

Pioneer Technology Center Board of Education  
Regular Meeting  
Tuesday, January 12, 2021, 6:00 PM  
Seminar Center West  
2101 N. Ash St.  
Ponca City, Oklahoma 74601

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations
  - Board Appreciation Month
  - Safety Team Report, Carl Storm, BIS Safety Coordinator & Trainer
5. Discussion and vote to approve or not approve the Minutes of the December 8, 2020 special Board of Education meeting
6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #10835-10923; Building Fund #10040; Payroll-change orders only).
7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
  - A. Traci Thorpe, Superintendent/CEO
  - B. Molly Kyler, Executive Director, Business & Industry Services
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.
9. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix B.
10. [Discussion and vote to award or decline bid for 2021 Conference Center A/V Project.](#)
11. Proposed Executive Session to discuss the employment of a T&I (Industrial Tech) Teaching Assistant/Bus Driver, employment and evaluate the Superintendent/CEO Okla. Stat. Title 25, 307(B)(1).
12. Vote to convene in Executive Session
13. Acknowledge return of the Board to Open Session

14. Board President statement of Executive Session minutes
15. Motion and vote to approve employment of T&I (Industrial Tech) Teaching Assistant/Bus Driver
16. Motion and vote to approve contract renewal for Traci Thorpe, Superintendent/CEO
17. New Business
18. Public Comment
19. Motion and vote to adjourn
  - 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 Special Meeting  
Tuesday, December 8, 2020 6:00 pm  
Seminar Center West  
2101 N. Ash St.  
Ponca City, Oklahoma 74601

1. Call meeting to order  
Meeting called to order at 6:01 pm

2. Roll call and establish a quorum

Board Members Attended:

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

Board Members Absent:

Ms. Mary Rigdon  
Ms. Orva Rothgeb

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

3. Flag salute and moment of silence

4. Reports and Presentations - Construction Trades, James Kirkendall, Instructor

Mr. Kirkendall reported the class completing a project they weren't able to complete last year because of the virus. The classes usually make deer blinds but project takes a lot of "togetherness" so they made dog houses this year. The dog houses were finished recently. They also made some items for the Holiday Market. They started some dirtwork for the slab in front of the training tower. This will be a rehab area for firefighters to rest after a drill.

5. Discussion and vote to approve or not approve the Minutes of the November 10, 2020 special Board of Education meeting  
Motion to approve the Minutes of the November 10, 2020 special Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Laurence Beliel.

Mr. Laurence Beliel: Yea  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Absent  
Ms. Orva Rothgeb: Absent  
Mr. J.D. Soulek: Yea  
Yea: 3, Nay: 0, Absent: 2

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #10744-10834; Building Fund #10034-10039; Payroll - none).

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

Mr. Laurence Beliel: Yea

Ms. Gay Norris: Yea

Ms. Mary Rigdon: Absent

Ms. Orva Rothgeb: Absent

Mr. J.D. Soulek: Yea

Yea: 3, Nay: 0, Absent: 2

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

#### Thorpe, Superintendent/CEO

November was a quick month. We received changes to quarantine protocols from the CDC - now it is 10 days without a test and 7 days with a test. We transitioned to the A-B schedule right before Thanksgiving break. Instructors were notified early so they would be ready for the virtual portion. We are continuing to do normal activities and the students have adapted well. Cosmetology and Nursing are still in-person. The Cosmetology program was split into 1st and 2nd year students, in different rooms. We received the final feedback report from ODCTE on our Accreditation visit. We are working on the OFI's (Opportunities for Improvement). We were already working on 4 of them. The action plan list is due in April. We have 3 years to complete action items. We received a letter from Carl & Linda Renfro – they donated a generous \$5,000. This will go to the PTC Foundation for scholarships. Save the date cards were sent out for the inaugural meeting of the Centers of Workforce Excellence Advisory Board which is on January 26, 2021. The advisory board plans to meet quarterly. The Cares Act fund still has \$18,000 in it to disburse to students. We are waiting on applications from students. The remainder will be used for additional technology, NCLEX review and clinical simulation equipment. We have 8 more months to spend the money. Bids for A/V for the building project will be ready to vote on in January. Bids for furnishings will be ready to vote on in February. They are making quick progress on the new building.

#### Kahle Goff, Executive Director, Full-Time Programs

Business & Industry Services had 1,175 contact hours last month. AT&D has had twice as many on-line enrollments as last year. Mayor Nicholson presented at 1 million cups. Marketing has been very busy. They worked with SpeakNow to make videos about each program. Instructional Services met with Michelle Tripp to discuss how to transition Health Careers Certification students into the Practical Nursing program. The Directors

worked together to put together virtual Veterans Day celebration. The A-B schedule seems to be working well. Mr. Goff recently participated in the Metro Tech accreditation.

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

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

Mr. Laurence Beliel: Yea  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Absent  
Ms. Orva Rothgeb: Absent  
Mr. J.D. Soulek: Yea  
Yea: 3, Nay: 0, Absent: 2

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 B.

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

Mr. Laurence Beliel: Yea  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Absent  
Ms. Orva Rothgeb: Absent  
Mr. J.D. Soulek: Yea  
Yea: 3, Nay: 0, Absent: 2

10. Public Comment

None.

11. Motion and vote to adjourn

Motion to adjourn passed with a motion by Laurence Beliel and a second by Ms. Gay Norris.

Mr. Laurence Beliel: Yea  
Ms. Gay Norris: Yea  
Ms. Mary Rigdon: Absent  
Ms. Orva Rothgeb: Absent  
Mr. J.D. Soulek: Yea  
Yea: 3, Nay: 0, Absent: 2

Meeting adjourned at 6:44 pm

Respectfully submitted,

*Allison N. Christy*

Allison N. Christy  
Board Minutes Clerk

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President, Board of Education

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Clerk, Board of Education

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Date of Approval

Motion:

Second:

Vote:

*General*

**PIONEER TECHNOLOGY CENTER**

From PO: 10835 to PO: 10923

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
10835	STAPLES ADVANTAGE	FINANCE SUPPLIES	100.00	12/03/2020
10836	LAMPTON WELDING SUPPLY	WELDING SUPPLIES	411.00	12/04/2020
10837	FARHA WHOLESALE COMPANY INC	CENTRAL SUPPLIES/ PAPER	1,240.00	12/04/2020
10838	ALBRIGHT INSURANCE AGENCY, INC.	TANF STUDENT ASSISTANCE OTHER	275.00	12/04/2020
10839	BRACE BOOKS & MORE	BITE NETWORK - SUPPLIES	240.00	12/04/2020
10840	B&H PHOTO-VIDEO	BITE ADMIN - SUPPLIES	168.00	12/04/2020
10841	FIRST BANKCARD VISA	BITE ADMIN - SUPPLIES	95.02	12/04/2020
10842	AZTEC SOFTWARE, LLC	ABE - SOFTWARE CURRCIULUM	4,867.50	12/04/2020
10843	ISCET	INDUSTRIAL TECH - BOOKS/CURRICULUM	450.00	12/04/2020
10844	DANNYS BBQ HEAD QUARTER, INC	ADVISORY COMMITTEE MEETING FOOD	177.00	12/04/2020
10845	FIRST BANKCARD VISA	MA CLASSROOM SUPPLIES	20.48	12/07/2020
10846	FIRST BANKCARD VISA	HCC I SUPPLIES	103.39	12/07/2020
10847	BSN SPORTS	CRIMINAL JUSTICE - EQUIP/SUPPLIES	1,343.51	12/07/2020
10848	WAL-MART	TEACHER PREP - SUPPLIES	50.00	12/07/2020
10849	S&K DIRECT STEEL	VEHICLE MAINT REPAIRS	125.00	12/08/2020
10850	TEAM RADIO	MARKETING/ADVERTISING	330.00	12/08/2020
10851	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES -- SUPPLIES	2,100.79	12/08/2020
10852	DANCY-MEADOR PUBLISHING	MARKETING/ADVERTISING	1,410.00	12/08/2020
10853	A+ PRINTING	CENTRAL PRINTING	94.00	12/08/2020
10854	A+ PRINTING	FINANCE - SUPPLIES	260.00	12/08/2020
10855	MNJ TECHNOLOGIES DIRECT, INC	BITE - EQUIPMENT	687.00	12/08/2020
10856	HOBBY LOBBY	MARKETING / SUPPLIES	78.99	12/08/2020
10857	INSTRUCTURE	INSTRUCT DIR - PROF SERVICES (COVID19)	18,000.00	12/09/2020
10858	AMC URGENT CARE PLUS	TANF MEDICAL/DENATL	30.00	12/09/2020
10859	FIRST BANKCARD VISA	TANF TUITION	1,890.00	12/09/2020
10860	HOBBY LOBBY	CHILDRENS LAB - SUPPLIES	85.00	12/09/2020
10861	ALBRIGHT INSURANCE AGENCY, INC.	TANF STUDENT ASSISTANCE OTHER	200.00	12/09/2020
10862	PIONEER TECH FOOD SERVICE	SHARE - STUDENT ASSISTANCE	7,200.00	12/09/2020

**PIONEER TECHNOLOGY CENTER**

From PO: 10835 to PO: 10923

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

PO #	Vendor Name	General Description	Amount	Date
10863	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	135.02	12/10/2020
10864	SCANNING PENS	PERKINS INNOVATION-DUR MATERIALS (CULINARY)	1,900.00	12/10/2020
10865	THINKLABS	PERKINS INNOVATION-DUR MATERIALS (HCC)	499.00	12/10/2020
10866	WAL-MART	PERKINS INNOVATION-DUR MATERIALS (FFM)	495.00	12/10/2020
10867	NATIONAL ASSOCIATION FOR EDUCATION YOUNG CHILDR	CHILDRENS LAB - ACCREDITATION FEES	550.00	12/10/2020
10868	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLY	109.97	12/10/2020
10869	RIB CRIB	ADVISORY COMMITTEE FOOD	284.29	12/10/2020
10870	FARHA WHOLESALE COMPANY INC	CENTRAL - SUPPLIES	224.64	12/10/2020
10871	WAL-MART	PERKINS INNOVATION-DUR MATERIALS (CULINARY)	211.00	12/10/2020
10872	LOWE'S HOME CENTER INC	PERKINS INNOVATION--DUR MATERIALS (FFM)	250.00	12/10/2020
10873	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERVICES	350.00	12/10/2020
10874	WAL-MART	HCCI SUPPLIES	53.91	12/10/2020
10875	OATC SUPERINTENDENTS ACCT	STAFF TRAVEL - REGISTRATION	70.00	12/11/2020
10876	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	100.00	12/14/2020
10877	HOBBY LOBBY	COSMETOLOGY SUPPLIES	132.70	12/14/2020
10878	DANNYS BBQ HEAD QUARTER, INC	ADVISORY COMMITTEE FOOD	71.06	12/14/2020
10879	RIB CRIB	ADVISORY COMMITTEE FOOD	92.59	12/14/2020
10880	RIB CRIB	ADVISORY COMMITTEE FOOD	79.41	12/14/2020
10881	LAKESIDE GRILL	ADVISORY COMMITTEE FOOD	123.90	12/14/2020
10882	CROSS OIL CO.	BUS MAINT REPAIRS	714.45	12/15/2020
10883	DANNYS BBQ HEAD QUARTER, INC	ADVISORY COMMITTEE FOOD	125.08	12/15/2020
10884	FIRST BANKCARD VISA	MARKETING/SUPPLIES	109.50	12/15/2020
10885	LABYRINTH LEARNING, INC	AT&D RESALE BOOKS	191.40	12/15/2020
10886	CIMC-CCS	AT&D RESALE BOOKS	559.00	12/15/2020
10887	CENTERS FOR MEDICARE & MEDICAIDE SERVICES	DIRECTOR OF INSTRUCTION - PROF SERVICES	180.00	12/15/2020
10888	STAPLES ADVANTAGE	HCC - SUPPLIES	63.62	12/15/2020

**PIONEER TECHNOLOGY CENTER**

From PO: 10835 to PO: 10923

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

PO #	Vendor Name	General Description	Amount	Date
10889	GALAXIE BUSINESS EQUIPMENT INC	CENTRAL - SUPPLIES	98.00	12/16/2020
10890	360 OUTDOOR TURF	GROUNDS REPAIRS	375.00	12/16/2020
10891	BRACE BOOKS & MORE	IT&D - RESALE BOOKS	50.00	12/16/2020
10892	CENTRAL RESTAURANT PRODUCTS	PERKINS INNOV GRANT- DURABLE MATERIALS CULINARY	466.49	12/16/2020
10893	FIRST BANKCARD VISA	PN SUPPLIES	1,129.35	12/16/2020
10894	SIMPLE SPACES, LLC	BIS ADMIN - TRAVEL REGISTRATION	1,170.00	12/17/2020
10895	LINDA CLARK CONSULTING LLC	BIS DEPT STAFF - TRAVEL REGISTRATIONS	1,800.00	12/17/2020
10896	ATWOODS	TANF STUDENT ASSISTANCE OTHER	71.96	12/17/2020
10897	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES -- SUPPLIES	910.00	12/21/2020
10898	CONSTANT CONTACT	MARKETING/ADVERTISING	808.50	12/21/2020
10899	MURRAY WOMBLE	BUILDING MAINT REPAIRS	427.00	12/22/2020
10900	ACTION TRUCK PARTS	VEHICLE MAINT REPAIRS	100.38	12/22/2020
10901	FIRST BANKCARD VISA	CENTRAL - SUPPLIES	687.39	01/04/2021
10902	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	151.50	01/05/2021
10903	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - SUPPLIES	500.00	01/05/2021
10904	OU ECONOMIC DEVELOPMENT INSTITUTE	BIS ADMIN - TRAVEL REGISTRATION	800.00	01/05/2021
10905	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	138.20	01/05/2021
10906	TANF STUDENT ASSISTANCE	TANF TUITION	550.00	01/05/2021
10907	FARHA WHOLESALE COMPANY INC	CHILDRENS LAB - SUPPLIES (COVID)	250.00	01/05/2021
10908	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	01/05/2021
10909	FIRST BANKCARD VISA	PN SUPPLIES	329.90	01/05/2021
10910	POCKET NURSE	MA AND HCC II SUPPLIES	191.97	01/05/2021
10911	FIRST BANKCARD VISA	TANF DUES/FEES	75.00	01/06/2021
10912	WAL-MART	BUILDING MAINT - SUPPLIES	60.00	01/06/2021
10913	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	350.00	01/06/2021
10914	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	400.00	01/06/2021

**PIONEER TECHNOLOGY CENTER**

From PO: 10835 to PO: 10923

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

PO #	Vendor Name	General Description	Amount	Date
10915	KEATHLYS	GROUNDS SUPPLIES	250.00	01/06/2021
10916	UNIFORM STOP - STILLWATER	TANF STUDENT ASSISTANCE OTHER	200.00	01/06/2021
10917	KELLE REPAIR AND TIRE CENTER	BUS MAINT REPAIRS	40.00	01/06/2021
10918	STATE SURGICAL SUPPLY	CENTRAL - SUPPLIES (COVID)	800.00	01/06/2021
10919	OATC SUPERINTENDENTS ACCT	EXECUTIVE DIR - TRAVEL REGISTRATION	35.00	01/06/2021
10920	KELLE REPAIR AND TIRE CENTER	VEHICLE MAINT - SUPPLIES	599.00	01/06/2021
10921	KELLE REPAIR AND TIRE CENTER	BUS REPAIRS MAINT	1,364.00	01/07/2021
10922	CIMC-CCS	AT&D RESALE BOOKS	232.00	01/07/2021
10923	FIRST BANKCARD VISA	SUPERINTENDENT SUPPLIES	1,500.00	01/07/2021
		<b>Current Encumbered</b>	<b>66,632.86</b>	

PIONEER TECHNOLOGY CENTER

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

From: 04 Dec 2020 to: 07 Jan 2021

PO #	Vendor Name	General Description	Amount	Date
10003	PONCA CITY NEWS	BLANKET PO	92.00	07/01/2020
10023	FARHA WHOLESALE COMPANY INC	BLANKET PO	7,000.00	07/01/2020
10033	LARRY MURPHY INSUR	BLANKET PO	39.00	07/01/2020
10064	TANF STUDENT ASSISTANCE	BLANKET PO	1,000.00	07/01/2020
10066	TRAVEL (STAFF)	BLANKET PO	-550.00	07/01/2020
10144	SWASFAA	FINANCIAL AID - MEMBERSHIP	-25.00	07/06/2020
10199	WAL-MART	BLANKET PO	450.00	07/14/2020
10200	EVCO	BLANKET PO	2,000.00	07/14/2020
10261	FARHA WHOLESALE COMPANY INC	BUILDING MAINT - SUPPLIES (COVID19)	-447.08	07/27/2020
10343	JUNIOR'S LOCK & ALARM	BLDG MAINT - SUPPLIES	-28.00	08/12/2020
10362	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-174.20	08/14/2020
10364	HOFFMAN AUTOMOTIVE	AUTO TECH - REPAIRS	-900.00	08/14/2020
10372	PROJECT LEAD THE WAY (PLTW)	BIOMED- LAB SUPPLIES	-2,751.25	08/17/2020
10419	STAPLES ADVANTAGE	TANF CONSUMABLES	-200.00	08/26/2020
10465	PROJECT LEAD THE WAY (PLTW)	BIOMED- LAB SUPPLIES	-1,764.00	09/02/2020
10471	TPI STAFFING SERVICE, INC	BLDG MAINT - TEMP CUSTODIAL SERVICES	4,245.00	09/04/2020
10550	ADAMS PLUMBING	BLDING MAINT REPAIRS	-333.95	09/22/2020
10556	TANF STUDENT ASSISTANCE	TANF TUITION/BOOKS	-39.00	09/22/2020
10609	ELSEVIER	AT&D RESALE BOOKS	-1,050.00	09/30/2020
10613	DISCOUNT TIRE DIRECT	VEHICLE MAINT - REPAIRS	-18.64	09/30/2020
10618	FIRST BANKCARD VISA	STAFF TRAVEL - LODGING	-192.00	10/01/2020
10650	MOORE-NORMAN TECHNOLOGY CENTER	EXISTING INDUSTRY - PROF SERVICES	-595.00	10/06/2020
10656	EXPRESS SERVICES, INC.	BLDG MAINT - TEMP CUSTODIAL SERVICES	634.04	10/07/2020
10667	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-130.00	10/09/2020
10691	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-248.00	10/14/2020
10693	POCKET NURSE	AT&D RESALE SUPPLIES	-222.70	10/14/2020
10694	JUNIOR'S LOCK & ALARM	SUPPLIES - BLDG - MAINT	-30.00	10/14/2020
10698	B&H PHOTO-VIDEO	COMPUTER SERVICES - SUPPLIES	-130.10	10/15/2020

PIONEER TECHNOLOGY CENTER

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

From: 04 Dec 2020 to: 07 Jan 2021

PO #	Vendor Name	General Description	Amount	Date
10703	MSC INDUSTRIAL SUPPLY CO	FFM SUPPLIES	-107.10	10/20/2020
10732	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-102.18	11/03/2020
10746	ALLIED ELECTRONICS	INDUSTRIAL TECH - SUPPLIES	-3.09	11/06/2020
10754	GRAINGER	BLDING MAINT REPAIRS	-55.57	11/10/2020
10761	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES - SUPPLIES (COVID)	-100.00	11/10/2020
10768	TEACHERSPAYTEACHERS.COM	ACADEMIC MATH - SUPPLIES	2.99	11/11/2020
10772	HARLAND'S DIESEL SERVICE	BUS MAINT REPAIRS	-492.85	11/12/2020
10784	STAPLES ADVANTAGE	BUILDING MAINT - SUPPLIES	-27.81	11/16/2020
10786	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - OTHER SUPPLIES (GRANT)	-5.20	11/16/2020
10798	STAPLES ADVANTAGE	TANF CONSUMABLE SUPPLY	-12.00	11/18/2020
10806	DISCOUNT SCHOOL SUPPLY	CHILDRENS LAB - SUPPLIES	-4.00	11/19/2020
10809	POCKET NURSE	AT&D RESALE SUPPLIES	-0.25	11/20/2020
10812	BRACE BOOKS & MORE	BIS ADMIN - SUPPLIES	-36.12	11/20/2020
10813	MACHINE TOOL SPECIALTIES	MACHINE TOOL - REPAIR	796.93	11/20/2020
10815	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-85.00	11/24/2020
10818	WAL-MART	HCCI - SUPPLIES	-42.76	11/30/2020
10820	SOBER BROTHERS, INC.	BUILDING MAINT - SUPPLIES	-21.46	11/30/2020
10821	ASTORIA BLVD BISTRO	ADVISORY COMMITTEE MEETING FOOD	-87.91	11/30/2020
10823	WAL-MART	HCCI SUPPLIES	-22.75	11/30/2020
10824	THE BOB PIKE GROUP	STAFF REGISTRATIONS - COVID19	-2.50	11/30/2020
10829	WAL-MART	AT&D RESALE SUPPLIES	-11.41	12/01/2020
10830	HOBBY LOBBY	AT&D RESALE SUPPLIES	-33.15	12/01/2020
10831	FIRST BANKCARD VISA	BITE NETWORK - SUPPLIES	-1.35	12/02/2020
10832	JENKINS & PRICE	BUILDING MAINT/SUPPLIES	-0.04	12/02/2020
10834	WAL-MART	FINANCE - SUPPLIES	-35.16	12/03/2020
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>5,141.38</b>	
<b>REPORT TOTAL:</b>			<b>5,141.38</b>	

*Building*

**PIONEER TECHNOLOGY CENTER**  
From PO: 10040 to PO: 10040

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

PO #	Vendor Name	General Description	Amount	Date
10040	KYLER CONSTRUCTION	BLDG MAINT - MAJOR REMODEL/REPAIRS	4,507.00	01/06/2021
		<b>Current Encumbered</b>	<b>4,507.00</b>	

PIONEER TECHNOLOGY CENTER

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

From: 04 Dec 2020 to: 07 Jan 2021

PO #	Vendor Name	General Description	Amount	Date
10037	EVANS & ASSOCIATES CONSTRUCTION CO. INC.	BLDG MAINT - MAJOR REMODEL/REPAIRS	-1,610.00	11/17/2020
BUILDING FUND TOTAL:			-1,610.00	
REPORT TOTAL:			-1,610.00	

*Payroll*

**PIONEER TECHNOLOGY CENTER**

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

From: 04 Dec 2020 to: 07 Jan 2021

PO #	Vendor Name	General Description	Amount	Date
70001	AT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	500.00	07/01/2020
70002	IT&D INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	700.00	07/01/2020
70003	SAFETY INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	-2,000.00	07/01/2020
70005	ABE INSTRUCTORS (FEDERAL)	BLANKET PAYROLL ENCUMBRANCE	1,200.00	07/01/2020
70007	ABE / TANF INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	3,806.45	07/01/2020
70008	ABE / CORRECTIONS INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	-2,000.00	07/01/2020
70010	SUBS - RECEPTIONIST	BLANKET PAYROLL ENCUMBRANCE	1,000.00	07/01/2020
70014	SUBS - (BITE) NETWORK SYSTEMS	BLANKET PAYROLL ENCUMBRANCE	100.00	07/01/2020
70017	SUBS - NURSING	BLANKET PAYROLL ENCUMBRANCE	10.89	07/01/2020
70023	SUBS - CHILDREN'S LAB	BLANKET PAYROLL ENCUMBRANCE	500.00	07/01/2020
70026	SUBS - INDUSTRIAL TECHNOLOGY	BLANKET PAYROLL ENCUMBRANCE	137.12	07/01/2020
70027	SUBS - MACHINE TOOL	BLANKET PAYROLL ENCUMBRANCE	24.75	07/01/2020
70028	SUBS - WELDING	BLANKET PAYROLL ENCUMBRANCE	100.00	07/01/2020
70030	SUBS - CRIMIINAL JUSTICE	BLANKET PAYROLL ENCUMBRANCE	112.38	07/01/2020
70032	ADJUNCT CRIMINAL JUSTICE INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	-400.00	07/01/2020
70033	ADJUNCT FIREFIGHTING INSTRUCTORS	BLANKET PAYROLL ENCUMBRANCE	4,309.00	07/01/2020
70153	KARNISH, JANICE K	PAYROLL ENCUMBRANCE	125.40	10/07/2020
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>8,225.99</b>	
<b>REPORT TOTAL:</b>			<b>8,225.99</b>	

# Monthly Report

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## January, 2021

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### Meetings and Activities

- **December 9** – After Board Meeting Report to Staff; Architect Meeting for Westward Expansion
- 10 – Area Superintendents' Zoom Meeting; Peachtree Landing Board Meeting; Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting
- 11 - November/December Staff Birthday Luncheon; Art Kirchenbauer Retirement Celebration
- 14 – Admin Team Meeting; Tech Center Leadership Session
- 16 – PTC Westward Expansion Meeting
- 18 – PTC Holiday Celebration; Superintendent Advisory Council Meeting
- 21 – 22<sup>nd</sup> Vacation
- 23-31 Christmas Break
- **January 1** – New Year's Holiday
- 4 – Holiday work day
- 5 – Students return to in-person instruction; Admin team meeting
- 6 – Culinary Arts Planning Meeting
- 7 – Conference Call with Dr. Mack and CTE Superintendents; PTC Westward Expansion Meeting
- 8 – Centers of Workforce Excellence Planning Meeting

### Full-Time Programs

- PTC resumed in-person instruction with students on Jan. 5<sup>th</sup>.
- Continuing to see some COVID quarantines and isolation among students and staff, who were quarantined or tested positive over the break. We will monitor the impact on campus and will make any necessary adjustments to our delivery method as needed.
- PTC has been approved to offer CLIA (Clinical Laboratory Improvement Act) COVID-19 Testing for staff. Michelle Tripp will manage the testing program, and the health instructors and other trained individuals will administer the tests and record the tests. We will have available rapid tests, and for those testing positive with a rapid test, a saliva test will be sent in for further confirmation. We will be able to test up to 50 staff each week, so each staff member could be tested twice a month.
- We are waiting on more information about vaccinations from the state. In their released phases, personnel from schools and other educational settings are scheduled to be vaccinated in Phases 2 and 3. Kay county has a scheduled date for Jan. 7<sup>th</sup>, which is already full, and has focused on first responders, healthcare workers and those 65 and older. Future dates will be released soon.

### Business and Industry Services

- The spring offerings of our short-term training also resumed Jan. 5<sup>th</sup>. There are several new offerings in this semester's line up.
- Molly Kyler, Janet Schwabe, Traci and Kahle met with executive council members of the North Central Oklahoma Center of Workforce Excellence (NCOCWE) to discuss a potential industry sector grant opportunity. The discussion yielded support for making application with transportation and supply chain distribution as the focus industry for this area. The grant is due by Jan. 22<sup>nd</sup>.

- The full advisory council for NCOCWE is scheduled to meet on January 26<sup>th</sup> for our first meeting as an approved center. Our focus will be to plan our path forward as a recognized center, review our planned goals and establish action plans to address the identified priorities.

## Capital Planning

We are in the 31st week of the project and continue to be on schedule, although there has been some weather delay of work. Much work for the exterior of the project has been completed over the holiday break period, and we anticipate the exterior portion of the project to be “dried in” within the next three weeks. That will help move progress along without the weather as a delaying factor. Earthwork for the curb inlets in the west side of the new road is set to begin next week and then will transition to the North parking lot. Structural steel erection is complete, and they were able to finish on schedule. The concrete lid for the Safe Room is scheduled to be installed in the next two weeks. The metal stud walls have been installed in the production kitchen, and the drywall installation is in progress. The gas pipe and water line plumbing has begun in the production kitchen area and will move to the culinary classroom area next.

## Upcoming Events

- January 14<sup>th</sup> – Area Superintendent Meeting
- January 15<sup>th</sup> – PTC Professional Day/Student Virtual Day
- January 18<sup>th</sup> – Martin Luther King Day – no classes
- January 20<sup>th</sup> – Career Tech Superintendent Meeting
- January 21<sup>st</sup> – State Board Meeting – PTC Accreditation Approval
- January 26<sup>th</sup> – NCOCWE Meeting
- January 27<sup>th</sup> - Oklahoma Cross Agency/Cabinet Workforce Programs and Services Subcommittee Meeting

**Directors' Report to the PTC Board of Education – January 2021  
(Alphabetic by Area)**

**Business & Industry Services & Safety**

- The BIS team conducted 137 one-on-ones/consults for a total of 111 counseling hours.
- Janet Schwabe conducted 12 marketing visits in addition to her 21 consults. Her confirmed impact reported for Q1-3 2020 in her region includes:
  - \$15M in retained sales
  - 2 jobs created
  - 75 jobs retained
  - \$1.5M in cost savings (labor, material, overhead)
  - \$2,598 in workforce/training
  - \$102,700 avoidance of unnecessary investment
- Ben Evans, Dawn Brakey, and Robert Howard provided technical assistance to clients resulting in client awards/client savings of approximately \$1,224,351.
- Dawn Brakey's clients reported a total of 21 award received through government contracting services.
- Ben Evans consulting focus has included funding for startups, funding for business expansion, and funding for business remodel in addition to working with business plans, PPP and EIDL issues.
- Robert Howard worked with most of his clients on HR, Financial or Property issues.
- Jeff Lockett worked with some of his ABM clients on FSA borrower training.
- Johnny Thornburgh wrapped up the Central Tech truck driver program. We had four participants, three successfully completed and are employed.
- Sylvia Urioste worked with five different departments within the Ponca Tribe on areas such as training program creation and scheduling current training needs.
- The BIS team also logged 1,990 training contact hours with district clients.
- Our AT&D classes generated revenues of \$20,804.
- The revenue generated from our Safety training is \$14,805.
- AT&D offered 2 on-campus classes, 1 offer certification.

CMA	7
Total Students	7

- Carl Storm and Molly Kyler attending a workshop on Motivating Millennials the school's LERN membership.
- Corbin Dewitt is working on developing a Toastmasters International Chapter for our community. He has been actively recruiting participants. The organizing meeting was today.
- Molly Kyler, with the support Corbin and the marketing team launched a 14 Day Self Growth Challenge as a social media campaign to make our BIS services and expertise more accessible. We got a lot of traction with the initial launch.
- Molly and Pam Dickerson participated on the professional development committee.
- Just this past week, Molly, Dawn Brakey, and Jeff Lockett met with City of Blackwell Leadership to start discussions on possible partnerships and resources.

- Our first 2021 truck driver training course started this past week with the CDL class. We have four participants.
- For the first half of FY 2021 the BIS team has
  - Worked with over 3,984 clients/students
  - Helped create 13 jobs
  - Helped retain 236 jobs

On the horizon for BIS ...

- January 11 – 14 Day Self Growth Challenge – Molly Kyler
- January 12 – Ponca City Toastmasters – Corbin Dewitt
- Jump Start Your 2021 Program (in Partnership with PCDA) – Corbin Dewitt
- March 3 & April 1 – Dare to Lead – Corbin Dewitt
- January 27, February 24, March 31, May 4 – Get Ready Series – Keep It Local – Government Contracting – Dawn Brakey
- February 3 – 1 million cups – Robert Howard

**Communications & Marketing**

Promoted the new AT&D schedule for Winter/Spring through Email Blast, Newspaper and Social Media.

PTC is honoring our board members for Board of Education Appreciation Month. Angie Ogden created board appreciation ads for Ponca City monthly & all newspapers.

Terri Busch and Angie Ogden assisted with Art's retirement party Dec. 11th, created invitations, pulled pictures, created centerpieces, and set-up for the party as well as took photos and featured them on social media.

Angie Ogden completed eBlasts for BIS, Christmas greeting, AT&D New Year and created Christmas greeting ads for newspapers

The team created and promoted facebook events for Jan. AT&D classes.

Angie Ogden created several flyers and info sheets for BIS. Get Ready Series, Jumpstart Series, and Sales Strategy.

The team met with Dawn Brakey and created Keep It Local invites & flyers for future events.

The team took Student of the Month pictures & created graphics which were featured on social media as well as the newspaper.

Steve Correll's retirement invites were created by Angie Ogden and the team was tasked with decorating the tables and finding photos to feature for his party.

Updates were made to the website for CWE (Centers For Workforce Excellence) web page and Covid related changes.

Terri Busch worked with Jay Wagner to take 360 photos for a virtual campus tour. Angie Ogden took him around to programs/classrooms Dec. 23rd when things were empty.

Reshoots were done for the Recruitment Video, Terri Busch is working with Ashley Ballinger with Speak Now for final edits.

Terri Busch made a greeting video with Zoom photos taken in December of work groups. Christmas greetings were scheduled for social media every day leading up to the holiday.

#UnitedInTheHustle Campaign (Statewide) continued through December. Terri Busch featured videos and photos within PTC's already full social media schedule.

Professional Development Committee met to firm up plans, Terri Busch is assisting with getting Jessica Kozarevich as a speaker.

The Communications & Marketing Team met in early December, Terri Busch attended that virtual meeting.

New Employee On-Boarding changes were made by Terri Busch to the PowerPoint. Our team is working on graphics and welcome video for on-boarding as well.

## **Instructional Services**

### **Instructional Directors**

- Kahle Goff participated on a virtual Accreditation Team for Metro Technology Center.
- All Instructional Directors helped organize and participated in Art Kirchenbauer's retirement party.
- Kendra Keelin, Michelle Tripp, and Kahle Goff met to discuss processes for volunteer COVID-19 testing of PTC staff members.
- Kahle Goff and Kendra Keelin completed CPR training.
- Kendra Keelin attended SRN (Survivor Resource Network) board meeting.

### **Practical Nursing**

Amy Milner from Bethany Children's Rehabilitation Hospital was the guest speaker for contract day in December. She discussed how the hospital was established and how it provides a critical service for the state and the entire midwest region. The students normally take a field trip to the hospital, but we cannot at this time.

The September 20 class attended orientation at Alliance Heath Ponca City. The class will start clinical rotations at the hospital in January.

Graduated 3 students from the March 2019 class. They are just waiting to receive word on a testing date for NCLEX. We expect several more out of this class to graduate in January.

The Oklahoma Board of Nursing approved a request to present a presentation virtually to the students to learn more about how the board of nursing functions and the nurse practice act. The presentation will be presented by Gina Stafford, RN, BSN, **on January 8th**.

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

Medical Assisting:

- The courses the students completed this semester are; Informatics, Anatomy and Physiology, Medical Terminology, Word/Excel, Typing, Clinical I, Coding, and Law and Ethics.
- For the start of second semester we will be jumping right into; Clinical Calculations (Pharmacology), Clinical II, and Introduction to Medical Insurance.

Academic Math:

- Geometry: We are working on different segments of triangles and their characteristics. We will be learning about altitudes, medians, centroids, orthocenters, and much more!
- Algebra 2: Algebra 2 students are diving into the world of polynomials. Polynomials can be intimidating to students because of their length and complexity. We begin by analyzing and classifying the polynomials. This gives students a good foundation to be able to perform different operations with them and to successfully graph them.
- PreCalc: PreCalc is also working on Polynomial Equations and Functions, but in a much more in depth and intensive manner.

Teacher Prep:

- Teacher Prep worked hard during the month of December.
- Learning activity packets were completed. WorkKeys assignments continued.
- We were able to do some Christmas fun with the kiddo's in the Preschool Lab in the form of lesson plans.
- The students were able to do some virtual activities with the Christmas spirit!. Having a virtual Christmas party with a Secret Santa was a challenge but we were quite successful

#### Children's Lab and Preschool:

- Lab teachers presented parents with developmental portfolios and assessments for their Parent Teacher Conf. Parents were invited to participate in a zoom session with their child's teacher if they had questions or needed more time to speak with them.  
The Winter Party was held on the last day school was in session before the break. Teachers held a Polar Express party in each classroom - Kids and staff wore their pajamas and brought warm fuzzy blankets to watch the Polar Express while having Donuts and Chocolate Milk for Breakfast. The day ended with cookie decorating, a winter craft, and party snacks.  
Danielle Cross completed the training Pyramid Preschool-18Hr and The Mindful Classroom-1Hr\*

Kindal Eller helped judge the FCCLA Cake Decorating Contest.

Lora Walton participated in a STARS licensing review with DHS by a phone conversation. All criteria were met.

Lora Walton met with a Brightwheel representative on the new Billing platform they are implementing in the Lab.

Lora Walton attended the Teacher Prep Advisory Committee Meeting.

Lora Walton attended the meeting for the new emergency substitute pool of PTC employees.

- There were 25 children enrolled in the Children's Lab in December.

#### HCC1:

- Students have started and are working on:
  - Anatomy Senses Unit, Blood Unit, & Cardiovascular System. Students have participated in numerous activities such as putting their senses to the test, making blood component slime, blood typing, and drawing the human heart.
  - Core Cultural Diversity, Teamwork, & Vital Signs. Students have participated in numerous activities such as case studies, discovering various religious beliefs, creating escape rooms, and vital sign skills.
  - Medical Terminology Senses Unit & Cardiovascular System.
- Career Center: all first year students are studying and continuing to work on obtaining their workkeys certifications. Several students have obtained certifications already.
- HOSA-Students are studying for HOSA State Leadership Competition Events that will be hosted in April. We are working towards obtaining a Gold Chapter Award at the State Leadership Conference which will be announced in April.

#### HCC2:

- **Career Majors**-Students have selected individual career majors to complete before May.
- **ACNA: (Advanced Acute Care Nursing Assistant or Pre-Nursing)** Pre-Nursing students have completed the Wound Care & Sterile Technique unit. These students have also mastered a number of skills and are looking forward to starting at their clinics sites!
- **PhT: (Pharmacy Technician)** Pharmacy students have been working in the Medical Review unit as well as law and ethics. Pharmacy students have completed all skills and are ready for clinicals.

- **VA: (Veterinary Assistant)** Veterinary students have worked on/completed Veterinary Assistant-Phase One. Veterinary Assistant students have also learned numerous skills with each of the above listed units.
- **Clinicals-** We begin clinicals in a few weeks. All students will rotate to various sites to experience and gain valuable real life situations with patients.
- **HOSA-** We currently have many students from the HCCII Class studying for HOSA State Leadership Competition Events that will be hosted virtually in April. We are working towards obtaining a Gold Chapter Award at State Leadership Conference which will be announced in April.

**ABE/HSE:**

- Have over a hundred students enrolled.
- New students starting January 12.
- Working on a few options for group live distance learning

**SHARE:**

- SHARE program now has 2 more students complete all their credits for graduation.
- We have added 10 new students this semester and expect more to come. New Beginning:
- 2 new students in December
- 19 full time students
- 12 students in after care – Working
- Several students that are quarantined
- We are very blessed that we have technology so the students can continue to move forward in their studies and careers

**BITE:**

- The BITE programs have returned to a full schedule after a much needed break.
- Both programs have multiple students out in quarantine which is helping with maintaining distances. Quarantined students are still able to work and complete their curriculum.

**Biomed:**

- With COVID cases on the rise, Pioneer Tech decided to move to an A/B schedule. With most other programs having to reduce their number of students by half, biomed was able to stay “in person” for four out of the five days of the week. This allowed us to continue through more of the curriculum and do the labs in class.
- This month students practiced drawing blood with our new prosthetic arm and presented a plan for how they would care for a patient with a specific diagnosis.
- We also spent much of our time learning the different bones of the human skeletal system in our human anatomy and physiology class.
- We are looking forward to this new semester where we will be looking at real human chromosomes under the microscope and learning what things need to be done in a medical emergency.

**T&I and Service Programs**

**Automotive**

- Good to be back with normal classes
- Had great Christmas break
- Students are beginning Steering and Suspension and are in the process of two suspension rebuilds. Will have more once these projects are completed

**Construction**

- SkillsUSA virtual event preparation
- Students working on self-selected projects

#### Cosmetology

- I worked with Advisory Council Members to put into place a mentor program for 2nd year students. The second year students will each be partnered with a local cosmetologist. The mentor will come to PTC once a month and work one on one with the student that they are mentoring. The student will also have the opportunity to observe them at their salon for 6 hours that is outside of class time.

#### Criminal Justice

- Working on skills training with the Ponca City Police Department on various skills.
- Advisory meeting held December 16th, Advisory members that attended were Brian Hermanson 8th District Attorney of Kay and Noble County, Ponca City Chief of Police Don Bohon, Oklahoma State Bureau of Investigation Special Agent Richard Brown, Oklahoma Department of Wildlife Game Ranger Spencer Grace , Special Associate Kay County Court Judge David Wilkie. All advisory members voiced their support for the program and gave ideas on how they see to strengthen the Criminal Justice Program.
- Preparing for virtual Skills USA State Contest.
- Nikki True a past student of the Criminal Justice Program at PTC, was hired by the Ponca City Police Department this past summer as a Dispatcher. Nikki will be an adjunct instructor teaching the 911 dispatcher training simulator.

#### Culinary Arts

- Held my virtual advisory meeting
- Had a few students take their comp test and several are studying to retake

#### Firefighter/EMT

- Fire students have completed certification testing on Firefighter 1, Hazmat Awareness, and Hazmat Operations.
- We are significantly further ahead in the course curriculum than we were last year.
- EMT students are 75% through the course curriculum and will test early March.
- We are currently training on auto extrication in both classes.

#### Fleet & Facilities Management

- Community service for Festival of Angels – Helping take lights down

#### Industrial Tech

- Follow up completed
- 2 students in Work Based Learning with MakeKings Sign Company
- One student Work Based Learning in instrumentation

#### Machine Tool

- Student on Work Based Learning at Precision Tool & Die
- Another student being recruited by Mertz Manufacturing
- Implementation of Caminstructor curriculum
- Teaching Mastercam

#### Welding

- Group project completed material rack for the Festival of Angels
- Several students are ready for state certification testing
- Potential partnership with a national renewable energy company for Work Based Learning. Working with Johnny Thornburgh

### **Student Services**

### Student Services

- December as a very busy month with the semester ending. The SS Team held their annual advisory meeting and are Special Educators meeting on campus. Student semester schedule changes and enrollment took place to meet student needs.
- Student conferences were held where needed and Simulated Workplace reviews were done in all classes with instructors and students.
- We are working on cross training as a team to cover all area's as staff needs to be gone or quarantined in areas we need to vamp up.
- We completed a team review on the accreditation report and are looking at improvements/changes that may need to be made for Student Services.
- Happy New Year! We wish each of you continued health in 2021.

### Career Center

- Continued with Employ-ability soft skills via Google Meet. Did work ethic along with logging on to the Oklahoma Career Guide for all 2nd year students and creating an account for Oklahoma Job Match for all 2nd year students.
- Helped with mock interviews for nursing students..
- CEA provided gift bags to all staff members for Christmas since we were unable to have a Christmas party.
- The students have continued to work towards completing their CRC. New completers have been added to the WorkKeys Wall of Fame. First year Career Center students have logged into their OKCareerGuide accounts and are working on completing the three assessments.

### Career Development Facilitator

- I am adjusting the timeline of when we talk about graduation requirements and ICAP planning to January since we do not know how long we will be able to stay in school. Hopefully I am able to get through all of the schools and students in January so we can go back and focus more on career exploration, team building and success tips in February.

### Assessment Facilitator

- During December, Criminal Justice and Culinary Arts students completed their competency tests. I judged the online cake decorating for FCCLA. We gave the ACT for the second time. We gave about 120 tests for the month.

### Disabilities Specialist/Job Placement Facilitator

- Provided Read Aloud Accommodations for competency testing as needed.
- Assisted with and Administered WorkKeys and Comp Testing in the Assessment Center.
- Communicated College Day and Military information to students via email.
- Hosted Virtual Cowley College Day for students.
- Completed CPR Training for Children's Lab and Preschool sub.

### Plant/Facilities

- Competitive bid opening January 5<sup>th</sup>, 2021 at 12:30 p.m. for the 2021 A/V Conference Center Project. See recommendation for approval.
- Scheduling window installation for Criminal Justice classroom/shop.
- Requesting approval for lighting project in Seminar Center for purchases over \$10,000
- Routine holiday break cleaning and disinfecting.
- Equipment and furniture quotes for staff requests. Will bring to next board meeting with requests.
- Construction meeting 1/7/2021.

**PIONEER TECHNOLOGY CENTER**  
**Part-time & Temporary Employment Contracts and/or Addenda to Contracts**  
**January 12, 2021 FY 2020/2021**

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
LaDonna Bartlett	ABE/HSE Instructor Osage County	01/01 – 01/31 (M-T 5:00-7:00pm)	350.00
Coleen Blevins	ABE/HSE Instructor	01/01 – 01/31 (T/TH 3:15-6:15pm)	700.00
Carol Bottoms	ABE/HSE Instructor	01/01 – 01/31 (35 hrs)	875.00
Tanner Crawford	Adjunct Firefighter Instructor	01/13 – 05/21 (up to 150 hrs)	20.00/hr
Chad Cunningham	Adjunct Firefighter Instructor	01/13 – 05/21 (up to 150 hrs)	20.00/hr
Tyler Evans	School Bus Refresher	12/17 (4:00-6:00pm)	52.68
Larry Godley	ABE/HSE/ESL Instructor	01/01 – 01/31 (M 10am-12pm & T/TH 4:30-6:30pm)	780.00
Elaine Harmon	ABE/HSE Math Instructor	01/01 – 01/31 (38.5 hrs)	962.50
Britton Hodge	Adjunct Firefighter Instructor	01/13 – 05/21 (up to 150 hrs)	20.00/hr
Tonya Jackson	ABE/ESL Instructor	01/01 – 01/31 (M/TH 4:30-7:30pm)	612.50
Donald James	Adjunct Firefighter Instructor	01/13 – 05/21 (up to 150 hrs)	20.00/hr
Janice Karnish	Evening HiSet Test Examiner	01/06 – 01/20 (10 hrs)	250.00
Katelyn Lawson	Adjunct Firefighter Instructor	01/13 – 05/21 (up to 150 hrs)	20.00/hr
Steven Long	Adjunct Firefighter Instructor	01/13 – 05/21 (up to 150 hrs)	20.00/hr
Alisa McCleary	CNA Tests	12/02 – 12/20 (7.5 hrs)	187.50
Tracy McCloud	ABE/HSE Instructor	01/01 – 01/31 (112 hrs)	2,912.00
Joni Murphy	ABE/HSE Instructor Osage County	01/01 – 01/31 (W 6:00-8:00pm)	237.50
Diane Pendleton	ABE/HSE Instructor	01/01 – 01/31 (M/T/TH 4:30-7:30pm)	962.50
Jake Pierce	Adjunct Firefighter Instructor	01/13 – 05/21 (up to 150 hrs)	20.00/hr
Pam Powers	ABE/TANF Instructor	01/01 – 01/31 (W/TH/F 8am-2:30pm)	2,100.00
Pam Powers	ABE/HSE Instructor	01/01 – 01/31 (TH 4:30-7:30pm)	350.00
Kristina Reed	CNA Instructor	01/05 – 01/28 (M-F 8:30am-2:30pm)	2,376.00
Rebecca Stephens	ABE/HSE Instructor	01/01 – 01/31 (M-W 4:30-7:30pm)	875.00
Valerie Streeter	ABE/HSE Clerical Data Entry	01/01 – 01/31 (112 hrs)	1,568.00
Elaine Thomas	ABE/ESL Instructor	01/01 – 01/31 (M/TH 4:30-7:30pm)	612.50
Nikki True	Adjunct Criminal Justice Instructor	01/13 – 05/21 (up to 150 hrs)	15.00/hr
Dana Vap	Adjunct Firefighter Instructor	01/13 – 05/21 (up to 150 hrs)	20.00/hr
Laike Wilhelm	Adjunct Firefighter Instructor	01/13 – 05/21 (up to 150 hrs)	20.00/hr

**PIONEER TECHNOLOGY CENTER**  
**PURCHASES OVER \$10,000**  
 Equipment/Furniture/Remodel or Repairs/Technology  
 FY 2020-2021      January 12, 2021

**GENERAL FUND**

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Distance Learning Technology CARES Act Funding	Galaxie Business Equip	(2) 50" Interactive Display Sharp PN-L501C	\$ 5,394.00
		(2) Windows 10 i7 Processor PN-SPCi7W10C	\$ 3,496.00
		(2) Rolling Cart PN-SR780M	\$ 1,328.00
		(2) 1080p HD Webcam Logitech VC C930E	\$ 499.98
		(2) Standard Wireless Keyboard/Mouse	\$ 400.00
		(2) 40" Interactive Display Sharp PN-L401C	\$ 3,746.00
		(2) Windows 10 i7 Processor PN-SPCi7W10C	\$ 3,496.00
		(2) Rolling Cart Supertek Mobile Cart	\$ 598.00
		(2) 1080p HD Webcam Logitech VC C930E	\$ 499.98
		(2) Standard Wireless Keyboard/Mouse	\$ 400.00
TOTAL			\$19,857.96

*(Other Quotes: CDW - \$21,741.98; Redlands Office - incomplete pricing)*

Distance Learning Technology CARES Act Funding	MNJ Technologies	(90) HP Chromebooks	\$19,710.00
		(90) Google Chrome Management	\$ 2,430.00
		(90) HP Care Pack Extended Service Maint	\$ 3,150.00
		(35) HP ProBook Notebooks	\$27,790.00
		(35) HP Care Pack Extended Service Maint	\$ 6,440.00
TOTAL			\$59,520.00

*(Other Quotes: CDW - \$67,947.50)*

Distance Learning Technology CARES Act Funding	North American Rescue	(1) NARS K9 Medical Simulator	\$13,078.00
		Shipping Charges	\$ 200.00
TOTAL			\$13,278.00

*(Other Quotes: None – Sole Source Vendor)*

Bldg Remodel/Culinary Arts Perkins Grant Funding	York Electronic Systems	Video & Control System Package	\$31,896.00
		Audio System Package	\$ 3,178.00
TOTAL			\$35,074.00

*(Other Quotes: CDW - \$35,121.02)*

**BUILDING FUND**

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Building Maintenance	Locke Supply	Lighting for Seminar Center, Classroom	
		Open Areas, Play Area as per quote	\$14,809.78
TOTAL			\$14,809.78

*(Other Quotes: Hunzicker Bros – Declined to quote)*

**APPENDIX B**

Bid Sheet total for Pioneer Technology Center 2021 Conference Center A/V Project

Date:	Name:	Contract BID amount:	Alternate BID amount:	BID Bond amount: 5%
1/5/2021	Jamie Ogle	York Electronic Systems	239,766.00	-
1/5/2021	Danny Nix	AVh Systems Design	234,600.00	-

  
  
