Paperclips

## Sept. 2020

Publication Sheet - Board of Education  
 Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2020, And  
 Estimate of Needs for Fiscal Year Ending June 30, 2021, of Pioneer Technology Center  
 School District No. AVTS # 13, Kay County, Oklahoma

Page 1

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2020	GENERAL FUND DETAIL	BUILDING FUND DETAIL	CO-OP FUND DETAIL	NUTRITION FUND DETAIL
<b>ASSETS</b>				
Cash Balance June 30, 2020	\$ 518,424.13	\$ 59,892.55	\$ 0.00	\$ 0.00
Investments	\$ 2,812,691.77	\$ 5,537,628.91	\$ 0.00	\$ 0.00
<b>TOTAL ASSETS</b>	\$ 3,331,115.90	\$ 5,597,521.46	\$ 0.00	\$ 0.00
<b>LIABILITIES AND RESERVES</b>				
Warrants Outstanding	\$ 399,953.28	\$ 25,296.70	\$ 0.00	\$ 0.00
Reserve for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Reserve from Schedule K	\$ 147,223.20	\$ 111,441.67	\$ 0.00	\$ 0.00
<b>TOTAL LIABILITIES AND RESERVES</b>	\$ 547,176.48	\$ 138,738.37	\$ 0.00	\$ 0.00
<b>CASH FUND BALANCE (Deficit) JUNE 30, 2020</b>	\$ 2,783,938.92	\$ 5,458,783.09	\$ 0.00	\$ 0.00

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2021

GENERAL FUND		SINKING FUND BALANCE SHEET	
Current Expense	\$ 13,418,695.80	1. Cash Balance on Hand June 30, 2020	\$ 0.00
Reserve for Int. on Warrants & Revaluation	\$ 0.00	2. Legal Investments Properly Maturing	\$ 0.00
Total Required	\$ 13,418,695.80	3. Judgments Paid To Recover By Tax Levy	\$ 0.00
<b>FINANCED</b>		4. Total Liquid Assets	\$ 0.00
Cash Fund Balance	\$ 2,783,938.92	Deduct Matured Indebtedness	
Estimated Miscellaneous Revenue	\$ 4,115,207.76	5. a. Past-Due Coupons	\$ 0.00
Total Deductions	\$ 8,899,146.68	6. b. Interest Accrued Thereon	\$ 0.00
Balance to Raise from Ad Valorem Tax	\$ 6,519,549.12	7. c. Past-Due Bonds	\$ 0.00
<b>ESTIMATED MISCELLANEOUS REVENUE</b>		8. d. Interest Thereon after Last Coupon	\$ 0.00
1000 District Sources of Revenue	\$ 978,683.87	9. e. Fiscal Agency Commissions on Above	\$ 0.00
2100 County 4 Mill Ad Valorem Tax	\$ 0.00	10. f. Judgments and Int. Levied for Unpaid	\$ 0.00
2200 Co. Apportionment (Mortgage Tax)	\$ 0.00	11. Total Items a. Through f	\$ 0.00
2300 Resale Property Fund Distribution	\$ 0.00	12. Balance of Assets Subject to Accrual	\$ 0.00
2900 Other Intermediate Revenue	\$ 0.00	Deduct Accrual Reserve if Assets Sufficient	
3810 Formula Operations	\$ 2,002,586.00	13. g. Earned Unmatured Interest	\$ 0.00
3830 Existing Industry/Bid Assist/Agent	\$ 111,754.00	14. h. Accrual on Final Coupons	\$ 0.00
3844 Firefighters Training	\$ 2,841.00	15. i. Accrued on Unmatured Bonds	\$ 0.00
3850 TAFE and Dropout Recovery	\$ 107,759.00	16. Total Items g. Through i	\$ 0.00
3864 Mentor Teacher	\$ 1,800.00	17. Excess of Assets Over Accrual Reserves **(Page 2)	\$ 0.00
3892 Oklahoma Lottery Grant Funds	\$ 0.00	<b>SINKING FUND REQUIREMENTS FOR 2020-2021</b>	
3170 Trailers and Motor Homes	\$ 0.00	1. Interest Earnings on Bonds	\$ 0.00
3840 Industry Safety	\$ 102,346.00	2. Accrual on Unmatured Bonds	\$ 0.00
3200 State Aid - General Operations	\$ 0.00	3. Annual Accrual on "Prepaid" Judgments	\$ 0.00
3300 State Aid - Competitive Grants	\$ 0.00	4. Annual Accrual on Unpaid Judgments	\$ 0.00
3400 State - Categorical	\$ 19,400.00	5. Interest on Unpaid Judgments	\$ 0.00
3500 Special Programs	\$ 0.00	6. Credit to School Dist. No. & No.	\$ 0.00
3600 Other State Sources of Revenue	\$ 0.00	7. Credit to School Dist. No. & No.	\$ 0.00
3700 Child Nutrition Program	\$ 0.00	8. Annual Accrual from Exhibit KK	\$ 0.00
3800 State Vocational Programs	\$ 0.00		
4600 ABE, Literacy, TAFE, and GED	\$ 222,836.00	Total Sinking Fund Requirements	\$ 0.00
4821 Carl Perkins and T.T.W.	\$ 101,076.00		
4836 Bid Assistance	\$ 22,956.00	Deduct	
4852 TAFE	\$ 193,000.00	1. Excess of Assets over Liabilities (if not a deficit)	\$ 0.00
4874 PEI I	\$ 232,580.70	2. Surplus Building Fund Cash	\$ 0.00
4872 SEOD / Work Study	\$ 3,916.80	3. Contributions From Other Districts	\$ 0.00
4700 Child Nutrition Programs	\$ 11,672.39	Balance To Raise	\$ 0.00
4800 Federal Vocational Education	\$ 0.00		
5000 Non-Revenue Receipts	\$ 0.00		
Total Estimated Revenue	\$ 4,115,207.76		

S.A. & I Form 2662R06 Entity: Pioneer Technology Center AVTS # 13, Kay

Page 2

	SINKING FUND
** If line 12 is less than line 16 after omitting "b" deduct the following each in turn from line 4 "Total Liquid Assets"	
13d. 1. Unmatured Coupon Due Before 4-1-2021	\$ 0.00
14d. 2. Unmatured Bonds So Due	\$ 0.00
15d. 3. Whatever Remains is for Exhibit KK Line 1	\$ 0.00
16d. Deficit as Shown on Sinking Fund Balance Sheet	\$ 0.00
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above)	\$ 0.00
18d. Remaining Deficit is for Exhibit KK Line 1	\$ 0.00

BUILDING FUND		CO-OP FUND	
Current Expense	\$ 8,666,664.12	Current Expense	\$ 0.00
Reserve for Int. on Warrants & Revaluation	\$ 0.00	Reserve for Int. on Warrants & Revaluation	\$ 0.00
Total Required	\$ 8,666,664.12	Total Required	\$ 0.00
<b>FINANCED</b>		<b>FINANCED</b>	
Cash Fund Balance	\$ 5,458,783.09	Cash Fund Balance	\$ 0.00
Estimated Miscellaneous Revenue	\$ 16,310.74	Estimated Miscellaneous Revenue	\$ 0.00
Total Deductions	\$ 5,475,093.83	Total Deductions	\$ 0.00
Balance to Raise from Ad Valorem Tax	\$ 3,191,570.29	Balance	\$ 0.00

CHILD NUTRITION PROGRAMS FUND	
Current Expense	\$ 0.00
Reserve for Int. on Warrants & Revaluation	\$ 0.00
Total Required	\$ 0.00
<b>FINANCED</b>	

**Thursday**  
**September 24, 2020**  
Vol. 127 - No. 253  
poncacitynews.com



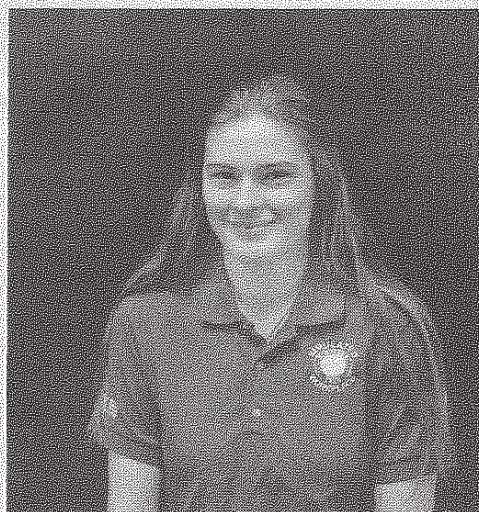
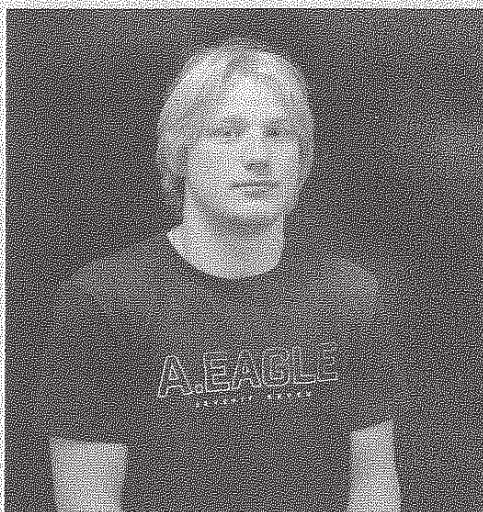
Through a generous grant from the Gene Haas Foundation, two Ponca City adult Machining Technology students were awarded scholarships to cover tuition costs. Pictured left to right: Jared McMartin, Instructor; Levi Barron and Gabe Ortiz Medeiros, recipients; and Lori Evans, Pioneer Tech Counselor. For more information about Pioneer Technology Center's scholarships and programs, call 580-762-8336 or visit the website: [www.pioneertech.edu](http://www.pioneertech.edu). Courtesy Photo

## Pioneer Tech Students of the Month



Courtesy Photo | PIONEER TECHNOLOGY CENTER

Nate Lockert and Julie DeWitt are the Pioneer Technology Center (PTC) September Students of the Month. Lockert, a senior at Woodland High School, represents the Welding program at PTC. According to his instructor, he has a willingness to help wherever needed and has truly excelled and been a role model for his classmates. Representing the Business and Information Technology Education (BITE) program, Julie DeWitt is a Blackwell High School graduate residing in Ponca City. She began as a high school senior in BITE Information Technology and after a year of training and serving our country in the National Guard, she returned to finish her certifications. Serving one weekend a month, her instructor says she is an exceptional leader, hard worker, and an outstanding young woman. 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).



Nate Lockert and Julie DeWitt are the Pioneer Technology Center (PTC) September Students of the Month. Lockert, a senior at Woodland High School, represents the Welding program at PTC. According to his instructor, he has a willingness to help wherever needed and has truly excelled and been a role model for his classmates. Representing the Business and Information Technology Education (BITE) program, Julie DeWitt is a Blackwell High School graduate residing in Ponca City. She began as a high school senior in BITE Information Technology and after a year of training and serving our country in the National Guard, she returned to finish her certifications. Serving one weekend a month, her instructor says she is an exceptional leader, hard worker, and an outstanding young woman. For more information about Pioneer Technology Center's programs and services, call 580-762-8336 or visit their website [www.pioneerotech.edu](http://www.pioneerotech.edu).

Thursday, Sept. 17, 2020 -- Page 5  
THE TONKAWA NEWS • Tonkawa, Oklahoma



### *One million cups*

Robert and Rikki Denton presented to the 1 Million Cups group hosted at Pioneer Technology Center last Wednesday. They spoke about building a new business in town and the challenges and success that came with it. Every month, entrepreneurs and business owners present their stories while attendees and viewers learn how they can support the business' growth. For more information about 1 Million Cups check out Pioneer Tech's YouTube channel or to present your business story contact Robert Howard by email [roberth@pioneerotech.edu](mailto:roberth@pioneerotech.edu).

## New extraction equipment at PTC

New extrication equipment and an enclosed trailer arrived this week at Pioneer Technology Center (PTC).

These items were purchased through a partnership with Northern Safety & Industrial who discounted former demonstration equipment.

Through this generous act along with additional contributions from Phillips 66 and the Ponca City Fire and Life Safety Council, PTC's shared investment resulted in a training equipment bundle valued at over \$35,000. These tools will be used for automobile, industrial, and farm rescue extrication training.

"This is a great addition to PTC's training capabilities, not only for FF/EMT students but for outreach training with area fire departments. We are very thankful to our partners who made this possible," said

See *PTC* page 3



Photo Submitted

Extrication equipment and an enclosed trailer arrived this week at Pioneer Technology Center (PTC). The items were purchased through a partnership with Northern Safety & Industrial, Phillips 66 and the Ponca City Fire and Life Safety Council. Pictured left to right front row Ashton Armstrong, from Barnsdall; Kendel Hanebrink and Jacob Smith, from Blackwell; Ross Catlin from Ponca City. Back row left to right Donna Hingtgen, Ponca City Fire and Life Safety Council; Erin Liberton, Phillips 66; Bart Snyder, Phillips 66; Traci Thorpe, Superintendent/CEO; Gary Vap, Instructor; Kahle Goff, Executive Director of Full-Time Programs; Jake Pierce, Phillips 66; Bret Smith, Ponca City Fire and Life Safety Council and Lee Collins, Northern Safety & Industrial.

### PTC

Continued from page 1

Gary Vap, Firefighter/EMT instructor.

For more information about Pioneer Tech's Firefighter/EMT Program or its services call 580-762-8336 or visit [pioneer-tech.edu](http://pioneer-tech.edu).

Thursday, Sept. 3, 2020 -- Page 10  
THE TONKAWA NEWS • Tonkawa, Oklahoma



Dawn Brakey, Pioneer Tech Bid Assistance Coordinator, is hosting two free webinars that will help businesses gain a better understanding of how to sell to government agencies. The morning session, Doing Business with the State of Oklahoma, will be held from 10:00 am to noon. The afternoon session, AP-TAC National Webinar, begins at 2:00 pm.

Thursday  
September 10, 2020  
Vol. 127 - No. 243  
poncacitynews.com



ROBERT AND RIKKI Denton presented to the 1 Million Cups group hosted at Pioneer Technology Center last Wednesday. They spoke about building a new business in town and the challenges and success that came with it. Every month, entrepreneurs and business owners present their stories while attendees and viewers learn how they can support the business' growth. For more information about 1 Million Cups check out Pioneer Tech's YouTube channel or to present your business story contact Robert Howard by email robert@pioneerotech.edu.



Extrication equipment and an enclosed trailer arrived this week at Pioneer Technology Center (PTC). The items were purchased through a partnership with Northern Safety & Industrial, Phillips 66 and the Ponca City Fire and Life Safety Council. Pictured left to right front row Ashton Armstrong, from Barnsdall; Kendel Hanebrink and Jacob Smith, from Blackwell; Ross Catlin from Ponca City. Back row left to right Donna Hingtgen, Ponca City Fire and Life Safety Council; Erin Liberton, Phillips 66; Bart Snyder, Phillips 66; Traci Thorpe, Superintendent/CEO; Gary Vap, Instructor; Kahle Goff, Executive Director of Full-Time Programs; Jake Pierce, Phillips 66; Bret Smith, Ponca City Fire and Life Safety Council and Lee Collins, Northern Safety & Industrial.

## Pioneer Tech receives new equipment

New extrication equipment and an enclosed trailer arrived this week at Pioneer Technology Center (PTC). These items were purchased through a partnership with Northern Safety & Industrial who discounted former demonstration equipment. Through this generous act along with additional contributions from Phillips 66 and the Ponca City Fire and Life Safety Council, PTC's shared investment resulted in a training equipment bundle valued at over \$35,000. These tools will be used for automobile, industrial, and farm rescue extrication training.

"This is a great addition to PTC's training capabilities, not only for FF/EMT students but for outreach training with area fire departments. We are very thankful to our partners who made this possible," said Gary Vap, Firefighter/EMT instructor.

For more information about Pioneer Tech's Firefighter/EMT Program or its services call 580-762-8336 or visit [pioneertech.edu](http://pioneertech.edu).



Courtesy Photo

Extrication equipment and an enclosed trailer arrived this week at Pioneer Technology Center (PTC). The items were purchased through a partnership with Northern Safety & Industrial, Phillips 66 and the Ponca City Fire and Life Safety Council. Pictured left to right front row Ashton Armstrong, from Barnsdall; Kendel Hanebrink and Jacob Smith, from Blackwell; Ross Catlin from Ponca City. Back row left to right Donna Hingtgen, Ponca City Fire and Life Safety Council; Erin Liberton, Phillips 66; Bart Snyder, Phillips 66; Traci Thorpe, Superintendent/CEO; Gary Vap, Instructor; Kahle Goff, Executive Director of Full-Time Programs; Jake Pierce, Phillips 66; Brer Smith, Ponca City Fire and Life Safety Council and Lee Collins, Northern Safety & Industrial.

## *Pioneer Tech receives new fire fighting equipment*

PONCA CITY, OK—New extrication equipment and an enclosed trailer arrived this week at Pioneer Technology Center (PTC). These items were purchased through a partnership with Northern Safety & Industrial who discounted former demonstration equipment. Through this generous act along with additional contributions from Phillips 66 and the Ponca City Fire and Life Safety Council, PTC's shared investment resulted in a training equipment bundle valued at over \$35,000. These tools will be used for automobile, industrial, and farm rescue extrication training.

"This is a great addition to PTC's training capabilities, not only for FF/EMT students but for outreach training with area fire departments. We are very thankful to our partners who made this possible," said Gary Vap, Firefighter/EMT instructor.

For more information about Pioneer Tech's Firefighter/EMT Program or its services call 580-762-8336 or visit online [pioneertech.edu](http://pioneertech.edu).

### PUBLIC NOTICE

All having a claim against the Pioneer Technology Center Public School District #13 are notified that all invoices and required documentation pertaining to an approved purchase order for services rendered or goods or materials delivered pursuant to that purchase order must be recorded with the encumbrance clerk of the district on or before the 30th day of September, 2020, covering all debts now unpaid and incurred during the period of the prior fiscal year beginning on July 1, 2019, and ending on June 30, 2020, or the claim upon which the invoices or purchase order is based shall be void and forever barred.

# Tuesday

## September 1, 2020

Vol. 127 - No. 230  
poncacitynews.com

# PTC receives new equipment

New extrication equipment and an enclosed trailer arrived this week at Pioneer Technology Center (PTC). These items were purchased through a partnership with Northern Safety & Industrial who discounted former demonstration equipment.

Through this generous act along with additional contributions from Phillips

66 and the Ponca City Fire and Life Safety Council, PTC's shared investment resulted in a training equipment bundle valued at over \$35,000.

These tools will be used for automobile, industrial, and farm rescue extrication training.

"This is a great addition to PTC's training capabilities, not only for FF/

EMT students but for outreach training with area fire departments. We are very thankful to our partners who made this possible," said Gary Vap, Firefighter/EMT instructor.

For more information about Pioneer Tech's Firefighter/EMT Program or its services call 580-762-8336 or visit [pioneer-tech.edu](http://pioneer-tech.edu).



PIONEER TECHNOLOGY CENTER recently received new extrication equipment and an enclosed trailer. The items were purchased through a partnership with Northern Safety & Industrial who discounted former demonstration equipment.

# Helping businesses earn government contracts

## Press Release

PONCA CITY — Pioneer Technology Center is hosting two free webinars that will help businesses gain a better understanding of how to sell to government agencies.

For 35 years, Procurement Technical Assistance Centers, like PTC, have helped expand the number of small businesses that successfully compete for and win federal, state and local government contracts.

With more than 300 local offices, PTACs form a nationwide network of more than 600 dedicated professionals who work to help local businesses successfully sell their products and services to government agencies.

Dawn Brakey, local PTAC counselor, has served more than 300 clients in 2019 and helped them win an estimated \$73 million in government contracts and subcontracts.

"My goal is to help companies find new opportunities and grow their business," Brakey said. "By helping businesses, Pioneer Tech can stimulate the creation of new jobs and economic growth in our communities. Whether it's connecting agencies in times of crisis or helping train small



Dawn Brakey, Pioneer Technology Center bid assistance coordinator, is hosting two free webinars that will help businesses gain a better understanding of how to sell to government agencies. To register for these events or for more information about the bid assistance program at PTC, contact Brakey at [dawnb@pioneertech.edu](mailto:dawnb@pioneertech.edu). (Courtesy photo)

contractors on new government requirements, PTACs are always there to help. The success stories of PTAC clients are as diverse as the clients we serve, and I'm happy to serve as a resource partner."

The PTAC Day events are

virtual, but 10 live seats will be available for each session and held at City Central. The morning session, "Doing Business with the State of Oklahoma," is from 10 a.m. to noon. The afternoon session, "APTAC National

Webinar," begins at 2 p.m.

To register for these events or for more information about the Bid Assistance Program at PTC, contact Brakey at (580) 718-4261 or e-mail [dawnb@pioneertech.edu](mailto:dawnb@pioneertech.edu).

# PTC receives new equipment

## Press Release

PONCA CITY — New extrication equipment and an enclosed trailer arrived this week at Pioneer Technology Center.

These items were purchased through a partnership with Northern Safety & Industrial, who discounted former demonstration equipment. Through this generous act along with additional contributions from Phillips 66 and the Ponca City Fire and Life Safety Council, PTC's shared investment resulted in a training equipment bundle valued at over \$35,000. These tools will be used for automobile, industrial, and farm rescue extrication training.

"This is a great addition to PTC's training capabilities, not only for FF/EMT students but for outreach training with area fire departments. We are very thankful to our partners who made this possible," Gary Vap, Firefighter/EMT instructor, said.

For more information about Pioneer Tech's Firefighter/EMT Program or its services, call (580) 762-8336 or visit [pioneertech.edu](http://pioneertech.edu).



Extrication equipment and an enclosed trailer arrived this week at PTC. The items were purchased through a partnership with Northern Safety & Industrial, Phillips 66 and the Ponca City Fire and Life Safety Council. Front row, from left, Ashton Armstrong, Barnsdall; Kendel Hanebrink and Jacob Smith, Blackwell; and Ross Catlin, Ponca City. Back row, Donna Hingtgen, Ponca City Fire and Life Safety Council; Erin Liberton, Phillips 66; Bart Snyder, Phillips 66; Traci Thorpe, superintendent/CEO; Gary Vap, instructor; Kahle Goff, executive director of full-time programs; Jake Pierce, Phillips 66; Bret Smith, Ponca City Fire and Life Safety Council and Lee Collins, Northern Safety & Industrial. (Courtesy photo)

**PIONEER TECHNOLOGY CENTER  
FY 2020-2021 APPROPRIATIONS  
October 13, 2020**

<u>General Fund Appropriations</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>Difference</u>
1000 Instruction	5,177,269.98	<b>5,300,278.52</b>	+123,008.54
2000 Support Services	5,728,855.70	<b>6,027,928.54</b>	+299,072.84
3000 Noninstructional Services	649,599.31	<b>664,673.74</b>	+ 15,074.43
4000 Facilities & Construction Services	0.00	<b>0.00</b>	0.00
5000 Nonrevenue & Clearing Accounts	3,500.00	<b>3,500.00</b>	0.00
7000 Other Uses	1,421,000.00	<b>1,422,315.00</b>	+ 1,315.00
8000 Restricted Funds	<u>0.00</u>	<u><b>0.00</b></u>	<u>0.00</u>
Subtotal General Fund	\$12,980,224.99	<b>\$13,418,695.80</b>	+ 438,470.81
<u>Building Fund Appropriations</u>			
1000 Instruction	612,025.00	<b>809,543.74</b>	+197,518.74
2000 Support Services	961,819.42	<b>1,152,514.90</b>	+190,695.48
3000 Noninstructional Services	5,000.00	<b>5,000.00</b>	0.00
4000 Facilities & Construction Services	1,675,000.00	<b>2,150,000.00</b>	+475,000.00
5100 Debt Service	1,000,000.00	<b>1,000,000.00</b>	0.00
7000 Other Uses	<u>2,988,176.01</u>	<u><b>3,549,605.48</b></u>	<u>+561,429.47</u>
Subtotal Building Fund	\$7,242,020.43	<b>\$8,666,664.12</b>	+1,424,643.69

# ANNUAL ELECTION RESOLUTION

TO: Kay County Election Board

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

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

## **Member – Board of Education**

### Date of the Election:

A primary election shall be held to vote to elect a board member for member zone number 4 on the second Tuesday in February, that being February 9, 2021, with a general election to be held on the first Tuesday in April, that being April 6, 2021, if no candidate for the board member position receives more than 50% of the vote. The polling places shall be open from 7:00 am to 7:00 pm.

### Board Member Position on Ballot:

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

### Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six (6) months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

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

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United states or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any state, county, municipal, judicial, or school office or any other elective office of any political subdivision of this state for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the

school district. The following are relatives within the second degree: a candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

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

Voters Eligible to Vote:

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

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

Ballot Titles:

The ballot to be submitted to the voter's shall call for the voters to:

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

Approved by the Pioneer Technology Center Board of Education this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

\_\_\_\_\_  
Clerk of the Board of Education

**PIONEER TECHNOLOGY CENTER**  
**Part-time & Temporary Employment Contracts and/or Addenda to Contracts**  
**October 13, 2020 FY 2020/2021**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
LaDonna Bartlett	ABE/HSE Instructor Osage County	10/01 – 10/31 (M/T 5:00-7:00pm)	462.50
Coleen Blevins	ABE/HSE Instructor Blackwell	10/01 – 10/31 (T/TH 3:15-6:15pm)	787.50
Carol Bottoms	ABE/HSE/TANF Instructor	10/01 – 10/31 (44 hrs)	1,100.00
Mark Busch	MTB – Motivating & Engaging	09/02 – 10/06 (8 hrs)	280.00
Kylia Carlson	PT Temp Children’s Lab Assistant	09/21 – 06/30/21 (up to 29hrs per week)	10.00/hr
Tyler Evans	School Bus Driver	08/22 – 09/20 (11.75 hrs)	309.50
Tyler Evans	School Bus Driver	09/21 – 10/20 (up to 30 hrs)	790.20
Larry Godley	ABE/HSE/ESL Instructor	10/01 – 10/31 (M 10am-12pm T/TH 4:30-6:30pm)	765.00
Emily Goff	Excel	09/14 – 09/23 (M/W 6:00-8:30pm)	250.00
Emily Goff	Get Going with your Computer	09/28 – 10/14 (M/W 6:00-8:30pm)	375.00
Judy Gose	MAT Update	09/10 (8 hrs)	144.00
Judy Gose	MAT	10/01 – 10/02 (16 hrs)	288.00
Elaine Harman	ABE/HSE Math Instructor	10/01 – 10/31 (35 hrs)	875.00
Anna Irwin	Customer Service – PC Energy	09/30	750.00
Tonya Jackson	ABE/HSE/ESL Instructor	10/01 – 10/31 (44 hrs)	1,100.00
Janice Karnish	Evening Testing for Hiset, etc	10/21 – 12/17 (up to 20 hrs)	500.00
Alisa McCleary	CNA Testing	09/28 – 10/01 (4:15-7:15pm)	150.00
Alisa McCleary	CNA Testing	10/05 – 10/08 (3 hrs)	75.00
Tracy McCloud	ABE/HSE Instructor	10/01 – 10/31 (112 hrs)	2,912.00
Apryl Moore	Phlebotomy	09/14 – 10/14 (M/W 6:00-9:00pm)	672.00
Apryl Moore	Phlebotomy	10/19 – 11/11 (M/W 6:00-9:00pm)	672.00
John Munger	CPR	09/16 (6:00-9:00pm)	75.00
John Munger	First Aid	09/30 (6:00-9:00pm)	75.00
Joni Murphy	ABE/HSE Instructor Osage County	10/01 – 10/31 (W 6:00-8:00pm)	237.50
Rory Newland	Small Engine Repair	09/14 – 10/07 (24 hrs)	528.00
Rory Newland	Automotive HVAC	10/19 – 10/28 (12 hrs)	264.00
Ashley O’Hara	CNA Testing	09/09 (1.5 hrs)	37.50
Ashley O’Hara	CNA Testing	09/23 (3 hrs)	75.00
Diane Pendleton	ABE/HSE Instructor	10/01 – 10/31 (M/TH 4:30-7:30pm)	700.00
Pam Powers	ABE/HSE/TANF Instructor	10/01 – 10/31 (T/W 63 hrs)	1,575.00
Pam Powers	ABE/HSE Instructor	10/01 – 10/31 (TH 24.5 hrs)	612.50
Kristina Reed	CMA CE	09/28 (8 hrs)	176.00
Kristina Reed	CNA	10/05 – 10/28 (8:30am-2:30pm)	2,376.00
Tammy Ross	Digital Photography	09/15 – 09/24 (12 hrs)	240.00
Tammy Ross	Advanced Digital Photography	10/20 – 10/29 (12 hrs)	240.00
Rebecca Stephens	ABE/HSE Instructor	10/01 – 10/31 (42 hrs)	1,050.00
Valerie Streeter	ABE/HSE/ESL Admin Clerical	10/01 – 10/31 (127 hrs)	1778.00
Wendy Terrazas	ABE/HSE Instructor Ponca Tribe	08/01 – 08/31 (TH 4:30-7:00pm)	375.00
Wendy Terrazas	ABE/HSE Instructor Otoe Tribe	10/01 – 10/31 (T/W 4:30-7:30pm)	312.50
Pearl Elaine Thomas	ABE/ESL Instructor	10/01 – 10/31 (30 hrs)	750.00
Elizabeth Watson	ABE/HSE/TANF Instructor	10/01 – 10/31 (98 hrs)	2,450.00
Sage Wojcik	ABE/HSE Instructor	08/26 (4:30-7:30pm)	75.00