

Pioneer Technology Center Board of Education  
Regular Meeting  
Tuesday, August 13, 2019, 6:00 PM  
Room B120  
2101 N. Ash St.  
Ponca City, Oklahoma 74601

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations - Richard Winterrowd, Winterrowd Talley Architects, "walk-thru" of Westward Expansion Area
5. Discussion and vote to approve or not approve the Minutes of the July 9, 2019 regular Board of Education meeting
6. Presentation, discussion and vote to approve or not approve the Communications & Marketing Plan for FY20
7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #40180-40331; Building Fund #40018-40029; Payroll #70115-70145).
8. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
  - 8.A. Traci Thorpe, Superintendent/CEO
  - 8.B. Kahle Goff, Executive Director, Full-Time Programs
9. 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.
10. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix B.
11. Discussion and vote to approve or not approve Practical Nursing student handbook for 2019-20.
12. Consider and take action on the employment of Stephen L. Smith Corp. as financial consultant to the School District, for the fiscal year 2019-20
13. Proposed Executive Session to discuss the employment of a Business and Information Technology Education Teaching Assistant. Okla. Stat. Title 25, 307(B)(1).

14. Vote to convene in Executive Session
  - 14.A. Time:
15. Acknowledge return of the Board to Open Session
  - 15.A. Time:
16. Motion and vote to approve or not approve employment of a Business and Information Technology Education Teaching Assistant
17. Board President statement of Executive Session minutes
18. New Business
19. Public Comment
20. Motion and vote to adjourn
  - 20.A. Time:

*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 Regular Meeting

Tuesday, July 9, 2019

6:00 PM

Room B120 2101 N. Ash St.

Ponca City, Oklahoma 74601

1. Call meeting to order
2. Roll call and establish a quorum

Attendance taken at 6:01 pm.

Present Board Members:

Mr. Larry Buck

Ms. Gay Norris

Ms. Mary Rigdon

Ms. Orva Rothgeb

Absent Board Members:

Mr. J.D. Soulek

Also in attendance were Traci Thorpe, Molly Kyler, Mary Allan, Stacey Rush, Mike Orr and Allison Christy. Jordan Smith of Stephen L. Smith Corp. also attended.

3. Flag salute and moment of silence
4. Reports and Presentations - Jordan Smith, Stephen L. Smith Corp. Mr. Smith explained the lease/purchase process and mentioned interest rates are coming down. He reported to the Board that our valuation has grown. The Board reviewed concept drawings of the Westward Expansion Project.
5. Discussion and vote to approve or not approve the Minutes of the June 11, 2019 regular Board of Education meeting  
Motion to approve the Minutes of the June 11, 2019 regular Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Mr. Larry Buck.

Mr. Larry Buck: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Yea

Mr. J.D. Soulek: Absent

Yea: 4, Nay: 0, Absent: 1

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (FY19 - General Fund #31869-31907; Building Fund #30084; Payroll #70197-70198) and (FY20 - General Fund #40001-40179; Building Fund #40001-40017; Payroll #70001-70114).

Motion to approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists as presented passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

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

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

Traci Thorpe, Superintendent/CEO

Ms. Thorpe remarked on how fast the summer is going. We have two summer camps this week; Cosmetology & Widget World. The accreditation team is now meeting twice a week, working hard to be ready for our 5-year accreditation in September of 2020. We have one staff opening at this time, the Teaching Assistant for Business & Information Technology Education (BITE). Holly Farmer transferred from the BITE position to the Teaching Assistant for Teacher Prep/Health Careers Certification position. Traci and Mary Allan met with administrators from Northern Oklahoma College to discuss the possibility of an evening science lab and also discussed more recruitment activities. They also talked about a Medical Lab Tech program for adult students, which would be a degree program. Ms. Thorpe updated the Board on the health status of several employees.

Molly Kyler, Executive Director, Business & Industry Services

In the interest of time, Ms. Kyler asked the Board if there were any questions from the Director's Report.

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

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

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

9. Discussion and vote to approve or not approve building project financing services from Stephen L. Smith Corp. for the purpose of securing funds for a potential building project.

Item #9 was tabled (no vote).

10. Discussion and vote to approve or not approve a resolution to join the Oklahoma Schools Insurance Group (OSIG).

Motion to approve a resolution to join the Oklahoma Schools Insurance Group (OSIG) passed with a motion by Ms. Gay Norris and a second by Mr. Larry Buck.

Mr. Larry Buck: Yea  
Ms. Gay Norris: Yea

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

11. Discussion and vote to approve or not approve a n agreement between The Alliance for Manufacturing Excellence, Inc., Pioneer Technology Center and Autry Technology Center, to co-sponsor a Manufacturing Extension Agent (MEA) with Pioneer Technology Center serving as the Fiscal Agent.

Motion to approve an agreement between The Alliance for Manufacturing Excellence, Inc., Pioneer Technology Center and Autry Technology Center to co-sponsor a Manufacturing Extension Agent (MEA) with Pioneer Technology Center serving as the Fiscal Agent passed with a motion by Ms. Gay Norris and a second by Mr. Larry Buck.

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

12. Discussion and vote to approve or not approve revisions/additions for the following policies: CLA, Animals/Pets on Campus, CN-R3, Bus Drivers and Use of Technology, DABD, Professional Conduct by Staff, DGBA, Staff Concerns and Complaints, DHAC, Staff Members and Social Media Networking Sites, DOAC, Support Personnel, Suspension, Demotion, Termination or Nonreemployment, DOAC-E1, Support Staff - Record of Corrective Counseling, FFACA, Medication Administering to Students, FFAD, Bed Bugs and FFG, Reporting Suspected Child Abuse and/or Neglect.

Motion to approve or not approve revisions/additions for the following policies: CN-R3, Bus Drivers and Use of Technology, DABD, Professional Conduct by Staff, DGBA, Staff Concerns and Complaints, DHAC, Staff Members and Social Media Networking Sites, DOAC, Support Personnel, Suspension, Demotion, Termination or Nonreemployment, DOAC-E1, Support Staff - Record of Corrective Counseling, FFACA, Medication Administering to Students, FFAD, Bed Bugs and FFG, Reporting Suspected Child Abuse and/or Neglect (CLA, Animals/Pets on Campus was not approved at this time) passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

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

13. Discussion and vote to approve or not approve payment of membership fees of \$2,850 to OSSBA (same as last year) for FY20.

Motion to approve membership to OSSBA for FY20 passed with a motion by Mr. Larry Buck and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Yea

Ms. Orva Rothgeb: Nay  
Mr. J.D. Soulek: Absent  
Yea: 3, Nay: 1, Absent: 1

14. Discussion and vote to approve or not approve a contract with the Pioneer Technology Center Foundation for FY20.

Motion to approve a contract with the Pioneer Technology Center Foundation for FY20 passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

Mr. Larry Buck: Yea  
Ms. Gay Norris: Nay  
Ms. Mary Rigdon: Yea  
Ms. Orva Rothgeb: Yea  
Mr. J.D. Soulek: Absent  
Yea: 3, Nay: 1, Absent: 1

15. Discussion and vote to approve or not approve student handbook for 2019-20.

Motion to approve student handbook for 2019-20 passed with a motion by Ms. Gay Norris and a second by Mr. Larry Buck.

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

16. Discussion and vote to approve or not approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Community (Single-Occurrence) Event(s), Solicitation of donations, if a list of prospective donors is submitted with the fundraiser request, Student organization dues, Projects approved in advance by the appropriate administrator.

Motion to approve the following list of fundraising activities: Extra Curricular Event Staffing, Apparel and Accessories Sale(s), Food or Other Product Sale(s), Silent Auctions(s), Garage Sale(s), Raffle(s), Community (Single-Occurrence) Event(s), Solicitation of donations, if a list of prospective donors is submitted with the fundraiser request, Student organization dues, Projects approved in advance by the appropriate administrator passed with a motion by Mr. Larry Buck and a second by Ms. Gay Norris.

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

17. Proposed Executive Session to discuss the employment of Gail Boswell, Business & Industry Services Admin. Assistant/Registrar; employment of a Health Careers Certification Instructor and addendum to Staffing Plan. Okla. Stat. Title 25, 307(B)(1).

18. Vote to convene in Executive Session

No Executive Session

19. Vote to approve or not approve employment of Gail Boswell, Business & Industry Services Admin. Assistant/Registrar

Motion to approve employment of Gail Boswell, Business & Industry Services Admin. Assistant/Registrar passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

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

20. Vote to approve or not approve employment of a Health Careers Certification Instructor

Motion to approve employment of Caitlyn Clark, Health Careers Certification Instructor passed with a motion by Mr. Larry Buck and a second by Ms. Gay Norris.

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

21. Vote to approve or not approve addendum to Staffing Plan.

Motion to approve employment of Caitlyn Clark, Health Careers Certification Instructor passed with a motion by Mr. Larry Buck and a second by Ms. Gay Norris.

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

22. New Business

None.

23. Public Comment

None.

Board President, Mary Rigdon adjourned the meeting at 8:42 pm.

Respectfully submitted,

*Allison N. Christy*

Allison N. Christy  
Board Minutes Clerk

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President, Board of Education

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Clerk, Board of Education

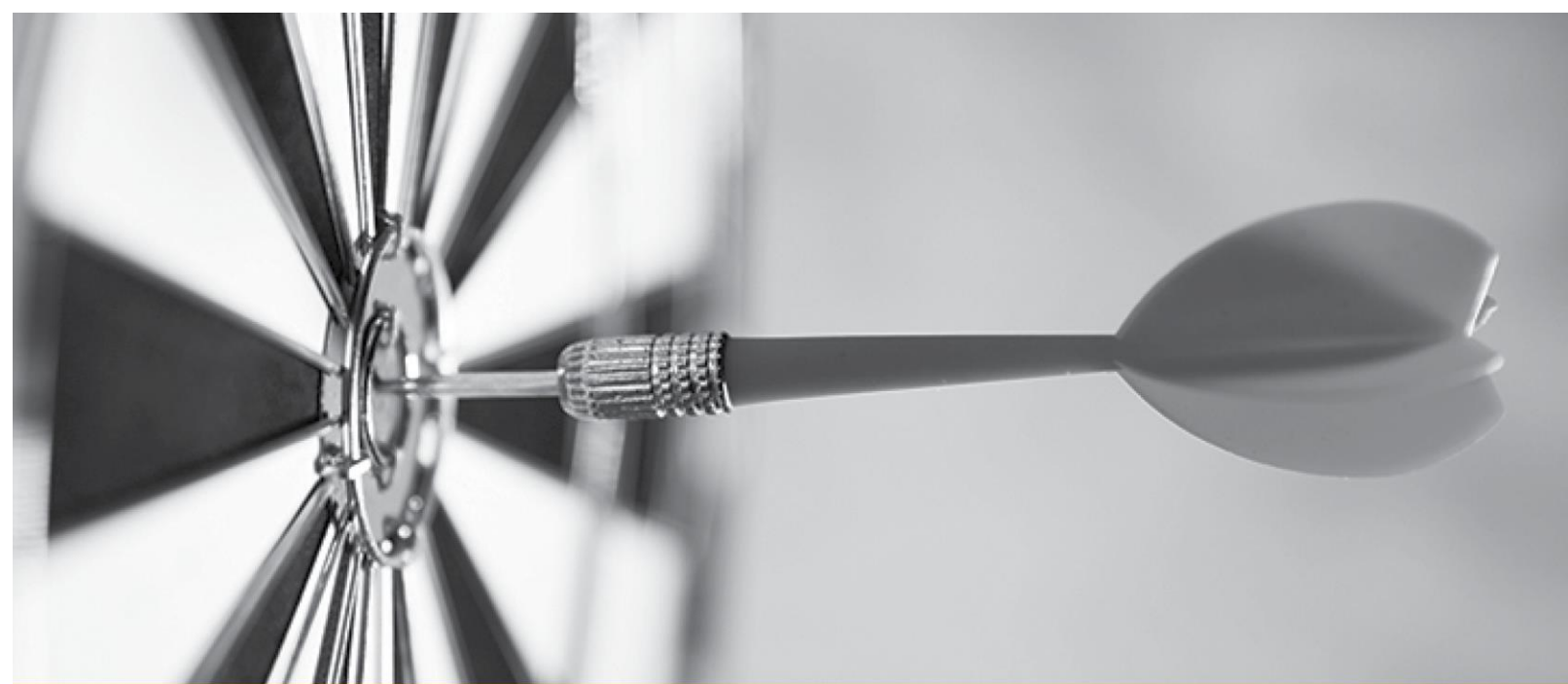
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Date of Approval

Motion:

Second:

Vote:



# Communications & Marketing Plan

**2019**

[www.pioneertech.edu](http://www.pioneertech.edu)

**2020**

# Pioneer Technology Center Communications & Marketing Plan

**2019 - 2020**

**MISSION:** “Enhancing Lives and Securing Futures”

**VALUES:**

- We value the **people** we work with and serve, such as PTC employees, students and other stakeholders. We exhibit this value through our efforts to provide effective communication avenues and messages.
- We believe **innovation** means being on the cutting edge and being open to doing new things. In this way we want to embrace social media and technology.
- We value **character** by being trustworthy, honest, reliable and accountable. We believe that by valuing character we also exhibit that we value Pioneer Tech.
- We value **learning**. We know we don't know it all and we view ourselves as lifelong learners. We look to take on new things and discover as much as we can.
- We value the **economic development** opportunities Pioneer Tech offers to our communities. We take part in PTC's efforts by posting jobs and providing tools and resources for career training and BIS program promotions.

**MARKETING GOALS 2019 - 2020:**

It is typical that each year PTC's communications and marketing department publishes an annual marketing plan. In addition to that plan, the department has established the following annual **standards:**

- **GROW engagement** through **social media outlets** and the **email** distribution list.
- **PRODUCE** an average of **four promotional pieces** to the public each year, and **internally communicate** at least once a week through emails and daily through social media.
- **TELL engaging** stories that create connection with our target audiences.

**Annual Team Goals**

1. Weekly meetings to look at goals, accomplish the to-do list (Wunderlist) and make adjustments to the Marketing Plan.
2. Maintain consistency throughout all graphics and communications with PTC colors and formats.
3. Promote PTC using social media and other outlets daily, targeting programs that are low in enrollment as well as AT&D and BIS.

## **AUDIENCES AND STRATEGIES**

### **AUDIENCES:**

The audiences identified as most relevant to Pioneer Tech are

- 1) Internal
  - a) PTC employees and board members
  - b) Current students (adult and secondary) and clients
- 2) External
  - a) Potential middle and high school students, parents and educators
  - b) Business and industry
  - c) Potential adult students
  - d) Community at large
  - e) Key stake holders ie: advisory members

### **Generational Marketing Tips to consider:**

- Boomers - Mature audience, Emphasize quality, Develop messages that appeal to core values
- Gen X - Media savvy, Quality is important, Messages humorous and edgy, Demand good design & graphics
- Millennials – Media savvy, Word of mouth, 2 Step mktg: aware then confirm, Demand good/contemporary graphics/images and color, Humor/fun and goofiness work)
- Gen Z – Quick, relatable messaging, Two-way conversations, Personalized to them and align with organization's values

### **INTERNAL MARKET STRATEGIES:**

#### **PTC EMPLOYEES and BOARD MEMBERS**

#### **Messages:**

We want to tell stories

We want to engage employees/board members

We want to build relationships based on a consistent brand.

STRATEGIES	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
PTC Campus Events Calendar	Tockify \$80	C&M Dept and Network Dept. along with AT&D, BIS and Human Resources	TIME: On-Going EVAL: Internal Comm. Survey, Staff Survey and Visitor
New Employee On-Boarding	In-house printing	Terri	TIME: August 2019/On-Going EVAL: C&M Service Survey
In-Service Marketing Update	\$0	C&M Team.	Time: Aug. 2019 EVAL: PTC Staff
Participate in the Strategic Planning Process	In-house printing	C&M Team & PTC Staff	TIME: August 2019 EVAL: C&M Service Survey

#### **CURRENT STUDENTS & CLIENTS**

#### **Messages:**

And your story is.....

Get skilled, get paid.

PTC provides the classes/services you need and want.

STRATEGIES	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Survey Enrolling Students	CrowdSignal Survey Site \$200	C&M Team SS Team	TIME: First & Second Semester EVAL: Compare results to prior surveys
Stock literature holders throughout building	Catalogs, schedules, brochures, rack cards and other PTC material	C&M Team Reception AT&D Student Services	TIME: As needed EVAL: Student/customer comments
Utilize lobby displays, LED sign, website, Facebook, Instagram & Twitter to promote all PTC activities	Activity lists from all PTC departments, news stories, photos, etc.	C&M Team	TIME: Daily (screens) Regularly (web) EVAL: Student/Stakeholder comments, web clicks

**EXTERNAL MARKETING STRATEGIES:**

**POTENTIAL MIDDLE & HIGH SCHOOL STUDENTS,  
PARENTS & EDUCATORS**

**Messages:**

Be your own success story

Get skilled, get paid.

PTC is the faster path to the future

STRATEGIES	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Produce print advertising in all schools when it is needed.	\$750	Angie	TIME: Through-out the year
Support Student Services and Career Development Facilitator in recruitment activities with promo items & design recruitment materials	3 <sup>rd</sup> grade promo items: \$1,500 (+\$50 for booths) 8 <sup>th</sup> grade promo items: \$1,800 Mid-school items: \$1,000 Sophomore promo items: \$1,000 (+\$200 for booths)	C&M Team	TIME: As Scheduled by recruitment team EVAL: Student Feedback; Target Market Research
Continue sending and placing information on the website geared towards adult students and parents.	\$60 Domain Hosting	C&M Team; supported by staff for content and web solution company	TIME: Through-Out the Year
Enhance communication of "messages" with social media Twitter, Facebook & Instagram	\$0	C&M Team will act as clearing house but be supported with information for content.	TIME: Weekly/Daily if needed EVAL: Engagement Stats
Support Student/Parent Back to School Night	\$250 for signs, advertising, & materials.	C&M Team help with supplies, survey students/parents	TIME: AUGUST 2019 EVAL: Number of student's pre-enrolled stay enrolled.
Work with EMT group and supply T-shirts and promo items for enrolling High School Students	\$3000	EMT Team & C&M	TIME: April/May

## BUSINESS & INDUSTRY

**Messages:**

PTC has customized training to fit your company's needs.  
 PTC has development plans for employees and supervisors.  
 PTC can coach and consult on your time, your place and your way.

STRATEGIES	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Have weekly information posted for BIS Opportunities on social media. Promote BIS events.	\$0	C&M Team	TIME: Weekly EVAL: Engagement Stats
Produce flyers, brochures, stories, ads and videos to promote BIS specific efforts.	<i>Ads Included in advertising budget under "Community at Large" section</i>	C&M Team BIS Staff	TIME: As needed/requested EVAL: BIS event evaluations and follow-up
Email Marketing	\$300	C&M Team BIS Staff	TIME: Monthly EVAL: Analytics of Clicks
Support BIS when visiting companies by supplying promo items for potential clients and business gatekeepers. (This will help them meet their goal of increasing market reach.)	\$1,500	C&M Team BIS Staff	TIME: August and on-going
Small Business Week assist in hospitality event to promote BIS Incubator & Coordinators.	\$750	BIS Staff	TIME: May 2020
BBQ w/BIS event support.	\$500	C&M Team BIS Staff	TIME: May 2020
1Million Cups			

## POTENTIAL ADULT STUDENTS

**Messages:**

Be your own success story.  
 Get skilled, get paid.  
 Learning doesn't end at graduation.

STRATEGIES	SUPPLIES & EST. COST	PLAYERS	TIMELINE/EVAL.
Design, print and mail AT&D Schedule 2 times per year, plus Summer Postcard (coordinate newspaper ads with schedule)	\$24,000	C&M Team AT&D Staff	TIME: Design in June, October, March. EVAL: AT&D Staff, customer feedback; # of calls when launched
Support all areas in maintaining a customer friendly atmosphere	PTC pens for customers (\$300-\$500), marketing materials	Terri Angie	TIME: As requested EVAL: Informal observations and feedback
Email Marketing once per month to promote AT&D classes.	\$300	C&M Team	Email Marketing
Work with EMT group and supply T-shirts and promo items for incoming adult students	\$1500	EMT Team & C&M Team	Time: April/May
Digital Marketing Geofencing for high school students & adults	\$2,000 - \$4,000	C&M Team	Time: April - June

## COMMUNITY-AT-LARGE

### Messages:

PTC has great success stories (examples)

PTC trains today's workforce.

PTC elevates the local economy.

STRATEGIES	EST. COST & SUPPLIES	PLAYERS	TIMELINE/EVAL.
Participate in Chamber Business Resource Directories	~\$1300 PC ~\$1000 Blkwl	Angie	TIME: PC – Annually in fall, Blackwell – e/o year spring. EVAL: Informal feedback, # of inquiries from ad in resource guide
Produce and schedule ads for full-time programs, BIS, AT&D <ul style="list-style-type: none"> <li>• Newspaper</li> <li>• Radio</li> <li>• School publications</li> </ul> (Ads include display ads, classifieds/position announcements, public and legal notices, and news briefs)	\$5,000 +	Terri Angie	TIME: On-going EVAL: Informal staff/customer feedback. “How did you hear about us?” survey
Produce PTC catalog that explains and highlights all of PTC's programs and services.	\$3,000	Terri Angie	TIME: Print May 2020 EVAL: Informal feedback
Email Marketing	\$300	Terri	Weekly EVAL: Analytics
Coordinate marketing efforts with regional and statewide initiatives	\$13,750 Statewide Mktg Cooperative	C&M Team	TIME: On-going
Coordinate marketing efforts for CareerTech month	Printing, Giveaways, Videos	C&M Team	TIME: February 2020
Host a booth at the Kay County Free Fair	\$0 Promo Items:\$1,500	PTC Staff	TIME: September 2020 EVAL: Feedback of visitors at booth
Place area job openings and stories on Web & Lobby Display	\$0	Academic Center & C&M Team	TIME: As occur
Utilize LED sign for announcements & Marketing Opportunities	\$0	C&M Team	Time: As occur
Promote Summer Camp/buy T-shirts for staff for recruitment.	\$1500	C&M Team Student Services	May 2020

### MARKETING TIMELINE:

#### 2019

#### AUGUST:

- Update “Branding” Info. & Employee On-Boarding - *Terri*
- Promote ABE/GED enrollment period - *Terri*
- Print & distribute AT&D fall schedule - *All*
- Promote Back to School night with media– *Staff*
- Prepare Survey for campus visitors during Back to School night - *Terri*
- Get Daytime/Fulltime Catalog in house and on website – *Angie*
- Promote Guaranteed Graduate Initiative with directors to new students – *C&M Team & Directors*
- Check Rack Card Supplies for Programs/Order New Business Cards if needed - *Angie*

#### SEPTEMBER:

- Start Planning for Christmas Market in December – C&M
- Design chamber directory ads. Use new messages. - *Angie*
- Host a booth at the Kay County Free Fair – *PTC Staff*
- Use iPads for surveys at the Fair/Giveaways for each night - *Terri*
- Order promo items for parades – *Angie*
- Create video for recruitment using SLA Team – *Terri*
- Assist with CTSO Kick-Off Party – *C&M*
- Manufacturing Day Promotion – *C&M*

#### OCTOBER:

- Participate in the Po-Hi Career Fair – *Student Services*
- Assist with Sophomore Visits - *Staff*
- Promote ABE/GED enrollment period – *Terri*
- Shoot video for recruitment using SLA Team – *Terri*
- Promote Fall Fest and Activities – *Terri*

#### NOVEMBER:

- Design AT&D winter/spring & get Cover Options to Pam- *Angie*
- Work with Foundation about Giving Tuesday - *Angie*
- Advisory Night Set-Up and Communication - *C&M*
- Run Ads as Testimonials in area Newspapers – *C&M/BIS*
- Send AT&D schedule to printer - *Angie*
- Promote Special Thanksgiving Lunch for Culinary – *C&M*
- Assist with Parent's Night in Blackwell – *Angie*

#### DECEMBER:

- Design PowerPoint along with By The Numbers Flyer – *Terri/Angie*
- Board Recognition Month/Social Media/Newspaper/Lobby/Sign – *C&M*
- Create videos for holiday assembly with students – *Terri*
- Create video for holiday greeting on Social Media – *Terri*
- Update and view marketing survey and make changes as needed – *Terri*
- Update all surveys, BIS, AT&D and Student – *Terri*

### **2020**

#### JANUARY:

- Start Wall of Fame project – *Angie*
- Communicate Employee Satisfaction Results – *Terri*
- Schedule CareerTech Month Activities – *C&M*
- Financial Aid Gainful Employment Update – *Terri*
- Mid-Year Review of C&M Goals – *C&M*
- Update staff and assist Professional Development group with Customer Service Overview - *Terri*

#### FEBRUARY:

- Promote CareerTech Month (Radio, table displays, Supt. Corner, mid-week) – *CM Staff*
- Secure Midweek Section to promote monthly activities – *Terri*
- Add daily photos to all social media to promote CareerTech Month – *Terri*
- Promote Preview Night, Door Prize Table by Cookies/Water – *Terri*
- Start working on Summer Camp/Summer Academies – *C&M Team*
- Get new t-shirt theme for new enrolling students for April – July – *SS/C&M Team*

#### MARCH:

- Promote ABE/GED enrollment period if needed – C&M
- Put Up Wall of Fame Posters - *Angie*
- Design AT&D summer postcard/schedule – *Angie*
- Design material for Foundation Dinner - *Angie*
- Start Promotion of Foundation Dinner – *C&M*
- Start Catalog Design, Take Student Photos - *Angie*

#### APRIL:

- Feature Children's Lab in Week of the Young Child Midweek - *Terri*
- Send AT&D summer schedule to printer and put on website – *Terri*
- Help Set-Up for Foundation Roast – *C&M*
- Promote BBQ with BIS – *C&M*
- Start on Gold Star Award Application - *Terri*
- Continue Promotion for Summer Camp/EDA/Summer Academies – *Terri*
- Order t-shirts for new enrolling students – *Terri*

#### MAY:

- Update survey for new students when they enroll – *Terri/Lori*
- Small Business Week, promote in Midweek with BIS Staff - *Terri*
- Help promote summer camps – *All*
- Promote Graduations with video, news releases and picture opps – *C&M*
- Facebook Live all graduations and events – *Terri*
- Work on Full-Time Program Catalog/Upload to Website– *Angie/Terri*
- Update website with new information from Catalog - *Angie*

#### JUNE:

- Capture summer camp moments– *Angie*
- Update By the Numbers Flyer and Powerpoint – *Angie*
- Publish by the Numbers on website - *Terri*
- Find photos to enhance bi-yearly theme – *C&M*
- Revise marketing plan – *Terri & Angie*
- Assist in Student/Nursing Handbook Cover & place on website – *C&M*
- Add Course Listings "At A Glance" to program pages – *C&M*

#### JULY:

- Update school calendar & Main PTC Calendar on website - *C&M*
- Submit new marketing plan – *Terri*
- Design AT&D fall schedule – *Angie*
- Add Catalog graphics to website – *C&M*
- Prepare for In-Service Marketing Update – *Terri*

#### **ON-GOING/AS NEEDED ACTIVITIES:**

- Facebook/Twitter/Instagram Daily Updates
- Live Facebook videos for special events
- Press Releases for all PTC activities to papers and on the web
- Staff surveys - *C&M*
- In-service Professional Development on marketing and/or customer service
- "Cross-sell" PTC options (AT&D, BIS, Full-Time, etc.)
- Website updates - *C&M*
- Student surveys - *C&M*
- Remind Receptionist to stock literature holders and counter areas - *C&M*
- Lobby Display & LED updates (weekly)
- Positive media coverage for ALL of PTC (ads, press releases, website, etc.)

- Ads in HS yearbooks and activity programs
- Special and new AT&D course promotion
- Assist any program & Superintendent/CEO with PTC presentations to community
- Involvement in local and state CTE
- Monthly assist BIS/AT&D with Email promotion

*General*

**PIONEER TECHNOLOGY CENTER**

From PO: 40180 to PO: 40331

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
40180	WAL-MART	CULINARY ARTS--SUPPLIES	250.00	07/03/2019
40181	LABYRINTH PUBLICATIONS	ATD RESALE BOOKS	616.00	07/08/2019
40182	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	07/08/2019
40183	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	150.00	07/08/2019
40184	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	45.00	07/08/2019
40185	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	158.00	07/08/2019
40187	NEWKIRK MAIN STREET	INSTRUCT DIRECTOR - REGISTRATION	175.00	07/08/2019
40188	ELEVAR GROUP	BIS ADMIN - TRAVEL REGISTRATION	450.00	07/08/2019
40189	STAPLES ADVANTAGE	CENTRAL - SUPPLIES	152.54	07/08/2019
40190	LOWE'S HOME CENTER INC	BLDING MAINT REPAIRS	110.20	07/08/2019
40191	FRANCIS TUTTLE TECH CENTER	SAFETY - REGISTRATION	150.00	07/08/2019
40192	S/P 2	COSMETOLOGY BOOKS	299.00	07/09/2019
40193	MARK EDWARD RIGNEY, MD	BUS MAINT - PHYSICALS/ SHOTS	770.00	07/09/2019
40194	LOWE'S HOME CENTER INC	BUILDING MAINTENANCE SUPPLIES	86.14	07/09/2019
40195	FIRST BANKCARD VISA	FF/EMT BOOKS	46.90	07/09/2019
40196	FIRST BANKCARD VISA	INSTRUCT DIR - SUBCSRIPTIONS	180.00	07/09/2019
40197	RAINMAKER SPRINKLERS	GROUNDS REPAIRS	256.06	07/09/2019
40198	SUMMIT BUS	BUS MAINT REPAIRS	219.57	07/09/2019
40199	B.M.K TAXI	TANF STUDENT TRANSPORTATION	500.00	07/10/2019
40200	FIRST BANKCARD VISA	TANF DUES/FEES/CERTIFICATES	40.00	07/10/2019
40201	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	200.00	07/10/2019
40202	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	07/10/2019
40203	STAPLES ADVANTAGE	TANF STATE CONSUMABLE SUPPLY	298.90	07/10/2019
40204	ODCTE	BID ASST - TRAVEL REGISTRATION	175.00	07/10/2019
40205	TANF STUDENT ASSISTANCE	TANF DUES/FEES/CERTIFICATIONS	20.00	07/10/2019

**PIONEER TECHNOLOGY CENTER**  
**From PO: 40180 to PO: 40331**

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

PO #	Vendor Name	General Description	Amount	Date
40206	AAMP	TANF DUES/FEES/CERTIFICATIONS	85.00	07/10/2019
40207	LOWE'S HOME CENTER INC	BLDING MAINT REPAIRS	31.29	07/10/2019
40208	FIRST BANKCARD VISA	TANF DUES/FEES/CERTIFICATES	59.00	07/10/2019
40209	TANF STUDENT ASSISTANCE	TANF TUITION	130.00	07/10/2019
40210	BRACE BOOKS & MORE	STAFF DEVELOP - SUPPLIES	216.00	07/11/2019
40211	MAGIC-WRIGHTER, INC	FINANCE SUPPLIES	195.00	07/11/2019
40212	MNJ TECHNOLOGIES DIRECT, INC	RESALE SUPPLIES	23.00	07/11/2019
40213	ASBO INTERNATIONAL	FINANCE - TRAVEL REGISTRATIONS	725.00	07/11/2019
40214	FIRST BANKCARD VISA	FINANCE - LODGING, TRANSP, MEALS	1,606.00	07/11/2019
40215	BEST WESTERN SADDLEBACK	SAFETY - LODGING	94.99	07/11/2019
40216	K&C MANUFACTURING	PROF SERVICE - EXIST INDUSTRY	2,430.00	07/12/2019
40217	TAKE TEN	BUS REPAIRS	37.00	07/12/2019
40218	POCKET NURSE	MEDICAL ASSISTING- SUPPLIES	152.07	07/15/2019
40219	WAL-MART	MEDICAL ASSISTING - SUPPLIES	49.08	07/15/2019
40220	LOWE'S HOME CENTER INC	BLDG MAINT - SUPPLIES	19.92	07/15/2019
40221	QUILL CORPORATION	CENTRAL - SUPPLIES	361.77	07/15/2019
40222	ARMSTRONG MCCALL	COSMETOLOGY SUPPLIES	939.78	07/15/2019
40223	FIRST BANKCARD VISA	WELDING - TRAVEL LODGING	1,399.49	07/15/2019
40224	HOBBY LOBBY	CRIMINAL JUSTICE - SUPPLIES	300.00	07/15/2019
40225	GALLS	CRIMINAL JUSTICE - SUPPLIES	118.98	07/15/2019
40226	FIRST BANKCARD VISA	CRIMINAL JUSTICE - SUPPLIES	142.40	07/15/2019
40227	JAMES E SCHAEFER	TANF STATE STUDENT ASSISTANCE OTHER	750.00	07/15/2019
40228	AUTOZONE	TANF STATE STUDENT ASSISTANCE OTHER	197.98	07/15/2019
40229	ACCURATE AUTO REPAIR	TANF STATE STUDENT ASSISTANCE OTHER	165.00	07/15/2019
40230	OKLAHOMA ASSOCIATION OF COMMUNITY ACTION AGENCIES	STAFF DEVELOPMENT - PROF SERVICES	700.00	07/15/2019
40231	FIRST BANKCARD VISA	ACADEMIC/ASSESSMENT - SUPPLIES	287.22	07/15/2019

**PIONEER TECHNOLOGY CENTER**  
**From PO: 40180 to PO: 40331**

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

PO #	Vendor Name	General Description	Amount	Date
40232	FIRST BANKCARD VISA	STAFF TRAVEL - AIRLINE BAGGAGE	180.00	07/15/2019
40233	WHITTON SUPPLY CO.	INSTRUCT DIR - SUPPLIES	712.00	07/15/2019
40234	TANF STUDENT ASSISTANCE	TANF DUES/FEES	75.00	07/16/2019
40235	TANF STUDENT ASSISTANCE	TANF TUTION/BOOKS	65.00	07/16/2019
40236	TANF STUDENT ASSISTANCE	TANF DUES/FEES	75.00	07/16/2019
40237	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	178.00	07/16/2019
40238	WAL-MART	CHILD LAB & PRESCHOOL GROCERIES	300.00	07/16/2019
40239	REALLY GOOD STUFF	CHILD LAB & PRESCHOOL - SUPPLIES	142.29	07/16/2019
40241	TOTAL COM INC	BUS MAINT REPAIRS	705.80	07/16/2019
40242	URBAN INFANT	CHILD LAB & PRESCHOOL - SUPPLIES	768.00	07/16/2019
40243	STAPLES ADVANTAGE	COSMETOLOGY SUPPLIES	155.43	07/16/2019
40244	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	30.36	07/16/2019
40245	SHERATON OKLAHOMA CITY DOWNTOWN	MARKETING / TRAVEL	400.00	07/16/2019
40246	LAMPO GROUP LLC	ANNUAL LICENSE	500.00	07/17/2019
40247	FIRST BANKCARD VISA	PD SUPPLIES	39.77	07/17/2019
40248	A+ PRINTING	CENTRAL PRINTING	231.00	07/17/2019
40249	NATIONAL CURRICULUM & TRAINING INSTITUTE	RESALE BOOKS - IT&D	190.00	07/17/2019
40250	STAPLES ADVANTAGE	COMPUTER SERVICES - SUPPLIES	104.53	07/17/2019
40251	FIRST BANKCARD VISA	LODGING BIS COORDINATOR	697.32	07/17/2019
40252	FIRST BANKCARD VISA	COSMETOLOGY SUPPLIES: AMAZON	103.92	07/17/2019
40253	GIANT IMPACT	PROF SERVICES - IT&D INSTRUCT	3,000.00	07/19/2019
40254	CONSTRUCTIVE PLAYTHINGS	CHILDRENS LAB - SUPPLIES	496.69	07/22/2019
40255	WAL-MART	TANF STATE - CONSUMABLE SUPPLIES	200.00	07/22/2019
40256	A+ PRINTING	MARKETING / PRINTING	841.25	07/22/2019
40257	SITSPOTS	CHILDRENS LAB - SUPPLIES	75.00	07/22/2019
40258	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - SUPPLIES	196.48	07/22/2019
40259	EVCO	CHILDRENS LAB - FOOD	550.31	07/22/2019

**PIONEER TECHNOLOGY CENTER**  
**From PO: 40180 to PO: 40331**

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

PO #	Vendor Name	General Description	Amount	Date
40260	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	56.80	07/22/2019
40261	TAKE TEN	TANF STATE STUDENT ASSITANCE OTHER	258.90	07/22/2019
40262	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS/FEES	65.00	07/22/2019
40263	X-CEL BADGE & ENGRAVING C	MARKETING / ADVERTISING	29.82	07/22/2019
40264	WAL-MART	CHILDRENS LAB - SUPPLIES	246.66	07/22/2019
40265	FIRST BANKCARD VISA	CHILDRENS LAB - SUPPLIES	200.00	07/22/2019
40266	ODCTE	AT&D RESALE BOOKS	535.00	07/22/2019
40267	ASTORIA BLVD BISTRO & BAR	RESALE SUPPLIES - IT&D	162.50	07/22/2019
40268	OKLAHOMA CENTER FOR SCHOOL BUSINESS MANAGEMENT	FINANCE REGISTRATION	220.00	07/22/2019
40269	HODDY GLASS	BLDG MAINT - REPAIRS	500.00	07/22/2019
40270	JOSH SHORT PLUMBING INC.	BLDING MAINT REPAIRS	500.00	07/23/2019
40271	G & H BUSINESS SOLUTIONS	SAFETY SUPPLIES	221.70	07/23/2019
40272	FIRST BANKCARD VISA	ABE TRAVEL LODGING	920.60	07/23/2019
40273	HOBBY LOBBY	FULL TIME PROGRAMS SUPPLIES	53.46	07/23/2019
40274	CTAC	STAFF TRAVEL - REGISTRATION	180.00	07/24/2019
40275	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	89.18	07/24/2019
40276	FIRST BANKCARD VISA	MARKETING / SUPPLIES	19.98	07/24/2019
40277	4 IMPRINT INC	MARKETING / ADVERTISING	294.39	07/24/2019
40278	FIRST BANKCARD VISA	STAFF TRAVEL - REGISTRATION	365.00	07/24/2019
40279	NORTHERN SAFETY & INDUSTRIAL	EMS SUPPLIES	3,494.21	07/24/2019
40280	CENGAGE LEARNING	HCC2 BOOKS	882.75	07/24/2019
40281	CAREER SAFE ONLINE	HCC2 BOOKS	375.00	07/24/2019
40282	LAKESHORE LEARNING	CHILDRENS LAB - SUPPLIES	433.32	07/25/2019
40283	STAPLES ADVANTAGE	CHILDRENS LAB - SUPPLIES	200.00	07/25/2019
40284	HOBBY LOBBY	CHILDRENS LAB - SUPPLIES	103.27	07/25/2019
40285	UNIFORM STOP - STILLWATER	TANF STATE STUDENT ASSISTANCE OTHER	100.00	07/25/2019
40286	TEACHER CREATED RESOURCES	CHILDRENS LAB - SUPPLIES	218.63	07/25/2019
40287	CAREER TECH PRINTING SERVICES	MARKETING / ADVERTISING	292.00	07/25/2019
40288	MEEKS GROUP	MARKETING / PRINTING	6,547.12	07/25/2019

**PIONEER TECHNOLOGY CENTER**  
**From PO: 40180 to PO: 40331**

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

PO #	Vendor Name	General Description	Amount	Date
40289	PONCA CUSTOM TEES	MARKETING / ADVERTISING	27.98	07/25/2019
40290	KINNUNEN SALES	BUILDING MAINT REPAIRS	299.94	07/25/2019
40291	LOWE'S HOME CENTER INC	COMPUTER SERVICES -- SUPPLIES	210.00	07/25/2019
40292	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - REPAIRS	570.00	07/29/2019
40293	SPEAK NOW FILM CO.	MARKETING / ADVERTISING	2,000.00	07/29/2019
40294	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	100.00	07/29/2019
40295	BIRDWELL REFRIGERATION	BLDG MAINT - REPAIRS	500.00	07/29/2019
40296	WAL-MART	BUILDING MAINT SUPPLIES	800.00	07/30/2019
40297	BUCKLEYS STICKS & STONES	GROUNDS SUPPLIES	600.00	07/30/2019
40298	BEST WESTERN SADDLEBACK	SAFETY - LODGING	284.97	07/30/2019
40299	FIRST BANKCARD VISA	TANF DUES / FEES	36.00	07/30/2019
40300	FIRST BANKCARD VISA	TANF DUES / FEES	70.00	07/30/2019
40301	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	175.00	07/30/2019
40302	FIRST BANKCARD VISA	SUPT - SUPPLIES	409.13	07/30/2019
40303	LOWE'S HOME CENTER INC	INDUSTRIAL TECH - SUPPLIES	254.48	07/30/2019
40304	HOBBY LOBBY	MARKETING / SUPPLIES	44.70	07/31/2019
40305	FIRST BANKCARD VISA	BID ASST - TRAVEL LODGING	700.00	07/31/2019
40306	TANF STUDENT ASSISTANCE	TANF TUITION	870.00	07/31/2019
40307	FIRST BANKCARD VISA	BIS ADMIN - SUPPLIES	69.00	07/31/2019
40308	WAL-MART	CHILDRENS LAB - SUPPLIES	200.00	07/31/2019
40309	WAL-MART	CHILDRENS LAB - FOOD	400.00	07/31/2019
40310	AUTOZONE	TANF STATE STUDENT ASSISTANCE OTHER	99.82	07/31/2019
40311	CAREER TECH PRINTING SERVICES	MARKETING / PRINTING	66.00	07/31/2019
40312	JUNIOR'S LOCK & ALARM	AT&D SUPPLIES	25.00	07/31/2019
40313	JUNIOR'S LOCK & ALARM	BUILDING MAINT REPAIRS	100.00	07/31/2019
40314	PONCA CITY CHAMBER OF COMMERCE	BID ASST - TRAVEL REGISTRATION	450.00	07/31/2019
40315	AMERICAN TELEPHONE	COMPUTER SERVICES -- REPAIRS	1,300.00	07/31/2019
40316	F A DAVIS COMPANY	AT&D RESALE BOOKS	360.00	08/05/2019
40317	MURRAY WOMBLE	BLDG MAINT - REPAIRS	500.00	08/05/2019

**PIONEER TECHNOLOGY CENTER**

From PO: 40180 to PO: 40331

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

PO #	Vendor Name	General Description	Amount	Date
40318	EVCO	CHILDRENS LAB - FOOD	600.00	08/06/2019
40319	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	40.00	08/06/2019
40320	AUTOZONE	TANF STATE STUDENT ASSISTANCE OTHER	116.98	08/06/2019
40321	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	180.00	08/06/2019
40322	HOBBY LOBBY	CHILD LAB & PRESCHOOL - SUPPLIES	100.00	08/06/2019
40323	ROSE STATE COLLEGE	BIS COORD- REGISTRATION	35.00	08/07/2019
40324	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER STATE	50.00	08/07/2019
40325	PONCA CITY QUARTERBACK CLUB	MARKETING / ADVERTISING	200.00	08/07/2019
40326	POCKET NURSE	AT&D RESALE SUPPLIES	206.38	08/08/2019
40327	WAL-MART	TANF STUDENT ASSISTANCE OTHER	250.00	08/08/2019
40328	TEAM RADIO	MARKETING / ADVERTISING	390.00	08/08/2019
40329	STANDING BEAR FOUNDATION	MARKETING / ADVERTISING	120.00	08/08/2019
40330	CLERY CENTER FOR SECURITY ON CAMPUS	MAINTENANCE TRAVEL-REGISTRATION	575.00	08/08/2019
40331	STAPLES ADVANTAGE	COMPUTER SERVICES - SUPPLIES	100.00	08/08/2019
<b>Current Encumbered</b>			<b>59,658.10</b>	

PIONEER TECHNOLOGY CENTER

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

From: 04 Jul 2019 to: 08 Aug 2019

PO #	Vendor Name	General Description	Amount	Date
40023	FIRST BANKCARD VISA	BLANKET PO	1,578.05	07/01/2019
40037	ODCTE	BLANKET PO	1,585.00	07/01/2019
40050	QUALITY WATER SERVICES	BLANKET PO	460.00	07/01/2019
40055	TRAVEL (STAFF)	BLANKET PO	600.00	07/01/2019
40093	PONCA CITY CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	300.00	07/01/2019
40127	POWERSCHOOL GROUP LLC	ANNUAL LICENSE ADD-ON	-690.00	07/01/2019
40131	FIRST BANKCARD VISA	CULINARY ARTS LODGING	-315.82	07/01/2019
40132	FIRST BANKCARD VISA	CCC MEALS/PARKING	786.00	07/01/2019
40143	FIRST BANKCARD VISA	TANF DUES/FEES/CERTIFICATES	-2.00	07/01/2019
40148	STAPLES ADVANTAGE	TANF STATE CONSUMABLE SUPPLY	-0.02	07/01/2019
40149	WAL-MART	CHILDREN'S LAB - FOOD	-130.94	07/01/2019
40151	WAL-MART	CHILDRENS LAB - SUPPLIES	6.56	07/01/2019
40154	RENAISSANCE, OKC	PN LODGING	78.00	07/01/2019
40155	SWIFTREACH NETWORKS LLC	ADMIN BLANKET	1,125.00	07/01/2019
40159	DANCY-MEADOR PUBLISHING	MARKETING / ADVERTISING	-1,332.00	07/01/2019
40168	LOWE'S HOME CENTER INC	BUILDING MAINT REPAIRS	2.35	07/02/2019
40173	RANCH DRIVE COOP	GROUNDS SUPPLIES	-7.45	07/02/2019
40177	SHERATON LOUISVILLE RIVERSIDE	INDUSTRIAL TECH - TRAVEL LODGING	-187.62	07/02/2019
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>3,855.11</b>	
<b>REPORT TOTAL:</b>			<b>3,855.11</b>	

*Building*

**PIONEER TECHNOLOGY CENTER**

From PO: 40018 to PO: 40029

**Encumbrance For Board Approval**

**BUILDING FUND**

PO #	Vendor Name	General Description	Amount	Date
40018	PRECISION TESTING LAB, INC.	BLDG MAINT - REPAIRS	600.00	07/09/2019
40019	ADVANCED COMMERCIAL PAINTING	BLDG MAINT - MAJOR REMODEL/REPAIRS	9,850.00	07/09/2019
40020	LOCKE SUPPLY	BLDG MAINT - REPAIRS	4,160.00	07/09/2019
40021	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - MAJOR REPAIRS/REMODEL	3,128.77	07/15/2019
40022	YOUNGER-HOLMES ELECTRICAL	BLDG MAINT - MAJOR REMODEL/REPAIRS	2,892.70	07/15/2019
40023	LAMPTON WELDING SUPPLY	BLDING MAINT REPAIRS	390.00	07/16/2019
40024	PRYSE MONUMENT	MAJOR/REMODEL BLDING REPAIRS	4,368.00	07/17/2019
40025	DISPLAYS2GO	BLDING MAINT REPAIRS	1,139.22	07/17/2019
40026	LOWE'S HOME CENTER INC	BLDG MAINT - MAJOR REMODEL/REPAIRS	1,572.20	07/25/2019
40027	LOWE'S HOME CENTER INC	BLDING MAINT REPAIRS	388.75	07/25/2019
40028	LOWE'S HOME CENTER INC	BLDG MAINT - MAJOR REMODEL/REPAIRS	1,447.23	07/25/2019
40029	OKLAHOMA RESTAURANT SUPPLY	BLDING MAINT - EQUIPMENT	4,024.83	08/07/2019
<b>Current Encumbered</b>			<b>33,961.70</b>	

*Payroll*

**PIONEER TECHNOLOGY CENTER**  
From PO: 70115 to PO: 70145

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

PO #	Vendor Name	General Description	Amount	Date
70115	BRADEN, VICKI A	PAYROLL ENCUMBRANCE	91,068.43	07/15/2019
70116	BROWN, LORI L	PAYROLL ENCUMBRANCE	76,067.89	07/15/2019
70117	CLARK, CAITLYN J	PAYROLL ENCUMBRANCE	75,378.65	07/15/2019
70118	CLOSE, MARCIA K	PAYROLL ENCUMBRANCE	40,654.00	07/15/2019
70119	DENKE, MELODY J	PAYROLL ENCUMBRANCE	47,851.39	07/15/2019
70120	EDENS, WHITNEY L	PAYROLL ENCUMBRANCE	90,025.25	07/15/2019
70121	EVANS, TYLER E	PAYROLL ENCUMBRANCE	43,071.39	07/15/2019
70122	FARMER, AMANDA R	PAYROLL ENCUMBRANCE	42,946.83	07/15/2019
70123	FARMER, HOLLY M	PAYROLL ENCUMBRANCE	40,785.34	07/15/2019
70124	FEASTER, AMBER R	PAYROLL ENCUMBRANCE	77,512.62	07/15/2019
70125	HARDIMAN, CELESTINE	PAYROLL ENCUMBRANCE	49,910.40	07/15/2019
70126	IVIE, CINDY L	PAYROLL ENCUMBRANCE	42,048.14	07/15/2019
70127	JOHNSON, ERIKA D	PAYROLL ENCUMBRANCE	79,598.30	07/15/2019
70128	JONES, NANCY A	PAYROLL ENCUMBRANCE	47,517.47	07/15/2019
70129	KIRCHENBAUER, ARTHUR C	PAYROLL ENCUMBRANCE	41,269.45	07/15/2019
70130	KIRKENDALL, JAMES D	PAYROLL ENCUMBRANCE	84,052.05	07/15/2019
70131	LADNER, ZACHARY L	PAYROLL ENCUMBRANCE	79,216.98	07/15/2019
70132	LYNES, CAROL M	PAYROLL ENCUMBRANCE	83,237.00	07/15/2019
70133	MUNGER, JOHN R	PAYROLL ENCUMBRANCE	84,130.45	07/15/2019
70134	OFFICER, KARI D	PAYROLL ENCUMBRANCE	37,926.49	07/15/2019
70135	PULLEY, DANA L	PAYROLL ENCUMBRANCE	85,296.05	07/15/2019
70136	RABB, ADRIA F	PAYROLL ENCUMBRANCE	42,565.40	07/15/2019
70137	RENFROW, KYLE E	PAYROLL ENCUMBRANCE	82,287.29	07/15/2019
70138	SMITH, LACEY D	PAYROLL ENCUMBRANCE	47,762.59	07/15/2019
70139	TERRAZAS, WENDY D	PAYROLL ENCUMBRANCE	82,596.20	07/01/2019
70140	CROSS, DANIELLE R	PAYROLL ENCUMBRANCE	37,673.40	07/15/2019
70141	ELLER, KINDAL R	PAYROLL ENCUMBRANCE	36,248.16	07/15/2019
70142	JURINA-WARNER, AMANDA J	PAYROLL ENCUMBRANCE	37,614.99	07/15/2019
70143	UNDERWOOD, HEATHER N	PAYROLL ENCUMBRANCE	32,179.65	07/15/2019
70144	WALTON, LORA L	PAYROLL ENCUMBRANCE	47,803.98	07/15/2019
70145	RANDOL, KAYLA D	PAYROLL ENCUMBRANCE	1,880.93	08/01/2019
<b>Current Encumbered</b>			<b>1,788,177.16</b>	

# Monthly Report

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## August 2019

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### Meetings and Activities

- **July** 10 After Board Report; Pot-luck Luncheon
- 11 – Accreditation Team Meeting; Peachtree Landing Board Meeting; PTC Westward Expansion Meeting
- 12 – Prior Year Vacation
- 15 – Admin Team Meeting; EMS Training Center Ribbon Cutting Meeting
- 16 – Admin Team Leadership Training at MetroTech/Boathouse District
- 18 – Accreditation Team Meeting
- 19 – Westward Expansion Meeting with Architects and instructors; Superintendent Advisory Meeting at ODCTE with Dr. Mack
- 22 – 26th Vacation
- 29 – Admin Team Meeting; Westward Expansion Meeting; Horizon Financial Services Meeting
- 26 – Leadership Ponca City Alumni Luncheon
- 30 – EMS Training Center Walkthrough with Contractor and Architect
- 31 – OkACTE President/President-Elect Meeting; CTAC Meeting
- **August** 1-2nd – OkACTE Oklahoma Summit (August Conference)
- 5 – 7 PTC Inservice; Ponca City STEM Taskforce meeting at the UC – met with the UC staff, PCDA staff and other community and business leaders to discuss an initiative to create a type of “makerspace” in Ponca City, with the mission to enhance STEM education, encourage entrepreneurship and provide community access to technology and resources for manufacturing, prototyping, and innovation.
- 8 – All Staff Picture and Pile-On; Peachtree Landing Board meeting; Back to School Night at PTC
- 9 – 2<sup>nd</sup> Interview BITE Teaching Assistant

### Full-Time Programs

- Wrapped up our summer camp experiences this month. We had excellent survey responses for the camps, and we’re hoping to expand those opportunities next year.
- Almost finished with the update to the welding shop booth renovation and shear relocation. It really opened up the whole shop and will provide a much easier working space for staff and students.
- Recorded a 30 second promotional video for PTC to be placed on the Kay County website under their Education tab. We’ll be featured with NOC and the UC. We highlighted all of the opportunities at PTC. This link will be geared to provide information about the educational opportunities available in Kay County.
- PTC will be hosting two NOC Biology Lab courses – one on Tuesday evenings from 7-8:50 and the other on Fridays from 11:30 -1:30 pm.

- Kahle Goff, Carol Lynes and I will be meeting with Tonda Ames from the Western Oklahoma Workforce Development office to discuss with several of our partners (PCDA, PoHi, and business partners) about Youth Based Apprenticeship opportunities we may be able to provide to our students.

## **Business and Industry Services**

- Gary Vap, Johnny Thornburgh, Richard Winterrowd, the contractor and Chelsi Hendrickson from Rick Scott met on the 30<sup>th</sup> and did a walkthrough tour of the EMS Training Center. We were briefed by Kevin, the contractor who erected the building, on items that were still on order, those that still needed addressing and items that were damaged on shipment and were in process of replacement. The bulk of the building is complete, except for the electrical installation, and the remainder of the work will be outside and around the building with the concrete for the parking lot and the approach to the building.

## **Capital Planning**

- EMS Training Facility – We are scheduling the Grand Opening/Ribbon Cutting for September 19<sup>th</sup> at 4:00. We will be working with Rich Cantilion at the Chamber to prepare for the event and will be asking someone from Ponca City Fire and Life Safety Council to join us, as well.
- Gary Vap and Johnny Thornburgh have been working on the development of policies and procedures for the EMS Training Center in anticipation of the project completion and in preparation for training to commence. They will be meeting with John Schauf, of Fire Facilities, the vendor we used for the structure. John will join us on August 20<sup>th</sup> to provide an orientation to the facility and training on how to use the technology (burn room monitor, etc.)
- Traci, Kahle, Instructors, Mike Orr, Kevin Bell, Ryan Burkett met with architects, culinary consultant and construction manager to continue preliminary planning for Culinary, Cosmetology and Safe/Meeting Room. Additional meetings held to review updates or changes identified in the meetings. Will continue to meet to begin the design/development portions of the planning.

## **Upcoming Events**

- August 13<sup>th</sup> – First Day of School
- August 20<sup>th</sup> – Johnny Thornburgh – Oklahoma Turnpike Authority class
- August 22-25 OSSBA Summer Conference – OKC
- August 27<sup>th</sup> – PTC Foundation Board Meeting – 8:30 am in PTC - B-127
- August 27<sup>th</sup> – Jeff Lockett – Simple Steps to Healthy Soil/New Grazing App/USA Program Updates

**Directors' Report to the PTC Board of Education – August 2019  
(Alphabetic by Area)**

**Business & Industry Services & Safety**

- The BIS team conducted over 118 one-on-ones/consults. Totaling a 120 hours of counseling.
- Ben Evans and Robert Howard all assisted clients that resulted in client awards/client savings of approximately \$4,300.
- The team also generated 3,962 contact hours.
- The revenue generated from our AT&D classes and Safety training is \$32,081.
- Of the four AT&D on-campus classes starting in July – Four of the classes offer certifications upon successful completion for either new jobs or continued certification in current.

Breakdown is as follows:

CMA	8
MAT	11
CNA	7
<u>School Bus In-service</u>	<u>99</u>
Total Students	125

- Ben Evans hosted the Oklahoma Tax Commission Tax Class this past month. Four local business owners attended. He also hosted a Tourism Bootcamp, with 18 in attendees.
- Corbin Dewitt coordinated an OMPA CUP Training in Tonkawa and then an Administrative Professionals Conference at PTC.
- Dawn Brakey facilitated a Capability Statement/Elevator Speech workshop for Merrifield Office Supply and Altmans & Osage Surveying.
- Sylvia Urioste received approval for another housing maintenance series for the Otoe-Missouria tribe to start this August.
- Shelly Emmel, Mason Parker and Molly Kyler visited Southern Technology Center in Ardmore to look at the processes they use for their safety council reciprocal site.
- The team participated in a video shoot to promote BIS that was masterminded by Terri. Additionally, the team attended August Conference and their respective business division meetings and breakout sessions.
- Molly Kyler participated in the admin team leadership development activities.
- Molly presented to Leadership Ponca City's Class 34 during their orientation. She also assisted in-service activities with a presentation on Pioneer Tech's Continuous Improvement efforts and a workshop on Working at the Speed of Trust.

On the horizon...

August 9	Truck Driver Training Program has a graduating class at Pioneer Tech
September 4	Simple Steps to Healthy Soil presentation at 11:00am in Seminar Room.
September 5	Manager's Tool Belt series starts.
September 18	Oklahoma Business Tax at 9:00am in D101.
September 18	Active Shooter Training at 11:30am in Seminar Room East.

**Communications & Marketing**

- The C&M team attended OK Summit, Terri Busch was president of the C&M Council. The Lt. Governor spoke to the group about Branding the State; very informative.
- Terri Busch completed the Time-lapse video for the EMS Training Center.

- Grand Opening/Ribbon Cutting date was set for the Training Center. Angie Ogden created electronic Invites, went out and the event was placed on Facebook.
- Marketing Plan was updated by C&M Team, new key messages were added as well as changes made to our living marketing calendar.
- Terri Busch created the StopIt Video for Full-Time Programs. This is an anti-bullying campaign that uses an app. Angie Ogden created new posters for all classrooms.
- Back to school story was updated by Terri Busch and sent to the newspaper. Along with other press releases during the month.
- Support was given to all Back 2 School Night activities by the C&M team including postcards, posters, surveys and graphics.
- A script was written by Terri Busch and Traci Thorpe for her Kay County Video shoot.
- Many changes were made to the website as the C&M Team met with directors and key leaders in areas. Additions were made and information was updated over the course of several days.
- BIS/AT&D email blast was designed and sent by C&M Team.
- C&M Team presented to All Staff for In Service training.
- Angie Ogden created PowerPoint design for new theme of Learning.
- Terri Busch provided New Employee On-Boarding for two new employees.
- Flyers were created for several BIS workshops by Angie Ogden. All workshops were placed on facebook events as well.

## **Instructional Services**

### **Directors:**

- All Instructional Directors participated in the annual Back to School Night event at PTC.
- Mr. Goff attended the Opportunity Center Board of Directors meeting and Executive Team meeting.
- Mr. Goff worked with Terri Busch, Pam Dickerson and Karl Lynes to develop a STOPit introductory video for the new online bullying reporting system.
- Mr. Goff, Mrs. Keelin and Dr. Burkett attended the Ponca City Chamber of Commerce Business After Hours at the Cherokee Strip Credit Union.
- Mr. Goff and Dr. Burkett attended the Ponca City Fire and Life Safety Council event All Fired Up.
- All Instructional Directors demonstrated four instructional strategies to Full Time Program Staff during in-service; Class Dojo - random name generator, Google Classroom – learning management system, Four Corners – discussion tool, Bell Activities – student engagement activity.
- Dr. Burkett attended the Pioneer Woman Museum Board meeting chaired by Kelly Houston, discussed upcoming events (cookbook, chicken coop project, poster project)
- Mr. Goff, Dr. Burkett, Mrs. Evans, and Mrs. Keelin attended the SREB Making Schools Work conference. They gathered many new ideas to improve professional development and support PTC's culture
- Dr. Burkett served as a trainer for the Accreditation Boot Camp at Meridian Tech. Mrs. Keelin, Mr. Goff, Mrs. Evans, and Mrs. McConnell also attended the Boot Camp as participants
- Dr. Burkett worked with Student Services staff to test digital signature technology with Signnow.com and the Secondary Student Health Data Forms process

- Mr. Goff, Mrs. Keelin, Dr. Burkett and Mrs. Allan attended Conquer the Dragon training in OKC with the rest of the Supervisors group
- Mr. Goff and Dr. Burkett attended meetings with Winterrowd Talley, Kyler Construction, and Cosmetology and Culinary Arts staff for Westward Expansion
- Mrs. Allan and the nursing faculty attended a week long retreat, to review and update nursing curriculum, handbook and clinical materials.

### **Adult Health Programs**

#### **Medical Assisting:**

- Ms. McConnell has worked on her curriculum for the upcoming year and is ready for her new class.
- Ms. McConnell is on her final year serving as Medical Assistant Rep. at Large in State CTE.
- Another MA student was successful in passing the RMA exam.

#### **Practical Nursing:**

- Ms. Seymour has earned her “BSN”! Congratulations to her.
- Ms. Seymour presented “Infection Control” training to The North Central Ok. Child Care Association as part of their annual training.
- Students took a short leave of absence while instructors attended the “Summit Conference” and professional meetings.
- Ms. Tripp attended the “New Teachers” session and has been a great asset to the nursing team.
- The nursing faculty are “creating” new skills videos for enhanced student learning and up to date hair styles 😊
- Four students passed NCLEX in the months of July/Aug.

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

#### **Academic Math:**

#### **HCC1/2**

- Mrs. Keelin, Mrs. Feaster, Mrs. Randol and Mrs. Clark along with Ms. Foxworthy worked on curriculum for HCC1 and discussed communication and working as a team.

#### **ABE/HSE:**

- Mrs. Terrazas and Mr. Godley attended the GED conference in Chicago, IL.
- Summer classes wrapped up and preparation for Fall Enrollment are underway.

#### **New Beginning:**

- Students continue with online classes in preparation for full-time program enrollment as well as job searching and experience at worksites.

#### **Children’s Lab and Preschool:**

- Danielle Cross, Amanda Jurina-Warner, and Heather Underwood attended the Frog Street Splash Conference in Grapevine, Texas. This conference gave them specific training on the Frog Street curriculum that they use in their classrooms.
- Lora Walton hosted the Delaware Tribe Resource and Referral Child Nutrition Training with Dee Turner as the trainer.
- The Lab received a Grant of gross motor equipment from TSet as a result of Lora attending their P.L.A.Y training at City Central in June. Cones, outdoor balls, and hula hoops were given to the program with the goal to help kids get more active.

- Our summer program has been a great success. We have accumulated a waiting list again and have calls daily looking for care. All of the staff and children have had a great summer.
- The Preschool went to the splash pad twice, Winfield Aquatic Facility with Island Park, and visited the Field Station Dinosaur Park in Derby, Kansas. The entire center took a field trip to the Aquarium in Jenks. Thank you to our fabulous bus drivers that took us on our adventures and to the Board for allowing us to expand our program to better serve our customers.
- The lab is currently at capacity now and for starting the fall semester on Aug. 12.

**Teacher Prep:**

- Mrs. Braden and Mrs. H. Farmer worked on curriculum and getting assignments and tests on Google Classroom.

**SHARE:**

- 16 student complete classes this summer and fall enrollments are continuing.

**BITE:**

- Mr. Ladner hosted Cyber Patriot Camp

**T&I and Service Programs:**

**Automotive:**

- Ten month program

**Construction**

- Communicating with TAA about students, and projects for rehab area and pole barn

**Cosmetology**

- Kayla Randol hosted 16 campers at Salon Academy summer camp
- Met with architects for Westward Expansion discussion

**Criminal Justice**

- Visited with Hutchinson Police Department to discuss options for student employment strategies
- Worked with Amanda Eastridge from Metro-Tech to discuss curriculum
- Reworked student handbook and curriculum items

**Culinary Arts**

- Mrs. Pollak hosted Culinary Camp and took students to PCCC for food prep
- Met with architects for Westward Expansion discussion

**Firefighter/EMT**

- Attended New Teacher Institute
- Working on details for Emergency Services Tower (concrete work and finishing touches left)

**Fleet & Facilities**

- Construction summer camp

**Industrial Tech**

- Mr. Rector attended a week long training at Amatrol
- Attended New Teacher Institute
- 2 more students hired at Ditch Witch
- Mr. Rector passed his certification tests - now just need the 225 PD hours to be fully certified

**Machine Tool**

- Cincinnati Milling machine has been removed.
- Created CNC Setup/Tool room at the rear of the machine shop.
- General cleaning and organizing.
- CNC machines needed to move forward with CNC heavy curriculum.
- No new bids on HAAS Horizontal CNC machine.

**Welding**

- Nearing completion of weld shop renovation for this summer.
- Mr. Freeman attended CWI seminar to help him understand and teach the quality aspects of the industry.
- Potential project lined out for next year, build a utility trailer for the school.
- Potential new member for advisory board. It's a ducting fab shop in need of TIG welders.

### **Student Services**

#### **Student Services:**

- Excited to be back to full staff after the summer break! Enrollment is looking great. Full report next month! Things are too busy and crazy to count right now... all is well in Student Services!  
☺

#### **Career Center:**

- Attended Oklahoma Summit as well as PTC Professional Develop. Reviewing new class rosters checking numbers for WorkKeys Curriculum. Will start to create accounts in WKC for all new students without a WorkKeys Certificate.

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

- I am working with the Career Center to create soft skills curriculum to be implemented this year.
- Student Leadership Academy will be helping during the B2SN event. The student leaders are very excited about their first official duty of the year!

#### **Assessment Facilitator:**

- July was a busy testing month. 179 tests were given. Several members of our communities will become teachers because of the PearsonVue testing, two HiSet students had "success" stories, one got to start a new job the next day because he passed his test, another young lady got to "keep" her job because she passed her tests. Four students complete their high school equivalency on the last day of testing in July. Tri County Tech came to visit and check out RegisterBlast so they could start using it for their assessments.

#### **Disabilities Specialist/Job Placement Facilitator:**

- Contacting all sending schools and scheduling IEP meetings.
- Updating WBL documentation forms.
- Updating Job Board.

### **Plant/Facilities**

- Carpet project completed (except Speak Now Films in BIS- scheduled to be done on August 30<sup>th</sup>, 2019.)
- Painting project completed in welding.
- Finishing electrical hook ups in welding for new booths
- Welding shear was successfully moved to new location in the welding shop.
- New bus is scheduled to be delivered.
- EMS training tower punch list with the building installer completed 7/30/19.
- EMS training tower project gravel and site work grading complete. Waiting on concrete contractor to finish the apron and approach work.

# Paperclips

## July 2019

## **PUBLIC NOTICE**

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(Published in The Tonkawa News, Tonkawa, Oklahoma, Thursday, July 11, 2019)

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400 Maryland Avenue, SW  
Washington, DC 20202-5901

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- The school or school district the student attended before the student enrolled in this school district.

TONKAWA COMMUNITY GUIDE - July 25

WELCOME TO

# Pioneer Technology Center

WHERE WE ENHANCE LIVES & SECURE FUTURES

## Business & Industry Services

*The Business and Industry Services (BIS) Center has the flexibility to custom tailor training and education to help you or your business maximize these resources in the following areas:*

- ⦿ Agricultural Business Management
- ⦿ Bid Assistance Center
- ⦿ Business Coaching
- ⦿ Entrepreneurial Services
- ⦿ Industry Training
- ⦿ Manufacturing Extension Agent
- ⦿ Organizational & Leadership Development
- ⦿ Contractor's Plan Room
- ⦿ Safety Training
- ⦿ Self Employment Training & Business Incubator
- ⦿ Small Business Management

## Educational Opportunities

*We are dedicated to creating an educational environment that inspires individuals to develop the knowledge, technical skills and character traits needed for success in the workplace and in life.*

- ⦿ Automotive Service Technology
- ⦿ Business & Information Technology
- ⦿ Construction
- ⦿ Cosmetology
- ⦿ Criminal Justice
- ⦿ Culinary Arts
- ⦿ Firefighter/EMT
- ⦿ Fleet & Facilities Maintenance
- ⦿ Health Careers Certification
- ⦿ Industrial Technology
- ⦿ Machine Tool Technology
- ⦿ Medical Assisting
- ⦿ Practical Nursing
- ⦿ Teacher Preparation
- ⦿ Welding



2301 North Ash | Ponca City, OK 74601 | 580.762.8336 | [pioneertech.edu](http://pioneertech.edu)



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PIONEER TECHNOLOGY CENTER

# BACK SCHOOL NIGHT

August 8th  
pioneertech.edu



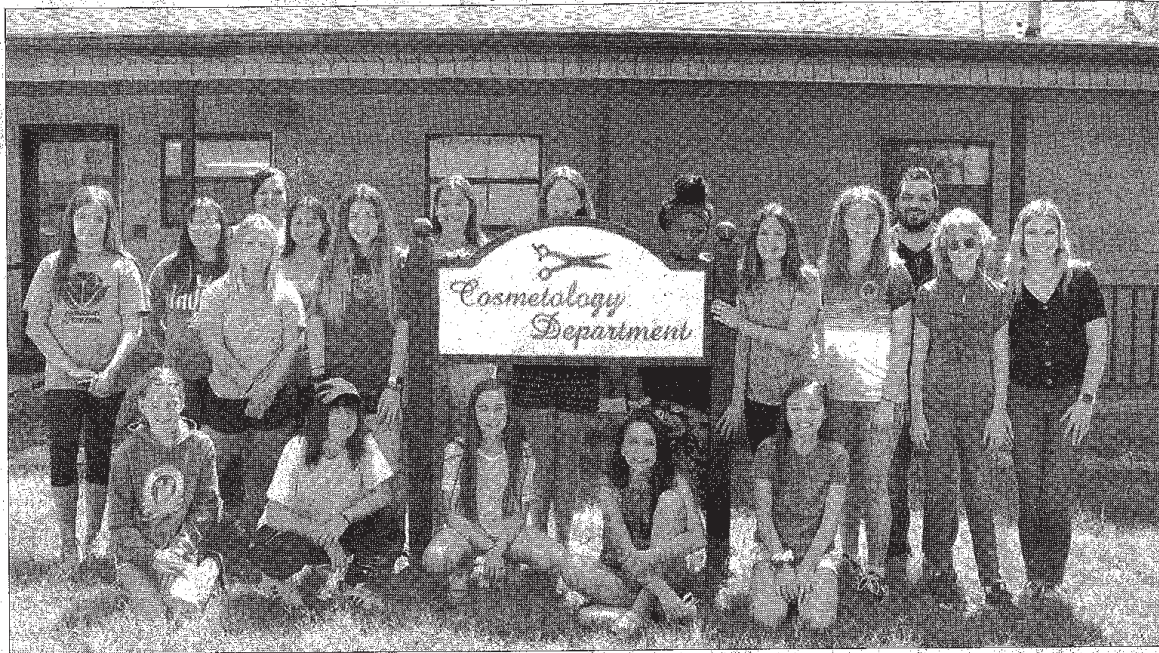
4:30-6:30  
580.762.8336

Thursday, July 25, 2019 -- Page 2  
THE TONKAWA NEWS • Tonkawa, Oklahoma



### *Pioneer Technology Center's Summer Salon Academy*

Pioneer Technology Center's (PTC) Summer Salon Academy practiced the fine arts of nail polishing, hair styling, skin care and make-up application. Kayla Randol taught students how to make their own lip balms, bath salts and so much more. Standing, left to right: Lauren Johnson, Beth Summers, Brianna Burnett, Instructor Kayla Randol, Lorena Summers, Madelyn Blackstar, Ximena Ochoa, Laina Buellesfeld, Mariah Miles, Abby Anderson, Trinity Burden, student assistant Ryan Mihandast, Abby Chamberlain, student helper Lena Long. Seated, left to right: Andi Massey, Kiley Feathers, Baylee Stewart, Addison Kyler, Kira DeNoya. For more information about enrolling in Pioneer Tech's Cosmetology program call 580-762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu).



*Photo Submitted.*

## Summer Salon Academy at Pioneer Tech

Pictured above, Pioneer Technology Center's (PTC) Summer Salon Academy practiced the fine arts of nail polishing, hair styling, skin care and make-up application. Kayla Randol taught students how to make their own lip balms, bath salts and so much more. Standing, left to right: Lauren Johnson, Beth Summers, Brianna Burnett, Instructor Kayla Randol, Lorena Summers, Madelyn Blackstar, Ximena Ochoa, Laina Buellesfeld, Mariah Miles, Abby Anderson, Trinity Burden, student assistant Ryan Mihandoast, Abby Chamberlain, student helper Lena Long. Seated, left to right: Andi Massey, Kiley Feathers, Baylee Stewart, Addison Kyler, Kira DeNoya. For more information about enrolling in Pioneer Tech's Cosmetology program call 580-762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu).

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**LEGAL NOTICES - LXLP**

(Published in  
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July 12, 2019 - 1f)  
Pioneer Technology  
Center

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The student's photograph; and  
The school or school district the student attended before the student enrolled in this school district.

(Published in  
The Ponca City News  
July 12, 2019 - 1f)

Pioneer Technology Center offers career and technical education training opportunities without regard to race, color, national origin, sex/gender, age, religion, disability or veteran status. Training is available in the areas of Architecture & Construction; Business, Management & Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Manufacturing; Science, Technology, Engineering & Mathematics; Transportation, Distribution & Logistics; Education; Law, Public Safety & Corrections. All individuals wishing to enroll in a full-time training program must provide evidence satisfying the program minimum academic requirements or undergo a free assessment to evaluate his/her skill level in the areas of reading, mathematics, and writing. The assessment process also includes an interest inventory. Inquiries concerning application of this policy should be made to Karl Lynes or Pam Dickerson, Co - Compliance Officers at (866) 612-4782 or at 2101 N. Ash, Ponca City, Oklahoma.

## LEGAL NOTICE

### FIRST PUBLICATION Pioneer Technology Center Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords adult students and guardians of minor students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of Pioneer Technology Center receiving a request for access.

A student should submit to the registrar, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Pioneer Technology Center official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Pioneer Technology Center

official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Pioneer Technology Center to amend a record should write the Pioneer Technology Center official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Pioneer Technology Center decides not to amend the record as requested, Pioneer Technology Center will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before Pioneer Technology Center discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Pioneer Technology Center discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Pioneer Technology Center in an administrative, supervisory, academic or research role or support staff position (including law enforce-

student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or other educational institutions in which the student is currently enrolled.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to Pioneer Technology Center.

Upon request, Pioneer Technology Center also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pioneer Technology Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Directory information may be released without student notification. Directory information at Pioneer Technology Center includes:

- The student's name;
- The names of the student's parents;
- The student's date of birth;
- The student's class designation (i.e., first grade, tenth grade, etc.);
- The student's extracurricular participation;
- The student's achievement awards or honors;
- The student's photograph; and
- The school or school district the student attended before the student enrolled in this school district.

## LEGAL NOTICE

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## Public Notice

Published in the Blackwell Journal-Tribune July 10, 2019(1t)

Pioneer Technology Center

Notification of Rights under FERPA

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Help Wanted 0470

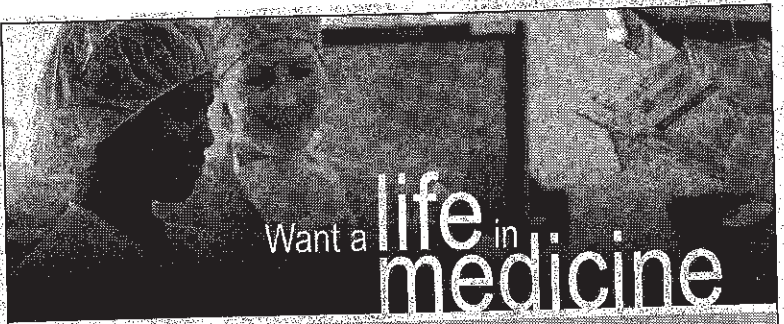
**PIONEER TECHNOLOGY CENTER**  
is accepting applications for the position of  
**Teacher Prep/Health Careers Certification (HCC) Teaching Assistant (10-month)**  
A complete job description, list of qualifications, and application can be found at  
[www.pioneertech.edu/about/employment](http://www.pioneertech.edu/about/employment)  
or at Pioneer Technology Center (reception desk) at 2101 N. Ash. Please return your application in a sealed envelope to the reception desk or by mail to the Pioneer Technology Center Human Resources Manager.  
Additional questions can be made to the Human Resources Office at 580-762-8336, ext. 224.



Courtesy Photos

Pioneer Technology Center's (PTC) EngineerEd Camp had students designing and printing their very own 3D item. Instructor Chuck Rector took the students through a four-day adventure, learning the SolidWorks Design program and teaching the young minds all about the 3D printing world. The morning class (above photo) back row (left to right) Jonathan Douglas, Kenyatta Leal, Hayden Newland, Joshua Douglas, Mason Williams and Instructor Chuck Rector. Front row left to right Andi Massey, Blevin Summers, Alexander Mendoza, Logan Huster and Charlie Wells. The afternoon class (below photo) is pictured back row (left to right) Landen Humble, Ashton Carlson, Mason Williams and Instructor Chuck Rector. Front row (left to right) Christopher Wheeler, Madlie Wedman, Lorena Summers. For more information about enrolling in Pioneer Tech's Industrial Technology program call 580-762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu).





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Ponca City News  
Health & Wellness Guide  
Pg. 21

# Cyber students train



Pioneer Technology Center's (PTC) CyberPatriot students had five days of the basic level introduction of skills and topics used in the CyberPatriot competition. Business Information Technology Education instructor Zac Ladner used a series of online competitive rounds, where teams were given a set of virtual operating systems and then tasked with finding and fixing vulnerabilities while maintaining critical services. Front row, from left, Lucy Foreman, Allen Barney, Jake Johnson and Ethan Vap. Back row, Kimberlyn Hamlin, Thomas Baker, Jr., Ashton Carlson, Jack Busch, Keegan Goff, Kade Burkett and Eli Coffman. (Courtesy photo)



**KEN AND VIDA** Thomas, owners of State Surgical Supply, cut the ribbon for their new business. Erik Peitz, Chamber chair, presents them with their first dollar return on their investment. Holding the ribbon representing the Chamber are Molly Kyler and Angela Spicer. State Surgical Supply provide all kinds of supplies including medical and janitorial supplies.

## CyberPatriot Competition held at PTC



PIONEER TECHNOLOGY Center's CyberPatriot students had five days of the basic level introduction of skills and topics utilized in the CyberPatriot Competition. Business Information Technology Education instructor Zac Ladner used a series of online competitive rounds, where teams were given a set of virtual operating systems and then tasked with finding and fixing vulnerabilities while maintaining critical services. Pictured from the left to right back row, Kimberlyn Hamlin, Thomas Baker Jr., Ashton Carlson, Jack Busch, Keegan Goff, Kade Burkett and Eli Coffman. Front row left to right Lucy Foreman, Allen Barney, Jake Johnson and Ethan Vap. For more information about enrolling in Pioneer Tech's Business Information Technology Education program call 580-762-8336 or visit [www.pioneertech.edu](http://www.pioneertech.edu).



**PIONEER TECHNOLOGY Center's (PTC) EngineerEd Camp had students designing and printing their very own 3D item. Instructor Chuck Rector took the students through a four-day adventure, learning the SolidWorks Design program and teaching the young minds all about the 3D printing world. Pictured in the morning class, top photo, back row from left, are Jonathan Douglas, Kenyatta Leal, Hayden Newland, Joshua Douglas, Mason Williams and Instructor Chuck Rector. Front row, from left, Andi Massey, Blevin Summers, Alexander Mendoza, Logan Huster and Charlie Wells. Pictured in the afternoon class, bottom photo, back row from left, are Landen Humble, Ashton Carlson, Mason Williams and Instructor Chuck Rector. Front row (left to right) Christopher Wheeler, Maddie Wedman, Blevin Summers. For more information about enrolling in Pioneer Tech's Industrial Technology program, call 405-833-1836 or visit [www.pioneer-tech.edu](http://www.pioneer-tech.edu).**

**PIONEER TECHNOLOGY CENTER**  
**Part-time & Temporary Employment Contracts and/or Addenda to Contracts**  
**August 13, 2019 FY 2019/2020**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Anita Allensworth	BIS Safety Data Entry	07/03 – 07/08 (19 hrs)	380.00
Allison Christy	Cell Phone Salary Supplement	07/01 – 06/30	600.00
Tyler Evans	Bus Driving Inservice / Testing	07/01 – 07/20 (16.5 hrs)	429.00
Joella Francis	CNA Testing	07/01 – 07/20 (7.5 hrs)	187.50
Larry Godley	ABE / Corrections Instructor	08/01 – 08/31 (17.5 hrs)	525.00
Judy Gose	MAT	07/18 – 07/19 (16 hrs)	288.00
Anthony Hallum	ABE/HSE Instructor	08/01 – 08/31 (M / TH 4:30-7:30pm)	525.00
Elaine Harman	ABE/HSE Math Instructor	08/01 – 08/31 (20 hrs)	500.00
Earl Howe	Maint Tech Phase 2 Otoe Housing	08/08 – 08/29 (20 hrs)	800.00
Rick Hughes	Admin Professional Conference	07/23 (3 hrs)	150.00
Tonya Jackson	ABE/HSE/ESL Instructor	08/01 – 08/31 (29 hrs)	725.00
Tonya Jackson	ABE/TANF Instructor	08/01 – 08/31 (14 hrs)	350.00
Tracy McCloud	ABE/HSE Instructor	08/01 – 08/31 (106.75 hrs)	2,775.50
Jennifer McGrew	RN Supervisor	07/01 – 06/30	250.00/month
Ashley O'Hara	CNA Testing	07/01 – 07/20 (6 hrs)	150.00
Diane Pendleton	ABE/HSE Instructor	08/01 – 08/31 (17.5 hrs)	437.50
Diane Pendleton	ABE/TANF Instructor	08/01 – 08/31 (35 hrs)	875.00
Amy Rosenthal	CPT Coding	07/04 – 07/26 (20 hrs)	500.00
Amy Rosenthal	CPT Coding	08/01 – 08/29 (20 hrs)	500.00
Amy Rosenthal	CPT Coding	09/05 – 09/26 (20 hrs)	500.00
Amy Rosenthal	Medical Insurance Procedures	10/10 – 10/31 (20 hrs)	500.00
Amy Rosenthal	Medical Insurance Procedures	11/07 – 11/20 (20 hrs)	500.00
Carolyn Schatz	Interpreter-Evening Welding	07/10 – 07/31 (19 hrs)	475.00
Valerie Streeter	ABE/HSE Data Entry Clerk	08/01 – 08/31 (127 hrs)	1,778.00
Elaine Thomas	ABE/ Corrections Instructor	08/01 – 08/31 (32.5 hrs)	812.50

**PIONEER TECHNOLOGY CENTER**  
**PURCHASES OVER \$10,000**  
 Equipment/Furniture/Remodel or Repairs  
 FY 2019-2020 August 13, 2019

**GENERAL FUND**

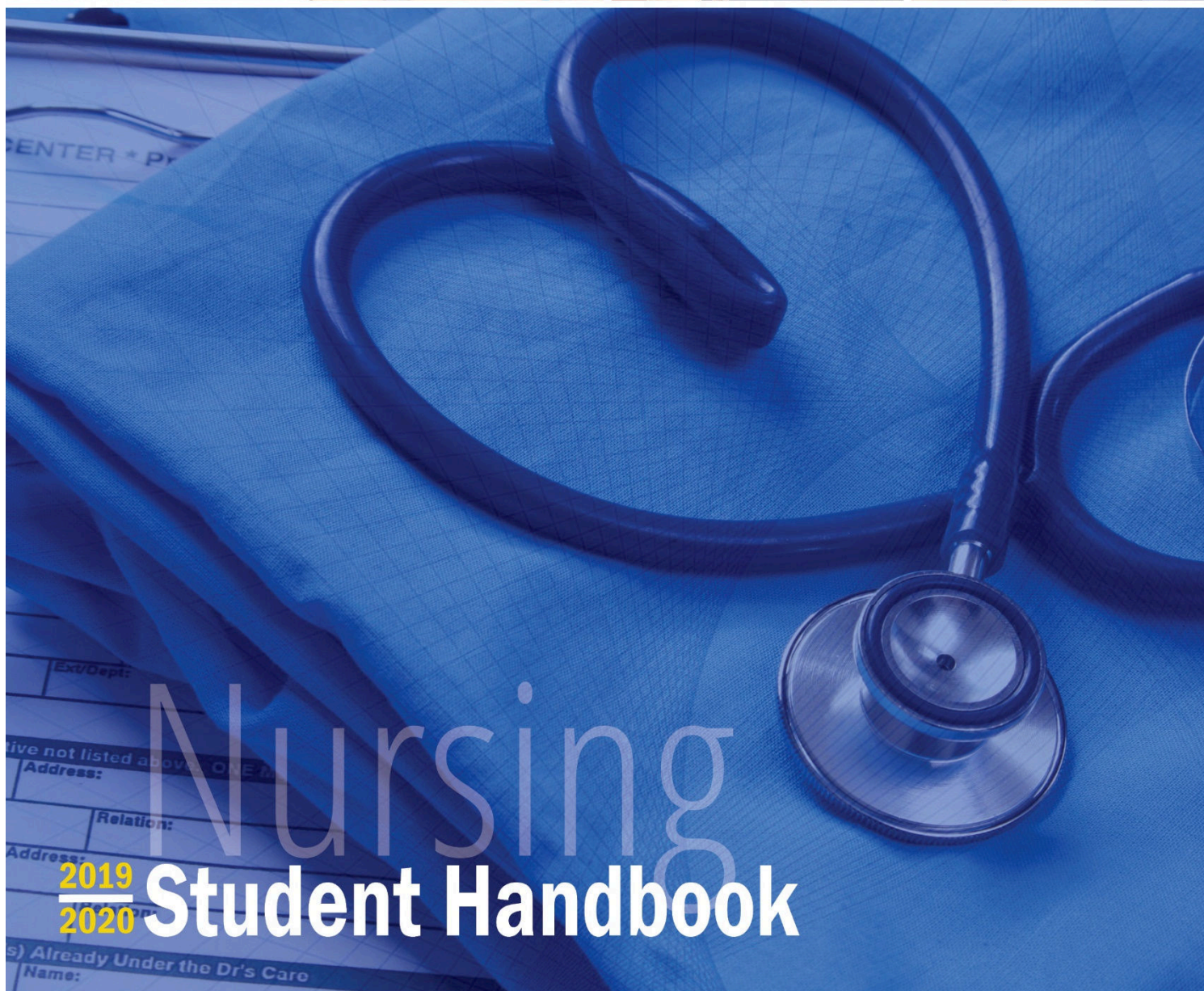
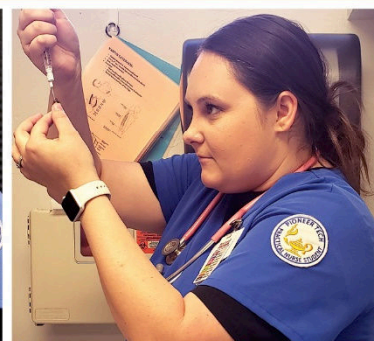
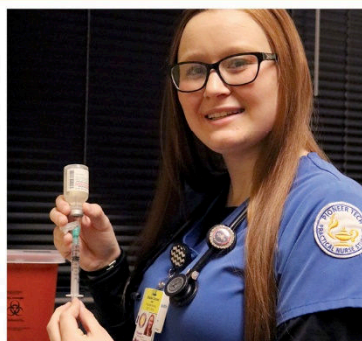
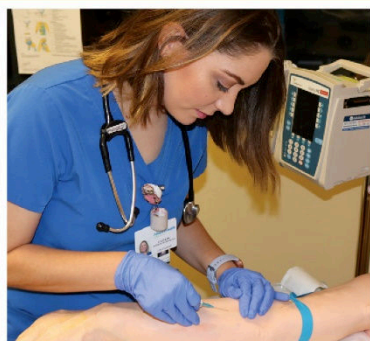
<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Lottery Grant	<b>Audiometrics, Inc.</b>	Mobile Occupational Testing Facility	\$128,800.00
		Benson CCA 200mini Plus Computer	
		Controlled Audiometer with Software	\$ 6,290.00
		Benson BAS 200 Bio Acoustic Simulator	\$ 615.00
		RE125/126 Style Mini Booth 2” Walls	\$ 4,460.00
		RE130 Style Mini Booth 3” Walls	\$ 5,990.00
		Price includes Freight & Installation	
		<b>Total</b>	<b>\$146,155.00</b>

*(Other Quotes – Sole Source Vendor)*

**BUILDING FUND**

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Building Maintenance	<b>River Ridge Construction</b>	Repave BIS Building Driveways	\$ 22,797.00
		<b>Total</b>	<b>\$ 22,797.00</b>

*(Other Quotes – Hembree & Hodgson \$23,850.)*



# Nursing

## Student Handbook

2019  
2020

Ext/Dept:  
ive not listed above ONE M  
Address:  
Relation:  
Address:  
s) Already Under the Dr's Care  
Name:

## WELCOME

Congratulations from the Director and Faculty of the Pioneer Technology Center Practical Nursing Program! We are excited to begin this educational adventure. We value each student as individuals and look forward to facilitating students' successes in achieving the goal of becoming a Licensed Practical Nurse (LPN).

This handbook has been designed for the Practical Nursing Program to answer many of the questions which will arise during the months ahead. Please keep it as a handy reference. You are responsible for familiarizing yourself with the policies and procedures for the program and the school.

We personally want to extend a warm welcome to each and every student. This program is designed to assist students to be safe, skillful, and responsible practical nurses. Although there may be challenging routes on this journey, we will be with you every step of the way. We wish you great success.

Mary Allan, MS, RN  
Instructional Director

Kathryn Sullins, MS, RN  
Instructor

Robbin Seymour, ~~ADN~~ BSN, RN  
Instructor

~~Jennifer Delaney~~ Michelle Tripp,  
BSN, RN  
Instructor

LaRhonda Rudd  
Teaching Assistant

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## PIONEER TECHNOLOGY CENTER INFORMATION

### NON-DISCRIMINATION/504/ADA COMPLIANCE NOTICE

Pioneer Technology Center does not discriminate on the basis of race, color, national origin, religion, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to Pam Dickerson (580) 718-4295 or Karl Lynes (580) 718-4281, Co-Compliance Officers or at (866) 612-4782 or at 2101 N. Ash, Ponca City, OK.

**This handbook is effective for Practical Nursing Students beginning September, 20182019.**

**Due to the regulatory nature of nursing, these policies are subject to change.**

## **PRACTICAL NURSE'S PLEDGE**

Before God and those assembled here, I solemnly pledge:

To adhere to the Code of Ethics of the Nursing Profession.

To cooperate loyally with the other members of the Nursing team and to carry out faithfully and to the best of my ability the instructions of the physician or the nurse who may be assigned to supervise my work.

I will not reveal any confidential information that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the standards and the prestige of Practical Nursing.

May my life be devoted to service, and to the high ideals of the Nursing Profession.

## PRACTICAL NURSING PROGRAM INFORMATION

### **PRACTICAL NURSING POLICY AND PROCEDURES STATEMENT**

**All Practical Nursing students are expected to comply with the policies and regulations of Pioneer Technology Center. When the Practical Nursing Student Handbook differs from the school full-time program handbook, the Practical Nursing Student Handbook shall take precedence.**

### **PROGRAM ACCREDITATION/APPROVAL**

This program is accredited by the Oklahoma State Board of Career and Technology Education (OSBCTE) and approved by the Oklahoma Board of Nursing (OBN). The Practical Nursing program is administered by Pioneer Technology Center.

The Pioneer Technology Center (PTC) Practical Nursing program is designed to produce a safe practitioner, one who can become licensed as a practical nurse and who can function in accordance with the *Oklahoma Nurse Practice Act*. Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The Health Occupations Education Division of the State Department of Career and Technology Education serves as an advisory agency.

### **PHILOSOPHY**

The faculty at Pioneer Technology Center believes that nursing as a profession is a vital component of the health care team. It is a goal-directed service, which utilizes the nursing process to deliver care. Nursing care is directed toward assisting the individual, family, and community to promote, maintain, and restore health and, when inevitable, to experience death with dignity.

### **Education**

Education, a lifelong process, includes all those experiences through which a person acquires knowledge and develops skills and values that enable one to have a deeper understanding of life. Through the educational process, the individual is prepared to be a contributing member of society.

Recognizing that the teaching/learning process in the Practical Nursing program is directed toward adults who have completed high school or its equivalent, students have the right to an educational climate which will enhance their ability to learn. Students should actively participate in learning and take responsibility for learning by assisting faculty to identify learning needs and by using learned information as a basis for which to expand individual knowledge, skills and educational background.

### **Problem Solving**

A part of the uniqueness of nursing is the inherent ability to listen, plan, decide, and institute necessary actions to promote a healthy outcome and/or allowing the patient to die with dignity. In order to accomplish these abilities, the nurse must know how to apply problem solving techniques. At certain times the practical nurse may apply problem solving techniques independently, but does so under the guidance of the medical physician, a registered nurse or a dentist.

### **Human Relations**

Society consists of a variety of groups such as families and communities. It is recognized that the ethnic, cultural, and racial diversity of each group may vary, but that within all these groups certain relationships exist among the individuals who comprise that group. Because of these relationships, the health/illness status of an individual will directly or indirectly affect other members of the group. For this reason, these relationships and diversities should be considered in the planning and delivery of health care.

**Communication**

The faculty strongly believes that communication involves not only verbal but also nonverbal and written interaction. Nurses spend a significant amount of their time communicating with patients, patients' families and friends, other members of the health care team and ancillary personnel. Therefore, nurses have to be strong communicators. Nurses need to know when and how to listen also what to say or not to say, in order to communicate effectively.

**Individual**

The faculty of PTC's Practical Nursing program believes in the inherent dignity of a person. We view a person as an individual who is holistic and when capable of decision-making should be encouraged to actively participate in the delivery of health care.

**Skills**

Nursing education at Pioneer Technology Center requires the full and active participation of the student in an organized program of study. This education prepares the graduate to function as a practical nurse by providing theory, skills, science, technical, and clinical experiences. These experiences are being designed to provide nursing education while encouraging self-improvement, development of ethical and professional attitude, and participation in professional/community activities. Nursing faculty shall play the role of facilitator by providing a variety of learning experiences and opportunities, which will enhance personal and professional achievement.

**Science**

The faculty believes that nursing has two basic components – skills and science. In order to safely care for an individual, the nurse must be able to draw on his/her science background and be able to perform nursing critical thinking utilizing all aspects of his/her nursing education. Science plays an integral part of the educational process.

**Ethics/Professionalism**

Ethics and professionalism are major concepts in the PN basic nursing education. PTC practical nursing students are introduced to the concepts of ethics and professionalism at the beginning of the program and are expected to conduct themselves according to the Code of Ethics for the LPN. The Code of Ethics for the Licensed Practical Nurse developed by the National Association for Practical Nursing Education and Service is included in this handbook as a guide for ethical behavior.

The faculty believes that professionalism in nursing is not merely taught but is developed from inside the person. During the student's education as a practical nurse, s/he will have opportunities to observe professional and non-professional attitudes. Nursing is a profession. When an individual enters a profession, s/he accepts responsibility for doing the best job possible; others depend on it. A nurse must be a professional committed to caring for others.

**Nursing Process**

The nursing process consists of four components of care: data collection, planning, implementation, and evaluation. The LPN functions within a directed scope of practice as indicated by the Oklahoma Board of Nursing. The LPN participates in data collection, planning, implementation, and evaluation of the plan of care. Collection of data is sometimes called "focused assessment" and/or "review of body systems."

### **Practical Nurse/Team Member**

The Licensed Practical Nurse (LPN) has an integral role in nursing and on the health care team. The Licensed Practical Nurse functions in this role by providing nursing care under the supervision or direction of the Registered Nurse (RN), licensed physician, or dentist. Duties of the LPN may include providing safe, effective nursing care, delegating tasks in conformity with the Nurse Practice Act, and teaching basic skills acquired through education beyond basic nursing preparation.

### **CONCEPTUAL FRAMEWORK**

The concepts and ideas, which are incorporated in the philosophy of the PTC Practical Nursing program, directly reflect the approach of instruction that we feel will most effectively facilitate the process of learning. This framework of instruction is graphically depicted in the form of a triangle, encompassed by a circle, which represents **EDUCATION** as a lifelong process.

The base of the triangle represents the **INDIVIDUAL**. The focus of the PTC Practical Nursing program is on the student. As we educate the student, our purpose is to focus on the needs of each student as an individual so that s/he is educated to deliver care to patients who reflect compassion as well as wholeness.

The outer layer of the triangle represents the foundation of basic individual skills required for the teaching/learning process. As the PTC Practical Nursing program curriculum proceeds from simple to complex, components of effective **COMMUNICATION**, **HUMAN RELATIONS**, and basic **PROBLEM SOLVING** is approached. Pieces of these components are maintained throughout the program.

The second layer of the triangle proceeds to basic nursing education. Technical **SKILLS**, **SCIENCE**, and **ETHICS/PROFESSIONALISM** are the major concepts. In order to provide safe, effective, quality care, the role of the practical nurse requires competency in these areas.

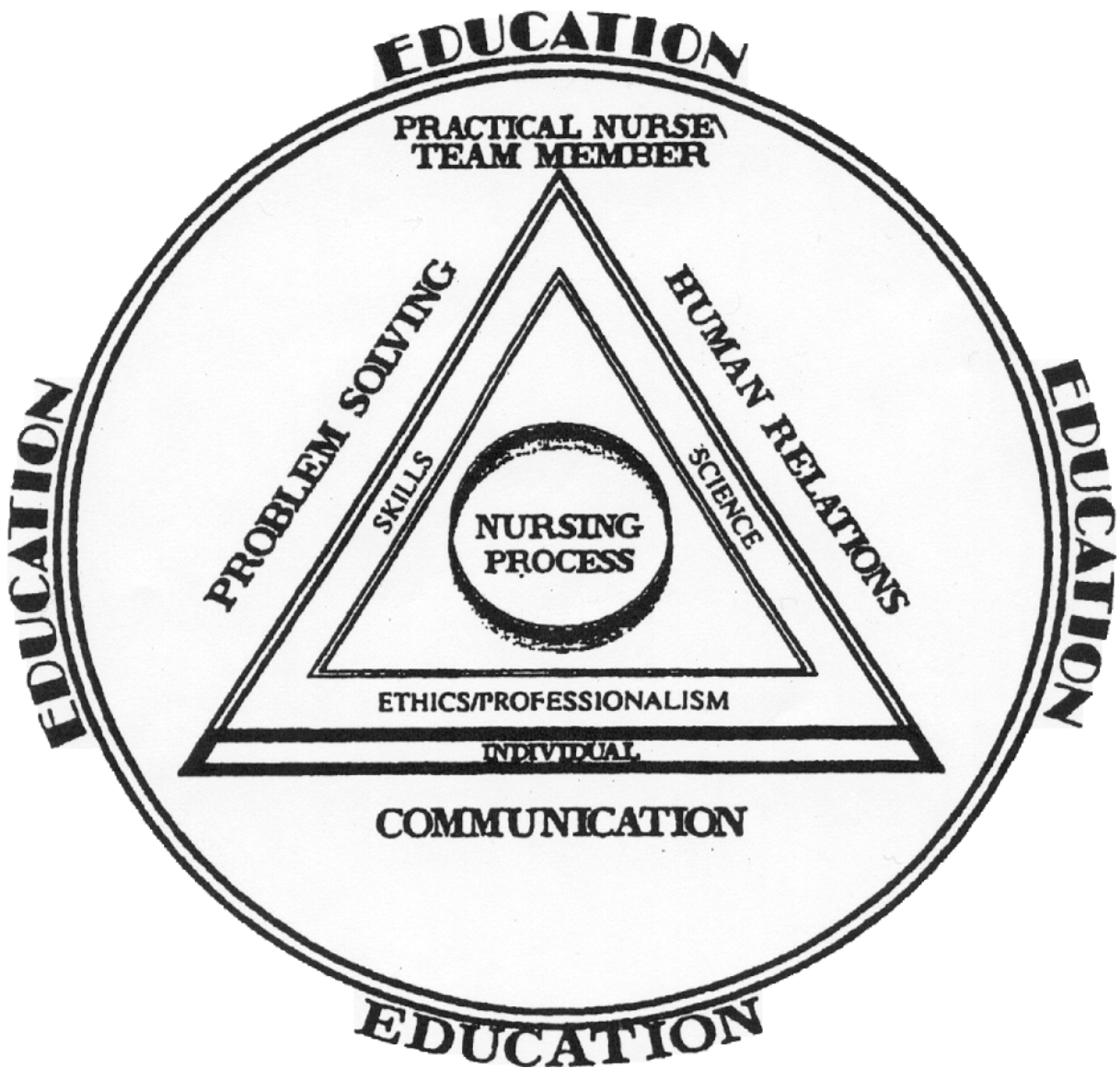
We believe that, along with nursing skills, knowledge is also vital. Theory in anatomy and physiology, nutrition, and growth and development is presented to reinforce holistic care. Ethics and professionalism are integrated throughout the curriculum. As the program continues to proceed to more complex ideas, theory in medical-surgical nursing, pharmacology, maternal-newborn, pediatrics, mental health, and leadership are incorporated. In order to enhance learning and attainment of competencies, classroom, laboratory, and clinical experiences are provided.

The **NURSING PROCESS** is at the center of the triangle, just as it is the center of nursing care of a patient. Used as a problem-solving tool for data collection, planning, implementing, and evaluating care, the nursing process requires the use of all the information and skills that surround it.

The **PRACTICAL NURSE** is at the top of the triangle. With each student, our goal is to produce a practical nurse who is capable of functioning effectively within the scope of practice, including delegation and supervision of appropriate individuals.

Because we feel that the practical nurse plays an essential role on the health care team, we emphasize leadership and the role of **TEAM MEMBER** throughout the program. As a health care team member, the practical nurse will make a positive impact on a diverse society and the relationships which make up that society.

# CONCEPTUAL FRAMEWORK



NCLEX-PN pass rate will meet or exceed the state and national levels.

70% of the students will complete the program within 28 months.

90% of the graduates will be employed 6 months after graduation or pursuing higher education.

Overall 80% employer satisfaction rate with graduates.

Overall 80% student satisfaction rate with quality of the program.

### **STUDENT OUTCOMES**

Participate in the formulation, modification, and implementation of the plan of care by utilizing the nursing process and problem solving to promote, maintain, and restore health for diverse patients and their families.

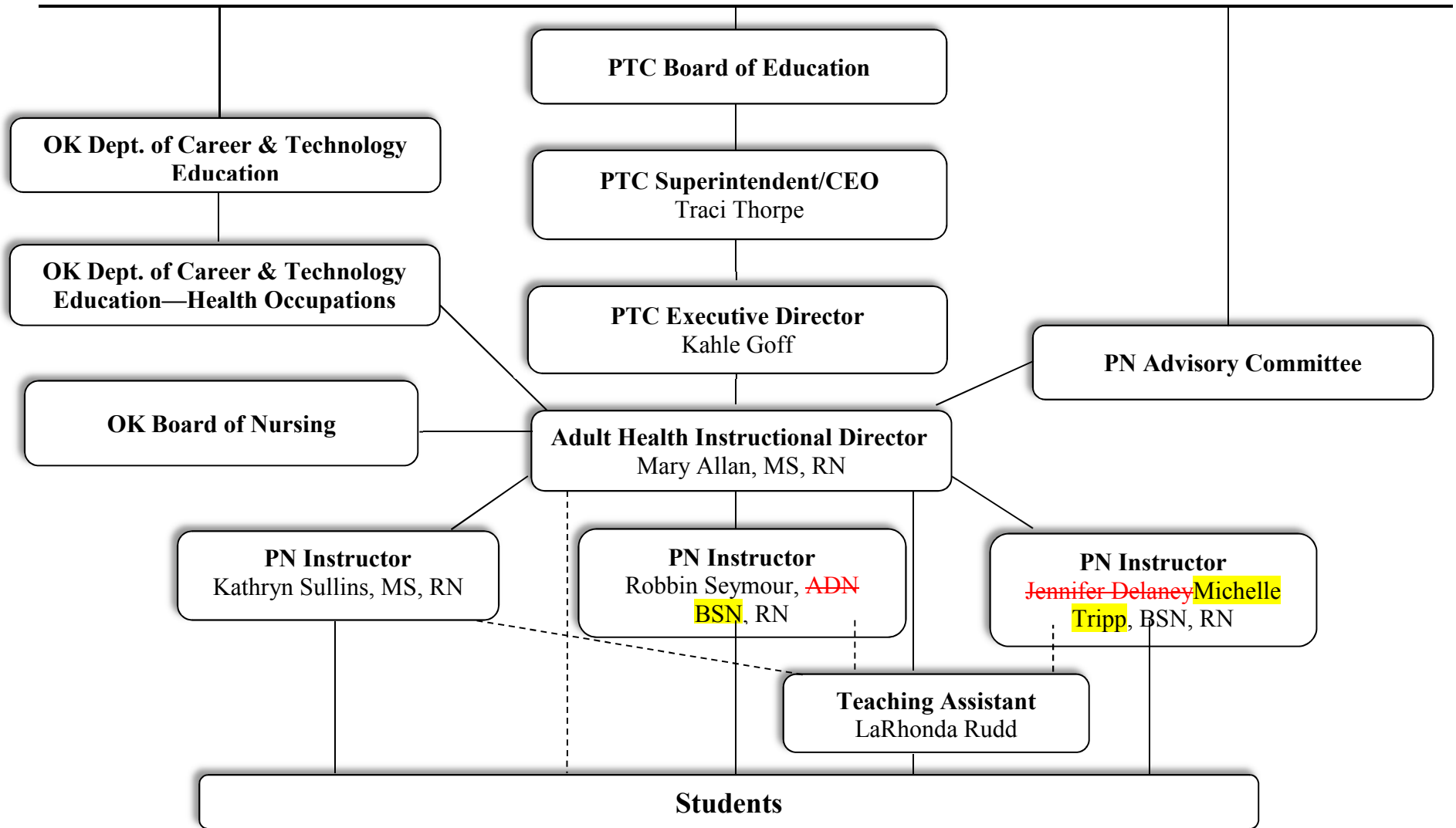
Utilize acquired knowledge, science, skill, and professional ethics to deliver nursing care according to:

- a.) accepted standards of practice;
- b.) scope of practice as defined by the Oklahoma Nurse Practice Act;
- c.) individual and family rights to compassionate, human relational care; and
- d.) safe patient-environment standards.

Communicate effectively, and professionally, both verbally and in documentation with the health care team and patients/families to meet healthcare needs.

Collaborate effectively with other members of the health care team to provide quality holistic care.

## Practical Nursing Program Organizational Chart



## ACADEMIC INFORMATION

### READMISSION POLICY FOR PN STUDENTS

Students may qualify for re-admission only one time. A student who withdraws/drops from the Pioneer Technology Center PN program must submit a written request to reenter the program: return requests will be considered by the PN Director and PN faculty. The student will be notified of the decision.

Student who may qualify for re-admission:

- 1) has only one withdrawal/drop;
- 2) requests a review of mitigating circumstances by the PN Director which may allow return in less than 90 days if it is determined that circumstances so warrant;
- 3) will be placed at the top of the list of qualified applicants if s/he leaves in good standing (i.e. making Satisfactory Academic Progress, is financially current, formally withdraws, etc.);
- 4) may receive Advanced Placement in the PN program if s/he is readmitted and returns to the program within two (2) years. (Advanced Placement is not available for students who have been out of the program for more than two (2) years. S/he must repeat the application process and qualify for admission);
- 5) will be charged a \$25.00 enrollment fee upon re-entry;

In addition to the items above, a student who drops/withdraws from the PN program due to failing grades

- 6) must complete academic training as specified by the PN Director.

### CLASS HOURS

The majority of the program content is available during regularly scheduled class hours. However, clinical practice, workshops, seminars, etc., may occur outside the regularly scheduled class hours. The faculty reserves the right to make adjustments in class hours whenever an opportunity for enhanced learning occurs or a need arises which necessitates adjustments in order for program objectives to be met. During segments of the program, the student may be placed in preceptorship and/or mentoring experiences, which require day, evening, night and/or weekend hours. Our facility will be available for student use Monday through Thursday 8:00 am to 4:00 pm and Friday 8:00 am to 2:00 pm when school is in session. Students must attend class 6 hours per day to meet the minimum of 30 hours required per week. Classroom hours are subject to change. Changes will be posted in the classroom. Lunchtime is usually 11:00 am – 12:00 noon. No faculty will be available during (lunch time). Professional faculty meetings may be required throughout the year. Faculty lunch hour may be extended for these meetings.

Students must attend class as required to meet monthly contract as designated by faculty advisor. Attendance will be arranged according to students' monthly contracts. Failure to meet these terms may affect progression. Failure to maintain Satisfactory Academic Progress (SAP) may also affect **financial aid**. The faculty must approve any special arrangements regarding classroom hours.

The Fire/Emergency Sign-In Sheet must be completed at the time of clocking in and clocking out. This document serves as an attendance roster for the day and will be used accordingly in case of an emergency.

## **STUDENT ORIENTATION**

Orientation with the faculty will be scheduled after students have been accepted into the nursing program but before the student begins the first Learning Activity Packet (LAP). The orientation will include the following:

- Faculty/PTC Staff Introductions
- PN Student Handbook/Quiz
- PTC Handbook/Quiz
- Rules and Regulations of PTC Practical Nursing Program

## **Certified Nursing Assistant (CNA)**

Students entering with a current unencumbered certification must pass PTC's nursing program written/skills challenge tests with an 80% on each test in order to receive advance placement.

Upon completion of Long Term Care (LTC), the student may write the Oklahoma State Department of Health and request permission to sit for the CNA Certification Examination. Student will be responsible for all expenses related to testing.

## **ATTENDANCE POLICY**

Students must be on time for all conferences, appointments, class/learning activities, and/or orientations. If absent from clinical, refer to Clinical Handbook procedures. Failure to do so may result in a warning, documented conference, and/or removal from the program. If unable to report to school, the student **must** notify the faculty or the nursing teaching assistant of planned absences prior to the absence and unplanned absences before 9 am or will be considered no call, no show. Students leaving campus for appointments during class time must provide written and signed documentation prior to returning. Attendance and punctuality will be monitored. Any student demonstrating a negative pattern of attendance/punctuality may be counseled and/or dismissed from the program. If the student does not attend class for more than 5 days and has not notified the faculty or nursing office, a letter will be sent recommending **dismissal** from the program.

A computer time-clock is utilized and is located in the practical nursing office for clocking in and out. The student must clock in before starting class to document arrival time. The student must clock out for lunch, or any time the student is out of the classroom and not working on LAPs or skills, and clock back in upon his/her return. If time is not documented on green sheet **and** time clock, hours will **not** be counted and will result in loss of class hours. A time sheet is available for student's personal use for recording their own time. When leaving the nursing department, the student is responsible to clock out. Hours of attendance will be calculated at the end of each month. The time sheet may be printed off once a week and placed in the student's file for his/her review. It is the student's responsibility to review his/her computer time sheet to determine accuracy for each week. **Errors must be reported or the hours will be lost.** Students may not clock in or out for other students. Should this occur, students involved in the incident will be counseled and may be dismissed from the program due to unprofessional conduct. When students start clinical rotations, the teaching assistant will clock-in clinical hours after their completion. Clinical hours will be recorded according to the assigned area.

Any adjustment to the time needs to be made as soon as possible using the Time-Adjustment Form. All time adjustment forms must be signed by a faculty member before being given to the nursing Teaching Assistant (TA).

## **ABSENCES**

Absences must be kept to a minimum. Students must maintain a 90% attendance. Absences will be evaluated on a case by case basis by consensus of faculty and the director. If the absence is not reported, consequences may occur. Students on Pell assistance could owe a repayment of financial aid funds if not maintaining Satisfactory Academic Progress (SAP) .

### **Theory**

The student must notify the PN faculty or teaching assistant of a classroom/theory absence. Clinical progression will be denied if appropriate LAP progress is not maintained.

### **Clinical**

For a clinical absence the student must call the clinical instructor and facility as indicated by the instructor. If absent during the clinical rotation – the make-up week will be rescheduled, the next clinical week if possible. This may result in an increase in theory hours and changes in clinical rotations.

**Clinical absences are discouraged.** Clinical rotations are divided into several clinical rotation time frames. On the second clinical absence a student must meet with advisor. If there is a third, the student must meet with the Director, which may result in dismissal from the program.

**Leave of Absence** – reserved for Medical Emergencies per Director’s discretion.

## **WITHDRAWAL/DROP**

In order to withdraw/drop in good standing from PTC and the Practical Nursing program, a withdrawal/drop form should be completed. To obtain official withdrawal clearance, students needing to terminate their programs of training must do the following: 1) Meet with the Practical Nursing Director, concerning withdrawal. 2) Review requirements for readmission if desires to return to the program. 3) The last day of attendance will be considered the withdrawal date. 4) Students must meet with finance to pay any outstanding debt at the time of withdrawal. Students who are dismissed or withdraw from this program for any reason shall not be readmitted into the program unless approved by the Practical Nursing Instructional Director. Applicants for readmission shall be considered upon merits of each individual case. A student may only have one withdrawal/drop to be considered for re-entry.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

All students at Pioneer Technology Center must be making satisfactory progress toward completion of their identified training goals. Refer to Pioneer Technology Center Student Handbook and/or Financial Aid & Consumer Information Guide.

## **STUDENT-TEACHER CONFERENCES**

A minimum of one student-teacher conference is required monthly. Additional conferences or tutoring sessions are scheduled as needed. In-service days are held on a monthly basis. **All students must attend Contract Day. If the student is unable to attend Contract Day, the faculty or Practical Nursing teaching assistant must be notified before the meeting time. Additional requirements will be added to contract. Course and clinical grades are reviewed at this time with each student.**

### **Contract Breaches**

**Students are allowed three breaches of contract. Student will be dropped on 4<sup>th</sup> breach.**

**DISMISSAL**

The Practical Nursing Instructional Director may dismiss any student whose health, work, or conduct demonstrates unfitness to continue the program. Dismissal is the removal of a student from the program for reasons including violation of policies and/or unprofessional conduct or behavior.

**APPEAL PROCESS**

**Adult students do not have due process rights pursuant to PTC policy.** (Please refer to policy FO in the PTC Student Handbook).

**GRADING POLICIES AND PROCEDURES****Evaluation**

Evaluation of student comprehension and performance is ongoing and utilizes methods that include skills laboratory check-offs, critical skills demonstrations, clinical performance ratings, assignments, quizzes, and examinations.

**Grading Scale:**

<b>Letter Grade</b>	<b>Percentage</b>	<b>GPA</b>
A – Superior	94-100%	4.0
B – Above Average	87-93%	3.0
C – Average	80-86%	2.0
D/F – Failing	0-79%	.0

**Below 80% constitutes a failing grade for theory and clinical courses.** In order to be promoted to the next course of study, the student **MUST** have completed the previous course with a score of 80% or higher in each theory course, and 80% or higher in the clinical component of each trimester. In the event the student does not obtain an average of 80% in each course or the clinical component, s/he will NOT be admitted into the next course of study. The determination of the student's academic grade is the responsibility of the student's instructor/advisor. If a grade of less than 80% is received, a student may repeat the course. Only one course may be repeated during the program. Any course being repeated must be completed with new materials.

**PROGRAM COMPLETION/NCLEX ELIGIBILITY**

The entire Practical Nursing curriculum must be successfully completed with a minimum score of 80% in all courses and each student must meet specified OBN approved requirements in order to graduate. All tuition and fees must be paid in full to Pioneer Technology Center in order for final transcripts to be forwarded to the Oklahoma Board of Nursing. The NCLEX-PN licensing examination cannot be taken until the Oklahoma Board of Nursing receives these transcripts. Any student owing money to PTC will not be eligible for a transcript or certificate of completion. Students may pick up their NCLEX packet upon completion of Trimester III beginning of Leadership.

**GRADUATION**

One graduation ceremony is scheduled each year. Students are eligible to participate in the graduation ceremony if they are in or have already completed their preceptorship in Trimester III. They should complete the program within 2 months after the graduation ceremony or they may be dropped from the program.

## **HONORS GRANTED TO PRACTICAL NURSING STUDENTS**

PTC's Practical Nursing program wishes to recognize those students and graduates who demonstrate exceptional academic achievement during their enrollment in the program.

### **National Technical Honor Society (NTHS) and Guaranteed Graduate**

Please refer to the Pioneer Technology Center Student Handbook.

### **Honor Graduate with Distinction**

Practical nursing students graduating with an overall average of 94% or greater will be identified as an Honor Graduate with Distinction. Students who have been placed on probation or received other behavioral disciplinary action are not be eligible for this honor.

### **Honor Graduate**

Practical nursing students who graduate with an overall average of 90% will be identified as an Honor Graduate. Students who have been placed on probation or received other disciplinary action are not eligible for this honor.

### **Pioneer Spirit Award**

Students select one of their peers that exemplify the following character traits: professionalism, compassion, integrity and willingness to help fellow students.

### **Florence Nightingale Award**

Faculty select one **or two** of the graduating students who displays qualities in nursing based on Florence Nightingale's values of "selfless service".

## **TUITION POLICIES**

Please refer to the Pioneer Technology Center Student Handbook.

## **EXPENSES AND FEES**

Please refer to the Estimate of Expense List for students. Refer to website.

## **FINANCIAL ASSISTANCE**

Please refer to the Pioneer Technology Center Student Handbook and/or Financial Aid Officer.

## **APPROPRIATE SCHOOL ATTIRE**

Please refer to the Pioneer Technology Center Student Handbook.

## **CHILDREN IN THE CLASSROOM**

Due to infection control and safety liability issues, children are not allowed in class, lab, or clinical settings.

## **SOCIAL MEDIA AND ELECTRONIC DEVICES**

Opportunities for students to interact with and receive support from their peers are provided through the use of social media. These social devices can enhance nursing education when used appropriately. The following are guidelines that the nursing program will follow:

Nursing students are preparing to enter the workforce that requires standards of behavior. Thus, patient/family or healthcare facility information of a confidential nature should not be posted on any social networks, online forums or webpages. Patient confidentiality and HIPAA guidelines **must** be followed at all times. Students must be ethical, respectful, responsible and accountable.

Responsible, accountable behaviors and appropriate technology protocol should be followed at all times when using various types of electronic devices such as cell phones, i-pods, mobile devices, laptops, etc and when posting on social networks. Disciplinary actions will follow including possible dismissal from the program if the student engages in any of the following behaviors:

- Personal phone conversations or texting while in a patient's room.
- Patient/family photos taken by students in the clinical agency.
- Breach of confidentiality when using any form of social media or electronic device.

### **CELL PHONES / SMART WATCHES**

All cell phones/smart watches are to be relinquished into designated receptacle upon clocking in. Failure to do so may result in the student being sent home. They may be used outside the classrooms in a private area or in the breakroom during designated breaks.

Cell phones/smart watches are not allowed in clinical/classroom/testing/lab area. Use of a cell phone/smart watch during a test will result in a zero for grade.

### **FIELD TRIPS**

Field trips, both in and out of the Pioneer Technology Center district, are an integral part of the learning process in all areas of career and technological education. Such trips must be approved by the Instructional Director. Students are required to have necessary forms completed prior to taking out-of-town trips and are required to wear appropriate attire and nametag or the PTC practical nursing uniform with nametag. Field trips are usually considered clinical hours and student must call if unable to attend. If notification is not received, it is considered a no call-no show incident and a zero recorded.

### **SMOKING & BREAKS**

Refer to Policy CKDA in the Pioneer Technology Center Student Handbook.

Practical Nursing students are prohibited from using any form of tobacco, tobacco products, e-cigarettes/vapes, etc. when on campus, in uniform and/or on school field trips/functions.

### **HEALTH**

Appropriate physical and emotional health, as required to meet the demands expected of nurses (including that which is required to assure the safety of patients/self/others), must be maintained by the student. The following criteria includes: lift/carry 50-150 lbs, push/pull 150-300 lbs, stand/walk 8-12 hours a day, bend/stoop/kneel, possess fine motor movements for skills, adequate vision/hearing, and ability to feel hot/cold. Medical clearance will be required after some illnesses. All significant changes in a student's health must be promptly reported to faculty. The program director reserves the right to request reports of medical evaluations of student's health problems. Whenever the student is experiencing health problems and is assigned to clinical practice, the policy of the clinical facility shall prevail. The faculty will, if necessary, send a student home when the health of patient, staff, and/or others are placed at risk. This may result in forced absenteeism. The student must incur the costs of medical appraisals/treatments, etc. A medical release may be required in order for the student to return to the classroom and/or clinical setting.

### **Contagious and Infectious Diseases**

Students having any communicable disease, fever, nausea and vomiting are not permitted to remain in class or clinicals. Faculty reserves the right to send students home based upon symptoms. A medical release may be required in order for the student to return to the classroom and/or clinical setting. In all cases, school officials are governed by the order of the local health offices or by the State Board of Health.

### **INCLEMENT WEATHER**

Local TV/Radio stations will broadcast official announcements of school closings. If Pioneer Technology Center is closed due to inclement weather, students will not be expected in class and/or clinical. **Any student not attending a scheduled clinical rotation must notify the clinical site and the instructor. Students are requested to keep tracking information current for school notifications. The director and/or faculty cannot make the final travel decision for the student.**

### **RESEARCH**

The school reserves the right to test or develop innovative techniques, scheduling, etc., in accordance with the rules and regulations of the OBN. Students will be informed of any research if it is being done during the time in which they are enrolled.

### **STUDENT COMPLAINTS**

Students are encouraged to discuss concerns and complaints with the instructor involved. However, if the student determines that the issues are still unresolved, the student must follow the appropriate channels. The channels are as follows:

- Student
- Course/Clinical Instructor
- Instructional Director
- PTC Executive Director
- PTC Superintendent

### **ETHICS/PROFESSIONALISM**

#### **STUDENT CONDUCT POLICY**

The Pioneer Technology Center Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. Please refer to the Pioneer Technology Center Student Handbook for policies concerning student conduct.

#### **Practical Nursing Conduct/Professional Behavior**

In addition to Pioneer Technology Center regulations governing conduct, practical nursing students must conform to customary standards of conduct, professional behavior, and ethics of nursing in both the Practical Nursing program and those of the clinical facility in which the student is assigned. Violation of any Pioneer Technology Center policy or any of the following Practical Nursing policies may warrant warning, probation, and suspension or dismissal from school in addition to any civil or criminal prosecution. The list includes, but may not be limited to:

1. Failing to comply with policies and procedures of Pioneer Technology Center, the Practical Nursing Program and/or clinical agencies
2. Being insubordinate
3. Violating safety standards
4. Falsifying records
5. Sleeping in class or clinical
6. Lying/falsifying information
7. Failing to immediately report critical classroom incidents involving self, peers or others to faculty
8. Failing to conduct self in a professional manner at all times
9. Failing to inform instructors/TA of absences or tardies
10. Resorting to fraud, misrepresentation, or deceit in taking any examination (i.e. texting, talking, or cheating on a test, will result in a grade of zero and student may be dismissed from the program)

11. Aiding and abetting other students with fraud, misrepresentation or deceit in taking examinations or completing homework assignments

Professional behavior in nursing encompasses the following, but is not limited to:

1. Knowing the scope of practice identified for the Licensed Practical Nurse and the student practical nurse including professional and legal requirements
2. Maintaining confidentiality of information pertaining to patients
3. Conducting self in a non-discriminatory manner
4. Abstaining from endorsing/promoting commercial products
5. Maintaining high standards regarding personal appearance, language, dress and demeanor
6. Knowing and applying ethical principles underlying the profession
7. Remaining informed about current health issues
8. Accepting responsibility for safe nursing
9. Keeping fit mentally, physically and educationally
10. Following policies and procedures of clinical facilities
11. Applying knowledge and skills to clinical practice
12. Cooperating and collaborating with all members of the health care team to meet the needs of patients
13. Demonstrating accountability for own actions
14. Maintaining professional appearance, appropriate for the profession/area of training
15. Anticipating, identifying, reporting and/or meeting patients' needs in an appropriate manner
16. Maintaining confidential information/supporting patients' rights to privacy
17. Refusing gifts, tips or exchanging of property involving patients or clinical facilities
18. Immediately reporting critical clinical incidents involving patients, self, or others to Faculty or supervisor
19. Never leaving a nursing assignment without properly advising appropriate personnel
20. Adhering to the Code of Ethics for Licensed Practical Nurse (see next page)

### **Foul Language**

Foul language is not permissible for a professional and *will not* be tolerated. Student may be removed from the classroom/clinical site and receive a zero for the day. If behavior continues student may be dismissed from program.

## **CODE OF ETHICS FOR LICENSED PRACTICAL NURSES**

### **The Licensed Practical and Licensed Vocational Nurse shall:**

1. Know the scope of maximum utilization of the LP/VN as specified by the Nursing Practice Act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept the responsibility for membership in NALPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

Resource: National Association of Licensed Practical Nurses website

## **STUDENT RESOURCES**

### **COUNSELING AND GUIDANCE**

If a student needs to share a problem or situation with someone or needs to seek assistance in any matter, the following procedures are recommended.

1. Do not wait until it is too late to seek assistance; if you see a problem developing, seek assistance immediately.
2. Instructors are available during class hours and may be able to assist with problems. Do not hesitate to share any problem or issue with them.
3. If your instructors are unable to assist you or if it is a problem or issue in which you do not feel comfortable sharing with them, a Pioneer Technology Center Counselor will be available to work with you in trying to find a solution to the situation. The Counselor is available in Student Services from 8:00 a.m. until 4:00 p.m. Monday through Friday by appointment or at other times, if the situation deems it necessary.

### **CAREER CENTER and ASSESSMENT CENTER**

Certain services are available to enhance instruction through the Career Center and Assessment Center.

### **PRACTICAL NURSING COMPUTER/TESTING ROOM**

The Computer Room is equipped with computers, audio-visual equipment, and a library area. Internet access is available for students and personal headphones are encouraged to maximize concentration. Students may use the internet / computers for educational purposes only. Students may obtain prescribed computer software / videos from the video room, computer room proctor, or TA's office. The Computer Room is designated as a quiet area. Students are not allowed to take personal electronic devices, food, or drinks into this area.

### **LIBRARY / VIDEO FACILITIES**

The library / video facility is located in the Computer Room. BOOKS AND VIDEOS ARE NOT TO BE REMOVED FROM THESE ROOMS.

### **EMPLOYMENT**

It is suggested that if students must work, they should limit work to 16 hours per week if possible. Work times must be scheduled so the student is rested and alert for the clinical experience. If instructor deems unsafe, student may be sent home. A student working in a health care agency must not wear the PTC student uniform or any other student identification. In the workplace setting, practical nursing students may not perform any skills which are within the Practical Nursing program if it does not meet with the policies of the work place/or scope of practice for their job description.

### **STUDENT PLACEMENT**

The student is taught the job application process, resume writing, and job retention skills in the leadership course taken at the end of the Practical Nursing program. Job availabilities are posted in the classroom student information board and PTC website.

## **STUDENT ORGANIZATIONS**

Two official organizations are available for student membership. They are:

OSALPN – NALPN: Oklahoma State Association of Licensed Practical Nurses and National Association of Licensed Practical Nurses

This association is the official membership organization for Licensed Practical and Vocational Nurses. Membership is limited to LPNs and LVNs. The Oklahoma Association of Licensed Practical Nurses (OSLPN) is the state organization. (Optional)

HOSA (FHP): Future Health Professionals (FHP) is the designated CareerTech student organization for the Practical Nursing program of Pioneer Technology Center. Each practical nursing student may become a member of the local HOSA/FHP organization and a member of Oklahoma State HOSA/FHP and National HOSA/FHP. Membership dues are included in PTC activity fee.

These organizations are designed to provide an opportunity for students to learn professional responsibilities. They also help students build leadership skills through planning and executing education, community, and recreational activities.

## **CLINICAL INFORMATION**

### **CLINICAL ROTATIONS**

Clinical rotations are an essential component of the Practical Nursing program. Opportunities for individual clinical rotations are space dependent and curriculum dependent and may not be a viable option during every clinical week. Required curriculum for clinical rotations is listed on the Clinical Unit of Instruction tool.

**Students are requested to provide documentation of compliance of the immunization standards upon admission to the Practical Nursing program. Cost incurred for compliance with these standards will be the responsibility of the student and/or sponsoring agency. Immunizations are the responsibility of the student to keep current. Students may not go to the clinical site unless all immunizations are up to date. TB test and drug testing must be done on an annual basis. CPR card must be kept up to date also in order to practice in the clinical sites. If out of compliance the student will not be allowed to attend any clinical rotation.**

### **SAFETY AND HEALTH GUIDELINES**

#### **A. PURPOSE**

All precautions should be taken by each student to work safely, eliminating all possible hazards (example: always use gloves when exposed to body secretions). The safety of oneself, as well as others, should always be considered. Safety is ample reason for requiring certain dress requirements in various departments or settings.

## B. ACCIDENTS AND ERRORS

The following guidelines should be utilized in reporting accidents or errors in the clinical setting:

1. All accidents or errors should be reported immediately to the instructor and/or nurse in charge. This is each student's ethical and legal responsibility.
2. The student is to fill out the proper form according to the clinical facility's policy and the Pioneer Technology Center Incident Form.
3. Accidents involving the student should be reported immediately to the instructor. Instructor will inform the Practical Nursing Instructional Director.
4. Complete required forms.

## C. HEALTH INFORMATION

The following rules apply to students enrolled in the Practical Nursing Program at Pioneer Technology Center.

1. Students are responsible for satisfactory completion of the school's physical examination form prior to enrolling
2. The school will assume no liability relating to the condition of health resulting from injury during school activities.
3. Should a student become ill or be injured while on clinical duty, the student should report to the instructor as soon as possible.
4. Students are responsible for their own medical expenses, illnesses, or accidents. It is suggested that each student have hospitalization insurance. The school does not have a physician assigned to the care of the students.
5. A student who is chronically or habitually ill will have a re-evaluation requested of their student's health status.
6. Students are not to present themselves to a doctor in the hospital while functioning in a student role concerning medical problems about themselves or their families.
7. The pregnant practical nursing student is encouraged to notify the Practical Nursing Instructional Director and faculty of her status as soon as possible. This is a voluntary disclosure. It is advised that a pregnant student who enters the program, or becomes pregnant while in the program, not place herself or the fetus at risk during any activity.

## DRUG TESTING

All Pioneer Technology Center Practical Nursing students will be required to undergo drug testing to meet the requirements of our host clinical facilities.

~~Refer to Drug Policy DCC-R in PTC Student Handbook~~

The Practical Nursing program applicant will be asked to read and sign a ***Consent for Drug/Alcohol Screen*** statement. Pioneer Technology Center reserves the right to deny a student continuance in the Practical Nursing program if s/he refuses to sign this consent form. Any offer of admission to and/or continued enrollment in the Practical Nursing program will be contingent upon submission to and the subsequent results of the required drug/alcohol screen(s). The presence of chemical substances in a student's body fluids may result in dismissal from the Practical Nursing program. If you have questions regarding this program requisite, please contact the Practical Nursing Instructional Director.

Information regarding Pioneer Technology Center Practical Nursing drug testing procedure will be provided to new students during orientation.

~~A copy of the entire Pioneer Technology Center Practical Nursing Drug Testing policy/forms will be provided to new students during orientation.~~

## **DRUG TESTING POLICY**

Pursuant to Student Affiliation Agreements, **stated requirements will be followed.** ~~clinical facilities may require drug testing of all students assigned to their facility. Any testing conducted will not exceed the drug testing requirements which the clinical facility requires of its own employees.~~

The purpose of this policy is to:

- \*Inform students that drug testing may be required by some host facilities as a condition of participation in the clinical experience;
- \*Establish the procedures applicable to drug testing;
- \*Ensure that student understand that testing for drugs is typical of the health care environment;
- \*Provide assurance that when a clinical site requires drug testing, all students assigned to the site are subject to the same drug testing requirements.

Clinical sites require drug testing for students and for their employees to:

- \*Establish and maintain a safe, healthy working and learning environment for employees, students, patients and visitors;
- \*Reduce the incidence of accidental injury to persons or damage to property;
- \*Reduce absenteeism, tardiness and/or poor job performance;
- \*Serve as a deterrent to the abuse of drugs and alcohol.

### **Substances Which May be Tested**

The substances tested shall be for drugs and alcohol as defined in the Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by rule by the State Commissioner of Health.

### **Alcohol and Drug Use Tests—When Required**

Pioneer Technology Center staff will select the professional laboratory/site where the student will undergo the required drug screen. Annual drug screen fees will be included in the cost of the Practical Nursing program. It is the student's responsibility to pay any additional charges beyond the charge of testing whether a medical review officer (MRO) or other charge connected with a positive test. It is also the student's responsibility to have the results of the drug screen provided to the Pioneer Technology Center Practical Nursing Program Director. A student must have a negative drug screen in order to participate in the clinical experience, where required by the clinical site, and in order to complete the practical nursing program.

In addition to taking a drug test and obtaining a negative drug screen, a student may be required, in accordance with the drug testing requirements of the clinical site, to undergo additional random or reasonable suspicion drug testing. Random testing is testing performed on a random selection basis that results in an equal probability for selection. Reasonable suspicion testing means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. A student will also be tested when the clinical site has a reasonable suspicion that the student or other person has sustained an injury on the premises or has caused injury to another or has caused property damage believed to be the result of the student's use of alcohol or drugs.

In any instance in which the clinical site requires the student to undergo ~~random or~~ reasonable suspicion testing, the clinical site will be responsible for designating the professional laboratory where testing will be conducted and will also assume the financial responsibility for testing.

The clinical nursing instructor can also request immediate drug/alcohol testing if indicated by suspicious behavior, speech, appearance or odor of student. The cost of this test will be incurred by the student. Information provided by a reliable source, if based on personal knowledge, shall also constitute reasonable suspicion.

### **Procedures for Alcohol or Illegal Chemical Substance Testing**

Any test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma state Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health.

If the initial drug test is positive for the presence of a mind altering substance or its metabolites, the initial test result will be subject to confirmation by a second and different test of the same sample.

If an initial alcohol test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

All test results will be confidential and kept in separate files from the student's cumulative record file and the information will only be available to Pioneer Technology Center and the clinical site, as necessary to fulfill clinical experience requirements. The laboratory performing alcohol or drug tests for the program will not report on or disclose any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or mind altering substances or the metabolites thereof.

### **ADDITIONAL CLINICAL REQUIREMENTS**

A background and criminal check, Blood Borne Pathogens training, TB training, HIPAA, MRSA, General Safety, Fire Safety/Fire Evacuation training, CPR for the healthcare provider, and First Aid as well as other items required by contract with the clinical sites must be completed before students can start clinicals. The background and criminal check must be current with admission and a PTC questionnaire completed at the end of each trimester. Students who do not pass the criminal background check will be unable to attend clinical, making them unable to complete the nursing program. A PTC orientation for each trimester must be completed. Clinical facility orientations are also required.

## **LPN LICENSURE**

### **APPLICATION FOR THE LICENSURE EXAMINATION**

Upon completion of the Practical Nursing Program, students may be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The OBN and NCLEX-PN applications for Certification by Examination may be obtained from the faculty/director. Upon completion of the applications for Certification by Examination, the graduate will mail it to the Oklahoma Board of Nursing and the NCLEX-PN Center. The application fee to Oklahoma Board of Nursing is \$85.00 **for Single State Licensure or \$150.00 for Multistate Licensure**. The NCLEX-PN examination fee is \$200.00. A National Background and Criminal History Records Search must also be included. The National Criminal History Records Search must be dated within 90 days of the student's graduation date. The National Criminal History Records Search must include a sex offender and violent crime check.