Regular Board Meeting
June 15, 2026 5:30 PM
Room A101
4701 12th Avenue NW
Norman , OK 73069

1. Pledge of Allegiance

2. Call to Order and the Recording of Members Present and Absent

3. Miscellaneous Public Comment

4. Recognize BPA National Student Award Winners

5. District Insurance Renewal Presentation — Tom Caraway, INSURICA

    5.A. Approve Renewal of District Insurance Coverage with INSURICA and the Resolution to Join the Oklahoma Schools Insurance Group (OSIG), for the Amount of $830,500.00

6. The Board will Recess from the Regular Meeting and Conduct a Public Site Visit of the Cosmetology Program Area to Observe the Completed Construction Updates. No Action will be Taken During the Site Visit.

7. Recognition, Reports and Presentations

    7.A. Leadership Development Presentation — Stephania Cordova, Executive Director of Human Resources & Kyle Williams, Associate Superintendent of Business and Operations

    7.B. District Highlights — Robyn Castleberry, Assistant Superintendent of Instructional Support

8. Treasurer's Report Presentation — Nancy Rogers, Director of Finance

    8.A. Consider and Vote to Approve the Treasurer's Report

9. Consent Agenda:

9.A. Minutes of May 18, 2026, Regular Board Meeting

9.B. Minutes of May 29, 2026, Special Board Meeting

9.C. General Fund Encumbrance numbers 2602940-2603291

9.D. Approve the Proposed Fiscal Year 2026 District Budget Amendment No. 2 for MNTC

9.E. Approve Beginning Travel Budget for All Full-Time District Employees, at a Rate of $50 Per Person

9.F. Review and Approve the Renewal of the List of Various District Services, Utilities, and Expenses Necessary for Beginning Operations of Fiscal Year 2027

9.G. Approve Fiscal Year 2027 Renewal of Lease Revenue Bond Subleases Dated November 1, 2021, and May 1, 2022, with the District of Cleveland County Public Facilities Authority, as Required Under the Provisions of the Agreement

9.H. Approve Fiscal Year 2027 Contract Renewal with the Moore Norman Technology Center Foundation for MNTC Staff to Provide Administrative Support Services. The Foundation will pay MNTC $3,361.00.

9.I. Approve Fiscal Year 2027 Renewal Agreement with Ceasefire for the Monitoring of Fire Alarms and IP Security for the District, in the Amount of $3,780.00

9.J. Approve Fiscal Year 2027 Renewal Agreement with Ceasefire for Annual Fire Extinguisher Inspections and Testing for the District, for the Amount of $2,040.00

9.K. Approve Fiscal Year 2027 Renewal Agreement with Certiport for Testing and Study Materials for the Instructional Design and Development Department, for the Amount of $8,416.00

9.L. Approve Fiscal Year 2027 Renewal of a Memorandum of Understanding with Central Tech Whereby Central Tech will Provide Free CDL Class A Training for Cleveland County Employees Identified and Approved by MNTC

9.M. Approve Fiscal Year 2027 Renewal Agreement with Chesapeake Systems for an EditShare Premium Standard Support Contract for the Digital Cinema and Television Production Program, for the Amount of $14,698.00

9.N. Approve Fiscal Year 2027 Renewal Agreement with Dotman Graphics Design for Web Management Services, for the Amount of $27,000.00

9.O. Approve Fiscal Year 2027 Renewal Agreement with NOCTI to Provide Certification Exams for the Biomedical Program

9.P. Approve the Fiscal Year 2027 Health Program Student Handbooks

9.Q. Approve Fiscal Year 2027 Renewal of a Master Services Agreement with Kellogg & Sovereign for E-Rate & Oklahoma Universal Service Fund Management, Including Authorization to Act on the District's Behalf in Preparing and Submitting Documents, Soliciting Proposals, and Executing Contracts for Eligible Services, for an Amount not to Exceed $6,500.00

9.R. Approve Fiscal Year 2027 Renewal Agreement with AGC of Oklahoma to Maintain a NCCER Accredited Training and Education Facility for the Construction Trades Programs

9.S. Approve Fiscal Year 2027 Renewal of a Clinical Rotation Agreement with Norman Veterans Center for the Health Programs

9.T. Approve Fiscal Year 2027 Renewal Agreement with Nursing Central for Online Study Resources for the Practical Nursing and Practical Nursing Select Programs, for the Amount of $10,678.95

9.U. Approve the Proposed Rotation Schedule for Required Compliance Trainings for the District

9.V. Approve Fiscal Year 2027 License Renewal Agreement with Employee Evaluation Systems, Inc. for Oklahoma Teacher and Leader Effectiveness (OKTLE) Evaluation Software, for the Amount of $1,980.00

9.W. Approve Fiscal Year 2027 Renewal Agreement with Thompson Reuters for the West Proflex Legal Research Platform for the Legal Office Administration Program, for the Amount of $3,780.00

9.X. Approve Fiscal Year 2027 Renewal Agreement with TurnPro Aquatics Pond Specialist for Water Management Services for the Franklin Road Campus Ponds, for the Amount of $2,808.00

9.Y. Approve Fiscal Year 2027 Renewal Agreement with YuJa Inc. for the Lumina Video Platform for the Instructional Design and Development Department, for the Amount of $10,694.65

9.Z. Approve the Renewal Agreement with Rieger Sadler Joyce, LLC. to Provide the District with Legal Services for Fiscal Year 2027

9.AA. Approve Fiscal Year 2027 Renewal of the Memorandum of Understanding with the Norman Police Department to Provide Usage of the Moore Norman Technology Center Public Safety Facilities

9.BB. Approve Fiscal Year 2027 Renewal of the Memorandum of Understanding with the ABLE Commission to Provide Usage of the Moore Norman Technology Center Public Safety Facilities

9.CC. Approve Fiscal Year 2027 Renewal of the Memorandum of Understanding with the University of Oklahoma Police Department to Provide Usage of the Moore Norman Technology Center Public Safety Facilities

9.DD. Approve Fiscal Year 2027 Renewal of the Memorandum of Understanding with the Mustang Police Department to Provide Usage of the Moore Norman Technology Center Public Safety Facilities

9.EE. Approve Fiscal Year 2027 Renewal of the Memorandum of Understanding with the Midwest City Police Department to Provide Usage of the Moore Norman Technology Center Public Safety Facilities

9.FF. Approve Fiscal Year 2027 Renewal of the Memorandum of Understanding with the Cleveland County Sheriff's Department to Provide Usage of the Moore Norman Technology Center Public Safety Facilities

9.GG. Approve Fiscal Year 2027 Renewal of the Learning Partner Agreement with AVID for Video Editing Software for the Digital Cinema Program, for the Amount of $1,875.00

9.HH. Approve the Memorandum of Understanding with the ABLE Commission for MNTC to Provide Basic Peace Officer Certification Training

9.II. Approve the Memorandum of Understanding with the Cleveland County Sheriff's Office for MNTC to Provide Basic Peace Officer Certification Training

9.JJ. Approve the Memorandum of Understanding with the Mustang Police Department for MNTC to Provide Basic Peace Officer Certification Training

9.KK. Approve the Memorandum of Understanding with the Midwest City Police Department for MNTC to Provide Basic Peace Officer Certification Training

9.LL. Approve the Memorandum of Understanding with the Norman Police Department for MNTC to Provide Basic Peace Officer Certification Training

9.MM. Approve the Memorandum of Understanding with the University of Oklahoma Police Department for MNTC to Provide Basic Peace Officer Certification Training

9.NN. Approve Memorandum of Understanding with the Oklahoma State Bureau of Investigation for the Lease of MNTC Office Space

10. Consider and Vote to Approve Superintendent's Personnel Recommendations:

10.A. Employment of Part-Time Employees and Extra-Duty Contracts

10.B. Approve the Superintendent's Recommendation of Employment for the Non-Certified Instructor, Surgical Technology Position

10.C. Approve the Superintendent's Recommendation of Employment for the Certified Teacher, Aviation Maintenance Position

11. Consider and Vote to Approve General Business Items:

11.A. Approve Quote from Fowler Toyota to Purchase Six (6) Vehicles for the District, for the Amount of $303,500.00

11.B. Approve Agreement with Jackson Mechanical Service, Inc. for Annual Boiler Maintenance Services at the Franklin Road Campus, for the Amount of $9,104.00

11.C. Approve the Initial Guaranteed Maximum Price for the Phase 1 Site Preparation and Mobilization of the Construction Trades Building with Manhattan Construction Company, for the Amount of $1,514,516.00

11.D. Approve Quote from Oklahoma Fire Protection to Provide Annual District-Wide Fire Protection Systems and Kitchen Hood Inspections, for the Amount of $10,800.00

11.E. Approve the Agreement with Rachel Mann to Provide a Speaking Presentation and Bulk Book Order for the MNTC August Professional Development Conference, for the Amount of $10,569.10

11.F. Approve Quote from Kansas-Oklahoma Machine Tools, Inc for the Purchase of a Welding Shear AS375 for the MNTC Welding Program, for the Amount of $130,000.00

11.G. Approve Proposal from Solomon Strategic Advisors to Expand Senior Leadership Development Training, Provide Executive Coaching, and Launch a New Emerging Leadership Program in Fiscal Year 2027, for the Amount of $143,490.00

11.H. Approve Quote from Staples to Lease Flavia Coffee Brewing Machines for the District, at a Monthly Cost of $18.00 per Machine

12. New Business

13. Adjourn

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Nancy J. Rogers
Director of Finance

DATE: June 08, 2026

SUBJECT: INSURICA and Oklahoma Schools Insurance Group (OSIG) Renewal for FY 2027

RECOMMENDED ACTION:

Approve renewal of district insurance coverage with INSURICA and resolution to join the Oklahoma Schools Insurance Group (OSIG).

BACKGROUND:

INSURICA, the district's insurance broker, has submitted a proposal for insurance for our next fiscal year. Most coverages are through the Oklahoma Schools Insurance Group (OSIG), an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma school districts to cooperate with each other to procure insurance services, benefits, and to insure against losses and possible liabilities in the most cost-effective manner.

The total premium for FY 2027 for all coverages will be approximately $830,500.00, a small decrease ov -1.23% over the current fiscal year.

OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT · RISK ADVISORY

New Statutory Liability Limits for Government Entities

EFFECTIVE **November 1, 2025** | SB 1168

Oklahoma has raised the maximum dollar amounts a government entity can be held liable for under the Tort Claims Act — in several categories, **doubling or tripling** prior caps. These are the limits your coverage now needs to respond to.

3×	$2M	2031
Largest jump — **property damage** caps tripled	New **aggregate cap** per single incident	Limits then **adjust for inflation** every 5 years

CLAIM TYPE	~~OLD LIMIT~~	NEW LIMIT
Property Damage Any claim for loss of property from a single occurrence.	~~$25,000~~ →	**$75,000** 3× increase
General Claims — Smaller Counties Personal injury or any other loss in counties with population under 150,000.	~~$125,000~~ →	**$250,000** 2× increase
General Claims — Larger Counties Personal injury or any other loss in counties with population over 150,000.	~~$175,000~~ →	**$375,000** +114%
Aggregate Limit Total awards for all claims arising from a single incident.	~~$1,000,000~~ →	**$2,000,000** 2× increase
Medical Negligence — Hospitals University Hospitals and state mental health hospitals.	~~$200,000~~ →	**$300,000** +50%

Why this matters for your coverage

Higher statutory caps mean a single covered loss can now reach **significantly larger settlements and judgments**. Policy limits, self-insured retentions, and excess layers set before November 1 may no longer align with your maximum exposure. **Now is the time to review limits with your broker.**

Source: Oklahoma SB 1168 (2025), amending 51 O.S. §§152–154.
For informational purposes only; not legal advice. Confirm specifics with counsel.

OSIG Oklahoma Schools Insurance Group

Resolution of Moore Norman Technology Center to Join Oklahoma Schools Insurance Group

Whereas, Oklahoma Schools Insurance Group ("OSIG") is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

Whereas, Moore Norman Technology Center is an Oklahoma public school district ("the District"); and

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2026/2027 plan year; and

Whereas, the quotation is acceptable to the District;

Now, therefore be it resolved, that the District herby joins OSIG as a Member;

Be it further resolved, that so long as the District remains as a Member, the District shall comply with OSIG's bylaws, the Plan Document and OSIG claim reporting procedures; and

Be it further resolved, that by the adoption and signing of this resolution, Moore Norman Technology Center understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members' losses.

Date: _____

Moore Norman Technology Center
By:

_____
President, Board of Education

Attest:

_____
Clerk, Board of Education

INSURICA OkACTE Program

Protecting your program while minimizing risk and exposure to students, staff and the campus.



INSURICA EDUCATION

OKLAHOMA ACTE

INSURICA OkACTE

Our Partnership Benefits U

PUTTING OUR NETWORK BEHIND YOUR SCHOOL

School systems, private schools and universities are worlds unto their own, operating with unique and challenging codes, requirements and jurisdictions. Rising operational costs, security concerns, decreases in funding and employment practice liability can seriously affect your institution's future.

Protecting your assets while minimizing risk and exposure to students, staff and the campus demands a thorough understanding of the educational system.

INSURICA's Education Experts bring the experience, guidance and resources you need to uncover and manage unforeseen risks on and off campus. In addition to our industry expertise our partnership with OkACTE provides multiple benefits to you and your organization.



PROGRAM HIGHLIGHTS

- *Annual in-depth review of all policy forms and definitions*
- *Annual Exposure Analysis based on current educational trends/incidents/litigation*
- *Benchmark Coverage Surveys with other Educational Risks*
- *All program carriers maintain AM Best rating of A – X*
- *All program carriers provide 24 hour claims service*
- *Claims Advocate on staff*
- *Service Team engaged in continued Education Risk Management*
- *In-House Loss Control Services*
- *Fiduciary Liability Regulation Compliance*
- *Human Resources Hotlines/Libraries*
- *Certificate of Insurance Maintenance Program*
- *OkACTE Legislative Support*

"An investment in knowledge pays the best interest."

– Benjamin Franklin

COVERAGE & SERVICE

GENERAL, AUTO AND SCHOOL BUS LIABILITY

- Broadest coverage available; competitive price; stable insurance option for educational members including technology centers
- Student professional included for any services by students in practicum as part of their training
- Bodily Injury/Property damage liability for Drones/Model Aircraft used for educational purposes
- Infringement of copyright, trademark, title or slogan
- Disaster Management Services included
- Violent Malicious Acts included

WORKERS' COMPENSATION

- Workers' Comp Modifier Review – prior to NCCI critical value date
- Ability to generate claims reports and analysis of various claims
- Loss control services
- Monthly open claims review
- Carriers must be able to provide Work Comp to educational facilities with 5 + years' experience
- No annual audit

PROPERTY

- Inclusive definition of Real Property
- $1,500,000,000 maximum limit of liability for all OkACTE members
- Flat wind/hail deductible with Buy-Back options
- Includes separate aggregate limits for Flood and Earthquake

MISCELLANEOUS

- Coverage includes MultiMedia liability for no extra premium; optional cyber deception to include 'spear phishing' and 'social engineering'

GLOBAL REACH

Assurex GLOBAL

As an Assurex Global Partner, we have the ability to place coverage in all 50 states and, through local foreign sources, in close to 100 countries worldwide, but continue to coordinate all efforts through our office.

Gary P. Rosenhamer, CPCU, CIC
INSURICA | 5100 N. Classen Boulevard, #300
Oklahoma City, Oklahoma 73118
405.556.2230 | Gary.Rosenhamer@INSURICA.com

Tom Caraway
INSURICA | 3510 24th Avenue NW, Suite 201
Norman, Oklahoma 73069
405.292.6410 | Tom.Caraway@INSURICA.com

2026-2027 Premium Comparison			
Coverages	**25-26**	**26-27**	**% Change**
Property	$654,557	$654,737	<1%
All Other Peril Deductible ($100,000)			
Wind/Hail/Tornado Deductible ($150,000)			
Equipment Breakdown	$3,110	$2,676	-13%
General Liability	$4,779	$5,770	21%
Educators Legal Liability	$4,779	$5,770	21%
Auto Liability	$6,380	$7,692	21%
Auto Physical Damage	$5,699	$5,281	-7%
Excess Liability- **($1,000,000 Limit)**	$1,594	$926	-42%
OSIG PREMIUM	**$680,898**	**$682,852**	**<1%**
Workers' Compensation	$129,705	$119,331	-8%
Crime (3-year term – Premium $13,101 – Billed annually)	$4,367	$4,367	0%
Bailee's Liability	$292	$306	5%
Fiduciary	$1,535	$1,534	0%
Student Accident	$9,065	$6,014	-34%
Cyber Liability	$14,965.37	$16,080.20	7%
Total Premium	**$840,827.37**	**$830,484.00**	**-1.23%**

25-26 Premiums shown above are premiums at policy inception (7.1.25)
25-26 Actual premium paid, including mid-term endorsements = $686,096

Total Property Values

2020/2021 - $140,761,663
2021/2022 - $158,425,426
2022/2023 - $183,339,991
2023/2024 - $196,461,362
2024/2025 - $272,084,629
2025/2026 - $282,274,173
2026/2027 - $286,015,193

Gun Range Liability:
Coverage is currently in force through Mid-Continent Group for the term 4/10/2026–4/10/2027. OSIG has incorporated this exposure into its program for the 7/1/2026–7/1/2027 policy term.

We recommend canceling the Mid-Continent policy effective 7/1/2026 to avoid duplicate coverage. The current annual premium is $2,406, and a return premium is expected upon cancellation.

Moore Norman Technology Center
4701 12th Avenue NW
Norman, OK 73069

This is not an invoice.

Breakdown of Insurance Cost

Annual Premium Breakdown	
Property:	$654,737
Boiler & Machinery:	$2,676
Auto Physical Dmg:	$5,281
General Liability:	$5,770
Auto Liability:	$7,692
Educators Legal:	$5,770
Excess Liability:	$926
Total Annual:	**$682,852**

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Total Values	$152,800,098	$158,428,615	$183,728,771	$210,452,095	$271,949,107	$284,503,920
Premium	$294,640	$398,354	$435,543	$499,510	$731,811	$686,096
Distribution	$0	$0	$0	$0	$0	$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
64	$3,045,680	$3,106,661	102%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV or buildings designated as ACV or *stated value
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence $1,500,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values

  including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk

    *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
- Newly Acquired Property Coverage - newly acquired property should be reported to OSIG within 30 days of acquisition $25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year $10,000,000
- Flood- Aggregate Any One Policy Year $25,000,000

  ***Note Flood Zones A and V are excluded**
- Terrorism $500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence $200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

Deductibles

Optional increased deductible quotations are available upon request.

- $100,000 Property Deductible Per Occurrence
- $150,000 Property Deductible Per Occurrence- Windstorm / Hail
- $1,000 Boiler / Machinery Deductible per Occurrence
- $10,000 Terrorism Deductible Per Occurrence
- $50,000 Flood, Earthquake and Pollution

General Liability

- $2,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

School Board Legal Liability

- Claims-Made Form
- $2,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- $25,000 legal costs for IEP administrative hearings
- $5,000 Deductible

*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included

*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

- $2,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- $1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

Oklahoma Uninsured Motorist Coverage

- $25,000 per covered party
- $50,000 per accident

Automobile Physical Damage

- Actual Cash Value
- $1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG

No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

Crime

No Coverage

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
  - $2,000,000 Annual Aggregate Limit for Data and Network Liability
  - $2,000,000 Annual Aggregate for Regulatory Defense and Penalties
  - $2,000,000 Annual Aggregate for Payment Card Liability and Costs
  - $2,000,000 Annual Aggregate for Media Liability
- Breach Response Cost
  - $500,000 Annual Aggregate for Breach Response Cost
- First Party
  - $750,000 Annual Aggregate for Cyber Extortion Loss
  - $750,000 Annual Aggregate for Data Recovery Costs
  - $750,000 Annual Aggregate for Business Interruption Resulting in Security Breach
  - $500,000 Annual Aggregate for Business Interruption Resulting in System Failure
  - $750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
  - $100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- eCRIME
  - $75,000 Annual Aggregate for Fraudulent Instruction
  - $75,000 Annual Aggregate for Funds Transfer Fraud
  - $75,000 Annual Aggregate for Telephone Fraud
- Coverage Endorsements
  - $100,000 Annual Aggregate for Reputation Loss
  - $50,000 Annual Aggregate for Claims Preparation Costs for Reputation Loss Claims Only
  - $100,000 Annual Aggregate for Computer Hardware Replacement Costs
  - $100,000 Annual Aggregate for Invoice Manipulation
  - $25,000 Annual Aggregate for Cryptojacking
- $10,000 Deductible

Excess Cyber Coverage

- $2,000,000 limit
- $5,000,000 annual aggregate

*** Note, to access full first-party and full liability limits of the Cyber and Excess Cyber coverages, members must have:**

- Multi-Factor Authentication (MFA) for all remote access
- Enterprise-wide Endpoint Protection Platform (EPP)
- Without these controls, first-party sublimits are reduced to $100,000 per coverage, and liability limits for Data Network, Regulatory Defense, Payment Card, and Media Liability are reduced to $1,000,000 per member.

Deadly Weapon Protection

- Claims Made Form
- $500,000 Limit Per Occurrence
- $2,500,000 Annual Aggregate

- $10,000 Deductible
- Must notify OSIG within 90 days of receiving notice of a covered accident

Excess Liability

- Excess Primary Limits $1,000,000
- Follow Form Underlying - Excluding Employers Liability

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

This coverage form is an outline of the coverages provided through OSIG. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual plan language.

WORKERS' COMPENSATION

Carrier	**The Travelers Indemnity Company of America**
Policy Number	
Policy Term	7-1-2026 to 7-1-2027
Annual Premium	$119,331

Workers' Compensation	**Statutory Limits**
Employer's Liability	$1,000,000 Each Accident $1,000,000 Policy Limit $1,000,000 Each Employee

Location	**Per Schedule on file with carrier**

*****Note: 2026-2027 policy will be subject to audit at the end of the policy period.*****

Class	Payroll
8868 School: Professional Employees & Clerical (Teachers, Assistants, Clerical, IT, HR, Finance, Admin, Business Development, Counselors, Bookstore)	$17,561,463
7380 School: Drivers, Messengers, Chauffeurs	$323,766
9101 School: All Other Employees (Security, Maintenance, Groundskeeper, Cafeteria, Mechanics)	$1,821,920
8869 School: Day Care	$ 0

FIDUCIARY

Carrier	**Federal Insurance Company - Chubb**
Policy Number	J06864156
Policy Term	6-30-2026 to 6-30-2027
Annual Premium	$1,534

Coverage	**Limit**
A. Maximum Aggregate Limit for all Claims each policy year	$1,000,000
B. Sublimit for all Settlement Fees and Defense Costs with respect to all Settlement program Notices each policy year under Insuring Clause 2	$100,000

Retention Amounts

Insuring Clause 1 - Fiduciary Liability	$1,000
Insuring Clause 2 - Voluntary Settlement Program Coverage	$0
Prior & Pending Litigation Dates - Insuring Clauses 1 & 2	June 30, 2009

BAILEE'S LIABILITY COVERAGE

Carrier	**Mid-Continent Casualty Company**
Policy Number	04-CIM-000064560
Policy Term	7-1-2026 to 7-1-2027
Premium	$306

Coverage	
(A) RV/Motorcycle/Watercraft/Construction Equipment	
(B) Repair, Modification &/OR Service	
(C) List of Scheduled Premise and Limits: On File with the Carrier	$50,000
(D) Additional Limits of Insurance Transit Limit	$50,000
(E) Deductibles	$1,000
(F) Premium	$306

CRIME

Carrier	Travelers Casualty and Surety Company of America
Policy Number	106321037
Policy Term	7-1-2024 to 7-1-2027
Premium	3-Year Policy $13,101 - Billed Annually
Claims Made Form	

Coverage	Limits	Deductible
(A) Fidelity 1. Employee Theft 2. ERISA Fidelity 3. Employee Theft of Client Property	 $1,000,000 Not Included Not Included	 $10,000 N/A N/A
(B) Forgery or Alteration	$1,000,000	$10,000
(C) On Premises	$100,000	$10,000
(D) In Transit	$100,000	$10,000
(E) Money Orders and Counterfeit Money	$1,000,000	$10,000
(F) Computer Crime 1. Computer Fraud 2. Computer Program and ElectronicData Restoration Expense	 $1,000,000 $100,000	 $10,000 $10,000
(G) Funds Transfer Fraud	$1,000,000	$10,000
(H) Personal Accounts Protection	Not Included	N/A
(I) Claims Expense	$5,000	$0

Insureds Premises Covered: Worldwide

STUDENT ACCIDENT

Carrier	**Federal Insurance Company**
Policy Number	TBD
Policy Term	7-1-2026 to 7-1-2027
Annual Premium	$6,014

Class I.	**Number Eligible**
Work Based Experience Students	450
Description of Hazards	
Specific Activity – All Students enrolled in District Programs and are participating in sponsored work base experience training as part of their curriculum.	
Description of Benefits	
I. $15,000 Maximum Medical & Dental Expense Benefit Limit (Primary) II. Accidental Death, Dismemberment, Loss of Sight, Speech, Hearing, or Paralysis	
Principal Sum	
$10,000 Accidental Death & Dismemberment (AD&D)	
Aggregate Limit of Liability	$100,000 Per Accident

Loss & Percentage of Principal Sum
Loss of Life – 100% Loss of Both Hands, Both Feet, or Entire Sight – 100% Loss of Of any combination of two: Hand, Foot, or Sight - 100% Loss of One Hand or One Foot – 50% Loss of Speech or Hearing – 50% Loss of Thumb & Index Finger – 25%

I CYBER LIABILITY

Carrier	Lloyd's of London (Non-Admitted)
Policy Number	TBD
Policy Term	7-1-2026 - 7-1-2027
Annual Premium	$16,080

First Party Coverages

Coverage	Limit
Incident Response & Breach Costs	Included
Cyber Extortion (Ransomware)	$1,000,000
Business Interruption	$1,000,000
Data Recovery & System Restoration	$1,000,000

Third Party Liability

Coverage	Limit
Network Security & Privacy Liability	$1,000,000
Regulatory Defense / Fines / Penalties	$1,000,000
Media Liability	$1,000,000

Cyber Crime / Social Engineering

Coverage	Limit
Funds Transfer Fraud	$250,000
Invoice / Vendor Fraud	$250,000

Cyber Deception provides coverage for the intentional misleading of the Insured by means of a dishonest misrepresentation of a material fact contained or conveyed within an electronic or telephonic communication(s) and which is relied up by the Insured believing it to be genuine. This is commonly known as 'Spear-Phishing' or "Social Engineering'. Includes monies and securities.

What is Cyber Liability Insurance?

Cyber Liability is designed to cover consumers of technology services or products. Most notably, but not exclusively cyber and privacy policies cover a business' liability for a data breach of personal information (SS, credit cards, medical records). The policies cover a variety of expenses associated with data breaches; including notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties as well as losses resulting from identity theft.

In addition the policies cover liability arising from website media content, as well as property exposures from Business Interruption, data loss/destruction, computer fraud, funds transfer loss and cyber extortion

2026-2027 Property Schedule

Location	Occupied As	Valuation Type	Building Value	Contents Value
12613 South Western Ave.	Office/Classroom (Contents Only)	Replacement Cost	$0	$325,807
13101 S. Pennsylvania	*Storage/Shipping Containers 40 x 8		$11,139	$27,849
13101 S. Pennsylvania	*Storage/Shipping Containers 40 x 8		$11,139	$27,849
13101 S. Pennsylvania	*Storage/Shipping Containers 40 x 8		$11,139	$27,849
13101 S. Pennsylvania	*Storage/Shipping Containers 40 x 8		$11,139	$27,849
13101 S. Pennsylvania	*Storage/Shipping Containers 40 x 8		$11,139	$27,849
13101 S. Pennsylvania	Business Dept. Bldg.	Replacement Cost	$6,401,174	$640,117
13301 S. Pennsylvania	Fences/Gate	Replacement Cost	$93,863	$0
13301 S. Pennsylvania	Flag Poles	Replacement Cost	$25,031	$0
13301 S. Pennsylvania	Light Fixtures/Poles	Replacement Cost	$12,516	$0
13301 S. Pennsylvania	Office/Classroom	Replacement Cost	$41,430,733	$4,143,073
13301 S. Pennsylvania	Signs	Replacement Cost	$62,577	$0
1610 Blue Lake Dr.	DRO-15x10 Metal Building (No Contents)	Replacement Cost	$5,150	
1610 Blue Lake Dr.	DRO-20x40 Metal Building (No Contents)	Replacement Cost	$10,300	
1610 Blue Lake Dr.	DRO-8x10 Metal Building (No Contents)	Replacement Cost	$2,060	
1610 Blue Lake Dr.	DRO-Dwelling (No Contents)	Replacement Cost	$103,000	
1630 Blue LBB	DRO-50x30 Detached Garage (No Contents)	Replacement Cost	$10,300	$0
1630 Blue LBB	DRO-Carport 27x24x8 (No Contents)	Replacement Cost	$5,150	$0
1630 Blue LBB	DRO-Carport 30x24x12 (No Contents)	Replacement Cost	$5,150	$0
1630 Blue LBB	DRO-Dwelling (No Contents)	Replacement Cost	$103,000	$0

1809 Stubbeman	Office/Classroom (Contents Only)	Replacement Cost	$0	$325,807
300 North Eastern Ave	Office/Classroom (Contents Only)	Replacement Cost	$0	$325,807
4701 12th Avenue NW	*Storage/Shipping Containers 20 x 8	Stated Value	$11,139	$27,849
4701 12th Avenue NW	*Storage/Shipping Containers 40 x 8	Stated Value	$11,139	$27,849
4701 12th Avenue NW	*Storage/Shipping Containers 40 x 8	Stated Value	$11,139	$27,849
4701 12th Avenue NW	Central Plant	Replacement Cost	$6,927,780	$692,778
4701 12th Avenue NW	Construction Trades Bldg.	Replacement Cost	$3,726,814	$372,682
4701 12th Avenue NW	Facilities	Replacement Cost	$2,007,329	$200,733
4701 12th Avenue NW	Fences	Replacement Cost	$127,807	$0
4701 12th Avenue NW	Flag Poles	Replacement Cost	$25,560	$0
4701 12th Avenue NW	Gates	Replacement Cost	$63,903	$0
4701 12th Avenue NW	Green House	Replacement Cost	$28,963	$11,139
4701 12th Avenue NW	Handicap Poles	Replacement Cost	$6,391	$0
4701 12th Avenue NW	Hanger	Replacement Cost	$4,130,007	$413,001
4701 12th Avenue NW	Health Education Center	Replacement Cost	$19,233,693	$2,457,514
4701 12th Avenue NW	IT Bldg.	Replacement Cost	$28,918,012	$2,891,801
4701 12th Avenue NW	Light Fixtures	Replacement Cost	$25,560	$0
4701 12th Avenue NW	Light Poles	Replacement Cost	$159,759	$0
4701 12th Avenue NW	Office/Classroom (Contents Only)	Replacement Cost	$0	$475,678
4701 12th Avenue NW	Offices/Classrooms	Replacement Cost	$115,863,647	$11,586,365
4701 12th Avenue NW	Pavillions	Replacement Cost	$159,759	$0
4701 12th Avenue NW	Pump House (No Contents)	Replacement Cost	$159,759	$0
4701 12th Avenue NW	Pumps	Replacement Cost	$63,903	$0

4701 12th Avenue NW	Service Careers	Replacement Cost	$362,257	$62,434
4701 12th Avenue NW	Signs	Replacement Cost	$63,903	$0
4701 12th Avenue NW	Technical Training Center	Replacement Cost	$12,030,606	$1,203,061
5200 12th NW	*Storage/Shipping Containers 20 x 8		$11,139	$27,849
5200 12th NW	*Storage/Shipping Containers 20 x 8		$11,139	$27,849
5200 12th NW	Admin Office (No Contents)	Replacement Cost	$344,580	$0
5200 12th NW	Defense Tatics (DT)	Replacement Cost	$859,609	$80,098
5200 12th NW	Gun Range Facility (No Liability)	Replacement Cost	$11,139,450	$111,395
5200 12th NW	Storage Building	Replacement Cost	$217,219	$33,418
5200 12th NW	Storage Building (No Contents)	Replacement Cost	$331,602	$0
5200 12th NW	Training 1 (No Contents)	Replacement Cost	$115,850	$0
5200 12th NW	Training 2 (No Contents)	Replacement Cost	$115,850	$0
5200 12th NW	Well House (No Contents)	Replacement Cost	$14,418	$0
600 Research Park Blvd.	File/Storage Facility	Replacement Cost	$561,906	$111,706
600 Research Park Blvd.	File/Storage Facility	Replacement Cost	$1,921,184	$744,702
820 W Franklin Road	DRO-10x20 Shed (No Contents)	Replacement Cost	$10,300	$0
820 W Franklin Road	DRO-Dwelling (No Contents)	Replacement Cost	$103,000	$0
911 West Main	Office/Classroom (Contents Only)	Replacement Cost	$0	$325,807
	Total		**$258,201,781**	**$27,813,412**

Floater Limit: $150,000
EDP Limit: $1,000,000
Extra Expense Limit: $3,250,000

Auto Schedule
Moore Norman Technology Center

Vehicle Number	Year	Make	Model	Capacity	VIN	Value
2853-000001	2000	GMC	3/4 Ton Truck		1GTGC24R1YR199707	$10,000
2853-000003	2024	Orangeline	77"x12' Single Axle Utility Trailer		12BK4RG	$3,125
2853-000004	2012	Chevy	Bluebird Bus	77	1BAKGCPH8CF286600	$61,600
2853-000005	2006	Chevrolet	Bluebird Bus	53	1BAKCCKH66F236298	$61,600
2853-000006	2007	Chevrolet	Bluebird Bus	47	1BAKBCPH77F242835	$61,600
2853-000007	2008	Chevrolet	Bluebird Bus	29	1GBJG31U071197487	$62,600
2853-000008	2009	Chevrolet	Bluebird Bus	53	1BAKCCPH59F256930	$64,600
2853-000009	2018	Bluebird	Bus	51	1BAKGCSH9JF344654	$65,000
2853-000010	2020	Bluebird	Bus	51	4DRBUC8P4LB300631	$90,960
2853-000011	2020	International	Bus	39	4DRBUC8P4LB300631	$90,960
2853-000012	2024	International	Bus	77	4DRBUC8PXRB590558	$108,524
2853-000013	2011	Chevy	Caprice		6G1MK5T21BL522980	$15,000
2853-000014	2012	Chevy	Cargo Van		1GB0G3CG4C1178664	$22,000
2853-000015	2021	International	CE Series	39	4DRBUC8P3MB155549	$97,820
2853-000016	2020	Dodge	Charger		2CECDXAG2LH140870	$28,490
2853-000017	2020	Dodge	Charger		2C3CDXAG6LH140869	$28,490
2853-000018	2023	Royal Enfield	Classic 350 Motorcycle		ME3FAP202PV300268	$4,999
2853-000019	2023	Royal Enfield	Classic 350 Motorcycle		ME3FAP208PV300551	$4,999
2853-000020	2023	Royal Enfield	Classic 350 Motorcycle		ME3FAP208NV301762	$4,999
2853-000021	2023	Royal Enfield	Classic 350 Motorcycle		ME3FAP200PV300107	$4,999
2853-000022	2023	Royal Enfield	Classic 350 Motorcycle		ME3FAP206PV300290	$4,999
2853-000023	2023	Royal Enfield	Classic 350 Motorcycle		ME3FAP201PV300407	$4,999
2853-000024	2023	Royal Enfield	Classic 350 Motorcycle		ME3FAP201PV300262	$4,999
2853-000025	2023	Royal Enfield	Classric 350 Motorcycle		ME3FAP204NV301824	$4,999
2853-000026	2010	Chevy	Collins Minibus	29	1GB9G5A64A1122962	$29,000
2853-000027	2020	Trans Tech	CST		1HA6GUBG5KN010385	$55,641
2853-000028	2020	Trans Tech	CST		1HA6GUBG7KN011621	$55,641
2853-000029	2022	Norstar	Dump Trailer		50HDB1028M1062103	$44,847
2853-000030	2019	Dodge	Durango		1C4RDHFG0KC622081	$15,000
2853-000031	2020	Dodge	Durango		1C4RDHFG8LC164629	$15,000
2853-000032	2020	Dodge	Durango		1C4RDHFG6LC164628	$15,000
2853-000033	2019	Ford	E350 Box Truck		1FDWE3F63KDC35508	$40,450
2853-000034	2017	Ford	Escape		1FMCU0GD4HUE07586	$21,399
2853-000035	2017	Ford	Escape		1FMCU0GD8HUC78543	$21,399
2853-000036	2017	Ford	Escape		1FMCU0GD1HUD76085	$21,399
2853-000037	2017	Ford	Escape		1FMCU0GD1HUD40462	$21,399
2853-000038	2020	Ford	Expedition Max		1FMJK1FT8LEA11899	$44,905
2853-000039	2020	Ford	Expedition Max		1FMJK1FT0LEA11900	$44,905
2853-000040	2020	Ford	Expedition Max		1FMJK1FT2LEA11901	$44,905
2853-000041	2020	Ford	Expedition Max		1FMJK1FT4LEA11902	$44,905
2853-000042	2006	Ford	F-250 PU		1FTNF20526EC11255	$23,180
2853-000043	2020	Ford	F350		1FT8W3B64LEC11486	$31,623
2853-000044	2020	Ford	F350		1FT8W3B66LEC11487	$31,623
2853-0000	2020	Ford	F550 (Dump Truck)		1FDUF5GN5LEC11485	$44,874

2853-000047	2020	Ford	Interceptor SUV		1FM5K8AB0LGC13164	$41,255
2853-000048	2009	Chevy	Malibu		1G1ZG57B79F139178	$17,365
2853-000049	2006	Chevy	Malibu		1G1ZS51F66F103648	$10,000
2853-000050	2009	Chevy	Malibu		1G1ZG57B79F139178	$10,000
2853-000051	2006	Chevy	Malibu		1G1ZS51F66F103648	$10,000
2853-000052	2022	Kawasaki KLX	Motorcycle		ML5LXBE19NDA11615	$5,000
2853-000053	2021	KTM 200 Duke	Motorcycle		MD2JPC401MC035009	$4,625
2853-000054	2021	KTM 200 Duke	Motorcycle		MD2JPC409MC099346	$4,625
2853-000055	2021	KTM 200 Duke	Motorcycle		MD2JPC403MC033973	$4,625
2853-000056	2021	KTM 200 Duke	Motorcycle		MD2JPC409MC051295	$4,625
2853-000057	2021	Kawasaki Ninja 400	Motorcycle		JKAEXKG19MDAD2772	$5,000
2853-000058	2021	Kawasaki Z125 Pro	Motorcycle		JKABRRJ12MDA22118	$3,654
2853-000059	2015	Ford	Police Interceptor		1FAHP2MKXFG190420	$34,166
2853-000060	2015	Ford	Police Interceptor		1FAHP2MK5FG194374	$34,166
2853-000062	1997	Ford F150	PU		1FTRX17L9WKA27493	$17,600
2853-000063	2023	Ford	R4F Truck		1FTER4FH8PLE15818	$34,447
2853-000064	2023	Honda	Rebel 300 Motocycle		MLHNC5304P5601962	$4,749
2853-000065	2023	Honda	Rebel 300 Motorcycle		MLHNC5300P5601683	$4,749
2853-000066	2023	Honda	Rebel 300 Motorcycle		MLHNC530XP5601870	$4,749
2853-000067	2023	Honda	Rebel 300 Motorcycle		MLHNC530XP5601173	$4,749
2853-000081	2009	Chevy	Silverado		1GCHC43K69F110365	$18,500
2853-000082	2017	Chevy	Silverado Pickup		1GC1CYEG8HF229406	$42,000
2853-000083	2014	Harley Davidson	Sportster Conversion Motorcycle		1HD1CT311EC441125	$7,910
2853-000084	2012	Can Am	Spyder 3 Wheeler		2BXJAHA18CV000823	$10,110
2853-000085	2008	Chevy	Suburban		3GNFC16JX8G210031	$21,000
2853-000086	2009	Chevy	Suburban		1GNFC16029R175641	$18,500
2853-000087	2015	Chevy	Suburban		1GNSCHKC9FR159326	$35,000
2853-000088	2017	Chevy	Suburban		1GNSCGKC0HR357905	$42,016
2853-000089	2022	Chevy	Tahoe		1GNSKLED1NR288461	$41,938
2853-000090	9999	16' shop built	Trailer		MNAVT	$10,000
2853-000091	2007	8' Flatbed	Trailer		41MAU10197W033652	$10,000
2853-000092	2007	Lamar 20'	Trailer		5RVCH20217M000567	$10,000
2853-000093	2020	Ford	Transit Connect		NM0LS6E2XL1454031	$22,094
2853-000094	2020	Ford	Transit Connect		NM0LS6321L1454046	$22,094
2853-000095	2025	Ford	Explorer		1FMWK8GC5SGB97871	$58,156
2853-000098	2026	Can-Am	Ryker 900		3JB2FEG29TJ001147	$11,499
2853-000099	2026	Can-Am	Ryker Sport 900		3JB2JEG23TJ000624	$12,899
2853-000100	2026	Can-Am	Ryker Sport 900		3JB2JEG25TJ000625	$12,899
2853-000101	2026	Can-Am	Spyder RT LTD		2BXNBDD25TV002699	$31,999
2853-000102	2026	Can-Am	Spyder RT LTD 1330		2BXNBDD23TV001597	$31,999
2853-000103	2026	Can-Am	Spyder RT LTD 1330		2BXNBDD24TV001236	$31,999
					Total:	**$2,342,217**

IMPORTANT EXPOSURE AND COVERAGE ITEMS

- Each Building or Structure: - Margin Clause 125% of scheduled limits per statement of value
- BBPI limit 10% of building value for Blanket Coverage to apply. If you have a location with less than 10% limits, you should consider increasing those limits to at least 10% of the building value

The items listed below either require additional coverage, have coverage provided in the technology center program, or are discussion items.

- **Daycare Facilities** - If daycare operations are provided, separate general liability coverage needs to be in place.
- **Gun Ranges** -If a gun range is present, separate general liability coverage needs to be in place.
- **CLEET Program** - Many technology centers are offering these programs. As long as it's curriculum based programs, that exposure is covered in the OSIG policy
- **Crime Coverage** - The OSIG policy does not provide crime coverage. We can provide crime coverage to the technology centers through other sources. We're suggesting a separate crime policy
- **Bailee's** – Covers non-owned autos - $50,000 Limit
- **Construction Cost** - You'll notice on the next page of the proposal that construction costs have risen dramatically. There's a need to discuss this information with your technology center and adjust construction costs accordingly.
- **Out of state employees** -Should out of state employees exist, we need to know the state and amount of payroll. We can include them on the work comp coverage.
- **Drones** -We need more information about this program. It may need to be covered separately.
- **Cyber Liability** - OSIG offers a cyber form. Several technology centers are choosing to insure cyber liability separately and rely on OSIG as an excess form. If coverage is being pursued outside OSIG, security measures including Multi-Factor Authentication need to exist.
- **Claim Reporting: Windstorm or Hail** - There's a requirement in the policy for 365 day reporting from date of occurrence for windstorm or hail claims. If you've had a windstorm or hail or believe you've had such at the technology center, this claim needs to be reported as practically soon as possible.

365-DAY NOTICE/FORFEITURE PROVISION APPLICABLE TO WINDSTORM AND HAIL ENDORSEMENT

THIS ENDORSEMENT CHANGES THE PLAN. PLEASE READ IT CAREFULLY.

Notwithstanding any provision within the Plan to the contrary, the following notice provision shall apply to any covered loss arising out of the occurrence of either (1) windstorm or (2) hail:

Coverage will apply on the condition that the Member gives OSIG notice of any loss arising out of windstorm or hail as soon as possible, but in no event more than 365 days from the date of the loss. Because time is of the essence, the Member agrees that this notice provision is a condition precedent to coverage for loss for windstorm or hail, that it is a substantial and material breach of this Plan by the Member to report any windstorm or hail loss more than 365 days from the date of the loss, and that therefore coverage for such a loss is forfeited, and as a result will not be available, if late notice occurs.

For purposes of this provision, notice of the loss shall be given to Oklahoma Schools Insurance Group, P.S. Box 3068, Tulsa, OK 74104, Phone—866-444-0061.

Overview

Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG allows member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 23 years, OSIG's membership has grown to 539 and the program insures more than $30 Billion in school property across Oklahoma.

Structure

OSIG is a **non-profit, member-owned,** public entity program whose management is completely controlled by a Board of your peers.

> ***"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".***

The group purchases reinsurance from "A" rated carriers. OSIG's reinsurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Risk Program Administrators in Tulsa to administer the program. RPA is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance, risk management and the added value services you need to protect your schools' assets, your board, your staff and most importantly your children.

Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than $9 million to our members over the years as distributions. Surplus at year ended 6/30/24 was more than $7.8 million and our assets were more than $39 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance interlocal should be of utmost importance to you when choosing an insurance partner for your district.

Statement of Net Assets

As of 06/30/2025

Cash	$67,503,673
Other Assets	$37,632,794
Total Assets	$105,136,467
Total Liabilities	$83,166,312
Total Net Assets/Surplus	**$21,970,155**

Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to $1,500,000,000 for property losses and $1,000,000 for liability claims in each and every occurrence subject to a $10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

The signed Resolution by the member's Board of Education and return to OSIG in order to bind coverage effective 07/01/2025.

Risk Management And Loss Control Tools

Onsite Safety Inspections
Onsite Appraisals
StopIt Anonymous Incident Reporting Mobile App & Web App
Risk Management focused website www.osig.org
Vector Solutions - Professional Development Training Platform:
Free of charge to all members of OSIG
Online 24/7 access to training
Training modules include:

- Child Sexual Abuse Prevention Training
- School Bus Driver Training
- Safety & Compliance Training

Beazley & Lodestone Cyber Portal
Helix Intel
HSB Water & Temperature Monitoring Devices - Pilot Program

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Nancy J. Rogers
Director of Finance

DATE: June 5, 2026

SUBJECT: May 2026 Financial Report

RECOMMENDED ACTION:

Vote to consider and approve the May Financial Report.

BACKGROUND:

The district continues to be in a stable financial position. Expenditures are exceeding revenues due to less ad valorem payments as expected. We continue to increase our investing and interest is comparable to last year at this time.

Interest rates have continued to remain steady. Interest rates on regular savings accounts are 3.43%. Investments are averaging between 3.75-4.0%. We continue to search for the best investments to maximize our funds for future growth.

MOORE NORMAN TECHNOLOGY CENTER
Treasurer's Balance Sheet
May 31, 2026

Assets and Resources	General	Building	Bond	Sinking	Total
Checking Accounts	$ 254,403.54	$ 2,303.94	$ 314.29	$ (49,645.44)	$ 207,376.33
Investments:					
Money Market Accounts	25,480,199.48	14,991,597.79	3,325,932.93	-	42,783,977.37
Treasuries & Agencies	4,468,978.09	3,385,774.89	87,072,531.26	243,660.16	95,170,944.40
Certificates of Deposit: Oklahoma	746,000.00	1,000,000.00	-	-	1,746,000.00
Certificates of Deposit: Brokered	14,734,599.73	18,615,000.00	-	245,000.00	33,594,599.73
Total Investments	45,429,777.30	37,992,372.68	90,398,464.19	488,660.16	173,295,521.50
Receivable from Other Funds	-	-	-	-	-
Accounts Receivable	50.70	-	-	-	50.70
Prepaid Expenses	36,158.81	(24,494.80)	-	-	11,664.01
Total Assets and Resources	$ 45,720,390.35	$ 37,970,181.82	$ 90,398,778.48	$ 439,014.72	$ 173,514,612.54

Liabilities, Reserves, & Fund Balance	General	Building	Bond	Sinking	Total
Payroll Payable	-	-	-	-	-
Fund Balance - Carryforward from Prior Year	34,428,274.38	33,057,582.89	1,842,920.77	883,172.34	70,211,950.38
Fund Balance - YTD Net Activity	11,292,115.97	4,912,598.93	88,555,857.71	(444,157.62)	104,316,414.99
Total Liabilities and Fund Balance	$ 45,720,390.35	$ 37,970,181.82	$ 90,398,778.48	$ 439,014.72	$ 174,528,365.37

MOORE NORMAN TECHNOLOGY CENTER

Treasurer's Schedule of Cash and Investments

May 31, 2026

Settlement Date	FDIC # / Number	Description/Bank	Broker	Maturity Date	Coupon	Yield to Maturity	Cost	Par Value	Current Market	General Fund	Building Fund	Bond Fund	Sinking Fund	Total Funds	Interest Amount	Payment Date
N/A		Arvest Checking & Sweep		N/A			$ 207,376.33			$ 254,403.54	$ 2,303.94	$ 314.29	$ (49,645.44)	$ 207,376.33		
N/A		Bank of OK MM-Fidelity		N/A			248,334.41			204,332.74	44,001.67	-	-	248,334.41		
N/A		Country Club		N/A			354,615.00			13,956.40	(148,001.56)	-	488,660.16	354,615.00		
N/A		Wells Fargo MM		N/A			0.00			-	-	-	-	-		
N/A		Okla School Liquid Access Pool		N/A			57,129,920.10			17,695,631.50	12,783,597.68	3,325,932.93	-	33,805,162.11		
N/A		1st Oklahoma Bank		N/A			1,150,621.52			1,150,621.52	-	-	-	$ 1,150,621.52		
N/A		Valliance Bank		N/A			1,050,865.84			1,050,865.84	-	-	-	$ 1,050,865.84		
N/A		1st United Bank & Trust		N/A			854,767.63			34,767.63	820,000.00	-	-	$ 854,767.63		
N/A		BancFirst Sweep		N/A			1,013,752.83			13,752.83	1,000,000.00	-	-	$ 1,013,752.83		
N/A		Raymond James Bank		N/A			5,320,610.86			5,072,610.86	248,000.00	-	-	$ 5,320,610.86		
United States Treasuries and Agencies																
03/12/26	912797UC9	US Treasury Bill	COMM	06/30/26	0.000%	3.546%	989,427.78	1,000,000.00		989,427.78				989,427.78	10,572.22	06/30/26
01/09/26	912797RF6	US Treasury Note FY26 BOND	OLAP	07/09/26	0.000%	3.430%	43,342,531.24	44,111,000.00				43,342,531.24		43,342,531.24	768,468.76	07/09/26
04/16/26	1401320	OLAP Term Series	OLAP	07/16/26	3.560%	3.560%	9,000,000.00	9,000,000.00			9,000,000.00			9,000,000.00	79,880.55	07/16/26
04/09/26	1031523881	OLAP Term Series	OLAP	10/01/26	3.540%	3.540%	43,730,000.00	43,730,000.00				43,730,000.00		43,730,000.00	742,211.92	10/01/26
04/16/26	0141319	OLAP Term Series	OLAP	10/15/26	3.510%	3.510%	3,000,000.00	3,000,000.00		3,000,000.00				3,000,000.00	52,505.75	10/15/26
04/14/26	912797SK4A	US Treasury Bill	COMM	10/29/26	0.000%	3.561%	3,924,100.00	4,000,000.00		84,078.30	3,840,021.70			3,924,100.00	75,900.00	10/29/26
04/16/26	912797SK4	US Treasury Bill	COMM	10/29/26	0.000%	3.561%	1,962,433.33	2,000,000.00		981,216.66	981,216.67			1,962,433.33	37,566.67	10/29/26
11/17/25	91282CJK8	US Treasury Note	CCB	11/15/26	4.625%	3.550%	1,515,617.03	1,500,000.00		1,515,617.03				1,515,617.03	34,972.60	11/15/26
Certificates of Deposit: Oklahoma																
07/01/25	50687	Regent Bank		06/01/27	3.360%	3.360%	248,000.00	248,000.00		248,000.00				248,000.00	2,556.64	08/01/26
	86640129	Intrust Bank		07/15/25	4.970%	5.100%	250,000.00	250,000.00		250,000.00				250,000.00	12,373.40	07/15/25
01/16/26	1032566754	Liberty National Bank		07/16/26	3.540%	3.540%	2,193,695.09	2,193,695.09		193,695.09	2,000,000.00			2,193,695.09	38,722.02	07/16/26
08/27/25	1031753291	BOK CDARS		08/27/26	3.950%	3.950%	2,100,000.00	2,100,000.00		840,000.00	1,260,000.00			2,100,000.00	82,722.74	08/27/26
09/04/25	1031795091	BOK CDARS		09/03/26	3.900%	3.900%	260,000.00	260,000.00			260,000.00			260,000.00	10,112.22	09/03/26
09/18/25	1031889312	BOK CDARS		09/17/26	3.500%	3.560%	240,000.00	240,000.00			240,000.00			240,000.00	8,376.99	09/17/26
05/07/26	1033212298	Liberty National Bank CDARS		11/05/26	3.600%	3.670%	1,147,245.64	1,147,245.64		147,245.64	1,000,000.00			1,147,245.64	20,593.85	11/05/26
12/23/25	7000452123	Fidelity Bank code 1035		12/23/26	2.750%	2.750%	245,000.00	245,000.00		245,000.00				245,000.00	7,098.44	12/23/26
12/23/25		1st OK Bank Collaterlized CD		03/01/27	2.750%	2.750%	1,000,000.00	1,000,000.00			1,000,000.00			1,000,000.00	7,098.44	12/23/26
Certificates of Deposit: Brokered																
06/20/25	856288BY0	State Bank of India	CCB	06/18/26	4.350%	4.350%	240,000.00	240,000.00		240,000.00				240,000.00	10,291.73	06/26/26
06/27/25	065427DT0	Bank of Utah	CCB	06/26/26	4.300%	4.300%	240,000.00	240,000.00			240,000.00			240,000.00	10,291.73	06/26/26
08/22/25	78658RRQ6	Safra National BK	CCB	08/21/26	4.000%	4.000%	240,000.00	240,000.00			240,000.00			240,000.00	9,573.70	08/21/26
08/27/25	22282XAN0	Covantage CU	CCB	08/27/26	4.050%	4.050%	240,000.00	240,000.00			240,000.00			240,000.00	2,449.97	08/27/26
08/29/25	178808AD3	Civic Federal CU	CCB	08/28/26	4.150%	4.150%	240,000.00	240,000.00			240,000.00			240,000.00	845.92	06/28/26
08/28/25	37892MAZ7	Global Federal CU	CCB	08/28/26	4.100%	4.100%	240,000.00	240,000.00		240,000.00				240,000.00	808.77	06/01/26
08/28/25	12664XAE9	CNB Bank	CCB	08/28/26	4.000%	4.000%	240,000.00	240,000.00		240,000.00				240,000.00	9,573.70	08/28/26
08/28/25	95763PYU9	Western Alliance BK	CCB	08/28/26	4.000%	4.000%	240,000.00	240,000.00		240,000.00				240,000.00	9,600.00	08/28/26
09/13/24	465076UV7	Israel Discount BK of NY	CCB	09/14/26	4.000%	4.000%	240,000.00	240,000.00			240,000.00			240,000.00	4,865.75	09/14/26
09/13/24	92213MAA9	Vantage West CU	CCB	09/14/26	4.100%	4.100%	240,000.00	240,000.00		240,000.00				240,000.00	835.73	06/13/26
12/23/25	38151PEH0	Goldman Sachs Bank	BOK	09/23/26	3.750%	3.750%	245,000.00	245,000.00		245,000.00				245,000.00	6,896.92	09/23/26
12/31/25	59013LFJ8	Merrick Bank South Jordan UT	BOK	09/30/26	3.750%	3.750%	245,000.00	245,000.00		245,000.00				245,000.00	780.31	06/01/26
12/30/25	458657MY6	Intercredit BK Miami FL	BOK	09/30/26	3.800%	3.800%	245,000.00	245,000.00			245,000.00			245,000.00	790.71	06/01/26
04/01/26	60685BWE7	Mizrahi Tefahot Bank	CCB	10/01/26	3.850%	3.850%	245,000.00	245,000.00			245,000.00			245,000.00	4,729.17	10/01/26

MOORE NORMAN TECHNOLOGY CENTER

Treasurer's Schedule of Cash and Investments

May 31, 2026

Settlement Date	FDIC #	Number	Description/Bank	Broker	Maturity Date	Coupon	Yield to Maturity	Cost	Par Value	Current Market	General Fund	Building Fund	Bond Fund	Sinking Fund	Total Funds	Interest Amount	Payment Date
03/30/26		433411DL6	Hinsdale Bank & Trust	CCB	10/05/26	3.850%	3.850%	245,000.00	245,000.00		245,000.00				245,000.00	4,884.23	10/05/26
03/30/26		509685FY4	Lake Forest Bank & Trust	CCB	10/05/26	3.850%	3.850%	245,000.00	245,000.00		245,000.00				245,000.00	4,884.23	10/05/26
04/06/26		95285QEE4	West Gate Bank	CCB	10/09/26	3.800%	3.800%	245,000.00	245,000.00		245,000.00				245,000.00	4,667.75	10/09/26
10/15/25		89846HEU3	Truxton TR	CCB	10/15/26	3.650%	3.650%	240,000.00	240,000.00			240,000.00			240,000.00	8,760.00	10/15/26
10/17/25		43942MAY8	Hope Fed CU	CCB	10/16/26	3.750%	3.750%	240,000.00	240,000.00			240,000.00			240,000.00	8,975.34	10/16/26
10/23/25		32027BAY3	First Freedom BK	CCB	10/23/26	3.650%	3.650%	240,000.00	240,000.00			240,000.00			240,000.00	744.00	06/23/26
10/23/25		25460FFJ0	Direct Fed CU	CCB	10/23/26	3.900%	3.900%	240,000.00	240,000.00		240,000.00				240,000.00	794.96	06/23/26
10/28/25		130162BT2	California CU	CCB	10/28/26	3.950%	3.950%	240,000.00	240,000.00		240,000.00				240,000.00	9,480.00	10/28/26
11/20/25		01882MAM4	Alliant CU	CCB	11/20/26	4.000%	4.000%	245,000.00	245,000.00			245,000.00			245,000.00	832.33	06/20/26
12/10/25		06740KUM7	Barclays BK Del	BOK	12/10/26	3.750%	3.750%	245,000.00	245,000.00			245,000.00			245,000.00	9,187.50	12/10/26
12/12/25		062683MS3	Bank Hope LA	BOK	12/12/26	3.750%	3.750%	245,000.00	245,000.00			245,000.00			245,000.00	9,162.33	12/11/26
12/12/25		29367SMU5	Enterprise BK 7& TR Clayton	BOK	12/11/26	3.750%	3.750%	245,000.00	245,000.00			245,000.00			245,000.00	780.31	06/12/26
12/12/25		433323PK2	Hingham Svgs Mass	BOK	12/11/26	3.700%	3.700%	245,000.00	245,000.00			245,000.00			245,000.00	9,040.16	12/11/26
12/05/25		34061LAE8	Florida CU	CCB	12/15/26	3.800%	3.800%	245,000.00	245,000.00		245,000.00				245,000.00	9,310.00	12/15/26
02/11/26		25665QEK7	Dollar Bank FSB	CCB	02/11/27	3.600%	3.600%	245,000.00	245,000.00		245,000.00				245,000.00	8,820.00	02/11/27
02/12/26		32024FAM3	First Fidelity Bank	CCB	02/12/27	3.654%	3.654%	245,000.00	245,000.00		245,000.00				245,000.00	760.33	06/12/26
02/13/26		32021MPK9	First Financial Bank	CCB	02/12/27	3.600%	3.600%	245,000.00	245,000.00		245,000.00				245,000.00	8,795.84	02/12/27
02/13/26		06051X3B6	Bank of America	CCB	02/12/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	9,040.16	02/12/27
02/17/26		9457548JA2	Webbank	CCB	02/17/27	3.750%	3.750%	245,000.00	245,000.00		245,000.00				245,000.00	9,187.50	02/17/27
02/18/26		680061RH3	Old National Bank	CCB	02/18/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	9,065.00	02/18/27
02/18/26		89268YBV6	Traditional Bank	CCB	02/18/27	3.650%	3.650%	245,000.00	245,000.00		245,000.00				245,000.00	8,942.50	02/18/27
02/18/26		319477BA2	First-Citizens BK & Tr	CCB	02/18/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	9,065.00	02/18/27
02/20/26		72345SMB4	Pinnacle Bank	CCB	02/19/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	9,040.16	02/19/27
02/20/26		43733LBV8	Home Savings Bank	CCB	02/19/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	9,040.16	02/19/27
02/23/26		840461BY2	South Story BK & TR	CCB	02/23/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	9,065.00	02/23/27
03/13/26		58958PRM8	Meridian Bank	CCB	03/12/27	3.705%	3.705%	245,000.00	245,000.00		245,000.00				245,000.00	769.90	06/12/26
03/16/26		219236CQ7	Cornerstone Bank	CCB	03/16/27	3.700%	3.700%	245,000.00	245,000.00			245,000.00			245,000.00	9,065.00	03/16/27
02/17/26		59319LBU8	MI Bank	CCB	03/17/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	769.90	06/17/26
12/22/25		15643VAJ1	Centris Fed CU	CCB	03/22/27	3.850%	3.850%	245,000.00	245,000.00			245,000.00			245,000.00	801.12	06/22/26
03/27/26		74737PAP4	Quaint Oak Bank	CCB	03/25/27	3.705%	3.705%	245,000.00	245,000.00			245,000.00			245,000.00	770.94	06/27/26
03/13/26		319267PB0	First Bank of Richmond	CCB	04/13/27	3.702%	3.702%	245,000.00	245,000.00		245,000.00				245,000.00	4,572.22	09/13/26
02/20/26		744039DM7	Provident Savings BK	CCB	04/20/27	3.703%	3.703%	245,000.00	245,000.00		245,000.00				245,000.00	4,498.89	08/20/26
04/30/26		02007QBX8	Ally Bank	BOK	04/30/27	3.850%	3.850%	150,000.00	150,000.00		150,000.00				150,000.00	5,775.00	04/30/27
02/24/26		20415WDE3	Community West Bank	CCB	05/24/27	3.750%	3.750%	245,000.00	245,000.00		245,000.00				245,000.00	780.31	06/24/26
03/13/26		538037BH4	Live Oak Banking Company	CCB	06/14/27	3.750%	3.750%	245,000.00	245,000.00		245,000.00				245,000.00	780.31	06/01/26
02/12/26		31984WCQ5	First Commercial BK	CCB	08/12/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	4,495.25	08/12/26
02/12/26		52603NBY6	LendingClub BK	CCB	08/12/27	3.750%	3.750%	245,000.00	245,000.00		245,000.00				245,000.00	4,555.99	08/12/26
02/13/26		12527CQA3	CFG Bank	CCB	08/13/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	4,495.25	08/13/26
02/13/26		220802AT9	Cortrust BK	CCB	08/13/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	769.90	06/13/26
02/20/26		45780PDP7	Inst Sav Newburyport	CCB	08/20/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	769.90	06/20/26
02/20/26		05612LJN3	BMW Bank North America	CCB	08/20/27	3.750%	3.750%	245,000.00	245,000.00		245,000.00				245,000.00	4,555.99	08/20/26
11/18/25		90355GA30	UBS Bank USA	CCB	11/18/27	3.650%	3.650%	245,000.00	245,000.00		245,000.00				245,000.00	759.50	06/18/26
11/24/25		98138MDD9	Workers Fed Credit Union	CCB	11/24/27	3.700%	3.700%	245,000.00	245,000.00			245,000.00			245,000.00	769.90	06/24/26
11/28/25		90353ECS0	USF Federal CU	CCB	11/29/27	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	769.90	06/02/26
02/13/26		178180HL2	City Natl BK Bev Hills	CCB	02/14/28	3.850%	3.850%	245,000.00	245,000.00		245,000.00				245,000.00	4,677.49	08/13/26
02/28/25		356436AX3	Freedom Northwest CU	CCB	02/28/28	4.300%	4.300%	240,000.00	240,000.00			240,000.00			240,000.00	876.49	06/28/26
11/14/25		320437BE5	First GTY/Hammond LA	CCB	11/14/28	3.700%	3.700%	245,000.00	245,000.00		245,000.00				245,000.00	4,569.75	11/14/26
03/07/25		34520LBN2	Forbright Bank	CCB	03/07/29	4.300%	4.300%	240,000.00	240,000.00			240,000.00			240,000.00	876.49	06/07/26
11/26/25		88241TXB1	Texas Exchange Bank	CCB	11/26/29	3.750%	3.750%	245,000.00	245,000.00		245,000.00				245,000.00	780.31	06/26/26

Moore Norman Technology Center District No. 17

General Fund Revenue & Expenditures For the Period 05/01/2026 through 05/31/2026

Fiscal Year: 2025-2026

	May-26	Year To Date	Budget	Budget Balance	YTD %
INCOME					
Local Sources					
Ad Valorem Current	$142,974.34	$31,418,867.19	$31,426,795.83	$7,928.64	100.0%
Prior Year Ad Valorem	$30,395.56	$792,640.44	$775,735.66	($16,904.78)	102.2%
Tuition & Fees	$80,809.99	$928,286.62	$911,548.08	($16,738.54)	101.8%
Interest Income	$201,817.13	$2,945,069.77	$2,753,181.27	($191,888.50)	107.0%
Resale/Rentals/Commissions	$64,880.41	$536,230.43	$471,434.02	($64,796.41)	113.7%
Miscellaneous	$91,464.59	$904,100.42	$828,101.82	($75,998.60)	109.2%
Sub-total : Local Sources	$ 612,342.02	$ 37,525,194.87	$ 37,166,796.68	$ (358,398.19)	101.0%
State Sources					
Formula Operations	$244,685.00	$2,691,535.00	$2,936,215.00	$244,680.00	91.7%
Other State Sources	$2,830.00	$194,896.85	$1,019,696.85	$824,800.00	19.1%
Existing Industry	$20,406.00	$224,466.00	$235,648.00	$11,182.00	95.3%
H.I.R.E.	$0.00	$5,134.95	$5,134.95	$0.00	100.0%
Sub-total : State Sources	$ 267,921.00	$ 3,116,032.80	$ 4,196,694.80	$ 1,080,662.00	74.2%
Federal Sources					
Carl Perkins	$0.00	$176,018.85	$176,019.00	$0.15	100.0%
H.I.R.E	$0.00	$10,809.74	$10,809.74	$0.00	100.0%
Student Aid	$136,532.75	$791,661.25	$791,661.25	$0.00	100.0%
Other	$0.00	$0.00	$872,766.20	$872,766.20	0.0%
Sub-total : Federal Sources	$ 136,532.75	$ 978,489.84	$ 1,851,256.19	$ 872,766.35	52.9%
Total : INCOME	$ 1,016,795.77	$ 41,619,717.51	$ 43,214,747.67	$ 1,595,030.16	96.3%

Moore Norman Technology Center District No. 17

General Fund Revenue & Expenditures For the Period 05/01/2026 through 05/31/2026

Fiscal Year: 2025-2026

	May-26	Year To Date	Budget	Budget Balance	YTD %
EXPENSES					
Expenditures					
Salaries	$1,638,683.44	$17,746,375.11	$21,767,120.27	$4,020,745.16	81.5%
Benefits	$532,838.23	$5,761,775.16	$7,530,773.16	$1,768,998.00	76.5%
Purchased Services	$84,306.37	$1,145,075.00	$173,685.53	($971,389.47)	659.3%
Building Services	$40,335.40	$191,126.35	$0.00	($191,126.35)	0.0%
Other Purchased Services	$168,009.34	$777,847.71	$277,321.00	($500,526.71)	280.5%
Supplies & Materials	$385,578.43	$2,177,572.92	$1,092,046.16	($1,085,526.76)	199.4%
Capital Expenditures	$1,159.00	$538,294.65	$1,130,531.55	$592,236.90	47.6%
Other	$213,791.90	$1,721,686.67	$10,059,546.91	$8,337,860.24	17.1%
Total : EXPENSES	$ 3,064,702.11	$ 30,059,753.57	$ 42,031,024.58	$ 11,971,271.01	71.5%
NET ADDITION/(DEFICIT)	$ (2,047,906.34)	$ 11,559,963.94	$ 1,183,723.09	$ (10,376,240.85)	

Moore Norman Technology Center District No. 17

General Fund Revenue & Expenditures For the Period 07/01/2025 through 06/30/2026

Fiscal Year: 2025-2026

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Year To Date
INCOME												
Local Sources												
Ad Valorem Current	$ (2,711.40)	$ (582.42)	$ 140,559.29	$ (304.51)	$ (1,568.76)	$ 4,565,984.30	$ 22,442,454.10	$ 543,685.83	$ 1,327,978.64	$ 2,260,397.78	$ 142,974.34	$ 31,418,867.19
Prior Year Ad Valorem	58,033.38	357,742.15	62,319.19	49,902.02	53,280.26	35,061.24	53,251.65	17,399.46	34,429.76	40,825.77	30,395.56	$ 792,640.44
Tuition & Fees	6,611.85	88,277.09	189,259.40	62,313.78	54,044.31	39,817.49	120,624.20	75,574.43	92,483.19	118,470.89	80,809.99	$ 928,286.62
Interest Income	504,004.22	215,742.62	426,009.20	198,559.27	208,530.12	164,228.06	159,045.31	324,858.66	237,465.42	304,809.76	201,817.13	$ 2,945,069.77
Resale/Rentals/Commissions	12,674.61	45,147.10	105,994.30	37,971.49	52,126.63	28,078.49	61,484.56	32,490.58	50,350.77	45,031.49	64,880.41	$ 536,230.43
Reimbursements	-	-	-	-	-	-	-	-	-	-	-	$ -
Miscellaneous	57,485.48	164,954.32	82,226.54	179,536.77	67,035.57	61,321.40	(3,176.54)	76,106.44	75,418.26	51,727.59	91,464.59	904,100.42
Sub-total : Local Sources	$ 636,098.14	$ 871,280.86	$ 1,006,367.92	$ 527,978.82	$ 433,448.13	$ 4,894,490.98	$ 22,833,683.28	$ 1,070,115.40	$ 1,818,126.04	$ 2,821,263.28	$ 612,342.02	$ 37,525,194.87
State Sources												
Formula Operations	$ 244,685.00	$ 244,685.00	$ 244,685.00	$ 244,685.00	$ 244,685.00	$ 244,685.00	$ 244,685.00	$ 244,685.00	$ 244,685.00	244,685.00	$244,685.00	$ 2,691,535.00
Other State Sources	2,575.00	17,460.26	16,280.00	$ 7,324.00	4,342.50	-	5,123.23	8,475.00	128,446.86	2,040.00	$2,830.00	$ 194,896.85
Existing Industry	20,406.00	20,406.00	20,406.00	$ 20,406.00	20,406.00	20,406.00	20,406.00	20,406.00	20,406.00	20,406.00	$20,406.00	$ 224,466.00
T.I.P Training	-	-	-	$ -	-	-	-	-	-	-	-	$ -
H.I.R.E.	2,929.95	-	-	-	-	2,205.00	-	-	-	-	-	$ 5,134.95
Sub-total : State Sources	$ 270,595.95	$ 282,551.26	$ 281,371.00	$ 272,415.00	$ 269,433.50	$ 267,296.00	$ 270,214.23	$ 273,566.00	$ 393,537.86	$ 267,131.00	$ 267,921.00	$ 3,116,032.80
Federal Sources												
Carl Perkins	$ -	$ -	$ -	$ -	$ 11,520.00	$ -	$ 164,498.85	$ -	$ -	-	$ -	$ 176,018.85
H.I.R.E	10,807.74	-	-	$ -	2.00	-	-	-	-	-	-	$ 10,809.74
Student Aid	34,860.00	213,209.50	35,575.50	$ 55,114.00	52,754.00	73,568.00	-	91,426.50	29,232.50	69,388.50	136,532.75	$ 791,661.25
Other	-	-	-	$ -	-	-	-	-	-	-	-	$ -
Sub-total : Federal Sources	45,667.74	213,209.50	35,575.50	55,114.00	64,276.00	73,568.00	164,498.85	91,426.50	29,232.50	69,388.50	136,532.75	$ 978,489.84
Total : INCOME	$ 952,361.83	$ 1,367,041.62	$ 1,323,314.42	$ 855,507.82	$ 767,157.63	$ 5,235,354.98	$ 23,268,396.36	$ 1,435,107.90	$ 2,240,896.40	$ 3,157,782.78	$ 1,016,795.77	$ 41,619,717.51
EXPENSES												
Expenditures												
Salaries	$ 1,188,630.29	$ 1,469,996.93	$ 1,718,520.82	$ 1,611,839.68	$ 1,967,896.79	$ 1,626,270.67	$ 1,621,452.37	$ 1,640,295.73	$ 1,631,147.46	$ 1,631,640.93	$ 1,638,683.44	$ 17,746,375.11
Benefits	$ 407,759.33	451,708.51	546,162.79	$ 531,443.26	621,644.27	533,584.98	532,233.69	537,234.35	533,678.59	533,487.16	532,838.23	$ 5,761,775.16
Purchased Services	7,053.22	381,496.42	92,713.89	$ 80,303.16	95,912.64	60,145.06	28,163.63	152,000.80	91,659.35	71,320.46	84,306.37	$ 1,145,075.00
Building Services	4,713.56	44,162.42	13,127.12	$ 8,315.79	8,583.19	18,107.96	7,470.43	11,964.55	12,801.73	21,515.20	40,364.40	$ 191,126.35
Other Purchased Services	85,407.56	133,256.92	57,775.86	$ 31,357.42	22,644.97	56,787.06	22,112.44	58,680.27	54,717.84	75,016.03	180,091.34	$ 777,847.71
Supplies & Materials	70,814.31	248,312.44	219,287.47	$ 238,702.63	143,338.99	136,242.01	42,804.70	189,914.22	150,730.13	341,260.82	396,165.20	$ 2,177,572.92
Capital Expenditures	170.00	108,998.24	289.00	$ 35,219.00	92,382.88	5,003.00	119,173.53	153,172.69	22,438.31	289.00	1,159.00	$ 538,294.65
Other	42,524.86	325,734.36	143,796.47	$ 90,822.61	67,805.54	134,144.12	123,697.48	149,573.38	348,001.23	105,776.88	189,809.74	$ 1,721,686.67
Total : EXPENSES	$ 1,807,073.13	$ 3,163,666.24	$ 2,791,673.42	$ 2,628,003.55	$ 3,020,209.27	$ 2,570,284.86	$ 2,497,108.27	$ 2,892,835.99	$ 2,845,174.64	$ 2,780,306.48	$ 3,063,417.72	$ 30,059,753.57
NET ADDITION/(DEFICIT)	$ (854,711.30)	$ (1,796,624.62)	$ (1,468,359.00)	$ (1,772,495.73)	$ (2,253,051.64)	$ 2,665,070.12	$ 20,771,288.09	$ (1,457,728.09)	$ (604,278.24)	$ 377,476.30	$ (2,046,621.95)	$ 11,559,963.94

Moore Norman Technology Center District No. 17

Fiscal Year: 2025-2026

Activity Fund Transfer to General Fund

Account	Description	Balance
61.419.1211.000.000.0000.000.999.4	GFC: Tuition: FT Adult	$26,728.96
61.419.1211.940.000.0000.000.999.4	GFC: Tuition: FT Adult-Out-of-District	$9,671.25
61.419.1215.000.000.0000.000.999.4	GFC: Business Dev Fees	$9,156.80
61.419.1290.000.000.0000.000.999.4	GFC: Fees & Misc Items	$2,529.90
61.419.1410.000.000.0000.000.999.4	GFC: Rental: Facilities (Conferencing)	$3,210.00
61.441.1212.000.000.0000.000.999.4	GFC: Tuition: ST Adult	$41,382.81
61.441.1212.930.000.0000.000.999.4	GFC: Tuition: ST Adult-Rfds & Reimburs	($7,930.00)
61.801.1492.000.000.9053.000.999.4	GFC: Resale-Carpentry	$38.00
61.801.1492.000.000.9057.000.223.4	GFC: Resale-Electrical-AIS	$326.40
61.801.1492.000.000.9071.000.999.4	GFC: Resale-Service Careers	$20.00
61.801.1492.000.000.9478.000.203.4	GFC: Resale-Cosmetology-Day - Glover	$95.00
61.801.1492.000.000.9478.000.204.4	GFC: Resale-Cosmetology-Evening	$484.00
61.801.1492.000.000.9478.000.222.4	GFC: Resale-Cosmetology-Day - Wyatt	$9.00
61.801.1492.000.000.9481.000.000.4	GFC: Resale-Esthetician	$58.00
61.801.1492.000.000.9483.000.000.4	GFC: Resale Nail Tech	$704.00
61.801.1492.000.000.9554.000.999.4	GFC: Resale-Dig Video Prod	$25.00
61.801.1492.000.000.9707.000.999.4	GFC: Resale-Welding	$61.92
61.801.1492.000.000.9793.000.999.4	GFC: National Tech Honor Society: Resale	$1,565.00
61.801.1492.000.000.9904.000.999.4	GFC: Resale-Auto Collision Tech	$984.64
61.801.1492.000.000.9906.000.999.4	GFC: Resale-Auto Service Tech	$1,520.27
61.804.1451.000.000.0000.000.999.4	GFC: Bookstore	$10,571.40
61.808.1442.000.000.0000.000.999.4	GFC: Assessment Revenue	$34,631.15
61.810.1720.000.000.0000.000.999.4	GFC: Catering - Catering Revenue	$180.28
61.810.1730.000.000.0000.000.999.4	GFC: Cafe Revenue	$27,068.27
Grand Total:		**$163,092.05**

End of Report

Activity Fund Summary of Accounts

May 31, 2026

Acct Name	Beg. Balance	Net Change	Ending Balance
Accounts Payable	$0.00	$0.00	$0.00
IntraFund Payable-No Cooking Raffle Etc	$0.00	$0.00	$0.00
InterFund Payable Foundation	$0.00	$0.00	$0.00
Otha Grimes	$0.00	$0.00	$0.00
General School Activities	$110,394.69	-$576.87	$109,817.82
Employee Board Insurance Premium	$0.00	$0.00	$0.00
Scholarship Fund	$988.50	$0.00	$988.50
Gene Hass	$6,500.00	$0.00	$6,500.00
Auto Collision	$19,453.17	$873.80	$20,326.97
Aerospace - Aviation Maintenance	$1,542.41	$0.00	$1,542.41
Aerospace & Transportation General	$597.04	$0.00	$597.04
Auto Service	$9,284.58	-$290.29	$8,994.29
Biomedical	$1,931.07	$56.65	$1,987.72
Business Careers General	$448.26	$0.00	$448.26
CADD	$459.46	-$171.21	$288.25
Carpentry	$6,296.60	-$267.67	$6,028.93
Clean Shorts Film Festival	$1,694.68	$0.00	$1,694.68
CNC Precision Machining	$880.43	-$478.45	$401.98
Cosmetology - Day - Glover	$10,483.26	-$147.16	$10,336.10
Cosmetology - Day - Wyatt	$10,757.69	$135.25	$10,892.94
Cosmetology: Evening	$13,006.03	-$950.50	$12,055.53
Construction & Manufacturing General	$423.76	$0.00	$423.76
Digital Cinema & Television Production	$1,283.78	$1,425.00	$2,708.78
Electrical AIS: Electrical	$3,863.50	-$105.44	$3,758.06
Esthetics	$4,845.03	$694.45	$5,539.48
Graphic Design	$61.05	$0.00	$61.05
Health Careers General	$1,721.30	$0.00	$1,721.30
HIRE (Account closed Feb.2026)	$0.00	$0.00	$0.00
HVAC Air Conditioning & Refrigeration	$1,440.48	-$231.64	$1,208.84
Legal Office/Medical Office	$1,477.91	-$716.10	$761.81
Medical Assisting-Conner	$1,893.40	$0.00	$1,893.40
Medical Assisting-Moravec (Account closed Feb.2026)	$0.00	$0.00	$0.00
Nail Care	$4,006.42	$554.26	$4,560.68
Networking Cloud	$2,351.49	-$1,354.73	$996.76
Networking - Cyber - Millican	$5,762.65	-$4,368.65	$1,394.00
Networking - Cyber - Murphy	$184.59	$0.00	$184.59
NTHS National Technical Honor Society	$4,950.22	$40.00	$4,990.22
HCC Nurse Aide	$7,859.42	-$342.00	$7,517.42
Practical Nursing	$730.44	$62.00	$792.44
Engineering	$2,332.86	$321.23	$2,654.09
Physical Therapy Aide	$5,511.91	$0.00	$5,511.91

PN Select	$14.97	$0.00	$14.97
Pre-Nursing/AUA+	$695.90	$0.00	$695.90
Computer Programming	$1,731.51	-$966.47	$765.04
Red Carpet Film Festival	$2,998.65	$2,199.49	$5,198.14
Skills USA General	$4,913.91	$0.00	$4,913.91
Diagnostic Medical Sonography	$15,092.93	-$300.00	$14,792.93
STEM General	$325.19	$0.00	$325.19
Surgical Tech	$436.17	-$150.00	$286.17
Service Careers	$3,507.45	-$222.56	$3,284.89
Veterinary Assistant	$2,767.57	$230.00	$2,997.57
Welding	$14,715.01	-$632.90	$14,082.11
General Fund Clearing	$154,252.45	$8,781.15	$163,033.60
Total	**$446,869.79**	**$3,100.64**	**$449,970.43**

Accounts Receivalbe Aging Report

May 31, 2026

COMPANY/AGENCY SPONSOR	INV#	TOTAL	30+	60+	90+	Notes
Cleveland County Sheriffs Office	AE2381	$110.00	$0.00	$110.00		2 Students
Department of Veterans Affairs - Norman Division	AE2385	$100.00	$100.00			1 Student CMA invoice
Fountainbrook Assisted Living & Memory Care	AE2389	$500.00	$500.00			2 Students MAT invoices
Choctaw Nation of Oklahoma - Career Development	AE2403	$2,782.50	$2,782.50			1 Student - Electrical Trades
McGuire Retirement Solutions	AE2416	$600.00	$600.00			Conferencing
PTMA Financial Solutions with OK. Liquid Ass	AE2418	$300.00	$300.00			Conferencing
The Harbor RCF	AE2419	$90.00	$90.00			2 Students - MAT Update
Total		**$4,482.50**	**$4,372.50**	**$110.00**	**$0.00**	

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Moore Norman Technology Center District No. 17, Cleveland County, Oklahoma, will hold a Special meeting on the 18th day of May, 2026, at 5:30 o'clock p.m., at Straughan Seminar Center, Moore Norman Technology Center, 4701 12th Avenue NW, Norman, Oklahoma.

MOORE NORMAN
TECHNOLOGY CENTER

Regular Board Meeting
Monday, May 18, 2026
Straughan Seminar Center
4701 12th Ave NW
Norman, Oklahoma 73069

Meeting Call to Order: 5:30 PM

Attendance Taken at 5:30 PM. Present: 4, Absent: 1. Attendance Update Taken at 5:58 PM. Present: 5.

1. Pledge of Allegiance

2. Call to Order and the Recording of Members Present and Absent

3. Miscellaneous Public Comment

In accordance with Board Policy #632, "Any person, desiring to speak to the Board of Education must meet the standards and comply with the procedures set forth below:
a. A specific agenda item, or
b. A topic which involves the operation of MNTC and, also, is a matter over which the Board of Education of MNTC can exercise control and jurisdiction.
c. In order to make a presentation about an item which is not on the agenda for the scheduled meeting, the speaker must be a resident of the MNTC School District, current student, or parent/guardian or spouse of a current student.
d. Loud, profane, abusive, threatening and/or discourteous speech and/or conduct will not be tolerated.
e. Each speaker is limited to a maximum of three minutes.

4. Superintendent's Update:

5. Recognition, Reports and Presentations

MNTC
Nondiscrimination Statement

5.A. Recognize Superintendent Award Winners — Brian Ruttman, Superintendent

5.B. Recognize Digital Cinema & Television Production Students for Winning the Adult Division End Litter Video Contest

5.C. Mental Health Awareness Presentation — Whitney Kennedy, Mental Health Support Counselor

5.D. District Highlights — Robyn Castleberry, Assistant Superintendent of Instructional Support

6. Treasurer's Report Presentation — Nancy Rogers, Director of Finance

6.A. Consider and Vote to Approve the Treasurer's Report

Motion to Approve the Treasurer's Report as presented. This motion, made by Kim Nguyen-Aguilar and seconded by Max Venard, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Yea**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Absent**
Max Venard:	**Yea**

7. Consent Agenda:

All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one board vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:

7.A. Minutes of April 20, 2026, Regular Board Meeting

7.B. General Fund Encumbrance Numbers 2602677 — 2602939

7.C. Approve FY27 Clinical Rotation Renewal Agreement with SSM Health for the Health Instructional Programs

MNTC
Nondiscrimination Statement

Motion to approve Consent Agenda items 7.A through 7.C. This motion, made by Mr Andy Sherrer and seconded by Glen Cosper, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Yea**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Yea**
Max Venard:	**Yea**

8. Consider and Vote to Approve Superintendent's Personnel Recommendations:

8.A. Employment of Part-Time Employees and Extra-Duty Contracts

8.B. Acknowledge Letter of Resignation from Patricia Ablay, WED Specialist

Motion to approve Superintendent's Personnel Recommendations as presented in items 8.A through 8.B. This motion, made by Mr. Andy Sherrer and seconded by Max Venard, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Yea**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Yea**
Max Venard:	**Yea**

8.C. Approve the Superintendent's Recommendation of Employment for the Adult Program Instructor, Practical Nursing Position

Motion to approve the appointment of Ashley Scheele for the Adult Program Instructor, Practical Nursing Position. This motion, made by Glen Cosper and seconded by Kim Nguyen-Aguilar, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Yea**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Yea**
Max Venard:	**Yea**

MNTC
Nondiscrimination Statement

8.D. Approve the Superintendent's Recommendation of Employment for the Instructional Assistant, Cosmetology Position

Motion to approve the hire of Shelley Oden for the Instructional Assistant, Cosmetology Position. This motion, made by Max Venard and seconded by Mr. Andy Sherrer, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Yea**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Yea**
Max Venard:	**Yea**

9. Consider and Vote to Approve General Business Items:

9.A. Approve Memorandum of Understanding with Boeing for MNTC to Provide Customized Workforce Training Programs Aligned with Boeing's Operational Needs

9.B. Approve FY27 Renewal Agreement with Absolute Data Shredding for Secure Data Destruction Services for the District, for the Amount of $2,100.00

9.C. Approve FY27 Renewal Agreement with Allied Elevator Services for the Maintenance of the District's Elevators, for the Amount of $2,620.00

9.D. Approve FY27 Renewal Agreement with the United States Department of Agriculture Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) for Wildlife Threat and Property Damage Mitigation, for the Amount of $8,000.00

9.E. Approve Quote from Connelly Paving Company for the Construction of a Driver Training Pad at the South Penn Campus, for the Amount of $978,400.00

9.F. Approve Quote from Mid-America Roofing for Roof Repairs at the Franklin Road Campus BIT Building, for the Amount of $506,987.00

9.G. Approve FY27 Renewal Agreement with Chem-Aqua Inc. for Professional Water Treatment Services for the District's Chiller and Boiler Systems, for the Amount of $22,358.70

9.H. Approve FY27 Renewal Agreement with Oklahoma Chiller Corporation for the Inspection and Maintenance of Boilers at the South Penn Campus, for the Amount of $9,258.62

MNTC
Nondiscrimination Statement

9.I. Approve FY27 Renewal Agreement with Oklahoma Chiller Corporation for the Annual Maintenance, Inspections, Emergency Services, and Consulting for the Chillers at the South Penn Campus, for the Amount of $4,446.00

9.J. Approve FY27 Renewal Agreement with Chemsearch FE for Kitchen Drain Grease Buildup Mitigation Services at the Franklin Road Campus, for the Amount of $4,373.59

9.K. Approve the Purchase of Three (3) VScan Air CL Handheld Ultrasound Systems from GE Medical Systems for the Diagnostic Medical Sonography Instructional Program, for the Amount of $14,294.00

9.L. Approve FY27 Renewal Agreement with LandCare Holdings, LLC for Grounds Maintenance at the Franklin Road Campus, for the Amount of $31,818.64

9.M. Approve FY27 Renewal Agreement with LandCare Holdings, LLC for Grounds Maintenance at the South Penn Campus, for the Amount of $24,437.56

9.N. Approve FY27 Renewal Agreement with Harrison Energy Partners for Annual Maintenance, Inspections, Emergency Services, and Consulting for the Chillers and Cooling Towers at the Franklin Road Campus, for the Amount of $27,720.00

9.O. Approve FY27 Renewal Agreement with Waste Management of Oklahoma, Inc. for Waste Removal at the South Penn Campus, for the Amount of $8,000.00

9.P. Approve FY27 Renewal Agreement with Active Internet Technologies, d/b/a Finalsite, for the CMS Platform for the District's Website Management, for the Amount of $34,662.00

9.Q. Approve FY27 Renewal Agreement with Active Internet Technologies, d/b/a Final Site, for the EMS Admissions CORE for Online Student Applications and Communication, for the Amount of $10,500.00

9.R. Approve the Purchase of Advertising in Boyd Street Magazine and KREF Radio Broadcasts, for the Amount of $20,340.00

9.S. Approve the Purchase of Digital Scoreboard Advertising at Moore Public Schools, for the Amount of $20,000.00

9.T. Approve FY27 Renewal Agreement with Trifecta Communications, LLC., d/b/a Moore Monthly, for Monthly Magazine Articles and Advertisements, for the Amount of $10,068.00

MNTC
Nondiscrimination Statement

9.U. Approve FY27 Agreement with City Lifestyle for Advertising Services in the Local City Lifestyle Magazine, for the Amount of $8,520.00

9.V. Approve FY27 Renewal Agreement with Autry Technology Center for a Cooperative Statewide CareerTech Marketing Campaign, for the Amount of $27,500.00

9.W. Approve FY27 Renewal Agreement with the Gooden Group, Inc. for the Technology Centers Cooperative Agreement for Unified Media Strategy and Communications, for the Amount of $9,221.00

9.X. Approve FY27 Renewal Agreement with MTM Recognition for Carousel Employee Recognition Software, for the Amount of $8,388.00

9.Y. Approve FY27 Renewal Agreement for the Lease of Two Chevrolet Caprice Pursuit Vehicles from the Midwest City Police Department for the Law Enforcement Training Program, for the Amount of $2.00

9.Z. Approve FY27 Memorandum of Understanding with the Oklahoma Department of Career and Technology Education (ODCTE) for Moore Norman Technology Center to Provide Written Exams for Persons Seeking Certifications or Licensure

9.AA. Approve FY27 Memorandum of Understanding with the Oklahoma Department of Career and Technology Education (ODCTE) for Moore Norman Technology Center to Provide WorkKeys Assessments, with the Cost to be Covered by Students and Clients

9.AB. Approve Bi-Annual License Renewal with the Oklahoma State Board of Cosmetology and Barbering for the Cosmetology, Nail Care, and Esthetics Programs, for the Amount of $250.00

9.AC. Approve Preferred Pricing Agreement with Fear Free, LLC, for Academia Memberships which Include Certifications, Courses, and Marketing Resources for the Veterinary Assisting Program, for the Amount of $40.00 per Membership

9.AD. Approve FY27 Renewal Agreement with Tyler Technologies for School ERP Pro Software for Human Resources and Finance Departments, for the Amount of $77,798.51

9.AE. Approve FY27 Lease Renewal Agreement with Standley Systems for the District's Printing and Multifunctional Devices, for an Amount not to Exceed $100,000.00

MNTC
Nondiscrimination Statement

9.AF. Approve the Purchase of Computers and Displays from Dell for the Aviation Maintenance Instructional Program and the Networking Instructional Program, for the Amount of $58,780.00

9.AG. Approve Purchase of Four (4) Aviation Trainers from Toolkit Technologies for the Aviation Maintenance Instructional Programs, for the Amount of $386,345.35. The Total Purchase Price will be Funded via the ARPA Grant.

9.AH. Approve Purchase of Tools and Toolboxes from Snap-On Tools for the Aviation Maintenance Technology Instructional Program, for the Amount of $232,176.09. The Total Purchase Price will be Funded via the ARPA Grant

9.AI. Consider and Vote to Rehire all Listed Full-Time Staff for Fiscal Year 2027

Motion to approve General Business as presented in items 9.A through 9.AI. This motion, made by Mr. Andy Sherrer and seconded by Max Venard, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Yea**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Yea**
Max Venard:	**Yea**

10. New Business

In accordance with Oklahoma State Statute 25 Section 25 311(A)(9), this is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

11. Adjourn: 6:02 PM

MNTC
Nondiscrimination Statement

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Moore Norman Technology Center District No. 17, Cleveland County, Oklahoma, will hold a Special meeting on the 18th day of May, 2026, at 5:30 o'clock p.m., at Straughan Seminar Center, Moore Norman Technology Center, 4701 12th Avenue NW, Norman, Oklahoma.

ATTEST:

_____	_____
Presiding Officer	**Minutes Clerk**

MNTC
Nondiscrimination Statement

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Moore Norman Technology Center District No. 17, Cleveland County, Oklahoma, will hold a Special meeting on the 29th day of May, 2026, at 5:30 o'clock p.m., at Straughan Seminar Center, Moore Norman Technology Center, 4701 12th Avenue NW, Norman, Oklahoma.

MOORE NORMAN
TECHNOLOGY CENTER

Regular Board Meeting
Monday, May 29, 2026
Room A101
4701 12th Ave NW
Norman, Oklahoma 73069

Meeting Call to Order: 8:41 AM

Attendance Taken at 8:42 AM. Present: 4, Absent: 1.

1. Pledge of Allegiance

2. Call to Order and the Recording of Members Present and Absent

3. Miscellaneous Public Comment

In accordance with Board Policy #632, "Any person, desiring to speak to the Board of Education must meet the standards and comply with the procedures set forth below:
a. A specific agenda item, or
b. A topic which involves the operation of MNTC and, also, is a matter over which the Board of Education of MNTC can exercise control and jurisdiction.
c. In order to make a presentation about an item which is not on the agenda for the scheduled meeting, the speaker must be a resident of the MNTC School District, current student, or parent/guardian or spouse of a current student.
d. Loud, profane, abusive, threatening and/or discourteous speech and/or conduct will not be tolerated.
e. Each speaker is limited to a maximum of three minutes.

MNTC
Nondiscrimination Statement

4. Superintendent's Update:

4.A. MNTC welcomed Deputy Gubernatorial Candidate, T.W. Shannon, to campus for a tour. Mr. Shannon was impressed by the scope and quality of MNTC's educational offerings.

4.B. Superintendent Ruttman commented on the completion of a successful school year and the work that still lies ahead to prepare for next near.

5. Consider and Vote to Move to Executive Session to Discuss:

- **Employee Negotiations for the 2026-2027 School Year with Regard to the Moore Norman Federation of Teachers Local #4890, with a Vote to be Made After Return to Open Session (*Okla. Stat. Tit. 25 § 307 B.2.*)**
- **Salary and Benefits Package of Listed Full-Time Staff for Fiscal Year 2027, with a Vote to be Made After Return to Open Session (*Okla. Stat. Tit. 25 § 307 B.1.*)**

Vote to convene in executive session. This motion, made by Mr. Andy Sherrer and seconded by Glen Cosper, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Absent**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Yea**
Max Venard:	**Yea**

6. Acknowledge Board Return to Open Session

7. Statement of Presiding Officer Concerning Minutes of Executive Session

MNTC
Nondiscrimination Statement

"The Board Met in Executive Session to Discuss:

- *Employee Negotiations for the 2026-2027 School Year with Regard to the Moore Norman Federation of Teachers Local #4890, with a Vote to be Made After Return to Open Session (Okla. Stat. Tit. 25 § 307 B.2.)*
- *Salary and Benefits Package of Listed Full-Time Staff for Fiscal Year 2027, with a Vote to be Made After Return to Open Session (Okla. Stat. Tit. 25 § 307 B.1.)*

No Other Items Were Discussed and No Vote was Taken."

8. Consider and Vote to Approve the Ratified Negotiated Agreement with the MNTC Federation of Teachers Local #4890 for the 2026-2027 School Year

Motion to Approve the Ratified Negotiated Agreement with the MNTC Federation of Teachers Local #4890 for the 2026-2027 School Year. This motion, made by Gln Cosper and seconded by Mr. Andy Sherrer, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Absent**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Yea**
Max Venard:	**Yea**

9. Consider and Vote to Rehire all Listed Full-Time Certified Staff for Fiscal Year 2027

Motion to approve the rehire of all listed full-time certified staff for fiscal year 2027. This motion, made by Kim Nguyen-Aguilar and seconded by Mr. Andy Sherrer, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Absent**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Yea**

MNTC
Nondiscrimination Statement

Max Venard:	**Yea**

10. Consider and Vote to Approve the Salary and Benefits Package of All Listed Full-Time Staff for Fiscal Year 2027

Motion to approve the salary and benefits package of all listed full-time staff. This motion, made by Mr. Andy Sherrer and seconded by Glen Cosper, Passed.

Glen Cosper:	**Yea**
James Griffith:	**Absent**
Kim Nguyen-Aguilar:	**Yea**
Mr. Andy Sherrer:	**Yea**
Max Venard:	**Yea**

11. Adjourn: 9:09 AM

ATTEST:

_____ _____

Presiding Officer **Minutes Clerk**

MNTC
Nondiscrimination Statement

Moore Norman Technology Center School District No. 17
Fiscal Year: 2025-2026
From Date: 05/18/2026 to 06/15/2026
Threshold: $0.01

PO Number	Vendor	Description	For	Amount
2602940	Norman Stamp And Seal	Supplies	Finance	$5.00
2602941	Amazon.Com	Supplies	Health	$699.58
2602942	Pocket Nurse	Supplies	Health	$745.70
2602943	Amazon.Com	Supplies	Construction & Manufacturing	$30.44
2602944	Amazon.Com	Supplies	Cosmetology	$744.41
2602945	Staples	Supplies	Aerospace & Transportation	$124.41
2602946	KECO Body Repair Products	Supplies	Aerospace & Transportation	$356.14
2602947	Collision Autoware Inc	Supplies	Aerospace & Transportation	$310.95
2602948	Staples	Supplies	Aerospace & Transportation	$18.97
2602949	Staples	Supplies	Cosmetology	$518.47
2602950	Amazon.Com	Supplies	Cosmetology	$106.77
2602951	Amazon.Com	Supplies	Public Safety	$75.73
2602952	Lowe’s	Supplies	Construction & Manufacturing	$203.74
2602953	Medline Industries Inc	Supplies	Health	$2,080.12
2602954	Zone Garage OKC	Contracted Services	Facilities	$4,950.00
2602955	SC Franchise Norman	Supplies	Cosmetology	$795.35
2602956	ASE	Resale	Student Engagement	$230.00
2602957	Certiport	Resale	Student Engagement	$650.00
2602958	City Electric Supply	Supplies	Facilities	$1,044.00
2602959	Voss Lighting	Supplies	Facilities	$937.50
2602960	Front Sight Services LLC	Contracted Services	Facilities	$4,900.00
2602961	Art's Lawn Service	Contracted Services	Facilities	$2,950.00
2602962	Jones Skyline Construction LLC	Contracted Services	Facilites	$4,700.00
2602963	Justin's Tire Service	Repairs & Maintenance	Facilities	$1,550.00
2602964	Amazon.Com	Supplies	Health	$506.47
2602965	CDW Government Inc	Supplies	ITS	$81.06
2602966	Oklahoma State Quality Awards Foundation	Registration	District Improvement	$500.00
2602967	Amazon.Com	Supplies	Health	$95.16
2602968	Amazon.Com	Supplies	Aerospace & Transportation	$193.80
2602969	Industrial Welding & Tool Supply	Supplies	Aerospace & Transportation	$438.00
2602970	CDL PowerSuite LLC	Reference Materials	Aerospace & Transportation	$1,000.00
2602971	Aeroedu Solutions	Supplies	Aerospace & Transportation	$2,110.00
2602972	Hoffman Automotive Equipment LLC	Repairs & Maintenance	Aerospace & Transportation	$984.00
2602973	Cornet Carpet Inc.	Contracted Services	Facilities	$100.00
2602974	Paint Corps of Oklahoma City South	Contracted Services	Facilities	$9,157.32
2602975	Financial Aid	Financial Aid	Bursar	$741.75
2602976	Financial Aid	Financial Aid	Bursar	$741.75
2602977	Financial Aid	Financial Aid	Bursar	$388.00
2602978	Financial Aid	Financial Aid	Bursar	$2,257.00
2602979	Financial Aid	Financial Aid	Bursar	$237.66
2602980	Financial Aid	Financial Aid	Bursar	$1,694.00
2602981	Financial Aid	Financial Aid	Bursar	$657.00
2602982	Financial Aid	Financial Aid	Bursar	$741.75
2602983	Financial Aid	Financial Aid	Bursar	$3,651.00
2602984	Financial Aid	Financial Aid	Bursar	$388.00
2602985	Financial Aid	Financial Aid	Bursar	$822.00
2602986	Financial Aid	Financial Aid	Bursar	$425.00
2602987	Financial Aid	Financial Aid	Bursar	$1,091.00
2602988	Financial Aid	Financial Aid	Bursar	$388.00
2602989	Financial Aid	Financial Aid	Bursar	$180.00
2602990	Financial Aid	Financial Aid	Bursar	$3,361.00

Moore Norman Technology Center School District No. 17
Fiscal Year: 2025-2026
From Date: 05/18/2026 to 06/15/2026
Threshold: $0.01

PO Number	Vendor	Description	For	Amount
2602991	Financial Aid	Financial Aid	Bursar	$3,361.00
2602992	Financial Aid	Financial Aid	Bursar	$1,626.13
2602993	Financial Aid	Financial Aid	Bursar	$388.00
2602994	Financial Aid	Financial Aid	Bursar	$741.75
2602995	Financial Aid	Financial Aid	Bursar	$3,017.00
2602996	Financial Aid	Financial Aid	Bursar	$3,361.00
2602997	Financial Aid	Financial Aid	Bursar	$189.34
2602998	Financial Aid	Financial Aid	Bursar	$3,361.00
2602999	Financial Aid	Financial Aid	Bursar	$741.75
2603000	Financial Aid	Financial Aid	Bursar	$388.00
2603001	Financial Aid	Financial Aid	Bursar	$575.00
2603002	Financial Aid	Financial Aid	Bursar	$1,386.75
2603003	Financial Aid	Financial Aid	Bursar	$741.75
2603004	Financial Aid	Financial Aid	Bursar	$3,361.00
2603005	Financial Aid	Financial Aid	Bursar	$2,497.00
2603006	Financial Aid	Financial Aid	Bursar	$1,041.75
2603007	Financial Aid	Financial Aid	Bursar	$3,697.00
2603008	Financial Aid	Financial Aid	Bursar	$3,697.00
2603009	Financial Aid	Financial Aid	Bursar	$1,700.00
2603010	Financial Aid	Financial Aid	Bursar	$2,447.00
2603011	Financial Aid	Financial Aid	Bursar	$2,844.00
2603012	Financial Aid	Financial Aid	Bursar	$388.00
2603013	Financial Aid	Financial Aid	Bursar	$1,700.00
2603014	Financial Aid	Financial Aid	Bursar	$1,011.00
2603015	Financial Aid	Financial Aid	Bursar	$1,462.34
2603016	Financial Aid	Financial Aid	Bursar	$1,675.00
2603017	Financial Aid	Financial Aid	Bursar	$3,697.00
2603018	Financial Aid	Financial Aid	Bursar	$2,447.00
2603019	Financial Aid	Financial Aid	Bursar	$3,361.00
2603020	Financial Aid	Financial Aid	Bursar	$2,197.00
2603021	Financial Aid	Financial Aid	Bursar	$1,011.00
2603022	Financial Aid	Financial Aid	Bursar	$493.00
2603023	Financial Aid	Financial Aid	Bursar	$493.00
2603024	Financial Aid	Financial Aid	Bursar	$2,497.00
2603025	Financial Aid	Financial Aid	Bursar	$2,497.00
2603026	Financial Aid	Financial Aid	Bursar	$2,497.00
2603027	Financial Aid	Financial Aid	Bursar	$1,267.00
2603028	Moore Norman Technology Center	Financial Aid	Bursar	$35,710.53
2603029	Financial Aid	Financial Aid	Bursar	$350.00
2603030	Financial Aid	Financial Aid	Bursar	$125.00
2603031	Financial Aid	Financial Aid	Bursar	$350.00
2603032	Financial Aid	Financial Aid	Bursar	$250.00
2603033	Financial Aid	Financial Aid	Bursar	$250.00
2603034	Financial Aid	Financial Aid	Bursar	$250.00
2603035	Financial Aid	Financial Aid	Bursar	$250.00
2603036	Financial Aid	Financial Aid	Bursar	$250.00
2603037	Financial Aid	Financial Aid	Bursar	$350.00
2603038	Financial Aid	Financial Aid	Bursar	$350.00
2603039	Financial Aid	Financial Aid	Bursar	$250.00
2603040	Financial Aid	Financial Aid	Bursar	$100.00
2603041	Financial Aid	Financial Aid	Bursar	$350.00

Moore Norman Technology Center School District No. 17
Fiscal Year: 2025-2026
From Date: 05/18/2026 to 06/15/2026
Threshold: $0.01

PO Number	Vendor	Description	For	Amount
2603042	Financial Aid	Financial Aid	Bursar	$350.00
2603043	Financial Aid	Financial Aid	Bursar	$250.00
2603044	Financial Aid	Financial Aid	Bursar	$100.00
2603045	Financial Aid	Financial Aid	Bursar	$100.00
2603046	Financial Aid	Financial Aid	Bursar	$100.00
2603047	Financial Aid	Financial Aid	Bursar	$100.00
2603048	Financial Aid	Financial Aid	Bursar	$100.00
2603049	Financial Aid	Financial Aid	Bursar	$100.00
2603050	Financial Aid	Financial Aid	Bursar	$100.00
2603051	Financial Aid	Financial Aid	Bursar	$250.00
2603052	Financial Aid	Financial Aid	Bursar	$250.00
2603053	Financial Aid	Financial Aid	Bursar	$100.00
2603054	Financial Aid	Financial Aid	Bursar	$250.00
2603055	Financial Aid	Financial Aid	Bursar	$250.00
2603056	Financial Aid	Financial Aid	Bursar	$300.00
2603057	Financial Aid	Financial Aid	Bursar	$900.00
2603058	Financial Aid	Financial Aid	Bursar	$1,227.00
2603059	Financial Aid	Financial Aid	Bursar	$642.50
2603060	Financial Aid	Financial Aid	Bursar	$1,125.00
2603061	Financial Aid	Financial Aid	Bursar	$642.50
2603062	Financial Aid	Financial Aid	Bursar	$1,125.00
2603063	Financial Aid	Financial Aid	Bursar	$2,497.00
2603064	Moore Norman Technology Center	Financial Aid	Bursar	$1,200.00
2603065	Financial Aid	Financial Aid	Bursar	$350.00
2603066	Amazon.Com	Supplies	Student Services	$585.00
2603067	Norman Stamp And Seal	Contracted Services	Human Resources	$170.00
2603068	Staples	Supplies	Student Services	$300.00
2603069	Armando Silva	Contracted Services	Facilities	$2,400.00
2603070	Whitton Supply	Repairs & Maintenance	Construction & Manufacturing	$100.00
2603071	Certiport	Resale	Student Engagement	$720.00
2603072	City Electric Supply	Supplies	Facilities	$1,361.82
2603073	Global Equipment Company	Supplies	Facilities	$1,911.72
2603074	Staples	Supplies	Student Engagement	$30.16
2603075	FastSigns 20108	Supplies	Facilities	$166.65
2603076	Alpha Omega Woodworks, LLC	Contracted Services	Facilities	$1,150.00
2603077	Amazon.Com	Supplies	Construction & Manufacturing	$299.99
2603078	Woodcraft #548	Supplies	Construction & Manufacturing	$312.99
2603079	Mittler Bros Machine and Tool	Supplies	Grants	$3,159.67
2603080	Aeroedu Solutions	Supplies	Aerospace & Transportation	$608.18
2603081	Aeroedu Solutions	Supplies	Aerospace & Transportation	$534.11
2603082	SAE International	Reference Materials	Aerospace & Transportation	$3,000.00
2603083	Amazon.Com	Supplies	Facilities	$1,932.75
2603084	SC Franchise Norman	Supplies	Cosmetology	$140.52
2603085	Oklahoma State Regents	Return of OTAG Funds	Finance	$1,050.00
2603086	Amazon.Com	Supplies	Safety	$96.80
2603087	Southwestern Stationery	Contracted Services	Marketing	$781.40
2603088	South OKC Chamber Of Commerce	Sponsorships	Marketing	$2,350.00
2603089	Staples	Supplies	Health	$60.76
2603090	Amazon.Com	Reference Materials	Health	$526.99
2603091	Mittler Bros Machine and Tool	Supplies	Grants	$8,150.97
2603092	Precision Delta Corporation	Supplies	Public Safety	$9,700.23

Moore Norman Technology Center School District No. 17
Fiscal Year: 2025-2026
From Date: 05/18/2026 to 06/15/2026
Threshold: $0.01

PO Number	Vendor	Description	For	Amount
2603093	Amazon.Com	Supplies	Cosmetology	$1,036.86
2603094	Amazon.Com	Supplies	Human Resources	$1,153.52
2603095	Locke Wholesale Electric Supply	Supplies	Construction & Manufacturing	$264.16
2603096	Amazon.Com	Supplies	STEM	$912.32
2603097	Project Lead The Way	Supplies	STEM	$625.50
2603098	InBody	Supplies	Human Resources	$435.00
2603099	Snap-On Industrial	Supplies	Grants	$232,176.06
2603100	Security Bankcard Center	Clear Account P-Cards GF	Finance	$150,000.00
2603101	Toolkit Technologies, Inc.	Capital Equipment	Grants	$386,345.35
2603102	Student Per Diem	Travel	Student Engagement	$210.00
2603103	Student Per Diem	Travel	Student Engagement	$210.00
2603104	Student Per Diem	Travel	Student Engagement	$210.00
2603105	Student Per Diem	Travel	Student Engagement	$210.00
2603106	Student Per Diem	Travel	Student Engagement	$210.00
2603107	Student Per Diem	Travel	Student Engagement	$210.00
2603108	Student Per Diem	Travel	Student Engagement	$210.00
2603109	Student Per Diem	Travel	Student Engagement	$210.00
2603110	Student Per Diem	Travel	Student Engagement	$210.00
2603111	Student Per Diem	Travel	Student Engagement	$210.00
2603112	Student Per Diem	Travel	Student Engagement	$210.00
2603113	Student Per Diem	Travel	Student Engagement	$210.00
2603114	Student Per Diem	Travel	Student Engagement	$210.00
2603115	Student Per Diem	Travel	Student Engagement	$210.00
2603116	Student Per Diem	Travel	Student Engagement	$210.00
2603117	Student Per Diem	Travel	Student Engagement	$210.00
2603118	Student Per Diem	Travel	Student Engagement	$210.00
2603119	Student Per Diem	Travel	Student Engagement	$210.00
2603120	Student Per Diem	Travel	Student Engagement	$210.00
2603121	Student Per Diem	Travel	Student Engagement	$210.00
2603122	Student Per Diem	Travel	Student Engagement	$210.00
2603123	Student Per Diem	Travel	Student Engagement	$210.00
2603124	Student Per Diem	Travel	Student Engagement	$210.00
2603125	Student Per Diem	Travel	Student Engagement	$210.00
2603126	Student Per Diem	Travel	Student Engagement	$210.00
2603127	Student Per Diem	Travel	Student Engagement	$210.00
2603128	Student Per Diem	Travel	Student Engagement	$210.00
2603129	Student Per Diem	Travel	Student Engagement	$210.00
2603130	Student Per Diem	Travel	Student Engagement	$210.00
2603131	Student Per Diem	Travel	Student Engagement	$210.00
2603132	Student Per Diem	Travel	Student Engagement	$210.00
2603133	Student Per Diem	Travel	Student Engagement	$210.00
2603134	Student Per Diem	Travel	Student Engagement	$150.00
2603135	Student Per Diem	Travel	Student Engagement	$150.00
2603136	Student Per Diem	Travel	Student Engagement	$150.00
2603137	Student Per Diem	Travel	Student Engagement	$150.00
2603138	Student Per Diem	Travel	Student Engagement	$150.00
2603139	Student Per Diem	Travel	Student Engagement	$150.00
2603140	Student Per Diem	Travel	Student Engagement	$150.00
2603141	Student Per Diem	Travel	Student Engagement	$150.00
2603142	Student Per Diem	Travel	Student Engagement	$150.00
2603143	Student Per Diem	Travel	Student Engagement	$150.00

Moore Norman Technology Center School District No. 17
Fiscal Year: 2025-2026
From Date: 05/18/2026 to 06/15/2026
Threshold: $0.01

PO Number	Vendor	Description	For	Amount
2603144	Student Per Diem	Travel	Student Engagement	$150.00
2603145	Ikon Truck and Auto Accessories, LLC	Repairs & Maintenance	Facilities	$4,673.70
2603146	Financial Aid	Finacial Aid	Bursar	$100.00
2603147	Student Per Diem	Travel	Student Engagement	$210.00
2603148	Student Per Diem	Travel	Student Engagement	$180.00
2603149	Student Per Diem	Travel	Student Engagement	$180.00
2603150	Student Per Diem	Travel	Student Engagement	$180.00
2603151	Student Per Diem	Travel	Student Engagement	$180.00
2603152	Johnson Controls Inc	Contracted Services	Facilities	$2,581.29
2603153	In and Out Plumbing LLC	Contracted Services	Facilities	$4,500.00
2603154	Renaissance Cast Stone LLC	Contracted Services	Facilities	$3,150.00
2603155	Mid-America Roofing & Const., Inc	Contracted Services	Facilities	$506,987.00
2603156	Dell Marketing L.P.	Equipment	ITS	$1,890.00
2603157	CDW Government Inc	Software	ITS	$1,297.18
2603158	Dell Marketing L.P.	Equipment	ITS	$23,800.00
2603159	Dell Marketing L.P.	Equipment	ITS	$33,000.00
2603160	Amazon.Com	Supplies	Aerospace & Transportation	$1,563.33
2603161	Amazon.Com	Supplies	Workforce & Economic Development	$33.52
2603162	Industrial Welding & Tool Supply	Supplies	Aerospace & Transportation	$360.00
2603163	Jones Offroad ATV & Cycle Sales	Supplies	Aerospace & Transportation	$188.95
2603164	Adi	Equipment	Student Engagement	$1,746.47
2603165	Digi Security Systems LLC	Equipment	Student Engagement	$4,837.36
2603166	Amazon.Com	Supplies	Health	$193.35
2603167	Department of Veteran Affairs	Refund	Finance	$2,225.00
2603168	Amazon.Com	Supplies	Public Safety	$18.47
2603169	Amazon.Com	Supplies	Student Services	$720.00
2603170	Amazon.Com	Supplies	Marketing	$18.99
2603171	Amazon.Com	Supplies	ITS	$89.43
2603172	Amazon.Com	Supplies	Health	$113.69
2603173	YI Specialties	Fixtures	Facilities	$47,930.00
2603174	SC Franchise Norman	Supplies	Cosmetology	$795.35
2603175	CDW Government Inc	Software	ITS	$7,090.41
2603176	Connelly Paving Company	Contracted Services	Facilities	$978,400.00
2603177	Amazon.Com	Supplies	Health	$109.99
2603178	Amazon.Com	Supplies	Cosmetology	$922.43
2603179	Red Earth Environmental	Contracted Services	Health	$1,372.00
2603180	Superior Commercial Roofing LLC	Contracted Services	Facilities	$1,500.00
2603181	Amazon.Com	Supplies	Cosmetology	$1,083.04
2603182	Amazon.Com	Supplies	Aerospace & Transportation	$1,332.92
2603183	Amazon.Com	Supplies	Aerospace & Transportation	$1,380.92
2603184	Amazon.Com	Supplies	Health	$1,185.53
2603185	Norman Transcript	Legal Notices	Finance	$550.00
2603186	Jackson Mechanical Service Inc.	Contracted Services	Facilites	$8,359.00
2603187	Johnson Controls Inc	Contracted Services	Facilites	$4,025.96
2603188	Inland Truck Parts Co	Repairs & Maintenance	Facilities	$4,900.00
2603189	Amazon.Com	Supplies	Aerospace & Transportation	$1,178.70
2603190	KI	Supplies	Facilities	$2,089.00
2603191	O'Reilly Auto Parts	Supplies	Aerospace & Transportation	$475.00
2603192	Napa Auto & Truck Parts	Supplies	Aerospace & Transportation	$748.76
2603193	Marcums Nursery	Supplies	Facilities	$4,900.00
2603194	CDW Government Inc	Supplies	ITS	$118.69

Moore Norman Technology Center School District No. 17
Fiscal Year: 2025-2026
From Date: 05/18/2026 to 06/15/2026
Threshold: $0.01

PO Number	Vendor	Description	For	Amount
2603195	Dell Marketing L.P.	Supplies	ITS	$264.00
2603196	Staples	Supplies	BIT	$44.94
2603197	The Oklahoman Media Company	Advertising	Finance	$307.00
2603198	Amazon.Com	Supplies	Aerospace & Transportation	$655.98
2603199	English Colors	Supplies	Aerospace & Transportation	$117.24
2603200	Rexel Electrical & Datacom Supplies	Software	Construction & Manufacturing	$2,667.80
2603201	Technical Laboratory Systems	Equipment	Aerospace & Transportation	$18,984.00
2603202	LandCare USA LLC	Contracted Services	Facilities	$10,920.00
2603203	GE Medical Systems	Supplies	Health	$14,294.10
2603204	The Center for Education Law P.C.	Contracted Services	Admin	$2,000.00
2603205	Medline Industries Inc	Supplies	Health	$24.90
2603206	MSC Industrial Supply	Supplies	STEM	$773.21
2603207	Sam's Club	Dues & Fees	Finance	$175.00
2603208	McKesson Medical Surgical Inc	Supplies	Health	$296.22
2603209	Amazon.Com	Supplies	ITS	$25.16
2603210	CDW Government Inc	Supplies	ITS	$4,607.34
2603211	Vex Robotics Inc	Equipment	STEM	$4,107.17
2603212	Amazon.Com	Supplies	Student Services	$34.19
2603213	Staples	Supplies	Student Services	$50.00
2603214	SC Franchise Norman	Supplies	Student Services	$252.07
2603215	Action Target Inc.	Supplies	Public Safety	$2,721.76
2603216	OEC	Electricity	Finance	$27,000.00
2603217	Snap-On Industrial	Supplies	Aerospace & Transportation	$3,913.12
2603218	Aircentre, LLC	Supplies	Aerospace & Transportation	$1,465.00
2603219	Aeroedu Solutions	Supplies	Aerospace & Transportation	$3,373.80
2603220	Albright Steel & Wire	Supplies	Student Services	$365.88
2603221	Amazon.Com	Supplies	Health	$59.99
2603222	American Heart Association	Supplies	Health	$1,392.00
2603223	Dickerson, Richard B	Tuition Enhancement	Human Resources	$1,080.00
2603224	Hopper, Traci M	Tuition Enhancement	Human Resources	$929.00
2603225	Medeiros, Lillian M	Tuition Enhancement	Human Resources	$3,070.00
2603226	Millican, Stephanie E	Tuition Enhancement	Human Resources	$921.00
2603227	Pennington, Julie L	Tuition Enhancement	Human Resources	$921.00
2603228	Sweetman, Nimisha	Tuition Enhancement	Human Resources	$1,080.00
2603229	Stacy, Heather	Tuition Enhancement	Human Resources	$2,160.00
2603230	Palmer, Tracie L	Tuition Enhancement	Human Resources	$3,240.00
2603231	O'Leary, Brian R	Tuition Enhancement	Human Resources	$2,763.00
2603232	Bonner, Kathrine L	Tuition Enhancement	Human Resources	$3,684.00
2603233	Brown, Ariana M	Tuition Enhancement	Human Resources	$2,456.00
2603234	Wagner, Sabrina L	Tuition Enhancement	Human Resources	$2,486.00
2603235	Zoll, Dylan A	Tuition Enhancement	Human Resources	$2,160.00
2603236	Becker, Alex Denay	Tuition Enhancement	Human Resources	$2,160.00
2603237	Mock, Jeffery Kade	Tuition Enhancement	Human Resources	$1,565.00
2603238	James, Larry Shane	Tuition Enhancement	Human Resources	$1,080.00
2603239	Williams, Kyle Wayne	Tuition Enhancement	Human Resources	$1,440.00
2603240	Landers, Erin E	Tuition Enhancement	Human Resources	$1,565.00
2603241	Waibel, Katheryn M	Tuition Enhancement	Human Resources	$1,565.00
2603242	Smith, Timothy A	Tuition Enhancement	Human Resources	$1,565.00
2603243	Smith, Amy Faye Nix	Tuition Enhancement	Human Resources	$2,160.00
2603244	Moore, Jaycob L	Tuition Enhancement	Human Resources	$1,842.00
2603245	Ince, Chelsea N	Tuition Enhancement	Human Resources	$2,160.00

Moore Norman Technology Center School District No. 17
Fiscal Year: 2025-2026
From Date: 05/18/2026 to 06/15/2026
Threshold: $0.01

PO Number	Vendor	Description	For	Amount
2603246	Brown, Dalton M	Tuition Enhancement	Human Resources	$1,842.00
2603247	Black, Jason D	Tuition Enhancement	Human Resources	$921.00
2603248	Jacobs, Christopher L	Tuition Enhancement	Human Resources	$921.00
2603249	Riley, Sandra Roslyn	Tuition Enhancement	Human Resources	$1,842.00
2603250	Amazon.Com	Supplies	Finance	$11.00
2603251	Daniels, Julie R	Tuition Enhancement	Human Resources	$1,842.00
2603252	Harris, Ian J	Tuition Enhancement	Human Resources	$1,842.00
2603253	K&S Auto Service, Inc	Repairs & Maintenance	Facilities	$1,000.00
2603254	Hibdon Tires Plus	Repairs & Maintenance	Facilitles	$1,000.00
2603255	Air Power Equipment Co	Contracted Services	Facilities	$2,000.00
2603256	MA+ Architecture LLC	Architectural Services	Facilities	$29,400.00
2603257	Brady Industries of Kansas	Supplies	Facilities	$2,164.60
2603258	Locke Wholesale Electric Supply	Supplies	Facilities	$1,427.00
2603259	Amazon.Com	Supplies	Student Services	$219.89
2603260	Ewing Irrigation Products INC	Supplies	Facilities	$4,900.00
2603261	Oklahoma State Regents	Registration	Student Engagement	$1,000.00
2603262	Paint Corps of Oklahoma City South	Contracted Services	Facilities	$3,758.77
2603263	Staples	Supplies	Student Services	$100.00
2603264	Akin Brothers Flooring	Contracted Services	Facilities	$9,507.00
2603265	Amazon.Com	Supplies	WED	$13.88
2603266	Action Target Inc.	Supplies	Public Safety	$1,787.98
2603267	Amazon.Com	Supplies	Cosmetology	$302.48
2603268	English Colors	Supplies	Aerospace & Transportation	$1,864.88
2603269	Dell Marketing L.P.	Supplies	ITS	$476.80
2603270	Amazon.Com	Supplies	Health	$279.99
2603271	Staples	Supplies	Student Services	$100.00
2603272	Farrand, Nicholas K	Tuition Enhancement	Human Resources	$2,486.00
2603273	Student Per Diem	Travel	Student Engagement	$210.00
2603274	Image360 Norman	Contracted Services	Facilities	$4,179.00
2603275	U-Line	Supplies	Facilities	$211.05
2603276	McCaskill, Jay W	Tuition Enhancement	Human Resources	$2,763.00
2603277	In and Out Plumbing LLC	Contracted Services	Facilities	$2,500.00
2603278	Alpha Omega Woodworks, LLC	Contracted Services	Facilities	$4,700.00
2603279	Henry's Concrete Construction	Contracted Services	Facilities	$4,575.00
2603280	Student Per Diem	Travel	Student Engagement	$210.00
2603281	Student Per Diem	Travel	Student Engagement	$210.00
2603282	Amazon.Com	Supplies	Aerospace & Transportation	$972.08
2603283	Timco Machine Tool Inc	Equipment	STEM	$1,274.96
2603284	Cornet Carpet Inc.	Contracted Services	Facilties	$12,899.41
2603285	Grooms Irrigation Company	Contracted Services	Facilities	$10,000.00
2603286	Massive Graphics	Supplies	Marketing	$18,850.00
2603287	Student Per Diem	Travel	Student Engagement	$210.00
2603288	Harrison Energy Partners	Contracted Services	Facilities	$10,000.00
2603289	Manhattan Construction Company	Construction	Facilities	$1,514,516.00
2603290	Fowler Toyota	Vehicles	Facilities	$303,500.00
2603291	Oklahoma Chiller corporation	Contracted Services	Facilities	$16,887.67
			Total POs: 352	**Total Amount: $4,798,116.31**

PO Board Report Fund Totals

Fiscal Year: 2025-2026

From Date: 06/15/2026 To Date: 06/15/2026 Threshold $0.01

Fund	Description	Amount
11	General Fund	2,401,019.56
21	Building Fund	2,350,036.75
34	Bond Fund 2025	47,060.00
	Total Amount	4,798,116.31

End of Report

MOORE NORMAN TECHNOLOGY CENTER

CHANGE ORDERS FOR BOARD APPROVAL

Date	Purchase Order Number	Vendor	Number of Revisions	Original PO	Change Order	Final PO	Reason For Change Order	Description	Requestor
5/19/2026	2600997	Oklahoma HOSA	1	$20,000.00	$2,500.00	$22,500.00	Additional Registrations	Registration	Traci Hopper
6/2/2026	2600361	City of Oklahoma City	1	$15,500.00	$2,500.00	$18,000.00	Utilities	Utilities	Jamie Roye

Employee Travel Budget

Name	Check Location	Primary Job Title	Amount
Allen, Lillian M	Construction Trades	Teacher	$ 150.00
Anderson, Kimberly M	Health Careers	Instructor	$ 150.00
Burg, Timothy Alan	WED	Economic Developer	$ 150.00
Bustos, Luis	Facilities Services	Custodian	$ 150.00
Clark, Christine A	Health Careers	Assistant	$ 250.00
Crawley, Natalie L	Construction Trades	Counselor	$ 750.00
Crowley Woodard, Christine	BIT	Teacher	$ 250.00
Fitzgerald, Tina M	WED	Training Coordinator	$ 350.00
Folmar, Renee M	Finance	Activity Fnd Custodian	$ 100.00
Glover, Renea Yvette	Construction Trades	Teacher	$ 100.00
Grant, Brenda L	Student Services	Tech Ctr Representative	$ 250.00
Hardy, William R	Construction Trades	Teacher	$ 750.00
Herell, Shawna N	Health Careers	Asst Dir Health Careers	$ 250.00
Hlavaty, Benjamin Christopher	BIT	Teacher	$ 500.00
Hopper, Traci M	Instruction	Student Organization Coor	$ 250.00
Mock, Jeffery Kade	BIT	Teacher	$ 500.00
O'Leary, Brian R	Aerospace & Transportation	Teacher	$ 100.00
Romero, Francisco S	Health Careers	Teacher	$ 750.00
Teets, Candice Mary	Student Services	Tech Ctr Representative	$ 250.00
Troub, Travis	Health Careers	PN Instructor	$ 250.00
Zoll, Dylan A	Aerospace & Transportation	Teacher	$ 50.00

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Nancy J. Rogers
Director of Finance

DATE: May 20, 2026

SUBJECT: FY2025-2026 District Budget Amendment No. 2

RECOMMENDED ACTION:

Approval of the Proposed FY2025-2026 District Budget Amendment No. 2 for Moore Norman Technology Center.

BACKGROUND:

Attached is Amendment No. 2 to the FY2025–2026 Budget for Moore Norman Technology Center. This amendment reflects updated revenue estimates, expenditure adjustments, and revised appropriations based on current fiscal year activity and updated financial information.

Summary of Key Budget Adjustments

1. Revenue and Fund Balance Updates

- **Ad Valorem Taxes**:
  Updated collections and distributions reflect minor adjustments from prior certified estimates, aligning revenues with current county reports.
- **State and Federal Revenues:**
  Adjustments have been made to reflect updated allocations, reimbursements, and grant activity based on current entitlement notifications and program participation.
- **Interest Income:**
  Interest earnings have been revised to reflect actual market performance and current cash balances.

2. Expenditure Adjustments

- **Program and Operational Adjustments:**
  Appropriations have been adjusted across funds to support instructional programs, personnel needs, and operational requirements based on year-to-date expenditures.
- **Encumbrances and Carryover:**
  Additional refinements have been made to align appropriations with finalized encumbrances and remaining obligations.
- **Capital and Maintenance Needs:**
  Updates include necessary adjustments for maintenance projects, equipment purchases, and facility-related expenditures to support district operations.
- **Contingency Reserves**:
  Contingency allocations have been reviewed and adjusted as needed to ensure adequate flexibility for the remainder of the fiscal year.

Amendment No. 2 ensures that the district's budget remains aligned with actual revenues and expenditures while continuing to support strategic priorities and operational needs. Additional adjustments may be made as necessary to reflect evolving financial conditions.

Moore Norman Technology Center remains committed to responsible financial stewardship while supporting student success and organizational effectiveness.

Please feel free to reach out with any questions prior to, during, or following the Board meeting.

MOORE NORMAN TECHNOLOGY CENTER
SCHOOL DISTRICT NO. 17

SCHOOL BUDGET FINANCING PLAN

FISCAL YEAR 2025-2026

ORIGINAL BUDGET – JUNE 16, 2025

AMENDMENT NO. 1 – SEPTEMBER 15, 2025

AMENDMENT NO. 2 – JUNE 15, 2026

James Griffith, President
Max Venard, Vice President
Glen Cosper, Clerk
Andy Sherrer, Assistant Clerk
Kim Nguyen-Aguilar, Member

Brian Ruttman, Superintendent
Nancy J. Rogers, Treasurer

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT NO. 17
PO Box 4701
Norman, Oklahoma 73070

TO THE TAXPAYERS OF MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT NO. 17:

The Board of Education of Moore Norman Technology Center School District No. 17, Cleveland County, Oklahoma as authorized by Oklahoma Statutes (Section 5-150 of the School District Budget Act), submits the Budget for Fiscal Year 2025-2026 for the above named district.

The 2025-2026 School Budget was prepared by the administrative staff of Moore Norman Technology Center School District No. 17 at the direction of and under the supervision of the Board of Education. The members of the Board of Education are as follows:

James Griffith, President

Max Venard, Vice President

Glen Cosper, Clerk

Andy Sherrer, Assistant Clerk

Kim Nguyen-Aguilar, Member

_____
James Griffith, President

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT NO. 17
PO Box 4701
Norman, Oklahoma 73070

ADOPTION OF SCHOOL DISTRICT BUDGET

STATE OF OKLAHOMA, COUNTY OF CLEVELAND.

We the undersigned members of the Moore Norman Technology Center School District No. 17 Board of Education of said County and State, do hereby certify that we have adopted the proposed Budget Financing Plan as herewith presented this 15th day of June, 2026.

_____
James Griffith, President

_____
Max Venard, Vice President

_____
Glen Cosper, Clerk

_____
Andy Sherrer, Assistant Clerk

_____
Kim Nguyen-Aguilar, Member

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
SUMMARY OF ESTIMATED REVENUES
Fiscal Year 2025-2026
June 15, 2026

	REVENUE SOURCES	*GENERAL FUND (11)*	*BUILDING FUND (21)*	*BOND FUND (31)*	*BOND FUND (32)*	*BOND FUND (33)*	*BOND FUND (34)*	*SINKING FUND (41)*	*TOTAL APPROPRIATED FUNDS*
DISTRICT SOURCES OF REVENUE:									
1110	Ad Valorem Tax Levy (current)	$ 31,426,796	$ 15,741,333	$ -	$ -	$ -	$ -	$ 6,176,575	$ 53,344,704
1120	Ad Valorem Tax Levy (prior)	775,736	369,039	-	-	-	-	156,663	1,301,438
1130	Revenue in Lieu of Taxes	33,679	16,790	-	-	-	-	6,796	57,265
1200	Tuition and Fees	911,548	-	-	-	-	-	-	911,548
1300	Earnings on Investments	2,753,181	-	1,455	34,250	3,075	2,230,710	143,948	5,166,618
1400	Rentals, Disposals and Commissions	470,330	-	-	-	-	-	-	470,330
1500	Reimbursements	-	82,331	-	-	-	-	-	82,331
1600	Other Local Sources of Revenue	465,817	-	-	-	-	-	-	465,817
	Total District Sources of Revenue	36,837,086	16,209,494	1,455	34,250	3,075	2,230,710	6,483,981	61,800,051
STATE SOURCES OF REVENUE:									
3410	National Board Certified Stipend	-	-	-	-	-	-	-	-
3420	Other Misc State Revenue	826,104	-	-	-	-	-	-	826,104
	Total State Sources (Non-CareerTech)	826,104	-	-	-	-	-	-	826,104
3810	Formula Operations	2,936,215	-	-	-	-	-	-	2,936,215
3820	Oklahoma Tuition Aid Grant (OTAG)	18,000	-	-	-	-	-	-	18,000
3830	Business & Industry Services	235,648	-	-	-	-	-	-	235,648
3840	Short-Term Adult Training	-	-	-	-	-	-	-	-
3850	Temporary Assistance for Needy Families (TANF)	5,135	-	-	-	-	-	-	5,135
3860	Other Vocational & Technical Education	-	-	-	-	-	-	-	-
3870	OK Higher Learning Access Program (OHLAP)	31,731	-	-	-	-	-	-	31,731
3890	OK Education Lottery Grant	144,966	-	-	-	-	-	-	144,966
38XX	Total State Sources (CareerTech)	3,371,695	-	-	-	-	-	-	3,371,695
	Total State Sources of Revenue	4,197,799	-	-	-	-	-	-	4,197,799
FEDERAL SOURCES OF REVENUE:									
4610	Rehabilitation Services & AEFL	-	-	-	-	-	-	-	-
4810	CARES Education Stabilization	650,000	-	-	-	-	-	-	650,000
4820	Carl Perkins Voc & Applied Tech Act	176,019	-	-	-	-	-	-	176,019
4830	Business & Industry Services	-	-	-	-	-	-	-	-
4850	Job Training Partnership Act	-	-	-	-	-	-	-	-
4852	Temporary Assistance for Needy Families (TANF)	10,810	-	-	-	-	-	-	10,810
4870	Federal Student Financial Aids	791,661	-	-	-	-	-	-	791,661
4880	Federal Vocational Education	-	-	-	-	-	-	-	-
	Total Federal Sources of Revenue	1,628,490	-	-	-	-	-	-	1,628,490
5000	Non-Revenue Receipts:	-	-	-	-	-	-	-	-
5100	Bond Sales	95,867	-	-	-	-	88,200,000	-	88,295,867
5600	Refund of Current Year Expenditures	-	-	-	-	-	-	-	-
	TOTAL REVENUE	$ 42,759,243	$ 16,209,494	$ 1,455	$ 34,250	$ 3,075	$ 90,430,710	$ 6,483,981	$ 155,922,207
	Fund Balance - Beginning	29,676,375	33,057,583	34,802	1,243,193	111,423	1,808,118	883,172	66,814,667
6130	***Fund Balance - Restricted (ERC)***	4,751,899	-	-	-	-	-	-	4,751,899
6130	***Fund Balance - Lapsed Encumbrances***	-	-	-	-	-	-	-	-
6140	***Fund Balance - Estopped Checks and Adjustments***	-	-	-	-	-	-	-	-
	Fund Balance - Other Changes	-	-	-	-	-	-	-	-
	TOTAL ALL SOURCES	$ 77,187,517	$ 49,267,077	$ 36,257	$ 1,277,443	$ 114,498	$ 92,238,828	$ 7,367,153	$ 227,488,773

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
SUMMARY OF ESTIMATED EXPENDITURES
Fiscal Year 2025-2026
June 15, 2026

	PROPOSED EXPENDITURES	GENERAL FUND (11)	BUILDING FUND (21)	BOND FUND (31)	BOND FUND (32)	BOND FUND (33)	BOND FUND (34)	SINKING FUND (41)	TOTAL APPROPRIATED FUNDS
1000	***INSTRUCTION:***	$ 1,381,644	$ 2,160	$ -	$ -	$ -	$ -	-	$ 1,383,804
1500	***CLIENT BASED PROGRAMS***	1,338,960	23,849	-	-	-	-	-	1,362,809
1700	***CAREER TRAINING PROGRAMS***	11,826,494	155,249	-	-	-	127,518	-	12,109,261
								-	
2000	***SUPPORT SERVICES:***							-	
2100	Support Services - Students	4,776,385	12,359	-	-	-	-	-	4,788,744
2200	Support Services - Instructional Staff	1,817,124	103,735	-	-	-	-	-	1,920,858
2300	Support Services - General Administration	1,781,962	-	-	-	-	-	-	1,781,962
2400	Support Services - School Administration	4,153,686	1,165	-	-	-	-	-	4,154,851
2500	Central Services	8,221,638	1,934,255	-	-	-	-	-	10,155,892
2600	Operation & Maint of Plant Services	2,404,882	7,170,569	-	-	-	-	-	9,575,451
2700	Student Transportation Services	152,530	292,700	-	-	-	-	-	445,230
	Total Support Services	23,308,207	9,514,782	-	-	-	-	-	32,822,989
3000	***OPERATION OF NONINSTRUCTIONAL SERVICES***								
3100	Child Nutrition Program Operations	698,190	15,901	-	-	-	-	-	714,091
3200	Enterprise Operations	457,758	-	-	-	-	-	-	457,758
3300	Community Service Operations	1,655	-	-	-	-	-	-	1,655
	Total Operation of Non-Instructional Services	1,157,603	15,901	-	-	-	-	-	1,173,504
4000	***FACILITIES ACQUISITION AND CONSTRUCTION SRV***								
4200	Land Acquisition	-	750,000	-	-	-	-	-	750,000
4300	Site Improvement Services	-	6,757,020	-	-	-	-	-	6,757,020
4400	Architecture and Engineering Services	-	-	-	-	-	4,802,164	-	4,802,164
4600	Building Acquisition and Construction Services	-	-	-	-	-	-	-	-
4700	Building Improvement Services	-	-	-	-	-	-	-	-
	Total Facilities Acquistion & Construction Services	-	7,507,020	-	-	-	4,802,164	-	12,309,184
5000	***OTHER OUTLAYS:***								
5100	Debt Service	-	2,080,000	-	-	-	-	-	2,080,000
5200	Fund Transfers/Reimbursements	-	-	-	-	-	-	-	-
5300	Clearing Account	326,196	-	-	-	-	-	-	326,196
5400	Indirect Cost Federal Entitlement Programs	-	-	-	-	-	-	-	-
5500	Private/Non-profit Schools	-	-	-	-	-	-	-	-
5600	Correcting Entry	-	-	-	-	-	-	-	-
5700	UNDEFINED	-	-	-	-	-	-	-	-
5800	Reserve for Contingency	2,015,163	5,000,000	30,500	250,000	-	85,070,318	-	92,365,981
5900	Reserve for Under-Collection	-	-	-	105,000	50,000	-	7,100,000	7,255,000
	Total Other Outlays	2,341,359	7,080,000	30,500	355,000	50,000	85,070,318	7,100,000	102,027,177
7000	***OTHER USES***								
7200	Student Financial Aid Payments	676,755	-	-	-	-	-	-	676,755
	Total Other Uses	676,755	-	-	-	-	-	-	676,755
8000	***REPAYMENT***	-	-	-	-	-	-	-	-
	TOTAL EXPENDITURES	$ 42,031,021	$ 24,298,961	$ 30,500	$ 355,000	$ 50,000	$ 90,000,000	$ 7,100,000	$ 163,865,482
	Fund Balance - Committed to Cash Flow	30,404,597	24,968,116	-	922,443	64,498	2,238,828	267,153	58,865,635
	Fund Balance - Assigned to Encumbrance	4,751,899	-	-	-	-	-	-	4,751,899
	Fund Balance - Unassigned	-	-	-	-	-	-	-	-
	Fund Balance - Unassigned	-	-	5,757	-	-	-	-	5,757
	TOTAL USES OF FUNDS	$ 77,187,517	$ 49,267,077	$ 36,257	$ 1,277,443	$ 114,498	$ 92,238,828	$ 7,367,153	$ 227,488,773

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
REVENUE SUMMARY

	GENERAL FUND (11)	*ACTUAL REVENUES FY2023-2024*	*ACTUAL REVENUES FY2024-2025*	*AMENDMENT 1 BUDGET FY2025-2026*	*PROPOSED CHANGES AMEND 2*	*AMENDMENT 2 BUDGET FY2025-2026*
DISTRICT SOURCES OF REVENUE:						
1110	Ad Valorem Tax Levy (current)	$ 27,981,540	$ 29,644,430	$ 31,500,000	$ (73,204)	$ 31,426,796
1120	Ad Valorem Tax Levy (prior)	732,956	859,522	811,789	(36,053)	775,736
1130	Revenue in Lieu of Taxes	33,087	34,149	34,150	(471)	33,679
1200	Tuition and Fees	1,246,744	1,199,068	951,797	(40,249)	911,548
1300	Earnings on Investments	2,809,144	2,720,270	2,372,240	380,941	2,753,181
1400	Rentals, Disposals and Commissions	463,585	588,326	422,553	47,777	470,330
1500	Reimbursements	7,210	5,230	5,210	(5,210)	-
1600	Other Local Sources of Revenue	574,183	448,406	389,018	76,799	465,817
	Total District Sources of Revenue	33,848,448	35,499,401	36,486,757	350,329	36,837,086
STATE SOURCES OF REVENUE:						
3410	National Board Certified Stipend	5,000	5,000	5,000	(5,000)	-
3420	Other Misc State Revenue	1,761	6,000	-	826,104	826,104
	Total State Sources (Non-CareerTech)	6,761	11,000.00	5,000.00	821,104.42	826,104.42
3810	Formula Operations	2,865,309	3,678,475	2,936,214	1	2,936,215
3820	Oklahoma Tuition Aid Grant (OTAG)	17,950	18,150	13,700	4,300	18,000
3830	Business & Industry Services	161,943	224,206	244,877	(9,229)	235,648
3850	Temporary Assistance for Needy Families (TANF)	27,390	22,400	21,521	(16,386)	5,135
3870	OK Higher Learning Access Program (OHLAP)	17,163	16,735	15,158	16,573	31,731
3890	OK Education Lottery Grant	109,848	50,000	99,747	45,219	144,966
38XX	Total State Sources (CareerTech)	3,199,603	4,009,967	3,331,217.00	40,477.85	3,371,694.85
	Total State Sources of Revenue	3,206,363	4,020,967	3,336,217.00	861,582.27	4,197,799.27
FEDERAL SOURCES OF REVENUE:						
4810	CARES Education Stabilization	1,012,360	724,011	574,110	75,890	650,000
4820	Carl Perkins Voc & Applied Tech Act	359,649	164,183	177,454	(1,435)	176,019
4852	Temporary Assistance for Needy Families (TANF)	271,520	179,385	180,266	(169,456)	10,810
4870	Federal Student Financial Aids	671,135	825,471	691,031	100,630	791,661
4880	Federal Vocational Education	-	-	-	-	-
	Total Federal Sources of Revenue	2,314,663	1,893,049	1,622,861	5,629	1,628,490
5100	Return of Assets	6,724	12,637	12,278	83,589	95,867
5600	Refund of Current Year Expenditures	(914)	-	-	-	-
	TOTAL REVENUE	$ 39,375,286	$ 41,426,053	$ 41,458,113	$ 1,301,130	$ 42,759,243
	Fund Balance - Beginning	19,431,993	25,232,929	29,676,375	-	29,676,375
6130	***Fund Balance - Restricted***	4,751,899	4,751,899	4,751,899	-	4,751,899
6140	***Fund Balance - Estopped Checks and Adjustments***	3,329	9,544	-	-	-
	Fund Balance - Other Changes				-	-
	TOTAL ALL SOURCES	$ 63,562,507	$ 71,420,426	$ 75,886,387	$ 1,301,130	$ 77,187,517

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
EXPENDITURE SUMMARY

GENERAL FUND (11)	*ACTUAL EXPENDITURES FY2023-2024*	*ACTUAL EXPENDITURES FY2024-2025*	*AMENDMENT 1 BUDGET FY2025-2026*	*PROPOSED CHANGES AMEND 2*	*AMENDMENT 2 BUDGET FY2025-2026*
1000 ***INSTRUCTION:***	$ 1,092,406	$ 845,744	$ 1,404,863	$ (23,219)	$ 1,381,644
1500 ***CLIENT BASED PROGRAMS***	686,161	382,739	1,421,164	(82,204)	1,338,960
1700 ***CAREER TRAINING PROGRAMS***	11,113,241	10,836,104	10,686,415	1,140,079	11,826,494
2000 ***SUPPORT SERVICES:***					
2100 Support Services - Students	4,198,495	4,630,246	4,626,685	149,700	4,776,385
2200 Support Services - Instructional Staff	1,403,504	1,413,510	1,771,414	45,710	1,817,124
2300 Support Services - General Administration	1,171,374	1,762,248	1,731,962	50,000	1,781,962
2400 Support Services - School Administration	4,391,255	4,114,131	4,146,186	7,500	4,153,686
2500 Central Services	6,942,363	7,058,996	8,001,571	220,067	8,221,638
2600 Operation & Maint of Plant Services	948,648	3,627,848	2,392,382	12,500	2,404,882
2700 Student Transportation Services	6,786	384,469	152,530	-	152,530
Total Support Services	19,062,426	22,991,448	22,822,730	485,477	23,308,207
3000 ***OPERATION OF NON-INSTRUCTIONAL SERVICES***					
3100 Child Nutrition Program Operations	488,609	557,442	598,190	100,000	698,190
3200 Enterprise Operations	286,285	351,290	353,091	104,667	457,758
3300 Community Service Operations	125,000	130,389	1,655	-	1,655
Total Operation of Non-Instructional Services	899,895	1,039,120.46	952,935.67	204,667.00	1,157,602.67
4000 FACILITIES ACQUISITION AND CONSTRUCTION SRV					
4400 Architecture and Engineering Services	-	-	-	-	-
4700 Building Improvement Services	-	-	-	-	-
Total Facilities Acquistion & Construction Services	-	-	-	-	-
5000 ***OTHER OUTLAYS:***					
5300 Clearing Account	56	3,177	326,196	-	326,196
5600 Correcting Entry	-	6	-	-	-
5800 Reserve for Contingency	-	-	2,723,658	(708,495)	2,015,163
Total Other Outlays	56	3,183	3,049,854.22	(708,495.00)	2,341,359.22
7000 ***OTHER USES***					
7200 Student Financial Aid Payments	723,495	893,813	646,755	30,000	676,755
7400 Workers Compensation/Unemployment Claims	-	-	-	-	-
Total Other Uses	723,495	893,813	646,755	30,000	676,755
8000 ***REPAYMENT***	-	-	-	-	-
TOTAL EXPENDITURES	$ 33,577,678	$ 36,992,151	$ 40,984,716	$ 1,046,305	$ 42,031,021
Fund Balance - Committed to Cash Flow	25,232,929	29,676,375	30,149,772	(254,825)	30,404,597
Fund Balance - Assigned to Encumbrance	4,751,899	4,751,899	4,751,899		4,751,899
Fund Balance - Unassigned					0
TOTAL USES OF FUNDS	$ 63,562,507	$ 71,420,426	$ 75,886,387	$ 791,480	$ 77,187,517

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17

REVENUE SUMMARY

	BUILDING FUND (21)	***ACTUAL REVENUES FY2023-2024***	***ACTUAL REVENUES FY2024-2025***	***AMENDMENT 1 BUDGET FY2025-2026***	***PROPOSED CHANGES AMEND 2***	***AMENDMENT 2 BUDGET FY2025-2026***
DISTRICT SOURCES OF REVENUE:						
1110	Ad Valorem Tax Levy (current)	$ 14,046,247	$ 14,887,848	$ 15,750,000	$ (8,667)	$ 15,741,333
1120	Ad Valorem Tax Levy (prior)	353,018	418,188	393,100	(24,061)	369,039
1130	Revenue in Lieu of Taxes	16,471	17,024	16,900	(110)	16,790
1200	Tuition and Fees	-	-	-	-	-
1300	Earnings on Investments	-	-	-	-	-
1400	Rentals, Disposals and Commissions	-	-	-	-	-
1500	Reimbursements	1,722,699	18,401	18,400	63,931	82,331
1600	Other Local Sources of Revenue	820,000	-	-	-	-
	Total District Sources of Revenue	16,958,435	15,341,460	16,178,400	31,094	16,209,494
STATE SOURCES OF REVENUE:						
3410	National Board Certified Stipend	-	-	-	-	-
3420	Other Misc State Revenue	-	-	-	-	-
	Total State Sources (Non-CareerTech)	-	-	-	-	-
38XX	Total State Sources (CareerTech)	-	-	-	-	-
	Total State Sources of Revenue	-	-	-	-	-
FEDERAL SOURCES OF REVENUE:						
4610	Rehabilitation Services & AEFL	-	-	-	-	-
4880	Federal Vocational Education	-	-	-	-	-
	Total Federal Sources of Revenue	-	-	-	-	-
5000	Non-Revenue Receipts:	-	-	-	-	-
	TOTAL REVENUE	$ 16,958,435	$ 15,341,460	$ 16,178,400	$ 31,094	$ 16,209,494
	Fund Balance - Beginning	22,103,826	26,167,783	33,057,583	-	33,057,583
6130	***Fund Balance - Lapsed Encumbrances***			-	-	-
6140	***Fund Balance - Estopped Checks and Adjustments***	522	510	-	-	-
	Fund Balance - Other Changes			-	-	-
	TOTAL ALL SOURCES	$ 39,062,783	$ 41,509,753	$ 49,235,983	$ 31,094	$ 49,267,077

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
EXPENDITURE SUMMARY

BUILDING FUND (21)	*ACTUAL EXPENDITURES FY2023-2024*	*ACTUAL EXPENDITURES FY2024-2025*	*AMENDMENT 1 BUDGET FY2025-2026*	*PROPOSED CHANGES AMEND 2*	*AMENDMENT 2 BUDGET FY2025-2026*
1000 ***INSTRUCTION:***	$ -	$ -	$ -	$ 2,160	$ 2,160
1500 ***CLIENT BASED PROGRAMS***	-	-	-	23,849	23,849
1700 ***CAREER TRAINING PROGRAMS***	429,474	675,893	40,823	114,426	155,249
2000 ***SUPPORT SERVICES:***					
2100 Support Services - Students	3,920	1,066	3,000	9,359	12,359
2200 Support Services - Instructional Staff	128,200	98,595	96,641	7,094	103,735
2300 Support Services - General Administration	-	-	-	-	-
2400 Support Services - School Administration	83	165	1,165	-	1,165
2500 Central Services	1,347,640	952,109	1,565,035	369,220	1,934,255
2600 Operation & Maint of Plant Services	5,208,908	3,020,996	7,050,398	120,171	7,170,569
2700 Student Transportation Services	352,342	0	292,700	-	292,700
Total Support Services	7,041,092	4,072,931	9,008,937.52	505,844.00	9,514,781.52
3000 ***OPERATION OF NONINSTRUCTIONAL SERVICES***					
3100 Child Nutrition Program Operations	-	-	15,901	-	15,901
Total Operation of Non-Instructional Services	-	-	15,901.32	-	15,901.32
4000 FACILITIES ACQUISITION AND CONSTRUCTION SRV					
4200 Land Acquisition	-	-	-	750,000	750,000
4300 Site Improvement Services	1,732,911	1,607,894	6,865,000	(107,980)	6,757,020
4400 Architecture and Engineering Services	1,615,304	24,979	-	-	-
4700 Building Improvement Services	-	-	-	-	-
Total Facilities Acquistion & Construction Services	3,348,215	1,632,873	6,865,000	642,020	7,507,020
5000 ***OTHER OUTLAYS:***					
5100 Debt Service	2,076,220	2,070,473	2,080,000	-	2,080,000
5800 Reserve for Contingency	-	-	6,000,000	(1,000,000)	5,000,000
Total Other Outlays	2,076,220	2,070,473	8,080,000	(1,000,000)	7,080,000
7000 ***OTHER USES***					
7000 Contingencies - 5800	-	-	-	-	-
Total Other Uses	-	-	-	-	-
TOTAL EXPENDITURES	$ 12,895,000	$ 8,452,170	$ 24,010,662	$ 288,299	$ 24,298,961
Fund Balance - Committed to Cash Flow	26,167,783	33,057,583	25,225,321	(257,205)	24,968,116
Fund Balance - Assigned to Encumbrance					0
Fund Balance - Unassigned					0
TOTAL USES OF FUNDS	$ 39,062,783	$ 41,509,753	$ 49,235,983	$ 31,094	$ 49,267,077

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
REVENUE SUMMARY

	BOND FUND (31)	***ACTUAL REVENUES FY2023-2024***	***ACTUAL REVENUES FY2024-2025***	***AMENDMENT 1 BUDGET FY2025-2026***	***PROPOSED CHANGES AMEND 2***	***AMENDMENT 2 BUDGET FY2025-2026***
	DISTRICT SOURCES OF REVENUE:					
1110	Ad Valorem Tax Levy (current)	$ -	$ -	$ -	$ -	$ -
1120	Ad Valorem Tax Levy (prior)	-	-	-	-	-
1130	Revenue in Lieu of Taxes	-	-	-	-	-
1200	Tuition and Fees	-	-	-	-	-
1300	Earnings on Investments	19,967	6,934	-	1,455	1,455
1400	Rentals, Disposals and Commissions	-	-	-	-	-
1500	Reimbursements	-	-	-	-	-
1600	Other Local Sources of Revenue	-	-	-	-	-
	Total District Sources of Revenue	19,967	6,934	-	1,455	1,455
	STATE SOURCES OF REVENUE:					
3410	National Board Certified Stipend	-	-	-	-	-
3420	Other Misc State Revenue	-	-	-	-	-
	Total State Sources (Non-CareerTech)	-	-	-	-	-
3810	Formula Operations	-	-	-	-	-
3820	Oklahoma Tuition Aid Grant (OTAG)	-	-	-	-	-
3830	Business & Industry Services	-	-	-	-	-
3840	Short-Term Adult Training	-	-	-	-	-
3850	Temporary Assistance for Needy Families (TANF)	-	-	-	-	-
3860	Other Vocational & Technical Education	-	-	-	-	-
3870	OK Higher Learning Access Program (OHLAP)	-	-	-	-	-
3890	OK Education Lottery Grant	-	-	-	-	-
38XX	Total State Sources (CareerTech)	-	-	-	-	-
	Total State Sources of Revenue	-	-	-	-	-
	FEDERAL SOURCES OF REVENUE:					
4870	Federal Student Financial Aids	-	-	-	-	-
4880	Federal Vocational Education	-	-	-	-	-
	Total Federal Sources of Revenue	-	-	-	-	-
5000	Non-Revenue Receipts:	-	-	-	-	-
5100	Return of Assets	-	-	-	-	-
5600	Refund of Current Year Expenditures	-	-	-	-	-
	TOTAL REVENUE	$ 19,967	$ 6,934	$ -	$ 1,455	$ 1,455
	Fund Balance - Beginning	390,880	269,025	34,802	-	34,802
6130	***Fund Balance - Lapsed Encumbrances***			-	-	-
6140	***Fund Balance - Estopped Checks and Adjustments***		-	-	-	-
	Fund Balance - Other Changes			-	-	-
	TOTAL ALL SOURCES	$ 410,848	$ 275,958	$ 34,802	$ 1,455	$ 36,257

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
EXPENDITURE SUMMARY

	BOND FUND (31)	***ACTUAL EXPENDITURES FY2023-2024***	***ACTUAL EXPENDITURES FY2024-2025***	***AMENDMENT 1 BUDGET FY2025-2026***	***PROPOSED CHANGES AMEND 2***	***AMENDMENT 2 BUDGET FY2025-2026***
1000	***INSTRUCTION:***	$ -	$ -	$ -	$ -	$ -
1500	***CLIENT BASED PROGRAMS***	-	-	-	-	-
1700	***CAREER TRAINING PROGRAMS***	-	-	-	-	-
2000	***SUPPORT SERVICES:***					
2100	Support Services - Students	-	-	-	-	-
2200	Support Services - Instructional Staff	-	-	-	-	-
2300	Support Services - General Administration	-	-	-	-	-
2400	Support Services - School Administration	-	-	-	-	-
2500	Central Services	141,823	33,735	-	-	-
2600	Operation & Maint of Plant Services	-	207,422	-	-	-
2700	Student Transportation Services	-	-	-	-	-
	Total Support Services	141,822.96	241,156.59	-	-	-
3000	***OPERATION OF NONINSTRUCTIONAL SERVICES***					
3200	Enterprise Operations	-	-	-	-	-
	Total Operation of Non-Instructional Services	-	-	-	-	-
4000	***FACILITIES ACQUISITION AND CONSTRUCTION SRV***					
4700	Building Improvement Services	-	-	-	-	-
	Total Facilities Acquistion & Construction Services	-	-	-	-	-
5000	***OTHER OUTLAYS:***					
5100	Debt Service	-	-	-	-	-
5800	Reserve for Contingency	-	-	30,500	-	30,500
5900	Reserve for Under-Collection	-	-	-	-	-
	Total Other Outlays	-	-	30,500	-	30,500
7000	***OTHER USES***					
7000	Contingencies	-	-	-	-	-
	Total Other Uses	-	-	-	-	-
8000	***REPAYMENT***	-	-	-	-	-
	TOTAL EXPENDITURES	$ 141,823	$ 241,157	$ 30,500	$ -	$ 30,500
	Fund Balance - Committed to Cash Flow		-	-	-	-
	Fund Balance - Assigned to Encumbrance	-				-
	Fund Balance - Unassigned	269,025	34,802	4,302	1,455	5,757
	TOTAL USES OF FUNDS	$ 410,848	$ 275,958	$ 34,802	$ 1,455	$ 36,257

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
REVENUE SUMMARY

	BOND FUND (32)	***ACTUAL REVENUES FY2023-2024***	***ACTUAL REVENUES FY2024-2025***	***AMENDMENT 1 BUDGET FY2025-2026***	***PROPOSED CHANGES AMEND 2***	***AMENDMENT 2 BUDGET FY2025-2026***
	DISTRICT SOURCES OF REVENUE:					
1110	Ad Valorem Tax Levy (current)	$ -	$ -	$ -	$ -	$ -
1120	Ad Valorem Tax Levy (prior)	-	-	-	-	-
1130	Revenue in Lieu of Taxes	-	-	-	-	-
1200	Tuition and Fees	-	-	-	-	-
1300	Earnings on Investments	98,573	59,772	-	34,250	34,250
1400	Rentals, Disposals and Commissions	-	-	-	-	-
1500	Reimbursements	-	-	-	-	-
1600	Other Local Sources of Revenue	-	-	-	-	-
	Total District Sources of Revenue	98,573	59,772	-	34,250	34,250
	STATE SOURCES OF REVENUE:					
3410	National Board Certified Stipend	-	-	-	-	-
3420	Other Misc State Revenue	-	-	-	-	-
	Total State Sources (Non-CareerTech)	-	-	-	-	-
3810	Formula Operations	-	-	-	-	-
3820	Oklahoma Tuition Aid Grant (OTAG)	-	-	-	-	-
3830	Business & Industry Services	-	-	-	-	-
3840	Short-Term Adult Training	-	-	-	-	-
3850	Temporary Assistance for Needy Families (TANF)	-	-	-	-	-
3860	Other Vocational & Technical Education	-	-	-	-	-
3870	OK Higher Learning Access Program (OHLAP)	-	-	-	-	-
3890	OK Education Lottery Grant	-	-	-	-	-
38XX	Total State Sources (CareerTech)	-	-	-	-	-
	Total State Sources of Revenue	-	-	-	-	-
	FEDERAL SOURCES OF REVENUE:					
4610	Rehabilitation Services & AEFL	-	-	-	-	-
4880	Federal Vocational Education	-	-	-	-	-
	Total Federal Sources of Revenue	-	-	-	-	-
5000	Non-Revenue Receipts:	-	-	-	-	-
5100	Return of Assets	-	-	-	-	-
5600	Refund of Current Year Expenditures	-	-	-	-	-
	TOTAL REVENUE	$ 98,573	$ 59,772	$ -	$ 34,250	$ 34,250
	Fund Balance - Beginning	2,419,304	1,388,068	1,243,193	-	1,243,193
6130	***Fund Balance - Lapsed Encumbrances***				-	-
6140	***Fund Balance - Estopped Checks and Adjustments***	-	-	-	-	-
	Fund Balance - Other Changes				-	-
	TOTAL ALL SOURCES	$ 2,517,878	$ 1,447,840	$ 1,243,193	$ 34,250	$ 1,277,443

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
EXPENDITURE SUMMARY

BOND FUND (32)	*ACTUAL EXPENDITURES FY2023-2024*	*ACTUAL EXPENDITURES FY2024-2025*	*AMENDMENT 1 BUDGET FY2024-2025*	*PROPOSED CHANGES AMEND 2*	*AMENDMENT 2 BUDGET FY2025-2026*
1000 ***INSTRUCTION:***	$ -	$ -	$ -	$ -	$ -
1500 ***CLIENT BASED PROGRAMS***	-	-	-	-	-
1700 ***CAREER TRAINING PROGRAMS***	-	8,325	-	-	-
2000 ***SUPPORT SERVICES:***					
2500 Central Services	-	121,497	-	-	-
2600 Operation & Maint of Plant Services	-	-	-	-	-
2700 Student Transportation Services	-	-	-	-	-
Total Support Services	-	121,497.13	-	-	-
3000 ***OPERATION OF NONINSTRUCTIONAL SERVICES***					
3100 Child Nutrition Program Operations	-	-	-	-	-
3200 Enterprise Operations	-	-	-	-	-
3300 Community Service Operations	-	-	-	-	-
Total Operation of Non-Instructional Services	-	-	-	-	-
4000 FACILITIES ACQUISITION AND CONSTRUCTION SRV					
4200 Land Acquisition	-	-	-	-	-
4300 Site Improvement Services	610,498	74,825	-	-	-
4700 Building Improvement Services	519,312	-	-	-	-
Total Facilities Acquistion & Construction Services	1,129,809.79	74,824.82	-	-	-
5000 ***OTHER OUTLAYS:***					
5800 Reserve for Contingency	-	-	250,000	-	250,000
5900 Reserve for Under-Collection	-	-	105,000	-	105,000
Total Other Outlays	-	-	355,000	-	355,000
7000 ***OTHER USES***					
7000 Contingencies	-	-	-	-	-
Total Other Uses	-	-	-	-	-
8000 ***REPAYMENT***	-	-	-	-	-
TOTAL EXPENDITURES	$ 1,129,810	$ 204,647	$ 355,000	$ -	$ 355,000
Fund Balance - Committed to Cash Flow	1,388,068	1,243,193	888,193	34,250	922,443
Fund Balance - Assigned to Encumbrance					-
Fund Balance - Unassigned					-
TOTAL USES OF FUNDS	$ 2,517,878	$ 1,447,840	$ 1,243,193	$ 34,250	$ 1,277,443

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
REVENUE SUMMARY

	BOND FUND (33)	***ACTUAL REVENUES FY2023-2024***	***ACTUAL REVENUES FY2024-2025***	***AMENDMENT 1 BUDGET FY2025-2026***	***PROPOSED CHANGES AMEND 2***	***AMENDMENT 2 BUDGET FY2025-2026***
DISTRICT SOURCES OF REVENUE:						
1110	Ad Valorem Tax Levy (current)	$ -	$ -	$ -	$ -	$ -
1120	Ad Valorem Tax Levy (prior)	-	-	-	-	-
1130	Revenue in Lieu of Taxes	-	-	-	-	-
1200	Tuition and Fees	-	-	-	-	-
1300	Earnings on Investments	123,137	4,810	-	3,075	3,075
1400	Rentals, Disposals and Commissions	-	-	-	-	-
1500	Reimbursements	-	-	-	-	-
1600	Other Local Sources of Revenue	-	-	-	-	-
	Total District Sources of Revenue	123,137	4,810	-	3,075	3,075
STATE SOURCES OF REVENUE:						
3410	National Board Certified Stipend	-	-	-	-	-
3420	Other Misc State Revenue	-	-	-	-	-
	Total State Sources (Non-CareerTech)	-	-	-	-	-
3810	Formula Operations	-	-	-	-	-
3820	Oklahoma Tuition Aid Grant (OTAG)	-	-	-	-	-
3830	Business & Industry Services	-	-	-	-	-
3840	Short-Term Adult Training	-	-	-	-	-
3850	Temporary Assistance for Needy Families (TANF)	-	-	-	-	-
3860	Other Vocational & Technical Education	-	-	-	-	-
3870	OK Higher Learning Access Program (OHLAP)	-	-	-	-	-
3890	OK Education Lottery Grant	-	-	-	-	-
38XX	Total State Sources (CareerTech)	-	-	-	-	-
	Total State Sources of Revenue	-	-	-	-	-
FEDERAL SOURCES OF REVENUE:						
4610	Rehabilitation Services & AEFL	-	-	-	-	-
4870	Federal Student Financial Aids	-	-	-	-	-
4880	Federal Vocational Education	-	-	-	-	-
	Total Federal Sources of Revenue	-	-	-	-	-
5000	Non-Revenue Receipts:	-	-	-	-	-
5100	Return of Assets	-	-	-	-	-
5600	Refund of Current Year Expenditures	-	-	-	-	-
	TOTAL REVENUE	$ 123,137	$ 4,810	$ -	$ 3,075	$ 3,075
	Fund Balance - Beginning	5,047,247	112,536	111,423	-	111,423
6130	***Fund Balance - Lapsed Encumbrances***				-	-
6140	***Fund Balance - Estopped Checks and Adjustments***				-	-
	Fund Balance - Other Changes				-	-
	TOTAL ALL SOURCES	$ 5,170,384	$ 117,346	$ 111,423	$ 3,075	$ 114,498

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
EXPENDITURE SUMMARY

	BOND FUND (33)	***ACTUAL EXPENDITURES FY2023-2024***	***ACTUAL EXPENDITURES FY2024-2025***	***AMENDMENT 1 BUDGET FY2025-2026***	***PROPOSED CHANGES AMEND 2***	***0 0***	***AMENDMENT 2 BUDGET FY2025-2026***
1000	***INSTRUCTION:***	$ -	$ -	$ -	$ -		$ -
1500	***CLIENT BASED PROGRAMS***	-	-	-	-		-
1700	***CAREER TRAINING PROGRAMS***	-	-	-	-		-
2000	***SUPPORT SERVICES:***						
2600	Operation & Maint of Plant Services	-	-	-	-		-
2700	Student Transportation Services	-	-	-	-		-
	Total Support Services	-	-	-	-		-
3000	***OPERATION OF NONINSTRUCTIONAL SERVICES***						
3100	Child Nutrition Program Operations	-	-	-	-		-
3200	Enterprise Operations	-	-	-	-		-
3300	Community Service Operations	-	-	-	-		-
	Total Operation of Non-Instructional Services	-	-	-	-		-
4000	***FACILITIES ACQUISITION AND CONSTRUCTION SRV***						
4200	Land Acquisition	-	-	-	-		-
4300	Site Improvement Services	-	-	-	-		-
4400	Architecture and Engineering Services	5,057,849	5,923	-	-		-
4500	Educational Specifications Development Services	-	-	-	-		-
4600	Building Acquisition and Construction Services	-	-	-	-		-
4700	Building Improvement Services	-	-	-	-		-
	Total Facilities Acquistion & Construction Services	5,057,848.54	5,923.15	-	-		-
5000	***OTHER OUTLAYS:***						
5100	Debt Service	-	-	-	-		-
5900	Reserve for Under-Collection	-	-	50,000	-		50,000
	Total Other Outlays	-	-	50,000	-		50,000
7000	***OTHER USES***						
7000	Contingencies	-	-	-	-		-
	Total Other Uses	-	-	-	-		-
8000	***REPAYMENT***	-	-	-	-		-
	TOTAL EXPENDITURES	$ 5,057,849	$ 5,923	$ 50,000	$ -		$ 50,000
	Fund Balance - Committed to Cash Flow	112,536	111,423	61,423	3,075		64,498
	Fund Balance - Assigned to Encumbrance						-
	Fund Balance - Unassigned						-
	TOTAL USES OF FUNDS	$ 5,170,384	$ 117,346	$ 111,423	$ 3,075		$ 114,498

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17

REVENUE SUMMARY

	BOND FUND (34)	***ACTUAL REVENUES FY2023-2024***	***ACTUAL REVENUES FY2024-2025***	***AMENDMENT 1 BUDGET FY2025-2026***	***PROPOSED CHANGES AMEND 2***	***AMENDMENT 2 BUDGET FY2025-2026***
DISTRICT SOURCES OF REVENUE:						
1110	Ad Valorem Tax Levy (current)	$ -	$ -	$ -	$ -	$ -
1120	Ad Valorem Tax Levy (prior)	-	-	-	-	-
1130	Revenue in Lieu of Taxes	-	-	-	-	-
1200	Tuition and Fees	-	-	-	-	-
1300	Earnings on Investments	-	8,118	-	2,230,710	2,230,710
1400	Rentals, Disposals and Commissions	-	-	-	-	-
1500	Reimbursements	-	-	-	-	-
1600	Other Local Sources of Revenue	-	-	-	-	-
	Total District Sources of Revenue	-	8,118	-	2,230,710	2,230,710
STATE SOURCES OF REVENUE:						
3410	National Board Certified Stipend	-	-	-	-	-
3420	Other Misc State Revenue	-	-	-	-	-
	Total State Sources (Non-CareerTech)	-	-	-	-	-
3810	Formula Operations	-	-	-	-	-
3820	Oklahoma Tuition Aid Grant (OTAG)	-	-	-	-	-
3890	OK Education Lottery Grant	-	-	-	-	-
38XX	Total State Sources (CareerTech)	-	-	-	-	-
	Total State Sources of Revenue	-	-	-	-	-
FEDERAL SOURCES OF REVENUE:						
4610	Rehabilitation Services & AEFL	-	-	-	-	-
4810	CARES Education Stabilization	-	-	-	-	-
4870	Federal Student Financial Aids	-	-	-	-	-
4880	Federal Vocational Education	-	-	-	-	-
	Total Federal Sources of Revenue	-	-	-	-	-
5000	Non-Revenue Receipts:	-	-	-	-	-
5100	Bond Sales	-	1,800,000	88,200,000	-	88,200,000
5600	Refund of Current Year Expenditures	-	-	-	-	-
	TOTAL REVENUE	$ -	$ 1,808,118	$ 88,200,000	$ 2,230,710	$ 90,430,710
	Fund Balance - Beginning	-	-	1,808,118	-	1,808,118
6130	***Fund Balance - Lapsed Encumbrances***			-	-	-
6140	***Fund Balance - Estopped Checks and Adjustments***	-	-	-	-	-
	Fund Balance - Other Changes			-	-	-
	TOTAL ALL SOURCES	$ -	$ 1,808,118	$ 90,008,118	$ 2,230,710	$ 92,238,828

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
EXPENDITURE SUMMARY

	BOND FUND (34)	***ACTUAL EXPENDITURES FY2023-2024***	***ACTUAL EXPENDITURES FY2024-2025***	***AMENDMENT 1 BUDGET FY2025-2026***	***PROPOSED CHANGES AMEND 2***	***AMENDMENT 2 BUDGET FY2025-2026***
1000	***INSTRUCTION:***	$ -	$ -	$ -	$ -	$ -
1500	***CLIENT BASED PROGRAMS***	-	-	-	-	-
1700	***CAREER TRAINING PROGRAMS***	-	-	-	127,518	127,518
2000	***SUPPORT SERVICES:***					
2100	Support Services - Students	-	-	-	-	-
	Total Support Services	-	-	-	127,518	-
3000	***OPERATION OF NONINSTRUCTIONAL SERVICES***					
3100	Child Nutrition Program Operations	-	-	-	-	-
	Total Operation of Non-Instructional Services	-	-	-	-	-
4000	***FACILITIES ACQUISITION AND CONSTRUCTION SRV***					
4200	Land Acquisition	-	-	-	-	-
4300	Site Improvement Services	-	-	-	-	-
4400	Architecture and Engineering Services	-	-	-	4,802,164	4,802,164
4500	Educational Specifications Development Services	-	-	-	-	-
4600	Building Acquisition and Construction Services	-	-	-	-	-
4700	Building Improvement Services	-	-	-	-	-
	Total Facilities Acquistion & Construction Services	-	-	-	4,802,164	4,802,164
5000	***OTHER OUTLAYS:***					
5100	Debt Service	-	-	-	-	-
5800	Reserve for Contingency	-	-	90,000,000	(4,929,682)	85,070,318
5900	Reserve for Under-Collection	-	-	-	-	-
	Total Other Outlays	-	-	90,000,000	(4,929,682)	85,070,318
7000	***OTHER USES***					
7000	Contingencies	-	-	-	-	-
	Total Other Uses	-	-	-	-	-
8000	***REPAYMENT***	-	-	-	-	-
	TOTAL EXPENDITURES	$ -	$ -	$ 90,000,000	$ -	$ 90,000,000
	Fund Balance - Committed to Cash Flow	-	1,808,118	8,118	2,230,710	2,238,828
	Fund Balance - Assigned to Encumbrance					-
	Fund Balance - Unassigned	-				-
	TOTAL USES OF FUNDS	$ -	$ 1,808,118	$ 90,008,118	$ 2,230,710	$ 92,238,828

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
REVENUE SUMMARY

	SINKING FUND (41)	***ACTUAL REVENUES FY2023-2024***	***ACTUAL REVENUES FY2024-2025***	***AMENDMENT 1 BUDGET FY2025-2026***	***PROPOSED CHANGES AMEND 2***	***AMENDMENT 2 BUDGET FY2025-2026***
DISTRICT SOURCES OF REVENUE:						
1110	Ad Valorem Tax Levy (current)	$ 6,211,646	$ 5,997,053	$ 5,950,000	$ 226,575	$ 6,176,575
1120	Ad Valorem Tax Levy (prior)	170,581	188,866	-	156,663	156,663
1130	Revenue in Lieu of Taxes	7,474	34	-	6,796	6,796
1200	Tuition and Fees	-	-	-	-	-
1300	Earnings on Investments	-	-	-	143,948	143,948
1400	Rentals, Disposals and Commissions	-	-	-	-	-
1500	Reimbursements	-	-	-	-	-
1600	Other Local Sources of Revenue	-	-	-	-	-
	Total District Sources of Revenue	6,389,701	6,185,953	5,950,000	533,981	6,483,981
STATE SOURCES OF REVENUE:						
3410	National Board Certified Stipend	-	-	-	-	-
3420	Other Misc State Revenue	-	-	-	-	-
	Total State Sources (Non-CareerTech)	-	-	-	-	-
3810	Formula Operations	-	-	-	-	-
3820	Oklahoma Tuition Aid Grant (OTAG)	-	-	-	-	-
3830	Business & Industry Services	-	-	-	-	-
3840	Short-Term Adult Training	-	-	-	-	-
3850	Temporary Assistance for Needy Families (TANF)	-	-	-	-	-
3860	Other Vocational & Technical Education	-	-	-	-	-
3870	OK Higher Learning Access Program (OHLAP)	-	-	-	-	-
3890	OK Education Lottery Grant	-	-	-	-	-
38XX	Total State Sources (CareerTech)	-	-	-	-	-
	Total State Sources of Revenue	-	-	-	-	-
FEDERAL SOURCES OF REVENUE:						
4610	Rehabilitation Services & AEFL	-	-	-	-	-
	Total Federal Sources of Revenue	-	-	-	-	-
5000	Non-Revenue Receipts:	-	-	-	-	-
	TOTAL REVENUE	$ 6,389,701	$ 6,185,953	$ 5,950,000	$ 533,981	$ 6,483,981
	Fund Balance - Beginning	2,331,693	1,642,556	883,172	-	883,172
6130	***Fund Balance - Lapsed Encumbrances***			-	-	-
6140	***Fund Balance - Estopped Checks and Adjustments***	-	-	-	-	-
	Fund Balance - Other Changes			-	-	-
	TOTAL ALL SOURCES	$ 8,721,394	$ 7,828,510	$ 6,833,172	$ 533,981	$ 7,367,153

MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT #17
EXPENDITURE SUMMARY

SINKING FUND (41)	*ACTUAL EXPENDITURES FY2023-2024*	*ACTUAL EXPENDITURES FY2024-2025*	*AMENDMENT 1 BUDGET FY2025-2026*	*PROPOSED CHANGES AMEND 2*	*AMENDMENT 2 BUDGET FY2025-2026*
1000 ***INSTRUCTION:***	$ -	$ -	$ -	$ -	$ -
1500 ***CLIENT BASED PROGRAMS***	-	-	-	-	-
1700 ***CAREER TRAINING PROGRAMS***	-	-	-	-	-
2000 ***SUPPORT SERVICES:***					
2100 Support Services - Students	-	-	-	-	-
2200 Support Services - Instructional Staff	-	-	-	-	-
2300 Support Services - General Administration	-	-	-	-	-
2400 Support Services - School Administration	-	-	-	-	-
2500 Central Services	-	-	-	-	-
2600 Operation & Maint of Plant Services	-	-	-	-	-
2700 Student Transportation Services	-	-	-	-	-
Total Support Services	-	-	-	-	-
3000 ***OPERATION OF NONINSTRUCTIONAL SERVICES***					
3100 Child Nutrition Program Operations	-	-	-	-	-
3200 Enterprise Operations	-	-	-	-	-
3300 Community Service Operations	-	-	-	-	-
Total Operation of Non-Instructional Services	-	-	-	-	-
4000 FACILITIES ACQUISITION AND CONSTRUCTION SRV					
4200 Land Acquisition	-	-	-	-	-
Total Facilities Acquistion & Construction Services	-	-	-	-	-
5000 ***OTHER OUTLAYS:***					
5100 Debt Service	7,078,838	6,945,338	6,250,000	850,000	7,100,000
5300 Clearing Account	-	-	-	-	-
Total Other Outlays	7,078,838	6,945,338	6,250,000	850,000	7,100,000
7000 ***OTHER USES***					
7000 Contingencies	-	-	-	-	-
Total Other Uses	-	-	-	-	-
8000 ***REPAYMENT***	-	-	-	-	-
TOTAL EXPENDITURES	$ 7,078,838	$ 6,945,338	$ 6,250,000	$ 850,000	$ 7,100,000
Fund Balance - Committed to Cash Flow	1,642,556	883,172	583,172	(316,019)	267,153
Fund Balance - Assigned to Encumbrance					0
Fund Balance - Unassigned					0
TOTAL USES OF FUNDS	8,721,394	$ 7,828,510	$ 6,833,172	$ 533,981	$ 7,367,153

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Nancy J. Rogers

DATE: May 21, 2026

SUBJECT: FY27 Travel Budget Approval

RECOMMENDED ACTION:

Approve beginning travel budget for everyone in the district.

BACKGROUND:

MNTC allocates an initial travel budget of $50 per individual within the district. This proactive measure ensures that funds are readily available to accommodate any early or unforeseen travel needs that may arise.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Nancy J. Rogers
Director of Finance

DATE: May 21, 2026

SUBJECT: Annual Renewals for Board Approval

RECOMMENDED ACTION:

Annual renewal of various district services and expenses.

BACKGROUND:

The services and expenses listed below require annual renewal.

- City of Norman Utilities, for water and sewer services - $55,000.00
- OEC, for electric service to South Penn Campus - $205,000.00
- OG&E, for electric service to Franklin Road Campus - $675,000.00
- Oklahoma Natural Gas, for gas transport services - $55,000.00
- Cox Business, for district-wide telecommunications services - $115,000.00
- Cleveland County Assessor, for revaluation fees - $275,000.00
- Security Bankcard, for P-Card services - $250,000.00
- UMB Bank, for 2016 bond issue payment - $7,500,000.00
- UMB Bank, for 2016 bond issue payment - $11,515,800.00
- BancFirst, for revenue bonds from FY22 – total of $2,080,000.00
- Eide Bailly, for auditing services - $65,000.00
- OkACTE, for employee memberships and registrations - $55,000.00

- MNTC Travel, for district wide travel - $400,000.00
- Sysco, Café food & supplies - $430,000.00
- Insurica, Insurance for district - $1,000,000.00
- Tyler Technologies, for district - $77,000.00
- Cleveland County Sheriff's Office, security for both campuses - $465,000.00
- Constellation NewEnergy - $125,000.00
- Frontline Education, HR software - $31,500.00
- Red Rock Distribution, fuel for fleet - $80,000.00

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Kyle Williams
Chief Officer/Business & Operations

DATE: June 1, 2026

SUBJECT: Lease Revenue Bond Financing Annual Sublease Renewals

RECOMMENDED ACTIONS:

1. Approve renewal of the Sublease Agreement dated November 1, 2021, between the District and Cleveland County Public Facilities Authority for the fiscal year ending June 30, 2027, as required under the provisions of the agreement.

2. Approve renewal of the Sublease Agreement dated May 1, 2022, between the District and Cleveland County Public Facilities Authority for the fiscal year ending June 30, 2027, as required under the provisions of the agreement.

BACKGROUND:

In November 2021 and May 2022, the district entered into agreements with the Cleveland County Public Facilities Authority to provide a total of an additional $21 million dollars through lease revenue bonds to fund multiple construction and remodeling projects.

This process involves the district leasing certain property to the Authority, then subleasing the property back from the Authority until all obligations are satisfied. The sublease is a financial obligation of the district and is subject to annual renewal. The District makes annual lease payments and semi-annual rental payments to the Authority. Upon receipt of each payment, the Authority transfers

title to certain portions of the improvements to the District. Once all payments have been made, the leases and subleases automatically terminate, and the District will have obtained title to the property and all improvement made thereto.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Stephanie Royse
Executive Director, Marketing Communications

DATE: June 8, 2026

SUBJECT: FY27 Moore Norman Technology Center Foundation Contract

RECOMMENDED ACTION:
Approve the Moore Norman Technology Center Foundation contract for FY27.

BACKGROUND:
Each year Moore Norman Technology Center assists the MNTC Foundation with administrative support services. Support services include but are not limited to correspondence, filing, meeting preparation, bookkeeping, financial statement preparation, deposits, and check preparation. As payment for these services, the Foundation will pay the district a total fee of $3,361.

The Foundation exists to provide support to students and employees of the district and to promote and support the mission and programs of the district. Other services provided by the MNTC Foundation include but are not limited to contracting with vending providers for vending machines and products and providing support for designated employee functions.

Moore Norman Technology Center Foundation, Inc.
Moore Norman Technology Center School District No. 17
Contract
FY 2026-2027

The parties to this contract are MOORE NORMAN TECHNOLOGY CENTER FOUNDATION, INC., hereinafter "FOUNDATION", and MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT NUMBER 17, hereinafter "DISTRICT".

The parties to this contract agree as follows:

DEFINITIONS

1. Administrative support services as used herein shall include, but is not limited to, correspondence, filing, meeting preparations, bookkeeping, financial statement preparation, deposit and check preparation, and student financial assistance.

COVENANTS

1. The term of this Contract is July 1, 2026 through June 30, 2027.
2. Foundation exists for the purpose of providing support to students and employees of the District, and to promote and support the mission and programs of the District.
3. District shall provide certain administrative support services estimated to be equivalent to six percent (6%) of one full-time equivalent employee. Based on a typical administrative support salary of $56,021 per year, the Foundation shall reimburse the District at the rate of $3,361 per year for administrative support. Employees providing these services shall work closely with, and accept direction from, the Foundation's President.
4. District shall provide workstation(s) for the conduct of Foundation business by the administrative support. District shall also provide support for these devices. District may provide other peripheral devices, if deemed appropriate by Superintendent. Further, District shall provide and support a virtual server for a multi-user, Foundation-owned QuickBooks license. The Foundation shall reimburse the District at the rate of $300 per year for these services.
5. District shall provide building space for administrative support services of the Foundation. The estimated building space dedicated for this purpose is 400 square feet.
6. It shall be the intention of both parties to review the terms of this agreement annually, and to increase the percentage for administrative support services commensurate with growth in Foundation activities.
7. The contract contains the entire agreement between the parties, and no statements, promises, or inducements made by either party or agent of either party that are not contained in this written Contract shall be valid or binding. This Contract may not be enlarged, modified, or altered except by written agreement.

WITNESS:

MOORE NORMAN TECH CENTER FOUNDATION, INC.

_____

PRESIDENT **DATE**

MOORE NORMAN TECHNOLOGY CENTER – SCHOOL DISTRICT NUMBER 17

_____

SUPERINTENDENT **DATE**

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jay McCaskill, Director of Facilities Management

AUTHOR: Katie Waibel, Assistant

DATE: June 15, 2026

SUBJECT: Moore Norman Technology Center purchase agreement with Ceasefire Proposal for Fire Alarm and Security Monitoring

RECOMMENDED ACTION:

Approve the proposal from Ceasefire for the monitoring of fire alarms and IP Security across the district in the amount of $3,780.00.

BACKGROUND:

Moore Norman Technology Center has consistently prioritized the safety and security of our students, staff, and facilities. To maintain and enhance these standards, we have sought a reliable vendor for the monitoring of our fire alarm and security systems. The approval of Ceasefire's proposal will ensure that MNTC continues to provide a safe and secure environment for all its stakeholders. We recommend the board approves this proposal to maintain our high standards of school safety and security.

CEASEFIRE
LIFE SAFETY SERVICES

Security Monitoring Agreement

Account # 0106-0033

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (Warehouse)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (600 RESEARCH PARK BLVD, NORMAN, OK 73069) services as described in the following Schedule: Schedule of Services: (SECURITY MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of X YEARS and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**
IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

CEASEFIRE
LIFE SAFETY SERVICES

Fire Alarm Monitoring Agreement

Account # 2206-2902

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (Warehouse)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (600 RESEARCH PARK BLVD, NORMAN, OK 73069) services as described in the following Schedule: Schedule of Services: (FIRE ALARM MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of X YEARS and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**

IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

CEASEFIRE
LIFE SAFETY SERVICES

Security Monitoring Agreement

Account # 0106-0032

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (South Penn Campus)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (13301 SOUTH PENNSYLVANIA AVE, OKLAHOMA CITY, OK 73070) services as described in the following Schedule: Schedule of Services: (SECURITY MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of X YEARS and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**

IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

CEASEFIRE
LIFE SAFETY SERVICES

Fire Alarm Monitoring Agreement

Account # 2206-2903

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (South Penn Campus)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (13301 SOUTH PENNSYLVANIA AVE, OKLAHOMA CITY, OK 73070) services as described in the following Schedule: Schedule of Services: (FIRE ALARM MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of X YEARS and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**

IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

CEASEFIRE
LIFE SAFETY SERVICES

Fire Alarm Monitoring Agreement

Account # 2206-2904

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (Franklin Road Gun Range)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (5200 12TH AVE NW, NORMAN, OK 73069) services as described in the following Schedule: Schedule of Services: (FIRE ALARM MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of X YEARS and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**
IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

CEASEFIRE
LIFE SAFETY SERVICES

Security Monitoring Agreement

Account # 01060031

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (Franklin Road Campus)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (4701 12TH AVE NW, NORMAN, OK 73069) services as described in the following Schedule: Schedule of Services: (SECURITY MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of X YEARS and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**

IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

CEASEFIRE
LIFE SAFETY SERVICES

Fire Alarm Monitoring Agreement

Account # 2206-0288

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (Franklin Road Campus)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (4701 12TH AVE NW, NORMAN, OK 73069) services as described in the following Schedule: Schedule of Services: (FIRE ALARM MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of 1 YEAR and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**
IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jay McCaskill, Director of Facilities Management

AUTHOR: Katie Waibel, Assistant

DATE: June 15, 2026

SUBJECT: Moore Norman Tech Center and Ceasefire Fire Extinguisher Inspections Agreement

RECOMMENDED ACTION:
Approve the agreement with Ceasefire in the amount of $2,040.00 for annual fire extinguisher inspections and testing across all district campus locations.

BACKGROUND:
This agreement provides certified technicians to perform mandatory fire extinguisher inspections and testing at all Moore Norman Technology Center locations, including the Franklin Campus, South Penn Campus, Warehouse, and Gun Range. Ceasefire will evaluate every unit in accordance with applicable fire codes and industry compliance standards. The scope includes a detailed summary report of all building units and a separate corrective proposal if any repairs or replacements are deemed necessary.

Proposal #598 - Moore Norman Technology Center 2026 Annual Fire Extinguisher Inspections Proposal

CEASEFIRE
PO Box 850925 Yukon OK 73085
License #: AC441130
Proposal Date: 05-21-2026

Prepared By

Heather Wollard
heather@ceasefireok.com
405-760-5550

Prepared For

Moore Norman Technology Center
4701 12th Ave NW Norman OK 73069
Alex Becker
Alex.Becker@mntc.edu
(405) 555-1234

Scope Of Work

CEASEFIRE will provide certified technicians to perform fire extinguisher inspections and testing at all MNTC campus locations, including the Franklin Campus, Penn Campus, Warehouse, and Gun Range.

The scope of services includes the inspection and testing of each fire extinguisher located within every building at the specified campus locations. All extinguishers will be evaluated in accordance with applicable codes and industry standards to verify proper condition, operation, and compliance.

CEASEFIRE technicians will document each fire extinguisher inspected and provide a detailed inspection report identifying the location, condition, and status of each unit. Any deficiencies, non-compliant conditions, or recommended corrective actions identified during the inspection process will be clearly noted within the report.

Upon completion of the inspections, CEASEFIRE will provide MNTC with a comprehensive report summarizing the findings for all inspected extinguishers. Should any deficiencies requiring corrective action be identified, CEASEFIRE will submit a separate proposal outlining the recommended repairs, replacements, or corrective measures necessary to address the noted deficiencies.

Description	Quantity	Unit Price	Total
2026 Annual Fire Extinguisher Inspections: (Franklin Camus, Penn Campus, Warehouse & Gun Range)	1.0	$2,040.00	$2,040.00
Sub Total			$2,040.00
Tax Amount (8.675%)			$0.00
Total Amount			$2,040.00

Approval

I approve this proposal and agree to the terms and conditions.

Name

PO (if required)

Signature

Date

CEASEFIRE
LIFE SAFETY SERVICES

Fire Alarm Monitoring Agreement

Account # 2206-2902

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (Warehouse)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (600 RESEARCH PARK BLVD, NORMAN, OK 73069) services as described in the following Schedule: Schedule of Services: (FIRE ALARM MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of X YEARS and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**

IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

CEASEFIRE
LIFE SAFETY SERVICES

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

CEASEFIRE
LIFE SAFETY SERVICES

Security Monitoring Agreement

Account # 0106-0032

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (South Penn Campus)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (13301 SOUTH PENNSYLVANIA AVE, OKLAHOMA CITY, OK 73070) services as described in the following Schedule: Schedule of Services: (SECURITY MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of X YEARS and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**
IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

CEASEFIRE
LIFE SAFETY SERVICES

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

CEASEFIRE
LIFE SAFETY SERVICES

Fire Alarm Monitoring Agreement

Account # 2206-2903

This Agreement is made and entered into this 1ST day of JULY 2026 - 30TH day of JUNE 2027 between **CEASEFIRE**, hereinafter referred to as "Contractor", and "MOORE NORMAN TECHNOLOGY CENTER (South Penn Campus)" hereinafter referred to as "Subscriber".

1. **Services:** Contractor hereby agrees to provide, during the term of this Agreement, at the premises of the Subscriber located at (13301 SOUTH PENNSYLVANIA AVE, OKLAHOMA CITY, OK 73070) services as described in the following Schedule: Schedule of Services: (FIRE ALARM MONITORING)

2. **Term, Renewal and Expiration:** This Agreement shall remain in force for an initial term of X YEARS and shall be automatically renewed for consecutive renewal terms of one year unless either party gives written notice, at least 30 days prior to the end of such term, to the other of intent to allow the Agreement to expire as of the end of the then current term.

3. **Payment:** Subscriber agrees to pay the Contractor: $45.00 per month per account for ongoing monitoring service, payable annually, in advance and payable throughout the term of this Agreement, subject to the provisions in Paragraph 6(B).

4. **Contractor's Limits of Liability:**

IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY PROXIMATELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER WITH A RESULTING LOSS TO THE SUBSCRIBER OR WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF SERVICES PROVIDED DUE TO THE VALUE OF PROTECTED PROPERTY BEING UNKNOWN TO CONTRACTOR, INABILITY OF CONTRACTOR TO GUARANTEE RESPONSE TIME AND ESTABLISHING A CASUAL CONNECTION BETWEEN SYSTEM OR SERVICES, PROBLEMS AND SUBSCRIBER'S POSSIBLE LOSS. THEREFORE IF, NOTWITHSTANDING THE PROVISIONS IN THIS PARAGRAPH 4, ANY LIABILITY IS IMPOSED ON CONTRACTOR SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO ONE HALF THE ANNUAL SERVICE CHARGE PROVIDED HEREIN FOR THE PROTECTED PREMISES SUSTAINING THE LOSS. THIS SUM SHALL BE COMPLETE AND EXCLUSIVE AND SHALL BE PAID AND RECEIVED AS LIQUIDATED DAMAGES AND NOT AS A PENALTY.

If Subscriber wishes Contractor to increase the amount of liquidated damages as provided above Subscriber may, as a matter of right, obtain from Contractor an additional amount of liquidated damages by paying an additional monthly charge to the Contractor

CONTRACTOR DOES NOT MAKE ANY REPRESENTATION OR WARRANTY INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. NEITHER PARTY SHALL BE LIABLE FOR SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THE REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND LIABILITY OF CONTRACTOR WHETHER IN CONTRACTOR, TORT OR OTHERWISE SHALL NOT EXCEED THE AMOUNT SET OUT HEREIN.

CEASEFIRE
LIFE SAFETY SERVICES

5. **Entire Agreement:** It is agreed to and understood by the parties that this Agreement constitutes the entire agreement between the parties and supersedes and replaces all other prior understandings or agreements relating to the premises covered by this Agreement. This Agreement may not be changed, modified or varied except by writing and signed by an authorized representative of the Contractor. It is understood and agreed by and between the parties hereto, that if there is any conflict between this contract and Subscriber's purchase order or any other document, this contract will govern. This Agreement shall not become binding on the Contractor until approved by Contractor's Management as provided herein. Subscriber hereby acknowledges that he has read and understands the entire agreement.

6. **Terms and Conditions:**

A. **Charges and Increase in Charges:**

1. At any time following the first term of this Agreement, Contractor may increase the ongoing per month charge. Subscriber may terminate this Agreement upon written notice given within fifteen days of notification of such increase.

2. At Contractor's option a fee may be charged for any false alarm caused by Subscriber or for any unnecessary service call. If either Contractor or Subscriber is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, Subscriber shall pay the full amount of such fine or penalty.

3. The payments set forth in Paragraph 3 may include telephone company line charges if required. Contractor may immediately increase its monthly charges to reflect such increased line charges for the Subscriber facility covered by this Agreement. Subscriber shall also pay any telephone toll line charges incurred by the operation of the system.

B. **Further Obligation of Subscriber:**

1. Subscriber shall furnish Contractor a list of names, titles, residence addresses, phone numbers, and signature of all persons authorized to service, silence, reset or otherwise operate the fire detection and alarm system. Subscriber shall be responsible for updating such lists.

2. Subscriber shall permit Contractor access to the premises for any reason arising out of or in connection with Contractor's rights or obligations under this Agreement.

3. The maintenance obligations of Contractor hereunder do not cover labor or repairs required due to intentional abuse, tampering or alterations to the system or damage from acts of God.

C. **Further Obligations of Contractor:**

1. Contractor shall not be held responsible or liable for interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God, or any cause beyond the control of Contractor, including interruptions in telephone service. Contractor will not be required to supply service to Subscriber while any such cause shall continue.

2. Contractor, upon receipt of an alarm signal from the Subscriber's premise, shall make every reasonable effort to transmit the alarm promptly to the headquarters of the police or the fire department having jurisdiction, unless there is a just cause to assume the emergency condition does not exist. Contractor shall make a reasonable effort to notify Subscriber or his designated representative by telephone. In the event any service or repair shall then become necessary, Contractor shall, within a reasonable time, dispatch his representative to Subscriber's premise for the purpose of making the necessary service or repair. In the event of interruption to the alarm service, the service of the 3. Contractor shall cease upon visual inspection of the protected premises from the inside and the making of necessary emergency repairs to the alarm system, where keys have been furnished Contractor. Where keys have not been furnished, service of Contractor shall cease upon visual inspection of the protected premises from the outside.

Contractor is not an insurer under this Agreement. Contractor shall not be liable for failure to perform hereunder due to acts of God, of the public enemy, any government or agency thereof, fires, floods, epidemics, quarantine restrictions, strikes, work stoppages, freight embargoes, severe weather, differences with workmen, restrictions imposed by government agencies, war, hostilities, riot, rebellion, or delay in or lack of transportation. Contractor shall upon the happening of such an event, whenever possible, give notice of any such condition to Subscriber. The mailing, as provided in Paragraph 6(E)3 hereof, of a letter to Subscriber to such effect shall conclusively establish that such advice has been given by Contractor.

6. **Terms and Conditions (Continued)**

D. Termination and Contractor's Remedies Upon Default by Subscriber:

1. Contractor may terminate this Agreement upon written notice:

a. In the event Subscriber defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due and for the unexpired term of this agreement shall become immediately due and payable.

b. Upon written termination, as hereinabove provided, Subscriber shall pay Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the initial term of the Agreement, as liquidated damages, and not as a penalty. Should such nonpayment occur during any one year extension period of this Agreement, the Subscriber shall pay the Contractor the full amount of charges accrued to date of such notice and fifty percent (50%) of the amount which would otherwise have been paid by Subscriber during the one year extension period of this Agreement as liquidated damages. Subscriber shall pay to Contractor a reasonable attorney's fee and all costs of the action, if legal action is required to enforce this agreement or any portion hereof. Subscriber's obligation to pay all accrued charges, damages and interest, if any, shall be secured by a lien in favor of Contractor. Said real property lien shall attach when said obligation remains unpaid for five (5) days after demand for same, and said lien may be filed and recorded of record and foreclosed, all according to Oklahoma law. In the event of filing and/or foreclosure, Subscriber shall pay to Contractor all fees, costs and reasonable attorney's fees.

c. Without previous notice in the event Contractor's remote station, the telephone lines, wires or Contractor's equipment within Subscriber's premises are, by any cause beyond the control of Contractor, destroyed or so substantially damaged that it is commercially impracticable to continue service to Subscriber's premises.

2. **Subscriber may terminate this Agreement:**

a. Immediately upon written notice in the event Subscriber's premises are, by any cause beyond control of Subscriber, destroyed or substantially damaged that it is commercially impracticable for Subscriber to continue any operation of such premises; or

b. As provided in Paragraph 2 relating to expiration and in Paragraph 6(A)1 relating to price increases.

c. Subscriber may terminate this agreement with written notice at any time the subscriber is not satisfied with service or performance of contractor.

E. **Miscellaneous Provisions:**

1. Since the parties agree that Subscriber retains the sole responsibility for the life and safety of all persons in the protected premises and for protecting against losses to his own property or the property of others in the protected premises, Subscriber agrees to and does hereby indemnify and save harmless Contractor, its employees and agents from and against all claims, lawsuits and losses, by persons not a party to this Agreement, alleged to be caused by acts or omissions of Contractor in receiving and responding to alarm signals. The provisions of this Paragraph 4 shall apply in the event of loss or damage, irrespective of cause or origin, which results, directly or indirectly to person or property from the performance or nonperformance of the obligations set forth by the terms of this Agreement or from negligence, active or otherwise, of the Contractor, its agents or employees.

2. The Agreement shall be construed to be in accordance with the laws of the State of Oklahoma.

3. All notices or consents given under this Agreement shall be given in writing and shall be deemed sufficient if sent by certified mail, postage prepaid and addressed to the party to whom given at such party's address shown herein. Notices or consents given by other method shall be effective when the written notice or consent is actually received.

4. No waiver of any condition or legal rights or remedy shall be implied by the failure of Contractor to declare a forfeiture, or for any other reason, and no waiver of any condition or covenant shall be valid unless it be in writing signed by Contractor, nor shall the waiver of a breach of any condition be claimed or pleaded to excuse a further breach of the same condition or covenant or any other condition or covenant.

5. This Agreement sets forth the entire Agreement and understanding between the parties hereto and supersedes all prior agreements, commitments representations, writings and discussions between them, whether written or oral. This Agreement may not be modified except in writing signed by the parties hereto. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. This Agreement shall not be effective until executed in writing by an authorized representative of Contractor.

7. It is understood and agreed by the parties hereto that if any part, term, or provision of this contract is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall be not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

CEASEFIRE
LIFE SAFETY SERVICES

CEASEFIRE
Life Safety Services
Oklahoma Alarm License #AC441130

Written By: Colson Wollard

Approved By: Colson Wollard

Date: 5/20/26

Subscriber Approval

Approved By:

Title:

Date:

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Kristen Sublett, IDD Director

AUTHOR:

DATE: June 15, 2026

SUBJECT: Renewal of Agreement with Certiport for CertPREP MOS Practice Tests
and Adobe Pro- Certification and CertPREP Practice Test License Bundle

RECOMMENDED ACTION:
Approve Agreement with Certiport for CertPREP MOS Practice Tests – up to 500 user license – full suite – K12/WFD (GMetrix Platform) to be used by Instructional Design and Development for the amount of $2,250.00. Approve Agreement with Certiport for Adobe Pro – Certification and CertPREP Practice Test License Bundle – Full Suite – K12 to be used by Instructional Design and Development for the amount of $6,166.00. The combined total for both agreements is $8,416.00.

BACKGROUND:
This bundle of up to 500 User Licenses (Full Suite) for MOS Practice Tests is for the Medical Office Services and Legal Office Services programs. The Adobe Pro-Certification and CertPREP Practice Test License Bundle (Full Suite) is for the Digital Cinema and Graphic Design programs. The vendor was selected because it aligns with the certification exams in the Assessment Center. The Certiport products help prepare students for their certification exams. The agreement begins July 1, 2026, through FY27.

QUOTE

CERTIPORT
A PEARSON VUE BUSINESS

Certiport, a business of
NCS Pearson, Inc.
1633 W. Innovation Way,
5th Floor
Lehi, UT 84043
E-mail: pearsoncareerready@pearson.com

Sales Consultant Details:

Erin Milligan-Mattes

erin.milligan-mattes@pearson.com

The fees & terms in this document are valid until expiration date.

Expiration Date	8/22/2026
Quote Number	00388133
Certiport ID	84002156

Customer Bill To Details:

Moore Norman Technology Center
PO Box 4701
NORMAN
Oklahoma
73070-4707
United States

Angelita Flud

angelita.flud@mntc.edu

Customer Ship To Details:

Moore Norman Technology Center
PO Box 4701
NORMAN
Oklahoma
73070-4707
United States

Angelita Flud

angelita.flud@mntc.edu

Product	Quantity	Sales Price	Total Price
(CertPREP) MOS Practice Tests, up to 500 User License (Full Suite) - K12/WFD (GMetrix Platform)	1.00	USD 2,250.00	USD 2,250.00

***All prices in this Document in USD**

Subtotal	USD 2,250.00
Freight Cost	USD 0.00
Grand Total	USD 2,250.00

***Freight cost is an estimate and will be calculated upon invoicing.**
** All Certification exams and licenses expire one year from purchase date, or as agreed upon by the parties, at time of purchase, if the purchase is for a future start date. No extensions, no refunds or exchanges.
This Quote and the delivery and usage of the products listed herein are governed by the Terms and Conditions for Pearson Education Programs located at https://www.pearson.com/en-us/legal-information/certiport-terms.html which are incorporated herein and become a part hereof. In the event of a conflict, prices listed in this Quote shall govern.

Please note that this quote excludes any applicable sales tax.
This Quote will be considered accepted if received before the Expiration Date noted above.
To accept this quote, please send a purchase order, a signed quote or an email, attention to the above named sales representative, via one of the methods below:
E-mail: careerready@pearson.com

Remittance Address:
NCS PEARSON, INC.
13036 COLLECTION CENTER DRIVE
CHICAGO, IL 60693
Federal Tax ID 41-0850527

Authorized by: _____
Printed Name: _____
Title: _____
Date: _____

QUOTE



Is a PO required prior to billing? _____ If yes, please provide PO with signed quote.
Tax exempt? _____ If yes, please attach Tax Exempt Certificate.

QUOTE

CERTIPORT
A PEARSON VUE BUSINESS

Certiport, a business of
NCS Pearson, Inc.
1633 W. Innovation Way,
5th Floor
Lehi, UT 84043
E-mail: pearsoncareerready@pearson.com

Sales Consultant Details:

Erin Milligan-Mattes

erin.milligan-mattes@pearson.com

The fees & terms in this document are valid until expiration date.

Expiration Date	8/22/2026
Quote Number	00388134
Certiport ID	84002156

Customer Bill To Details:

Moore Norman Technology Center
PO Box 4701
NORMAN
Oklahoma
73070-4707
United States

Angelita Flud

angelita.flud@mntc.edu

Customer Ship To Details:

Moore Norman Technology Center
PO Box 4701
NORMAN
Oklahoma
73070-4707
United States

Angelita Flud

angelita.flud@mntc.edu

Product	Quantity	Sales Price	Total Price
Adobe Pro - Certification and CertPREP Practice Test License Bundle - Campus - Full Suite - K12	1.00	USD 6,166.00	USD 6,166.00

***All prices in this Document in USD**

Subtotal	USD 6,166.00
Freight Cost	USD 0.00
Grand Total	USD 6,166.00

***Freight cost is an estimate and will be calculated upon invoicing.**
** All Certification exams and licenses expire one year from purchase date, or as agreed upon by the parties, at time of purchase, if the purchase is for a future start date. No extensions, no refunds or exchanges.
This Quote and the delivery and usage of the products listed herein are governed by the Terms and Conditions for Pearson Education Programs located at https://www.pearson.com/en-us/legal-information/certiport-terms.html which are incorporated herein and become a part hereof. In the event of a conflict, prices listed in this Quote shall govern.

Please note that this quote excludes any applicable sales tax.
This Quote will be considered accepted if received before the Expiration Date noted above.
To accept this quote, please send a purchase order, a signed quote or an email, attention to the above named sales representative, via one of the methods below:
E-mail: careerready@pearson.com

Remittance Address:
NCS PEARSON, INC.
13036 COLLECTION CENTER DRIVE
CHICAGO, IL 60693
Federal Tax ID 41-0850527

Authorized by: _____
Printed Name: _____
Title: _____
Date: _____

QUOTE



Is a PO required prior to billing? _____ If yes, please provide PO with signed quote.
Tax exempt? _____ If yes, please attach Tax Exempt Certificate.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent; Board of Education

FROM: Bethanye Smith, Training Coordinator

DATE: June 6, 2026

SUBJECT: CDL Class A Truck Driver Training

RECOMMENDED ACTION:
To approve a new Memorandum of Understanding between Moore Norman and Central Tech in which Central Tech will continue to offer CDL Class A Truck Driver Training to Cleveland County employees at no cost. This training is held at Metro Tech Campus on S. Bryant.

BACKGROUND:

This is a continuation of the agreement from FY26.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, is entered into this 1st day of July, 2026, by and between Central Technology, and the Moore Norman Technology Center School District #17, of Cleveland County, Oklahoma, (hereinafter referred to as "MNTC") to establish an agreement. Together Central Tech and MNTC shall be referred to as the "Party".

WHEREAS, Central Tech is offering Commercial Driver's License (CDL) Training for individuals pursuing a commercial driver's license.

WHEREAS, Central Tech is an Oklahoma Department of Career Tech authorized technology center and will provide training and curriculum which complies with the Oklahoma Department of Transportation CDL requirements, including but not limited to, theory and actual driving of vehicles requiring a CDL.

WHEREAS, Central Tech will provide training space and support for Cleveland County and will train their employees on an as-needed basis at no cost through August 30, 2026.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained to be kept and performed by each of the Party therein, it is mutually agreed as follows:

1. Physical Location. The physical location for the CDL training pad is as follows:

   4901 S. Bryant Ave, OKC, OK 73139

2. Scope of Services and Expenses.

   (a) Central Tech will provide: CDL Class A training for Cleveland County employees identified and approved by MNTC to attend CDL training at no cost to the county. This is an agreement that continues from an MOU between MNTC and Cleveland County dated September 1, 2021 and ending August 30, 2026.

3. Term/Renewal. The term of this agreement shall commence on July 1, 2026, and expire on August 30, 2026. This agreement may only be modified by mutual agreement of the Parties.

4. Termination. This MOU may be terminated by either Party for any reason, or for no reason, upon thirty (30) days written notice to the other Party.

5. Assignment. Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties or obligations under this MOU without the prior written permission of the other Party to this MOU.

6. Notices. All notices required under this MOU shall be in writing and shall be mailed by certified mail, return receipt requested, to Central Tech and MNTC at the following addresses:

If to Central Tech: John Thorpe, Director of Truck Driving Training
Kent Burris, Superintendent
3 CT Cir
Drumright, OK 74030

If to MNTC: Brian Ruttman, Superintendent
4701 12th Ave. NW
Norman, Oklahoma 73069

7. Point of Contact Information

Cleveland County	Ryan Oliphant, Assistant Foreman
MNTC	Lee Dow, Director of Aerospace and Transportation

Applicable Laws and Policies

8. Hold Harmless Clause. To the extent allowed by Oklahoma law, MNTC does hereby agree to waive all claims against, release, and hold harmless Central Tech and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement.

To the extent allowed by Oklahoma law, Central Tech does hereby agree to waive all claims against, release, and hold harmless MNTC and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement.

It is the intention of both Party that this mutual hold harmless clause shall be interpreted to mean that each party shall only be responsible for the actions of each party's own employees, officials, officers, and agents. The Party agree that they have not waived their sovereign immunity by entering into and performing their respective obligations under this Agreement.

9. Severability. If any provisions of this MOU, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this MOU shall remain in full force and effect.

10. Independent Contractor. MNTC and Central Tech shall at all times be deemed independent contractors and shall be wholly responsible for the way they perform the services required by the

terms of the MOU. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between Central Tech and MNTC or any of Central Tech's or MNTC's agents or employees. Central Tech and MNTC assume exclusive responsibility for the acts of their respective employees as they relate to the services provided or facilities utilized during the course and scope of their employment. Central Tech, its agents, and employees, shall not be entitled to any rights or privileges of MNTC employees, and shall not be considered in any manner to be MNTC employees. MNTC, its agents and employees, shall not be entitled to any rights or privileges of Central Tech employees, and shall not be considered in any manner to be Central Tech employees. Central Tech and MNTC will work cooperatively to provide the best working relationship possible between the Parties to ensure that the needs of both Parties are met. This includes meeting, as needed, to facilitate scheduling and operation of the project(s).

11. Entire Agreement. This MOU shall be binding upon the Party hereto, their successors and assigns, and constitutes the entire MOU between the Party. No other MOUs, oral or written, pertaining to the performance of this MOU exists between the Party. This MOU can be modified only by an MOU in writing, signed by both of the Party.

Executed this _____ day of _____, 2026.

CENTRAL TECHNOLOGY CENTER
SCHOOL DISTRICT #03

_____
Kent Burris, Superintendent/CEO

_____
John Thorpe, Director of Truck Driving Training

MOORE NORMAN TECHNOLOGY CENTER
SCHOOL DISTRICT #17

_____
Presiding Officer, Board of Education

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jennifer Tupper

DATE: May 27, 2026

SUBJECT: EditShare Renewal agreement with Chesapeake Systems

RECOMMENDED ACTION: Approve the EditShare annual contract with Chesapeake Systems in the amount of $14,698.00

BACKGROUND: This is an annual contract agreement between Chesapeake Systems and Moore Norman Technology Center in the amount of $14,698.00. This contract is requested for the Digital Cinema and Television Production program, for one (1) EditShare Premium Standard Support Contract. This covers telephone, portal, and email support for hardware, software, and replacement of hard drives, and includes software upgrades.

CHESA
chesapeake systems

801 W. 33rd Street
Baltimore, MD 21211
(t) 410.243.1023
(f) 410.243.1259
www.chesa.com

QUOTE 213994

MNTC - EditShare Renewal 2026-2027 v2

Customer Information

Jennifer Tupper
Moore Norman Technology Center (MNTC - Digital Media Program)
4701 12th Ave NW
Norman, Oklahoma 73069

Date: 5/13/2026
Salesperson: Keith Larson
Delivery: Electronic Delivery
Payment Terms: Net 45

EditShare Renewal 2026-2027

LINE ITEM	DESCRIPTION	QTY	NET PRICE	EXT PRICE
1	**EditShare Annual Premium Standard Support Contract** - 24x5 Telephone, Portal and Email Support, covering Hardware and Software. - Includes full version software upgrades. *Term: July 1, 2026- June 30, 2027* EFS300 128TB HPE 2M213601Z0 EFS300 128TB HPE 2M2142004V VBOX I/O 4CH 1127934 ***EditShare Notes:*** *• Full Terms available at* *https://go.editshare.com/hubfs/%5BPDF%5D%20Support/EditShare_Terms_and_Conditions%20-%202_8_22.pdf*	1	$14,698.00	$14,698.00
			SUBTOTAL	**$14,698.00**

GRAND TOTAL **$14,698.00**

COMMENTS

Thank you for your business.

NOTE: Applicable Sales Tax will be reflected on final invoice[s].

NOTE: Orders processed by Credit Card will be subject to a 3% transaction fee.

EIN: 52-1695936
DUNS: 78-249-5972
CAGE: 1SPA1

CHESA
chesapeake systems

801 W. 33rd Street
Baltimore, MD 21211
(t) 410.243.1023
(f) 410.243.1259
www.chesa.com

QUOTE 213994

MNTC - EditShare Renewal 2026-2027 v2

Please also review, sign and date all of the Terms and Conditions in the pages that follow.

Signature	**Title**
Name	**Date**

Please make all deposit checks payable to Chesapeake Systems International, LLC.

The safekeeping and backing up of data is always the responsibility of the owner of that data. Chesapeake Systems is not responsible for any loss or corruption of any data, on any storage medium, belonging to you due to services performed either directly or indirectly, intentional or as an unintentional consequence of services performed. Canceled orders or authorized returns will incur a 30% fee. Receipt of a purchase order that references this quote signifies acceptance of these terms and conditions. No orders will be placed until Chesapeake Systems receives a signed quote or purchase order.

IN NO EVENT SHALL THE COMPANY NOR ANY OF ITS AFFILIATES, MEMBERS, MANAGERS OR EMPLOYEES BE LIABLE FOR INDIRECT, SPECIAL, PUNITIVE, INCIDENTAL, OR CONSEQUENTIAL DAMAGES WHATSOEVER ARISING OUT OF THE PERFORMANCE OF THE SERVICES FOR THE CUSTOMER OR THE COMPANY'S BREACH OF THIS AGREEMENT, NOR SHALL THEY BE LIABLE FOR ANY SUCH DAMAGES RESULTING FROM USAGE OF ANY INFORMATION AND/OR IMPORTED OR EXPORTED DATA PROVIDED HEREUNDER OR UNDER ANY SCHEDULE ATTACHED HERETO (INCLUDING WITHOUT LIMITATION ANY DAMAGES FOR LOST OR DAMAGED FILES OR DATA, LOST PROFITS, LOST SAVINGS, OR LOSS OF BUSINESS OPPORTUNITY), EVEN IF INFORMED OF THE POSSIBILITY THEREOF IN ADVANCE. The Company's maximum liability, regardless of legal theory (whether in contract, tort, strict liability or any other legal theory), shall not exceed the sum of fees paid by the customer to the Company over the immediately preceding twelve (12) months. The limitations of liability included in this Section are fundamental to this Agreement and its Schedules, have been reviewed and bargained by the Parties, and neither Party would be willing to enter into this Agreement or the business relationship contemplated hereby, unless such limitations are given effect.

CHESA
chesapeake systems

801 W. 33rd Street
Baltimore, MD 21211
(t) 410.243.1023
(f) 410.243.1259
www.chesa.com

QUOTE 213994

MNTC - EditShare Renewal 2026-2027 v2

Initials	Date

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: MNTC Board of Education
Brian Ruttman, Superintendent

FROM: Stephanie Royse, Executive Director Marketing and Communications

DATE: June 5, 2026

SUBJECT: Renewal of Dotman Graphic Design web maintenance services

RECOMMENDED ACTION:
Staff recommends approval to purchase 12 months of web management from Dotman Graphic Design in the amount of $2,250 per month or $27,000.00 for FY27.

BACKGROUND:
Moore Norman Technology Center uses Dotman Graphic Design Inc as an intergral element in monitoring and maintenance of internal website management. Dotman Graphic Design has been involved in the development and expansion of web services in part of the marketing strategy to promote and support programs and classes through MNTC.

Site maintenance services include employee site, operational systems, Career & College and Connection site used by all Career Program students throughout the year.

Website Maintenance & Development Agreement - July 1, 2026 to June 30, 2027

Dotman Graphic Design Inc & Moore Norman Technology Center

By signing this agreement, ***Moore Norman Technology Center District 17 of Cleveland County, Oklahoma*** ("Client") has retained ***Dotman Graphic Design Inc., OKC, Oklahoma*** ("Developer") to proceed with web development and maintenance services for the period **July 1, 2026** to **June 30, 2027**, and agrees to the terms and conditions as set forth in this Agreement.

During this period, the Developer will make minor site adjustments (user role changes, form wording changes, etc.) as well as regular site maintenance to ensure optimum site performance not to exceed **30 hours per month**. Work will be performed at the offices of Developer. Work priority and scheduling will be at the discretion of Developer with consideration to input from client.

Developer agrees to work exclusively through one of two primary Client contacts: **Stephanie Royse**, ***Executive Director of Marketing & Communications*** and **Scott Breshears**, ***Director of IT Services***. If contacted by another Client-affiliated party, the Developer will redirect the request to the appropriate primary Client contact.

All materials furnished by Client will remain the property of Client and will be returned upon request, or no more than 10 days from the termination of this agreement.

The results of any and all work performed by Developer for Client, including original creative work (with the exception of Client Ownership Exception), will remain the property of the Client. Client may use this material in any way deemed appropriate.

Payment for these services will be to Developer at the rate of **$2,250 per month** and will be made for the current month no later than the 10th day of the month. Invoice will be submitted at the beginning of the month.

Development services outside the scope of this agreement will be quoted and billed separately on a per project basis. Any expenses exclusive of normal overhead are not included in this agreement and will be billed separately. Examples of such expenses are: delivery services, long-distance telephone calls, travel beyond 50 miles from Developer facilities, and meals when traveling. All invoices will be net 30.

Termination Clause: In the event that Client determines services are no longer needed, Client may renegotiate or terminate this Agreement, upon at least sixty (60) days written notice.

Description of Maintenance Services:

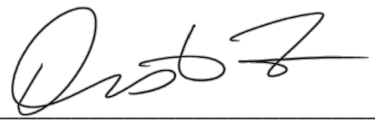
1. Regular monitoring and updating of CMS, associated assets, and website links.
2. Ensuring compatibility of updates with current website layout.
   Regular software updates contribute to website security. Some website assets (e.g. Drupal modules or themes) may become incompatible with those updates, requiring work to maintain compatibility.
3. Fixing bugs/correcting errors.
4. Monthly website and database backups.
5. Monitoring website downtime.
   Work with the hosting company to sort out the situation as quickly as possible.

Sites/Systems Included in Maintenance Services:

1. **Operational Systems** (marketing.mntc.edu)
   - **Marketing Support Requests**
   - **District Improvement Support Requests**
   - **Print & Production Support Requests**
   - **Book Order Requests**
   - **Assessment/Career Development Referrals**
   - **Quality Documentation Requests (QDR)**
   - **Staff Account Creation/Profile Management**
     Currently, all the sites/systems that are managed by ("Developer") share user login credentials, profiles, etc. that are created and maintained by IT Services.

2. **Career & College Connection** (ccc.mntc.edu)

3. **Employee Intranet** (mn-tech.mntc.edu)
   The management/maintenance of the intranet will transfer to IT Services and will include the following systems:
   - **Staff Account Creation/Profile Management**
   - **Forms, Work Instructions & Documents**



6/8/26

Signature: Dustin Tate, Principal

Dotman Graphic Design Inc. (Development Company)
2930 N. Shartel Avenue Apt 236, Oklahoma City, Oklahoma 73103 | (405) 401-0626

Signature: Dr. James Griffith, President, Board of Education

Moore Norman Technology Center District 17 of Cleveland Co., Oklahoma (Client company)
4701 12th Ave NW, Norman, OK 73069 | (405) 801-5000

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board Members

FROM: Stephanie Simon
Executive Director, Student Engagement

DATE: May 26, 2026

SUBJECT: Renewal of the NOCTI Security Policy and Testing Agreement

RECOMMENDED ACTION:

Approve the Renewal of the NOCTI Security Policy and Testing Agreement to provide certification exams for students in the Biomedical program.

BACKGROUND:

This is a renewal to the current NOCTI agreement with no changes except for updating the Site Coordinator information to Angelita Flud.

Security Policy

I. Purpose of Policy

The NOCTI Security Policy is intended to protect the mutual interests of all agencies that order and utilize NOCTI credentialing materials and resources and the interests of learners who take tests and access resource materials. This policy covers NOCTI's standardized, customized, and partner assessments, along with all other NOCTI products and resources.

A NOCTI account must be created for any agency, organization, or educational institution (referred to as the Site going forward) before orders can be placed. An individual at the Site with the authority to enter into contracts must submit an electronically signed testing agreement, confirming adherence to the terms of this Security Policy.

II. General Terms and Conditions

The individuals who sign this agreement, on behalf of the named Site, accept the responsibility for ensuring compliance with the following terms and conditions.

A. A NOCTI (Site) Coordinator must be designated for each account to serve as the primary point of contact with NOCTI and oversee the Site's NOCTI program. A Co-Coordinator may be added to assist with NOCTI-related tasks. Instructors and staff directly involved in the learner instruction are prohibited from serving as the NOCTI (Site) Coordinator or Co-Coordinator, unless they primarily serve in an administrative role and are approved by NOCTI.

B. All products and resource materials supplied by NOCTI under this agreement shall remain the property of NOCTI or its partners.

C. The Site must protect the integrity of NOCTI's online systems, including the login credentials used for system access. This includes the online testing module, Client Services Center, Teacher Resource Center, LMS/Digital Study Guide System, and Digital Badge System.

D. The Site is liable for the conduct of staff, consultants, and volunteers associated with Site activities related to the NOCTI program. This includes, but is not limited to, the NOCTI (Site) Coordinator, Co-Coordinator, teachers, proctors, evaluators, and learners.

E. The Site has a professional responsibility to report any testing irregularities, test access issues, system access irregularities, or any other breaches of NOCTI's policies and guidelines to NOCTI immediately. The Site must also respond to requests for further information in a timely manner.

F. Assessment instruments, micro-credentials, digital study guides, or any other NOCTI product, resource, or content shall not be reproduced, in whole or in part, in any fashion. These materials shall not be made available, in whole or in part, to newspapers, radio stations, other media sources, or resource sites on the Internet.

III. Student Assessments for End-of-Program/Course, Credentialing, or Certification

G. Assessments, including assessment questions, performance jobs, scoring criteria, and supplemental materials, must not be shared with instructors, paraprofessionals, administrators, parents/guardians, or the public at any time or under any circumstances.

H. Assessments shall only be administered to the intended test taker.

I. Intended test takers must not have access to any assessment content prior to or outside of the official test administration session.

J. If an assessment instrument is compromised in any manner, including but not limited to unauthorized disclosure or access, the Site will promptly but no later than within 24 hours notify NOCTI. In addition, the Site, at its own expense, will effect measures to prevent further or additional disclosure or access and promptly investigate and undertake best efforts to identify the source/cause of the disclosure or access. The Site will at all times communicate with NOCTI, provide NOCTI with status updates, and cooperate with NOCTI should NOCTI undertake its own investigation.

K. Assessments must be administered in a live, proctored, onsite environment or via NOCTI's remote proctoring solution.

1. Knowledge-based Assessments: Instructors (including paraprofessionals and teaching assistants) of the content area being assessed are prohibited from proctoring or observing the assessment administration for their own students or students in a similar program.
2. Skill-based (Performance) Assessments: Third-party, business and industry professionals must be used to evaluate these assessments. Instructors (including paraprofessionals and teaching assistants) are prohibited from serving as evaluators or observing the administration at the institution where they are employed or for administration at other institutions.

IV. Micro-credentials, Study Guides, LMS Content, and all other NOCTI Resource Materials

L. Micro-credentials, study guides, LMS content, and other NOCTI resource materials are proprietary and must not be shared for any purpose other than their intended use.

M. Micro-credential assessments administered through NOCTI's online testing system must be administered in an in-person, proctored session (e.g., in a classroom) and may not be administered virtually. Unlike end-of-program/course, credentialing, or certification, instructors may proctor micro-credential assessments. Proctoring is not required for study guide sample questions.

N. Individual login credentials to access these resources must remain secure and must not be shared.

V. Education Professional Assessments and Resources

O. Assessments, including assessment questions, performance jobs, scoring criteria, and supplemental materials must not be shared with secondary or postsecondary instructors, paraprofessionals, administrators, parents/guardians, or the public at any time or under any circumstances. Intended test takers must not have access to any assessment content prior to or outside of the official test administration session.

P. Assessments must be administered in a live, proctored onsite environment or via NOCTI's remote proctoring solution when ordered through a site or organization.

VI. Signatory

~~The individual designated as the NOCTI (Site) Coordinator on the signed Testing Agreement, and who signs this agreement, will be authorized to order NOCTI assessment products and materials and will serve as the primary contact at the Site. If the primary signer leaves the organization or another individual is designated to serve as the NOCTI (Site) Coordinator, a new Testing Agreement must be submitted~~. It is agreed that the individual who signs this agreement has designated the individual named in the Testing Agreement to order NOCTI assessment materials and is the primary contact at the testing site. In the event that the individual named in the Testing Agreement leaves the organization, a new STA will be submitted.

VII. Exclusion of Warranties

ALL TEST MATERIALS ARE PROVIDED "AS IS" AND "WITH ALL FAULTS." NOCTI MAKES NO EXPRESS WARRANTIES AND DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

VIII. Termination of Agreement

The term of this agreement ends on June 30, 2027. The parties may, upon mutual ratification and written approval, enter into subsequent agreements for one-year terms, beginning July 1 and ending June 30. NOCTI reserves the right to terminate the Testing Agreement and withhold, restrict, or recall its assessment products and materials, or remove test scores from its system if it believes the terms and conditions of this policy have been violated. These measures are in addition to any legal remedies available to NOCTI.

IX. Dispute Resolution

The terms and conditions of this agreement and performance hereunder shall be construed in accordance with the State of Oklahoma. In the event of a disagreement, both parties agree to make a good faith attempt within their respective organizations to reach a mutually agreed-upon resolution before initiating any formal legal proceedings.

By initialing, I confirm that I agree to the terms of the Security Policy: Initials AKF

NOCTI Testing Agreement

NOCTI Site Code: 34594 (New customers will be issued a site code by NOCTI during account setup)

Check **all** that apply: ☑ **Secondary Testing** (high school) ☑ **Post-Secondary Testing** (college/university)

Check **one:** ☑ **In-person Only** ❒ **Virtual Programs Only** ❒ **In-person and Virtual Programs**

NOCTI verifies eligibility for select partner programs. By clicking below for those that apply to your site, you acknowledge that your site has met the requirements of the partner's program.

❒ ACF-American Culinary Federation Accredited Programs
❒ CASE-Curriculum for Agriculture Science Education
❒ HBI PACT-Pre-Apprenticeship Certificate Training
❒ JROTC-Junior Reserves Officers Training Corps
❒ Stratasys- FDM (Fused Deposition Modeling)

Shipping Information			
Site Coordinator (SC): Angelita Flud		**Organization Name:** Moore Norman Technology Center	
SC Email Address: angelita.flud@mntc.edu		**Shipping Address:** 4701 12th Ave NW	
SC Telephone: 405-801-5081	**Ext:**	**City:** Norman	
Site Coordinator Job Title: Assessment Coordinator		**State:** OK	**Zip Code:** 73069
Organization Website: www.mntc.edu		**Country:** USA	

Billing Information			
Billing Contact: Angie Gallagher		**Billing Organization Name:** Moore Norman Technology Center	
Billing Email Address: angie.gallagher@mntc.edu		**Billing Address:** PO Box 4701	
Billing Telephone: 405-801-5168	**Ext:**	**City:** Norman	
Billing Job Title: Purchasing Coordinator		**State:** OK	**Zip Code:** 73070
Federal ID Number:		**Country:** USA	

Notes:

By signing below and submitting the Testing Agreement to NOCTI, we acknowledge:

☑ **Enforcement of the Security Policy agreement that was arranged with NOCTI and your organization; including ensuring security of testing materials from loss, unauthorized access, and reproduction is the responsibility of our organization.**

☑ **Our organization is liable for Security Policy violations by anyone involved in the testing program.**

Signature of Site Coordinator: Angelita K Flud	**Print** Name: Angelita K Flud		Date: 5/11/2026
Signature of Organization Administrator: (Other than the Site Coordinator)	**Print** Name:	Job Title:	Date:
	Email Address*:		

Email completed form to nocti@nocti.org

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Shawna Herell, Director of Health Programs

AUTHOR: Christine A. Clark, Assistant, Health Programs

DATE: June 15, 2026

SUBJECT: Health Program Handbooks

RECOMMENDED ACTION:
Staff recommends the Board of Education approve the program handbooks for each of the health programs at MNTC.

BACKGROUND:
Each year, the health programs are required to provide a student handbook specific to their pathway, outlining classroom and clinical expectations and goals. These handbooks also provide MNTC policies and procedures, and are updated yearly to meet the regulatory changes.

This year, the three adult health programs of Surgical Technology, Diagnostic Medical Sonography, and Practical Nursing combined their handbook into one, similar to that of Tulsa Tech's adult health handbook. The front section of the book includes non-program-specific policies, whereas the back half is split into the three separate program-specific areas.

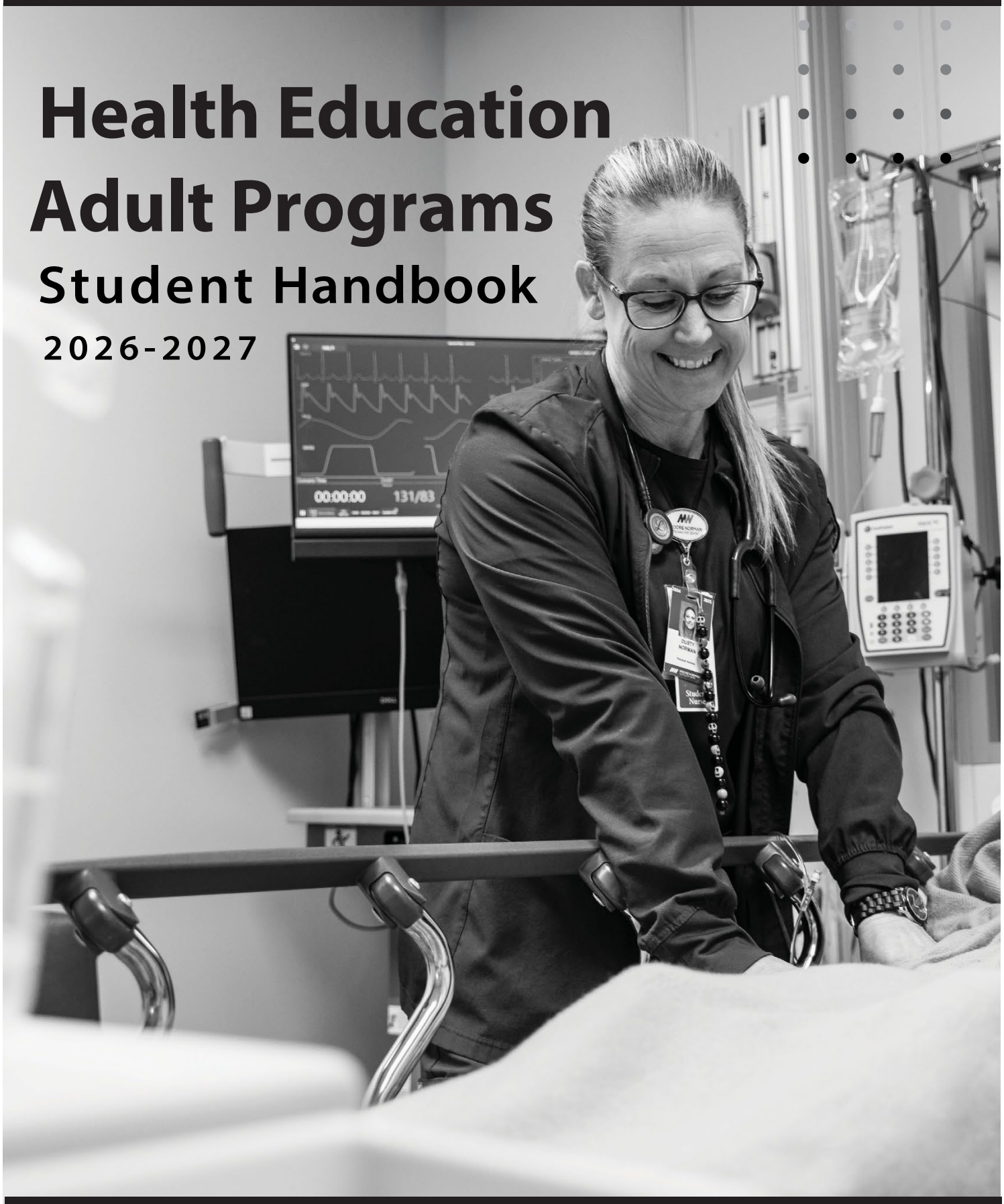
The high school programs of AUA+, Health Careers Certifications (HCC), Medical Assisting, Physical Therapy Services, Veterinary Assisting, and PN Select, also underwent significant changes in order to make the books easier to read and to get the points across in a more impactful manner.

Binders with copies of the revised handbooks have been supplied for each of the Board Members, and a brief explanation of changes is provided at the front of each.

Health Education Adult Programs

Student Handbook

2026-2027



MOORE NORMAN
TECHNOLOGY CENTER

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Health Education Adult Programs Handbook

This document is a supplement to the MNTC Student Handbook. It contains specific information and procedures related to the programs it references. This handbook has been written to align with the MNTC Student Handbook. However, because of the nature of the health careers education, students enrolled in such training programs may have additional requirements and be held to standards generally accepted by the health care industry and professional health career/allied health education programs. Students are expected to comply with the policies and procedures of MNTC and the health-related programs in which they are enrolled.

Additional information regarding MNTC policies may be found at ***mntc.edu/BoardPolicies***

MNTC strives to ensure that all program policies, procedures, and publications are current and accurately reflect the programs' practices. Review of all policies, procedures, and publications should occur annually or as needed. Revision or review dates should be recorded on each document. Please report any discrepancies to program officials immediately.

Non-discrimination Statement

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Assistant Superintendent, Instruction, and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit **mntc.edu/consumerinfo** for details.

Section 1: District and Campus Administration

The faculty at MNTC are student-focused and look forward to assisting students in meeting their educational goals. All faculty members are qualified and hold credentials that maintain program compliance with standards set forth by their disciplines and respective approval agencies.

District Administration

Superintendent – Brian Ruttman

Associate Superintendent, Instruction – Terri Helvey

Assistant Superintendent, Instruction – Christa Simmons

Assistant Superintendent, Instructional Support – Robyn Castleberry

Health Division Administration

Health Division Director –Shawna Herell

Practical Nursing/Simulation Coordinator – Lorain McKay

Section 2: General Information

MNTC's Vision and Mission Statements

Vision – Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

Mission – Preparing for success, changing lives, building better tomorrows.

MNTC's Core Values

- Accountability
- Data-Driven
- Valuing People
- Continuous Improvement
- Collaboration

MNTC Student Handbook

The MNTC Student Handbook is located here: https://www.mntc.edu/about/studentclientsemployers/student-information-center#

Campus Security Act

To comply with federal regulation, 34 CFR 668.46 Campus Security Act, the Campus Crime Report for MNTC is available at https://ope .ed .gov/security/Index .aspx and www.mntc.edu/content/campus-security- report.

Section 3: Facilities and Services

Services to Students with Disabilities

MNTC is committed to achieving equal educational opportunities, offering full participation for students with disabilities, and providing assistance that will facilitate students' independence and academic progress.

Students who have disabilities, including those with mobility limitations, speech, hearing, or sight impairment, learning, or other disabilities covered by the Rehabilitation Act of 1973 or the ADA Amendments Act of 2008, may receive reasonable educational accommodations. To request accommodation, students with disabilities should go directly to MNTC's Disability Coordinator or to a MNTC Counselor or Career Advisor. All disabilities must be verified with current supporting documentation from an appropriate professional (licensed physician, licensed psychologist, approved agency, etc.). Records of accommodation activity are kept separate from all admissions activity.

Individuals with disabilities are encouraged to confer with their counselor and teacher/instructors regarding their special educational needs.

For more detailed information or to make an appointment, please contact MNTC's Disability Coordinator at 405.801.5284, your Counselor, or a Career Advisor.

Guidance and Counseling Services

MNTC provides student-centered counseling by certified and licensed professional counselors. Counselors facilitate student development in the academic, career, and personal/social areas through a highly individualized approach. Services include crisis intervention, community referrals, and individual and group counseling to assist with personal and professional growth.

All information disclosed to counselors is confidential except for immediate threat of serious or foreseeable harm to self or identified others, suspicion of child abuse or neglect, or court-ordered disclosure.

The Health Education counselor is located in the Health Administration Office in H201 of the Health Education building to assist students with resources.

Health Careers Counselor

Jana Cline, Monday- Friday, 8:20 am- 4:15 pm, Office H201, jana.cline@mntc.edu, 405-801-5403.

Student Success Center (SSC)

The Student Success Center is housed on the MNTC Franklin Road Campus within the Instructional Design and Development Department. A wide range of academic support services is provided. The Center is staffed with certified numeracy and literacy specialists.

Opportunities available in the Student Success Center include:

- ACT preparation workshops.
- High school homework assistance for Mathematics and English.
- English Language Learners (ELL) assistance.

Student Success Staff Contact Information

Coordinator, Allen Schneberger, allen.schneberger@mntc.edu, 405.801.5201

Academic Teacher, Math Brandon Dickerson, brandon.dickerson@mntc.edu, 405.801.5737

Academic Teacher, English Cheryl Pantalone, cheryl.pantalone@mntc.edu, 405.801.5209

Student Success Coach, Bonner Slayton, Ph.D., bonner.slayton@mntc.edu, 405.801.5203

Assistance with Student Success Center 405.801.5190

Library Facilities

The Health Library provides library services to Health Career students, faculty, and staff. A computer lab is available for student use. Videos, DVDs, computer software, reference books, professional journals, and magazines are available for viewing and checkout. Research assistance is also available.

The Health Library is located on the third floor of the Health Education Building. A variety of reading materials and AV materials are available. Hours are Monday- Friday 8:00 am-4:30pm

Student Services

Located on the Franklin Road Campus in the main building. This department helps with career advisement, financial aid information, job placement and other helpful services. Please call 405-801-5000 or visit mntc.edu for further information.

Advisement and Career Placement Services

MNTC's Career Advisement team can help students plan a personalized and individual career plan. Advisors help students evaluate their strengths, weaknesses, interests, skills and work values to determine their ideal career path. Students can even get started from the convenience of their own home with the Oklahoma Career Guide, supported by the Oklahoma Department of Career and Technology Education. This easy online tool is available for all Oklahomans to explore and guide their future. You can take assessments, identify occupations, establish education plans and connect to employer. Whether you are a student searching for career and college options or an adult looking for a new career path, OK Career Guide is a powerful tool providing career and educational resources that will help you "Make Your Own Path." Start here: okcareerguide.org

Career Advisors are available to discuss full-time program information weekdays from 8:00 am - 4:30 pm. Call 405-801-5000 for more information.

Financial Aid

Moore Norman Technology Center offers, and has access to, a variety of financial aid options for those who qualify. There is a detailed section regarding financial aid in the MNTC General Student Handbook. Please be sure to make all appointments with the financial aid coordinator during your lunch period or after class.

Scholarships

Throughout the year several scholarships will be made available to all students. Instructors will inform students

of these as they become available, or you may look for flyers announcing their availability.

Refund Guidelines

Any tuition paid for enrollment in a program will be refunded in full if notice is given before the scheduled beginning date of instruction or if a student drops on or before the tenth instructional day. After the tenth (10th) instructional day, no refund of tuition or fees are made. No refund is made for insurance or assessments purchased in the student's name. Visit ***mntc.edu/BoardPolicies*** for complete details.

Licensing or certification examination fees will be refunded if the student withdraws before registering for and scheduling the exam.

A buy-back program for used textbooks is not offered.

For additional information, please refer to the Refunds Policy.

School Calendar

Students can access the Long-Term Programs Academic Calendar at mntc.edu/AcademicCalendar.
Please refer to the Program Specific Information to access an accurate calendar for your program.

Transcripts

Students may contact Student Services to request official copies of transcripts after program completion. Transcripts can be requested at mntc.edu/admissions/request-a-transcript. Please allow five (5) business days for processing. Students must include photo identification.

College Credit

MNTC students who are enrolled in a program that offers an approved license or credential may earn college credit by Transfer Credit or Prior Learning Assessment (PLA) upon completion of their program. If you have questions regarding College Credit or the Prior Learning Assessment process, please call 405.801.5057 and ask for the Career & College Connection Coordinator.

Please refer to program specific information regarding College Credit and PLA.

Security

A School Resource Officer (SRO) is provided on campus to:

- Provide traffic control
- Issue vehicle violations
- Monitor student and visitor activity
- Assist with emergencies

Students should contact a Teacher/Instructor, Executive Director of Instruction, or administrator if an SRO is needed. The SRO reports all emergencies and crimes to the Director of Public Safety.

ID Badges

Long-term students must obtain a photo ID badge from Student Services no later than the first week of class. Badges are necessary to access buildings on campus. Students are issued one ID badge. It should be worn on the left shoulder of the student uniform and must be visible at all times. Any replacement access badge may be requested and purchased for $8.00, price subject to change.

Health Education Door Access Schedule

Access badges will allow entry into the building 30 minutes before and after each student's regular class hours. For access outside of those hours, students will need to use the camera system to request building access.

Transportation and Parking

Adult students are responsible for their transportation to and from Moore Norman Technology Center, Clinical Rotations, Clinical Internships, and other school-related functions unless otherwise stated.

Protective Orders

If you have a protective order, please provide your instructor, Health Education administration, counselors and/or deputies with a copy of that order, a photo of the individual listed in the order, and a description of his/her vehicle.

Standard Response Protocol (SRP)

MNTC utilizes the Standard ™ Response Protocol (SRP) for safety. The students will receive training, and there will be mandatory drills each semester and as needed.

Section 4: Admissions

How to Apply

Complete an online application at https:/mntc.edu/apply.

- *Create an Account*
- *Complete an Application*

Adult students are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at fafsa .gov. MNTC school code is: 012572 .

Additional admission criteria include:

Meet age requirements for the specific program for which they wish to enroll.

- *Diagnostic Medical Sonography students must be 18 years of age or older by the first day of class.*
- *Practical Nursing students must be 18 years of age or older by the first day of clinicals.*
- *Other programs may have age requirements.*

» Meet age requirements for clinical experiences as required by specific clinical agencies.

- *Surgical Technology must be 18 years of age or older by the first day of Clinicals.*

Note: *Some programs have additional admission requirements. For specific program requirements, contact Student Services at* customer.inquiry@mntc.edu *or call 405-801-5000.*

Selection Process:

Applicants meeting the minimum scores are admitted, beginning with the highest score, until all available slots are filled. Applicants meeting the minimum scores but not accepted into the class due to space limitations will be put on an alternate list. If any applicant feels he/she has been improperly denied admission, a request for alternative admissions can be made.

Applicants receive priority points for a complete admission file during each round of selection. For most MNTC on-campus programs, a complete file includes an application, interest question answers, and academic points.

The application will list any additional criteria required for admission and/or information or data required of the applicant. Applicants are selected based on an identified criteria/process which is outlined in the program application. Space may be limited. Admission may be competitive. The selection notice will outline any additional requirements of the applicant on which admission is contingent. These may include, but may not be limited to: immunizations, criminal history, sex offender registry check and drug screen.

Veteran and Military Services

MNTC offers several programs that are approved by the Oklahoma Department of Veteran Affairs and State Approving Agency (ODVA SAA) for veterans and/or dependents. A list of programs that qualify for VA Educational Benefits and documents needed is located at https://www.mntc.edu/admissions/financial-aid/military-veterans-assistance.

Re-Admission Procedure

Any student who withdraws or is dismissed and requests readmission must apply for entry into the next cohort and repeat all coursework. The Administration may consider the student's disciplinary record and prior incidents when reviewing the request for readmission.

Licensure/Certification

Upon completion of the training program, students may be eligible for licensure/certification. Such licensure and certification may be required in order to practice in the profession for which the student is being trained. Information regarding licensure and/or certification can be obtained from the faculty and/or the governing/accrediting body that oversees the profession's licensure.

Tuition & Fees

Cost lists are available for each program at www.mntc.edu, which include an itemized listing of tuition, books, fees, and other items required by the program.

Section 5: Student Expectations

Attendance Policy

Any student who accumulates more than the allowable tardies, leave earlies or absences may be dismissed from the program.

Adult Health Programs' attendance procedures reflect similar standards as required by employers in the workplace. Attendance is an important component of all adult health programs. Students are being trained to become responsible healthcare providers who deliver care to individuals regardless of personal conditions in their own lives. The program faculty and Program Coordinator will monitor student attendance regularly and will determine if a student is developing an unacceptable or excessive pattern of attendance. Attendance is also an important factor that determines whether students receive their state or federal financial aid disbursement.

Students are expected to report to class and clinical on time and participate in the entire day. Absence from class or clinical results in the student missing 6 – 8 hours of information, along with the benefit of classroom discussions, lab activities and/or clinical experience. This inhibits the academic progress that is required for program completion. The clinical sites expect students to be dependable and punctual members of the healthcare team, attending all clinical days, arriving on time, and actively participating in the entire shift. Every day at clinical provides opportunities for students to gain experience and confidence. Likewise, time missed from clinical inhibits student progress and sets up a pattern of unreliability. HSC faculty and staff expect students to treat their education like a job interview, allowing them to make the most favorable impression possible on their clinical sites. Please refer to program-specific requirements regarding attendance policies.

Students are expected to be responsible for maintaining their health and refraining from exposing others to any illness they may develop during the program. If a student is ill enough to miss more than three days of school, medical clearance may be requested prior to the student returning to school. If a student requires surgery or a procedure that will limit the physical activity capabilities, a full release from a doctor will be required. As stated previously, limited clinical space availability and classroom structure do not leave room for multiple absences. It is

recommended that planned surgeries be scheduled either prior to starting a program or after its completion. It is important to note that there are no "light duty" allowances made for the clinical setting.

If a student does not meet attendance expectations or violates the attendance process, the student will be dismissed from the program. The student will have an option to appeal the decision of dismissal. Students are responsible for providing documentation of absences, leave early, and tardies in the event of an appeal. An approved appeal allows the student to stay in the program under new expectations and guidelines set by Health Education Administration and the Program Coordinator.

Attendance tracking will include:

Tardies:

Students arriving late to class will be counted tardy. Students returning to class late from break or lunch or dinner break will be counted tardy.

Leave Earlies:

Students leaving class early will be recorded as a leave early and reflected in the student's attendance record.

Make-Up Work:

It is the student's responsibility to request make-up work from the instructor. Make-up work should be completed as directed by the instructor.

Please see program-specific guidelines for additional program-related attendance requirements.

Documentation of Absences

Students should maintain records such as doctor's notes or other appropriate documentation to be available in the event that an appeal is necessary.

Negative Patterns of Attendance

Students demonstrating negative patterns of attendance may be counseled, and/or have such reflected in clinical grade, and/or receive disciplinary action and/or be subject to program dismissal.

Students who do not attend school for 5 consecutive days and who have not contacted the school/faculty regarding absences will be dropped from the program.

Extended Leave of Absence

If a student must be absent for an extended period outside of the normal attendance policy due to illness, pregnancy or other extenuating circumstances, they may request approval for either an exempted absence (3-10 days) or an extended leave of absence (more than 10 days). If the student is able to meet all program requirements and remain on track for graduation, they may continue in their program in their current cohort. If the student is unable to meet requirements for graduation following a leave of absence and is in good standing within the program, they may apply for acceptance into the next class.

Exempted Absence: A student may apply for an exemption consisting of three (3) to ten (10) consecutive days for extenuating circumstances. The student's exemption must be recommended by the teacher/instructor or counselor and must have approval by the appropriate administrator. Documentation is required within five (5) days of returning to school after the eligible absences. Students receiving financial aid who apply for an exemption should contact the Financial Aid coordinator at 405.801.5046. Documentation for exemptions is required within five (5) days of returning to school after the eligible absences. Exempted Absence forms are available in the Administration offices. Students receiving financial aid who apply for an exemption should contact the Financial Aid Coordinator at 405.801.5046.

Extended Leave of Absence: a student may request an extended leave of absence for extenuating circumstances related to absences of more than 10 days. The leave of absence must have approval by the appropriate administrator. Documentation for extended leave of absence is required within five (5) days of returning to school after the eligible absences. Extended Leave of Absence forms are available in the Administration offices. Students receiving financial aid who apply for a leave of absence should contact the Financial Aid Coordinator at 405.801.5046.

Clinical Dress/Appearance

- Students shall wear a school-approved uniform at all times unless otherwise stated.
- Undergarments should be worn at all times and should not be visible through uniform/clothing.
- Uniforms/clothing should be laundered before each wear.
- Uniforms/clothing should be wrinkle and stain-free.
- Students shall wear the school's student identification badge unless otherwise directed by the instructor and/or prohibited in the clinical area where the student is assigned. The badge should be clearly visible on the upper left chest. The badge should be worn only when the student is in the role of a Moore Norman Technology student.

Dress and Appearance Policy for Students Enrolled in Adult Health Programs

Students enrolled in health-related training at MNTC shall adhere to additional standards for dress and appearance.

The goal of health career programs at Moore Norman Technology Center is to prepare students for employment in the health care industry. Because students are being trained to enter a profession, students shall exhibit professional appearance when at school or any school-sponsored events. Dress and appearance standards will be reflective of the healthcare profession for which the student is training.

Students must wear required scrubs and proper footwear in the classroom every day as part of their professional training. A long-sleeve, solid-color shirt (white, black, or gray) may be worn under a scrub top. Students may wear a program-approved jacket or sweatshirt over their scrub top with instructor approval. Approved jackets and sweatshirts will be available for purchase at the beginning of the school year to wear over your scrub top in the classroom or lab during cold weather. Class pullovers and jackets cannot be worn at clinical sites during clinical rotations. No other hoodies or jackets are permitted in either environment.

Shoes should be leather or vinyl (not canvas or mesh) duty shoes that provide total enclosure of the foot. Color and style must meet instructor/program approval and be appropriate for the setting in which the student will be assigned. Shoes should be kept clean and stain-free at all times. Exception/alteration of this requirement will be outlined by the specific program instructor.

Hair should be clean and totally confined and off the collar. Hair may be confined with a small, inconspicuous device, which is white or matches hair color. Hair and facial hair must meet the requirements of the clinical facility policy.

Fingernails should be clean, short, smoothly filed, and unpolished.

Artificial nails of any type are prohibited.

Moderate/discreet makeup may be worn.

Jewelry is limited to small stud-like earrings (see program-specific requirements for allowable number). However, these may be restricted in some clinical areas. No other piercing that is visible is allowed, including but not be limited to nose rings/studs, eyebrow rings/studs or tongue rings/stud.

*Please see program-specific information regarding policies on jewelry.

No perfume or cologne is to be worn to the clinical site as it may offend some of the patients and staff. Grooming is very

important in the professional world. Every time you enter a clinical site, you must present yourself as you would for a job interview.

Students will wear/use personal protective devices (PPDs) as deemed appropriate for the clinical situation.

Grades

All grades will be recorded in a district-approved Learning Management System (LMS) gradebook, which can be by students. Students should regularly check their grades on the LMS platform and notify the instructor immediately if they find any discrepancies. The official grades will be stored in the district's Student Information System.

MNTC's grading system operates on a total points model. With this calculation method, the cumulative grade is determined by dividing the total points earned by the total points possible.

Your grade is the total number of points earned divided by the total number of points available.

Each assignment has a point value that's part of a predetermined total point value based on the weight of the assignments within each category.

$$\text{Student's Semester Grade} = \frac{\textit{Total Points Earned}}{\textit{Total Possible Points}}(100)$$

*Please see program-specific information regarding grading scale and grading policies.

Academic Honesty

Honesty is a critical character trait for health care professionals to possess. For this reason, all students are expected to exhibit honesty in every aspect of the classroom, lab and clinical setting, including all written and verbal communications. All homework, assignments, quizzes and exams should be completed honestly and independently. Any deviation from ordinary standards for completion of class assignments, exams, etc., such as group work or use of books on an "open book" exam will be stated clearly by the instructor.

Cheating is defined as submitting work for academic evaluation that is not the student's own (including plagiarism), copying answers from another student during an examination or assignment, using prepared notes or materials during an examination, other misrepresentations of academic achievement submitted for evaluation and a grade, or enabling a person and/or participating in cheating.

Plagiarism in research writing is considered cheating. Plagiarism is defined as "the act of using another person's ideas or expressions in writing without acknowledging the source….to repeat as your own someone else's sentences, more or less verbatim." Students are expected to submit their own work.

Academic misconduct is defined as any form of academic dishonesty. Plagiarism and cheating violate MNTC Student Behavior Policy and will not be tolerated by the instructors. These violations will result in disciplinary action, including the possibility of dismissal from the program.

Family Educational Rights and Privacy Act (FERPA)

Moore Norman Technology Center makes every effort to comply with the Family Educational Rights & Privacy Act of 1974. This Act is designated to protect the privacy of your educational records, to establish your right to review and inspect your records and to provide guidelines for the correction of inaccurate information through informal and formal hearings.

MNTC believes that it has a duty to protect the privacy rights of parents and adult students who expect that personally identifiable information from educational records will not be released to the general public for commercial or non-educational uses.

Release of Information to Clinical Agencies

MNTC recognizes the responsibility the clinical agency incurs for the patients' welfare and safety. Because of this,

MNTC accepts the fact that the clinical agency may require certain information about students and faculty such as health appraisals/immunizations, licensure/certification, criminal background/sex offender history, drug screen results, etc. in order to determine if any individual circumstance exists which may impede patient welfare, safety and/ or violate facility policy and/or the licensure/accreditation status of the facility .

MNTC has the responsibility and reserves the right to release such information to clinical facilities. The purpose of releasing such information is to secure/confirm clinical placement. Information may be released upon preparation for admission to the program as well as anytime throughout the student's enrollment. Students should be aware that a clinical facility has the right to deny clinical access to any student or instructor.

Mobile/Wireless Communication Devices

Follow the guidelines in the MNTC General Student Handbook.

Electronic telecommunication devices may be carried while attending MNTC under the following conditions:

The device must be set to silent notification at all times.

Device use is not allowed in the classroom, during meetings, or during any activity that would disturb others.

Users may not record audio or video of subjects without first obtaining permission.

Students are responsible for following these policies and violations/disciplinary actions may include removal from the program.

Use of Faculty Office or Clinical Facility Phone

Students may not use clinical facility phones for personal use. Students may not use faculty office phones for personal use.

Electronic Device Usage for Students Enrolled in Adult Health Programs (including cell phones)

Computers, tablets or phones may be utilized in the adult health classroom or clinical (if approved by clinical facility policy and directed by instructor) for instructional/learning purposes only. The use of all other electronic devices is prohibited. In general, electronic learning resources should be accessed using computers and tablets; however, there may be occasions when voting or educational related apps may be utilized on a phone under the active guidance of the instructor.

Students may be in possession of phones and "smart watches" etc.; however, it should be kept off/or silent, secured, out of sight and not in use unless being used for education purposes as described.

Faculty reserve the right to direct any electronic devices be placed in a specific area in the classroom during instructional time. This includes exam times in order to ensure academic honesty and test security. The approved "lockdown"/ security browser may be in use during testing.

Any personal use of devices for any reason must occur outside the classroom/lab and clinical area and only during designated breaks. Students should not leave the classroom/lab/or clinical area during instructional time to take or make personal phone calls or messages, etc.

Student use of ANY device for the purpose of calling/texting/email/pictures/video/audio recording or listening/social media of any form, etc. is prohibited during instructional or clinical time. Photographing or recording (audio/video) of an individual at any time without his/her consent is prohibited.

Exceptions for phone use may occur during clinical for the purpose of communicating with the clinical instructor, but only if such is in accordance with clinical facility policy. If an exception occurs, it is only at the discretion of and in accordance with directions given by the instructor.

The student is responsible for all actions as a result of the use of electronic devices as it relates to school/ education and/or clinical facilities/experiences. Actions must conform to policies of the clinical facility, as well as MNTC policies.

Communication with Instructors

Communication with MNTC staff while off campus and/or outside of instructional time shall occur only through staff member's MNTC's email account or through Microsoft Teams.

Password Privacy and Security

Students are prohibited from sharing passwords assigned to them by clinical facilities or MNTC.

Internet Access

Students are required to have access to reliable internet services in order to complete off campus assignments and participate in any virtual activities/meetings/assignments.

Internet Usage

It is advised that students read the MNTC school policy on Internet usage in the MNTC Student Handbook. Students are responsible for following these policies and violations/disciplinary actions may include removal from the program.

Transportation for Students Enrolled in Adult Health Programs

Clinical training is necessary to complete the requirements for health career programs. Clinical assignments will be made on the basis of need for the student to obtain the required clinical experiences as set forth by program curriculum and approved by accrediting/approval agencies. Therefore, students will be required to travel to the clinical facility and should have reliable transportation and a valid driver's license. Clinical assignments will not be made for the convenience of the student. The transportation to and from the clinical sites is the responsibility of the student as well as any associated expense. Students may also be required to travel to meetings and professional/ community/student organization activities within and outside the MNTC school district, unless otherwise notified. This transportation and associated cost are the responsibility of the student.

Section 6: Student Life

Health Occupations Students of America (HOSA)

HOSA is a student organization which provides the opportunity to learn more about health careers, while promoting leadership and professionalism among its members. The organization provides opportunities for involvement at the local, state and national level. HOSA is inter-curricular and plays a vital role in the education of students enrolled in health career programs.

In order to participate in state and national activities students must be passing all coursework, have a positive attendance record and must not have a history of probation related to behavior or conduct. In addition, to attend national activities, the student may not have an outstanding balance owed to MNTC.

National Technical Honor Society (NTHS)

Membership is extended to students who have distinguished themselves through leadership, academic scholarship, service, honesty, career development and skilled workmanship.

Membership qualifications:

- Nominated by instructor
- Maintain an overall grade average of 90%
- Have 96% or above attendance percentage
- Participate in HOSA
- Passing all clinical courses
- Have no disciplinary action & complies with all MNTC's policy & procedures

Section 7: Student Behavior

Learning Environment

MNTC upholds high standards of personal and professional conduct for students. Such standards include a learning environment that promotes a professional instructional climate. Students are encouraged to conduct themselves in a professional manner with respect for the rights of both students and faculty, as well as the clinical facility and clients to which they may be assigned. MNTC representatives reserve the right to act in situations where student behavior violates established policy of the school or clinical agency and/or distracts from the ability of the student, faculty or clinical agency representatives/clients to function effectively. Such action may include disciplinary procedures issued by the faculty and/or administration or may lead to dismissal from MNTC.

Refer to the MNTC Policy Manual for general school policies related to discipline. These include:

- Adult Student Behavior and Discipline
- Student Possession of Dangerous Weapons
- Student Search and Seizure
- Students, Drugs, and Alcohol
- Student Bullying

It is advised that students read the MNTC school policies at ***mntc.edu/BoardPolicies*** . Students are responsible for following these policies and violations/disciplinary actions may include removal from the program.

Grievance Procedures for Filing, Processing and Resolving Complaints Alleging Discrimination, Harassment and Retaliation

It is advised that students read the MNTC school policies at ***mntc.edu/BoardPolicies*** . Students are responsible for following these policies and violations/disciplinary actions may include removal from the program.

Conduct Specific to Students Enrolled in Adult Health Programs

In addition to MNTC's policies governing conduct, students enrolled in health programs must conform to customary standards of conduct, professional behavior and ethics related to the profession for which they are training. Due to the nature of the health profession and its associated training, high standards of student conduct and adherence to policy/procedure are critical. Violation of any MNTC's Policy and/or standards of conduct, program procedures or faculty directives shall be subject to disciplinary action including but not limited to: counseling with faculty/staff, verbal warning, written warning, probation and/or dismissal for adult students. Such may also be reflected in the clinical grade, if applicable. A Student Success Plan may be developed to assist the student in correcting the behavior that resulted in the violation. Inappropriate conduct that may result in disciplinary action are noted as follows:

Unprofessional Conduct

Including but not limited to:

- Inaccurate recording, falsifying or altering a patient's record.
- Administering medications and/or treatment in a negligent manner.
- Providing patient care in a negligent manner or failing to provide appropriate care/intervention consistent with level of training.
- Failure to report a change in patient's health status.
- Failure to immediately report critical classroom or clinical incidents involving clients, self or others to faculty.
- Violation of safety standards.
- Misappropriating supplies, equipment or drugs.

- Leaving an assignment without properly advising appropriate personnel.
- Failure to immediately notify faculty of a change in the student's clinical schedule/assignment.
- Failure to report as directed for clinical assignment without proper notification/communication.
- Absence/tardy from clinical without notifying instructor and the clinical facility.
- During clinical, failure to report to assigned area/activity or return from breaks and lunch at the designated time without prior notification/approval from instructor.
- Discourtesy or disrespect to faculty, fellow-students, patients, hospital staff, physicians or the public.
- Insubordination.
- Failure to adequately prepare for clinical assignment.
- Discriminating in the rendering of patient care services as it relates to human rights and dignity of the individual.
- Behavior such as swearing/use of vulgar language, use of discriminatory actions or language, creating a disturbance, gossiping or slander.
- Failure to adhere to policies and procedures of clinical training sites to which the student is assigned.
- Disclosure of patient information/violation of patient confidentiality.
- Sleeping in class or at the clinical site during instructional time.
- Any activity that jeopardizes or has the potential to jeopardize the health and/or welfare of a patient, clinical facility staff/customers, other students, instructors, school personnel or self.
- Lying or dishonesty.
- Failure to report a change in the health status of self.
- Behavior that is in any way disruptive to the class and or clinical learning environment.
- Failure to adhere to standards of professional conduct/code of ethics acceptable to the health profession for which the student is training.
- Failure to conduct self in a professional manner.

Involved in Deceit

Including but not limited to:

- Resorting to fraud, misrepresentation or false representation of facts. (eg: failure to report to clinical, but stating you were there) .
- Falsification of any records.
- Failure to adhere to academic honesty policy.
- Cheating on exams, assignments, etc. or involved in cheating.

Gross Negligence

Including but not limited to:

- Failure to carry out the expected standard of care.
- Acting outside of the scope of practice.
- Deliverance of care that is below accepted standards.
- Any conscious disregard to a patient's health, safety or welfare of others.

Clinical

Including but not limited to:

- Failure to maintain safe, professional and satisfactory performance in clinical courses.
- Failure to adhere to clinical site and/or program policies and procedures related to clinical.
- Failure to meet clinical objectives, including but not limited to, completion of paperwork, attendance, mandatory skills, assignment and paperwork.

Attendance

Failure to comply with the attendance policy.

Behavior

Including but not limited to:

- Failure to comply with any MNTC student policy and/or procedures.
- Failure to comply with guidelines/directions set forth by faculty during the instructional/learning process.
- Failure to maintain a professional working relationship and interaction with other students, faculty or employees of clinical site.

Use of Prescription or Illegal Drugs or Alcohol

Including but not limited to:

- Use and/or abuse of prescription medications that interfere with the quality of care rendered to the patient or that interferes with class/clinical performance and/or learning environment.
- Possession, distribution, use of or under the influence of illegal drugs/paraphernalia during clinical or class/school related activities. Possession, distribution, use of or under the influence of alcohol during clinical or class/school related activities.
- Positive drug screen.
- A medical marijuana license will not nullify a positive drug test that was administered for clinical participation.

Other

Including but not limited to:

- A criminal history/sex offender status or a change or failure to notify a change in criminal history/sex offender status that would affect the individual's ability to meet course/clinical objectives and/or requirements.
- Failure to abide by any MNTC policy, procedures as well as those of the training program and/or clinical facility.

Conduct of Students at Professional Meetings, Seminars and/or Student Organization Activities

Students who attend any professional meetings, seminars or student organization activities are expected to conduct themselves in a manner that positively reflects MNTC and the profession for which they are being trained. Students shall be dressed and groomed professionally as directed by instructor and in accordance with policy.

Students should also be attentive and represent themselves in a positive professional manner at all times. Students are expected to abide by all policies related to conduct when attending/participating in such activities. Failure to do so may result in actions which may include disciplinary procedures issued by the faculty and/or administration or may lead to dismissal from MNTC.

Student Accountability

There are certain attitudes and patterns of behavior that students enrolled in a professional health occupations program must demonstrate. These attitudes and behaviors are expected of all students as they progress through the program. Students will be accountable for:

Assuming responsibility for own learning as evidenced by:

- Being prepared for clinical and classroom assignments.
- Initiating questions and discussions with the instructor for clarification and validation of the results of his/her independent study.
- Seeking new learning experiences in the classroom, practice laboratory and clinical areas.
- Accepting and implementing constructive criticism and suggestions.
- Integrating the objectives of each course and continually applying previously learned concepts in each new situation.
- Respect for the dignity and rights of all persons, peers, patients, personnel and faculty.
- Adherence to laws of the community, rules and regulations of the program and policies and procedures of all clinical sites.
- Respect for the dignity and rights of all persons, peers, patients, personnel and faculty.
- Providing only those competencies for which the student is adequately prepared.
- Independently seeks guidance for supervision for those activities in which he/she lacks experience.

Demonstrating responsibility for own behavior as evidenced by:

- Consistent and prompt attendance at all scheduled learning experiences.
- Consistent and prompt completion of all assignments.
- Preparedness for all learning experiences.
- Adherence to the dress code.

Failure to demonstrate accountability as evidenced by these actions may be reflected in the student's grade and may be cause for disciplinary action including the possibility of dismissal from the training program.

Concerns of Students Enrolled in Adult Health Programs

The faculty believes that most concerns can be resolved through communication. If a student has concerns, they are encouraged to discuss those concerns with a faculty member. It is the hope of MNTC that most concerns would be resolved at that level. If, however, resolution is not obtained, the student may address the concern with the Program Coordinator.

Discipline Process for Students Enrolled in Adult Health Programs

Counseling with Faculty

Students enrolled in professional health programs may anticipate frequent feedback, praise, constructive criticism and suggestions/directives for improvement from faculty related to performance, behavior, conduct and program progression, etc. This feedback may occur in a formal and/or informal setting. The purpose of feedback is to assist the student to grow academically and professionally and to also assist them in meeting program objectives in preparation for eventual entry into the health profession. Any time a faculty or staff member has concerns regarding a student's performance, behavior, conduct, program progression, etc., faculty may choose to discuss such concerns with the student. Students can anticipate faculty/staff will make suggestions related to student improvement. Students are expected to heed suggestions to ensure continued success in the program. Faculty may choose to refer the student to other appropriate MNTC personnel/resources. In some circumstances, failure to heed suggestions may result in further disciplinary action and/or may be reflected in student grades/evaluation.

Student Success Plan

A Student Success Plan is a written plan outlining specific steps a student should implement in order to improve

performance, correct behavior, correct conduct and/or assist in continuing positive progression in the program. The plan is developed with input from the instructor and student and in some circumstances, other appropriate members of the MNTC staff such as counselors, academic center instructors or administrators. A Student Success Plan may occur independently of any disciplinary action and may simply be utilized as an instructional method to facilitate student growth and improvement. However, a Student Success Plan may also be implemented as a part of any level of disciplinary action.

Probation

Probation is defined as a period of testing and trial to ascertain suitability for remaining in the program. Reasons for probation may include but may not be limited to: failure to meet program objectives, poor academic performance, poor clinical performance, failure to meet attendance guidelines or negative patterns of attendance, violation of any MNTC policy/procedure/conduct standard and failure to meet program expectations/standards. Students who are placed on probation may be in danger of being dismissed from the program if the criteria outlined in the probation are not met/maintained.

The student will be notified of probationary status in a conference between the instructor, program coordinator, and/ or administration and the student. During conferencing, a Student Success Plan may be developed and/or edited.

- The student will be asked to sign the document(s) notifying him/her of probation and allowing the student the opportunity to continue in the program.
- A copy of the document(s) will be placed in the student's file.

Withdrawal

A student may withdraw from the program voluntarily for personal or other reasons. Upon withdrawal for any reason, the student should:

- Complete paperwork as required.
- Return all school owned supplies, books and equipment.
- Provide a current address, phone and email address to the program coordinator.
- Contact financial aid and the Bursar's office to arrange for payment of any outstanding balance.

Dismissal Related to Unsatisfactory Student Behavior/Conduct/Actions/Performance

A student may be dismissed from the program for behaviors/actions that are violations and/or infraction(s) of policies/ procedures, as well as for any infraction(s) for which a student is already on probation. Probation or warning of any kind is not required to precede a student's dismissal. Dismissal may occur as a result of a single action, repetitive actions of a related nature or a pattern of unrelated actions. Students dismissed from a MNTC program may not be able to re-enter the MNTC program in the future or may not be able to re-enter the program for a specified period of time. Dismissals occurring prior to completing a course will result in loss of credit for that course.

Suspension or Dismissal of Students

It is the policy of the MNTC Board of Education that the Superintendent or designee may suspend or dismiss a student for:

- Acts of immorality.
- Violations of policy or regulations.
- Possession of an intoxicating beverage, low-point beer.
- Possession of missing or stolen property, if the property is reasonably suspected to have been taken from a student, school employee or the school during school activities.

- Possession of a dangerous weapon or a controlled dangerous substance.
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, instructors or officials or damages property.

**The above list is not inclusive of actions that may result in suspension or dismissal.*

Section 8: Safety and Wellness

CPR Certification

Students must show proof of current CPR certification through American Heart Association - BLS (Basic Life Support) for Health Care Providers.

Immunization Standards for Students Enrolled in Adult Health Programs

Unless otherwise directed, students must provide documentation of compliance with immunization standards prior to or upon admission to the training program. Cost incurred for compliance with these standards will be the responsibility of the student. MNTC does not provide or administer immunizations.

Guidelines set forth by Oklahoma State Health Department (OSDH) and the National Centers for Disease Control (CDC) will be observed, as well as those of the clinical facilities. Clinical facilities have the right to refuse clinical training of any student not meeting requirements established by their facility.

Tuberculosis

Provide documentation of current Tuberculin skin testing (TST) with negative results. Documentation should Include: date given, date read and results of TST. The following should be acceptable:

- A two-step TB skin test with negative results or
- A QuantiFERON blood test may be accepted in place of 2 TB skin tests.
- For those with a positive TB skin test or TB infection provide:
- Negative symptom screen from the County Health Department or private physician for those persons with a documented positive TST or TB infection.
- Evidence of compliance with recommendations from Oklahoma State Department of Health for persons diagnosed with active pulmonary TB.

Mumps-Measles-Rubella (MMR)

Provide documentation of immunity to Measles, Mumps and Rubella.

(Note: Birth before 1957 is considered acceptable evidence of immunity to Measles, Mumps and Rubella with the exception of Rubella for females born before 1957 who can become pregnant). Persons born in 1957 or later can be considered immune only with documentation of one of the following:

- Two MMR vaccines or one as an adult
- Positive titers to Mumps, Rubeola and Rubella

Hepatitis B (HBV)

Provide documentation related to Hepatitis B (HBV):

- Laboratory evidence of immunity or
- Documentation of completed immunization series (3 injections) or
- Documentation of initiation of the immunization series and signed statement of intent to complete the series in accordance to guidelines set forth by the OSDH/CDC.

- Two doses must be completed prior to clinical start.

Tetanus/Diphtheria/Pertussis (Tdap)

Provide documentation of immunization against Tetanus/Diphtheria/Pertussis:

- Tdap dated within the last 10 years (should not exceed 10 year mark) while enrolled in the program.
- Or if a student's previous Tdap vaccine record is more than 10 years, the student must have the Tdap booster.

Varicella (Chicken Pox)

Provide documentation of immunity to Varicella:

- Two doses of Varicella vaccine or
- Laboratory evidence of immunity.

Flu

Provide documentation of one of the following related to Flu:

- A current immunization for Flu or
- A signed declination statement declining vaccine for medical reasons only.

It is recommended that the Flu vaccine be taken in the fall prior to scheduled clinical rotations. Clinical facilities may have specific policies and restrictions regarding the vaccine to which all MNTC students are obliged to adhere. The clinical site may absolutely require immunization and not accept a declination.

COVID-19 Statement for Health Programs

Applicants who are accepted into health programs are required to participate in work-based learning (clinical rotation) at local health facilities. Many of these facilities require either proof of the COVID-19 vaccination or a medical or religious exemption for the associates, all students and faculty & staff involved in educational activities on-site at any of the facilities. Making application for an exemption does not guarantee that the exemptions will be approved by the health facility. Proof of vaccination compliance or approved exemption status must be in place prior to student's clinical rotations.

Additional Vaccines and Screenings

Individual clinical sites may require documentation of additional vaccines or health screenings in order to participate in clinical activities at the site.

Exposure to Blood and Body Fluids

Students are at some risk of being exposed to blood and body fluids due to the nature of the work of health care providers. Safety precautions are taught and enforced throughout the program in compliance with Occupational Safety Health Administration (OSHA) standards. Should a student be exposed to blood or body fluids, he/she should immediately notify the instructor and clinical facility supervisor. Appropriate steps should be taken to clean exposed area(s) and a Student Accident Report will be filed by the instructor. A copy of the report should be placed in the student's file as well as submitted to the District Safety Coordinator. If the student and/or guardian (if applicable) consents, a follow-up medical evaluation should occur. The expense of such evaluation and any resulting treatment is at the expense of the student.

Criminal Background and Sex Offender Registry Checks

MNTC seeks to provide eligible students with clinical opportunities consistent with their occupational choices. As part of training and preparation for a health career or related occupation, students may be required to practice their skills in several hospitals and/or clinical agencies. These clinical opportunities may be an elective of the student

or may be a requirement essential to successful program completion. In either case, the clinical site may require a criminal record background check of the student prior to the student's commencement of the clinical experience. A clinical facility or MNTC has the right to grant or deny participation in clinical practice rotations/training at its facility for any reason, including but not limited to: a criminal background check revealing a criminal history and/or registration as a sex offender. A student who is unable to participate in clinical practice will be unable to meet the essential requirements of a MNTC health career program. Accordingly, MNTC has adopted and implemented this Policy on Criminal Record Background Checks ("Policy"). The purposes of background checks are to protect the safety and security of patients and the public, ensure that students will be able to participate in clinical practice, and ensure that, upon successful program completion, students will be able to meet the certification and/or licensure requirements of the profession. In accordance with these purposes, MNTC has established the following requirements:

Any person over the age of 18 who is applying for enrollment in an MNTC health program must comply with the request for background check set forth in this Policy and must also present a satisfactory check to MNTC. Students who are under the age of 18 at the time of application for admission to an MNTC health program must comply with the request for background check and present a satisfactory check within eleven (11) months of their 18th birthday or earlier if so directed by MNTC or a clinical facility. Notwithstanding these provisions, a student over the age of 18 must request a background check and present a satisfactory check to MNTC at any time MNTC requests such a check and a student under the age of 18 will be required to comply with the request for background check if a clinical facility request one. Any reference to a background check in this Policy includes a Sex Offender Registry check.

The cost of the background check or checks are the responsibility of the student.

International students are subject to the same criminal history information review. It may be necessary for an international student to contact his/her embassy or utilize a commercial investigative service in order to comply with this requirement. International students are also responsible for obtaining required background checks at the student's expense.

A student's enrollment in a MNTC health program is contingent on the student's satisfactory criminal background check in accordance with this Policy. A student may be denied enrollment in or disqualified from continuing with a MNTC health program for presenting a background check report that reveals criminal history and/or registration as a sex offender.

Students understand that all information obtained from the background checks, as well as actual copies of the background records, may be furnished to clinical facilities.

MNTC reserves the right to request additional information from its students concerning offenses committed, expunged offenses, municipal offenses and pending offenses.

A copy of the background report or reports copies of court records and related correspondence shall be included in the student's record.

It is preferred that background checks be completed before admission to the training program. However, it is recognized that due to the nature of some training programs and the admission process at MNTC, it may be impossible in some situations to obtain a completed background check prior to starting a training program.

<u>MNTC's Procedure For Reviewing Criminal Record Checks</u>

MNTC shall ensure that all background checks are examined by the appropriate program coordinator for the purpose of: (1) ensuring the student's compliance with MNTC's policy concerning background checks; (2) ensuring the safety and security of patients and the public; and (3) ascertaining the student's eligibility to participate in a MNTC health program and clinical rotations.

MNTC personnel assigned to review background checks shall examine the report(s) to determine:

- Whether the report discloses any criminal history.

- Whether the sex offender's section of the report shows that there is no sex offender record or registration.
- If criminal history is disclosed, the examiner will determine the criminal offenses and report them to his/her supervisor for the purpose of determining whether the offense is one that will jeopardize the security or safety of others and whether the offense is one that affects the student's ability to successfully complete the program or to participate in clinical rotations.
- Based on the information obtained, the evaluation of the criminal history on the safety and security of others and the student's ability to complete the clinical requirements of the MNTC health program and/or clinical rotations, MNTC will notify the student of the effect of the criminal history and any related information on the student's enrollment in or continuation of the MNTC health program and/or clinical rotations including any restrictions placed on the student.
- In the event a decision is made that the student, for reasons arising out of the criminal records check, is not eligible to enroll in or continue with the program, the student will be advised of the determination, including the basis for the determination and opportunities, if any, for enrollment in alternative programs.

Test Students with Regard to the Use of Alcohol and Illegal Chemical Substances

MNTC, with the intent that all students enrolled in health career programs have notice and knowledge of the ramifications of alcohol and illegal chemical substance use, possession, purchase, and sale or distribution when the student is on school property, at a school-sponsored event, in school vehicles, or going to or from a school-sponsored event. It is advised that students read the MNTC school policies at ***mntc.edu/BoardPolicies*** . Students are responsible for following these policies, and violations/ disciplinary actions may include removal from the program.

Medical Marijuana

Regardless of a student, employee, parent or any individual or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of MNTC or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana is in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law, regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of MNTC, in school vehicles, going to and from MNTC sponsored functions and/or events which occur in a location other than the premises of MNTC, utilizing MNTC equipment or transportation and in any other instance in connection with MNTC where MNTC reasonably deems the possession of marijuana to be illegal.

A medical marijuana license will not nullify a positive drug test that was administered for clinical participation.

HIPAA/ Social Media/Confidentiality

Students are responsible for maintaining a standard of strict confidentiality in every aspect of patient care. Students must comply with the Health Insurance Privacy and Portability Act (HIPAA). The act sets standards for protecting patient privacy. Students receive HIPAA training upon admission to the program. Students must not participate in unauthorized disclosure of patient information.

Students should not discuss or post any information about patients, family members, clinical experience, or any clinical facility on any social media site or by electronic communication/venue (i.e.: Facebook, Twitter, cell phones, etc.). Nor should a student save any patient, family or clinical facility information on any electronic device.

Patient-related information may be discussed with the instructor and during pre/post conference. Students should keep all patient-related discussions confidential. Students found to be in violation of this policy are subject to disciplinary action, including but not limited to immediate dismissal.

Identification, Security and Access to Restricted Areas at Clinical Sites

For reasons of safety and security, access to certain areas of clinical sites may be restricted to approved personnel. Students should always ensure they have permission and an appropriate reason directly related to patient care and/or an approved learning experience to be in any area of the clinical facility.

Students should always ensure they have taken the appropriate safety/security precautions and/or are utilizing the appropriate personal protection devices when entering any area in order to protect themselves, patients, and others.

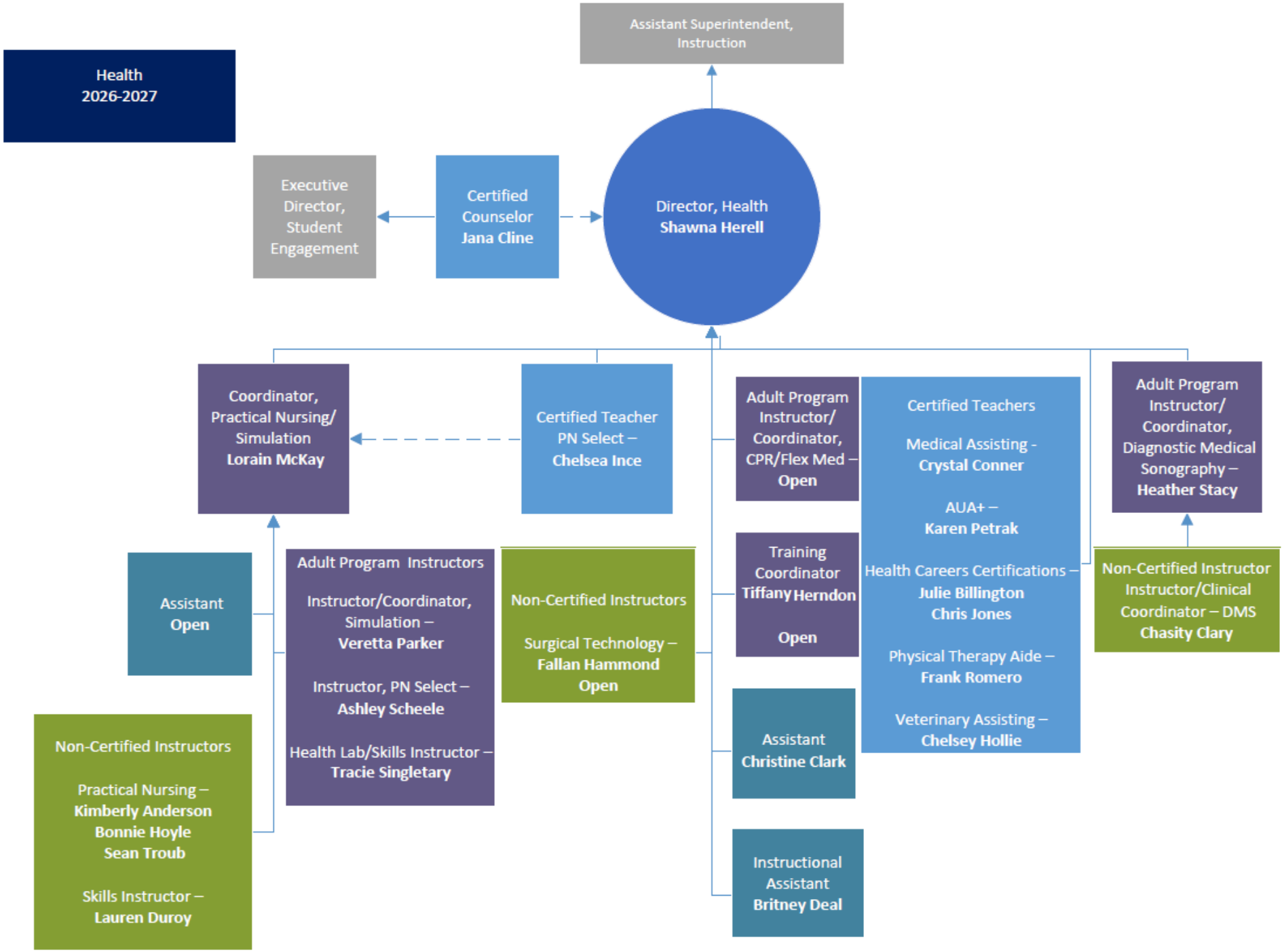
When assigned to a clinical site, the student should always wear the school name tag, clearly identifying himself/herself as a student. In situations (such as surgery) where it may not be possible for student identification to be visible, the student should clearly and verbally identify himself/herself to each healthcare provider by name and as a "student who is in training." The student should also identify the training program in which he/she is enrolled. Students should not wear or use any clinical facility/school identification badges or school uniforms at any time other than when they are actively participating in an MNTC-approved/scheduled learning experience/clinical rotation.

Students should not use such identification to gain access to a clinical site or area within the clinical site unless they are specifically assigned to be in the clinical site/area at that time. At no time should the student misrepresent themselves as being actively in training in order to gain access to a clinical site/area when they are not approved by faculty to be there and are not actively engaged in a school-approved clinical rotation/learning experience.

Students shall not allow others access to school/facility-issued identification badges, uniforms, etc. Students are cautioned to guard the security of such items.

Students shall securely guard any passwords/access codes to facility computers, patient documents, equipment, etc., to which they have access as a student. Students shall not use these passwords/access codes at any time other than when they are specifically authorized to do so in the role of the student. Use of such passwords/access codes at times other than when actively in the student role during an approved clinical rotation/learning experience is prohibited.

Students shall not disclose such passwords/access codes to any other individuals, including, but not limited to, other facility personnel or students.


Health
2026-2027
Assistant Superintendent, Instruction
Director, Health
Shawna Herell
Executive Director, Student Engagement
Certified Counselor
Jana Cline
Coordinator, Practical Nursing/ Simulation
Lorain McKay
Certified Teacher
PN Select –
Chelsea Ince
Adult Program Instructor/ Coordinator, CPR/Flex Med –
Open
Certified Teachers
Medical Assisting -
Crystal Conner
AUA+ –
Karen Petrak
Health Careers Certifications –
Julie Billington
Chris Jones
Physical Therapy Aide –
Frank Romero
Veterinary Assisting –
Chelsey Hollie
Adult Program Instructor/ Coordinator, Diagnostic Medical Sonography –
Heather Stacy
Assistant
Open
Adult Program Instructors
Instructor/Coordinator, Simulation –
Veretta Parker
Instructor, PN Select –
Ashley Scheele
Health Lab/Skills Instructor –
Tracie Singletary
Non-Certified Instructors
Surgical Technology –
Fallan Hammond
Open
Training Coordinator
Tiffany Herndon
Open
Non-Certified Instructor Instructor/Clinical Coordinator – DMS
Chasity Clary
Non-Certified Instructors
Practical Nursing –
Kimberly Anderson
Bonnie Hoyle
Sean Troub
Skills Instructor –
Lauren Duroy
Assistant
Christine Clark
Instructional Assistant
Britney Deal

Practical Nursing

Welcome

The faculty of the Practical Nursing (PN) Program at the Moore Norman Technology Center (MNTC) welcomes you. We have a sincere interest in you as an individual and look forward to helping you achieve your goal of becoming a Licensed Practical Nurse (LPN).

Your primary responsibility in this program is to become a safe, skillful, and responsible practical nurse. This handbook, along with the Clinical Handbook, has been designed as a reference for policies and procedures of MNTC and of the Practical Nursing program. Students are held responsible for adhering to these policies and procedures, as well as any changes made throughout the year.

We wish you success on your journey!

Program Description

This program prepares the student to become a Licensed Practical Nurse, an important member of the health care team who works under the supervision or direction of a registered nurse, licensed physician, or dentist. Students will learn the role of the LPN and how to care for a variety of patients, including, but not limited to, geriatric, pediatric, oncology, and pre/post-operative patients. Students will learn how to identify patient problems, identify appropriate interventions, and evaluate the nursing care provided. Graduates of this program will be eligible take the NCLEX-PN and become licensed through the Oklahoma Board of Nursing.

The curriculum provides both theory and clinical experiences for the development of professionalism, skills, and understanding of the nursing concepts necessary to provide safe, effective nursing care. The program is delivered in a lock-step format from simple to complex, and normal to abnormal. The program is based on clock hours of instruction as opposed to credit hours, which means there are 1,450 actual hours of classroom/clinical attendance required to complete the program.

Mission

Provide quality nursing education that prepares competent, safe, licensed practical nurses and models, and encourages life-long learners who are prepared for successful employment.

Vision

The purpose of the School of Practical Nursing is to prepare qualified nurses for entry-level positions to meet community workforce needs.

Core Values

1. Nursing is both an art and a science grounded in human caring, integrating knowledge and skills from the behavioral and social sciences, humanities, and information technology. A holistic approach is used to assess the client's health status, encompassing physical, developmental, emotional, psychosocial, cultural, spiritual, and functional dimensions.

2. Nursing practice involves the systematic planning, organization, and coordination of care to address human responses to actual or potential alterations in health patterns. This includes the provision of preventive, restorative, and supportive care, as well as patient education to promote optimal health outcomes.

3. Therapeutic communication is a purposeful and essential component of nursing practice, characterized by compassion, respect, and cultural awareness. It is used to establish trusting relationships and to promote the health and well-being of clients across the lifespan.

4. The nurse delivers safe, therapeutic, and individualized care using a compassionate and empathetic approach. Nursing practice fosters an environment of trust and hope while respecting each client's cultural, religious, and spiritual values, beliefs, and lifestyle choices.

5. Nursing practice requires the application of critical thinking and clinical judgment through the nursing process to support effective problem-solving and ensure continuity and quality of care.

6. The nurse is accountable and responsible for professional practice, demonstrating adherence to legal and ethical standards and exhibiting the behaviors expected of a competent licensed practical nurse.

7. The nurse applies principles of relationship-building and team dynamics to function effectively within interdisciplinary teams, contributing to the delivery of patient- and population-centered care that is safe, timely, efficient, effective, and equitable.

Approval/Accreditation

The Practical Nursing Program is fully accredited/approved by the following agencies:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326
(404) 975-5000, www.acennursing.org

Oklahoma Board of Nursing
2915 North Classen, Suite 524, Oklahoma City, OK 73106
(405) 962-1800, www.oklahoma.gov/nursing

Oklahoma Board of Career & Technology Education
1500 West 7th Ave., Stillwater, Oklahoma 74074
(405) 377-2000, www.okcareertech.org

Personnel

Lorain McKay, MS, RN……PN Coordinator
Christine Clark……..Assistant

Faculty

Kim Anderson, MSN, RN
Bonnie Hoyle, MSN, RN
Sean Troub, BSN, RN

EXPECTED PROGRAM OUTCOMES FOR THE MNTC SCHOOL OF PRACTICAL NURSING

(Revised 10/04/2007, 07/01/2017, Oct 2026)

1. Graduates will meet or exceed the national average for first-time takers for the NCLEX- PN (National Council Licensure Examination for Practical Nurses).
2. Eighty percent (80%) of students admitted to the program will complete the program within the specified program allotment time frame (18 months).
3. Ninety percent (90%) of graduates actively seeking employment will be employed as an LPN within one year of graduation.
4. Ninety percent (90%) of the surveys returned by graduates will indicate that they are satisfied with their education.
5. Ninety percent (90%) of the surveys returned by employers will indicate satisfaction with the graduate's performance.

END OF PROGRAM STUDENT LEARNING

EPSLO #1: Demonstrate a caring and empathetic approach to the safe, therapeutic, and individualized care of each client.

EPSLO #2: Effectively communicate with clients, significant support person(s), and members of the interdisciplinary healthcare team, incorporating interpersonal and therapeutic communication skills while maintaining confidentiality.

EPSLO #3: Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

EPSLO #4: Implement patient care, at the direction of a registered nurse, licensed physician or dentist through the performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

EPSLO #5: Collaborate with the registered nurse or other members of the healthcare team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

EPSLO #6: Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical nurse.

1.0 CURRICULUM

Program Courses	Theory/Exam Hours	Clinical Hours
Phase I		
Basic Nursing Skills	80	
Medical Terminology	48	
Anatomy and Physiology for Nursing	120	
Introduction Into Nursing	57	
Fundamentals of Nursing	180	
Clinical 1		200
Pharmacology and Intravenous Therapy Skills	100	
Phase II		
Medical Surgical Nursing	200	
Maternal Newborn Nursing	50	
Pediatric Nursing	50	
Mental Health Nursing	50	
Transition To Practice	15	
Clinical 2 M/S and Specialties		276
Clinical 3 Leadership		24
Total Course Hours	950	500
Total Program Hours		**1450**

ADMISSION

Please refer to the Practical Nursing Select Application Booklet

CPR CERTIFICATION

Applicants selected for the practical nursing program must complete CPR training prior to admission into the program.

1.0.1 BLS Provider CPR certification including infant, child, and adult that does not expire during the program is a prerequisite to the program. The American Heart Association BLS Provider is preferred.

1.0.2 Failure to provide proof of CPR on the first day of class may result in dismissal and a possible change in status from regular-to-alternate student status.

1.1 TEXTBOOKS AND SUPPLIES

Upon receipt, student is responsible for his/her textbooks and supplies. The student will be responsible for the textbook assigned during the program with the expectation the textbooks will be returned to the classroom at the end of the program.
The PN Curriculum is internet based and therefore internet access outside of the school is a requirement. Personal laptops are allowed in the classroom; however, MNTC is not responsible for damaged or lost personal items or equipment.

2.0 PROGRAM POLICIES AND PROCEDURES

2.1 ATTENDANCE

Remember that this is your "job" now. Treat this program as if you were counting on it for a paycheck because you ARE counting on it for future paychecks. Absences add up quickly. Not showing up for class or clinicals can dramatically affect your grade.

This class is preparing you to be a professional. You must act like a professional at all times. You may not sleep during class. You may not talk while others are speaking. And, you may not walk out of class unless you are ill and need to leave quickly.

Regular attendance is required of each student. A PN Select student will be limited to 36 hours of absences for the school year August through May.

For successful program completion, a student's absences may not exceed 36 hours per each Phase.

- A student who exceeds 36 hours in Phase1 and is passing their program will receive a "no grade" (NG). Refer to the Moore Norman Student Handbook. Students who violate the attendance policy will not be allowed to enroll for the following semester, including summer school, if the violation occurs during the spring semester.
- A student who exceeds 36 hours in the school year and is failing their program will receive an F. Refer to the Moore Norman Student Handbook. Students who violate attendance policy will not be allowed to enroll for the following semester, including summer school, if the violation occurs during the spring semester.

Tardies

- Students arriving late or leaving class early, resulting in missing thirty (30) minutes or less of class will be marked tardy. Each incident will count as missing thirty (30) minutes of class.

If a student is ill, running a fever, or potentially contagious, he/she should not attend class and especially clinical as this can expose compromised clients and others to potential illness. If a student does come to class or clinical sick and is running a fever, potentially contagious, or having difficulty performing assigned duties because of the illness, the instructor may send the student home with an excused absence.

EXEMPTED ABSENCES

- Pre-approved exempted absences such as job interviews, job orientations, and professional workshops do not count against the attendance requirement. A maximum of five days is available during a twelve-month period and must be pre-approved by the program director.
- Pre-approved exempted absences such as bereavement leave, jury duty, court appearance, and military duty will be handled on an individual basis. These are "exempted absences" and will not count against the attendance requirement.
- Exempted absence documentation is to be submitted to the program director within five (5) days of the absence.
- Appointments are to be scheduled after school hours, not during school hours.

Notifying School When Absent:

It is the responsibility of adult students or the guardians of high school students to notify the school when a student will be absent from class. Notification should be within the first hour of class. If a notification has not been received, the electronic communications system will contact the guardian of any high school student who is absent. The guardian must have provided written consent for automated calls.

NOTIFICATION:

Failure to notify the Instructor(s) of any condition, either physical or mental, that requires special consideration when assigning clinical experiences or that might jeopardize the student's health and safety, or keep the student from meeting the objectives of the program may result in dismissal of the student.

Attendance Records

MNTC keeps a complete record of each student's class attendance. Students may request a printout of their attendance from their teacher/instructor, counselor, or administrator. An adult student, guardian of a secondary student, or any agency financing a student's enrollment will be notified by mail of the student's absences when the student has missed half of the allowed absences for the semester.

2.2 CODE OF ETHICS FOR NURSING

The Practical Nursing student will perform authorized acts of nursing which utilize specialized knowledge and skills and which meet the health needs of people in a variety of settings under the direction of qualified health professionals. Competency implies knowledge, understanding, and skills that transcend specific tasks and is guided by a commitment to ethical/legal principles.

The American Nurses Association has developed a Code of Ethics that serves as a model for nurses. It functions as a general guide for the nursing profession and as a social contract with the public it serves. The following is the *ANA Code of Ethics* that nursing students must be in compliance with and will be held accountable.

Code of Ethics for Nurses

1. *The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.*
2. *A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.*
3. *The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.*
4. *Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.*
5. *The nurse has moral duties to self as a person of inherent dignity and worth, including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.*
6. *Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.*
7. *Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.*
8. *Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.*
9. *Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.*
10. *Nursing, through organizations and associations, participates in the global nursing and health to promote human and environmental health, well-being, and flourishing.*

NOTE: Any violation of the above *Code of Ethics for Nurses* may result in disciplinary action, including, but

not limited to the possibility of dismissal.

2.3 PROFESSIONAL MISCONDUCT

The nursing profession is one of the most respected fields and MNTC Practical Nursing training begins by demanding a high level of professionalism from students. Aside from the school and program policies/procedures discussed in this handbook (attendance, safety, dress code, student behavior, confidentiality, etc.) students are expected to understand they are representing not only the nursing program here at MNTC but the nursing profession as well. Professional Misconduct includes, but is not limited to, the following: rude, inappropriate, or disruptive behavior, gestures or language in any school-related setting, possession of or the exposure of others to any illegal, obscene or dangerous substances or materials, intimidation or harassment of any form, misappropriation of school or clinical site property, dishonesty, argumentative and/or aggressive manner of tone, gossip, HIPAA and other privacy violations, attendance issues, disregarding safety guidelines, not following the chain of command, defensive attitudes when constructive criticism is offered or lack of changes/improvements not made despite counseling efforts from faculty. Professional misconduct will result in disciplinary action, including but not limited to the possibility of dismissal from the nursing program.

2.4 NURSING STUDENT CONDUCT AND DISCIPLINE

2.4.1 PURPOSE

Moore Norman Technology Centers and the School of Practical Nursing consider student conduct and discipline to be very serious matters. MNTC has established this Procedure on Nursing Student Conduct and Discipline ("Procedure"), which applies to all nursing students. This Procedure outlines the standards of conduct and civility expected of nursing students and explains the disciplinary actions that may be taken when a student's conduct violates those standards. Educational opportunities available to students may be shortened or terminated if a student's conduct violates the approved standards described in this Procedure or if the student, for other reasons, cannot fulfill program requirements essential to successful course completion.

In instances involving a student's dismissal from a course or program, MNTC will utilize procedures that are fair and reasonable. Each student is encouraged to cooperate and comply with the standards of conduct set out in the Procedure. This Procedure is designed to ensure that all students have an opportunity to benefit from the educational opportunities available at MNTC. Conduct or behavior that violates any of MNTC's procedures, rules, regulations, or practices, or that interferes with or disrupts the educational process, must and will be addressed by MNTC administration. This Procedure explains MNTC's standards of conduct, the disciplinary actions that may occur as a result of violations of these standards, and the process that will be used when it is necessary to dismiss a student from a course or program.

2.4.2 REFERENCES

Reference to "Administrator" or "Administration" means an Assistant Superintendent, PN Coordinator Instructor, Health Director, or the MNTC staff member to whom the Administration has delegated the responsibility for student discipline.

Reference to the "Superintendent" refers to the Superintendent of MNTC.

Reference to "dismissal" or "removal" means the total, permanent and final expulsion of a student from a course or program.

2.4.3 Students who violate PN student policies related to:

- 2.4.3.1 Professional Behaviors
- 2.4.3.2 Clinical Behaviors

2.4.3.3 Confidentiality
2.4.3.4 Unsafe Practice

Will be issued clinical/professional warnings which will become part of the student's records **NOTE:** Any violation of the above may result in disciplinary action, including, but not limited to the possibility of dismissal.

STUDENT CODE OF CONDUCT RESULTING IN DISCIPLINARY ACTION

The following conduct occurring at MNTC, at any location designated for clinical practice, while attending MNTC events, while in MNTC vehicles, or occurring outside of normal school day or off MNTC property will result in disciplinary action, including but not limited to the possibility of dismissal:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing, or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Disruption of the educational process or operation of the school;
7. Extortion;
8. False reports or false calls;
9. Fighting;
10. Forgery;
11. Gambling;
12. Harassment, intimidation, and bullying;
13. Hazing (initiations) in connection with any school activity;
14. Immorality;
15. Inappropriate attire;
16. Inappropriate behavior or gestures;
17. Indecent exposure;
18. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to:
    (a) assault and battery;
    (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
19. Obscene language or gestures;
20. Physical or verbal abuse of another person;
21. Plagiarism;
22. Possession of obscene materials;
23. Possession or use of a caustic substance not related to the course or program work;
24. Possession or distribution of obscene material;
25. Possession, threat or use of, transfer possession of, or aiding, accompanying, or assisting another student to use a dangerous weapon, including firearms, knives, and related instrumentalities (*i.e.,* bullets, shells, gunpowder, pellets);
26. Use, possession, distribution, sale, conspiracy to sell or possessor being in the chain of sale or distribution, or being under the influence of alcoholic beverages (including low- point beer as defined by Oklahoma law, *i.e.,* 3.2 beer) and/or a controlled substance while indirectly or directly participating in any MNTC class, clinic, program workshop, function, activity, or component thereof;
27. Use, possession, or distribution of, or conspiracy to use, sell or possess, a drug or illegal chemical

substances, as defined in the MNTC Student Handbook;

28. Testing positive for drugs or alcohol or refusing to fully participate in or cooperate with a drug or alcohol test when instructed to do so by MNTC personnel;
29. Possession of illegal and/or drug-related paraphernalia;
30. Profanity;
31. Sexual or other harassment of individuals including, but not limited to, students, school employees, and volunteers;
32. Sleeping, eating or refusing to work in class;
33. Theft;
34. Threatening behavior (whether involving written, verbal or physical actions);
35. Truancy;
36. Use of tobacco in any form in an unauthorized location;
37. Use or possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school;
38. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
39. Use of the school's technology resources (*i.e.,* computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
40. Vandalism;
41. Violation of the Board of Education or MNTC policies, rules or regulations;
42. Vulgarity;
43. Willful or reckless damage to school property;
44. Willful disobedience of a directive of any school official;
45. Conviction of a felony or of a crime involving moral turpitude under federal or state law;
46. Conduct that is inconsistent with the rules and principles of morality which relate to the practice of nursing and/or the responsibilities of a student nurse;
47. Conduct that evinces a conscious disregard for indifference to the health, safety, or welfare of a client; and/or
48. Conduct that is unprofessional, including but not limited to (a) inaccurate recording, falsifying or altering of client records; (b) administering medications and/or treatments in a negligent manner; (c) misappropriating supplies, equipment, and drugs; (d) leaving a nursing assignment without properly advising appropriate personnel; (e) violating the confidentiality of information or knowledge concerning a client; (f) conduct detrimental to the public interest; or (g) discriminating against a client on any basis in the rendering of nursing services;
49. Conduct that has an immediate negative effect on the educational process, or the effectiveness or reputation of MNTC.

2.5 DISCIPLINE

The following procedures govern the dismissal of students from MNTC for violation of the *Student Code of Conduct*, for failure to meet or comply with the essential curriculum or course requirements, or for any other authorized reason.

A. DISMISSAL/EVIDENTIARY HEARING

Whenever an alleged violation of the *Student Code of Conduct* by a nursing student is reported to or witnessed by an Administrator, the Administrator must initially ascertain whether immediate dismissal of the nursing student is required. This determination will be based on (1) whether the nursing student's continued presence on campus would create, in the Administrator's judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system, or (2) whether the nature or severity of the alleged violation warrants, in the Administrator's judgment, the nursing student's immediate dismissal.

The PN Coordinator will conduct an evidentiary hearing to review the evidence and interview the nursing student and witnesses if necessary to ascertain whether the dismissal of the nursing

student from the program is warranted.

If dismissal (whether immediate or otherwise) is found to be necessary, the Administrator shall document the justification in a written report (as outlined in subsection B, below) and immediately forward it to the Health Director. The PN Coordinator must also immediately contact the student in writing and notify him/her of the dismissal. The notification should be either hand-delivered to the student or sent to the student's last known address via United States Certified Mail with Return Receipt Requested.

If the immediate dismissal of the nursing student is necessary before a hearing can be conducted with the nursing student, the hearing must be held as soon as possible, but no later than 72 hours after the dismissal. In case of a waiver or of non-attendance at the hearing by the nursing student, a summary disposition of the matter will be indicated in
letter form and forwarded to the nursing student with a copy to the Superintendent.

If the nursing student is unable to attend the original day and time specified by the PN Coordinator for the evidentiary hearing, the matter may be continued only once and in such case, will be reset to be conducted within the next 24 hours. Any further request for a continuance will result in the immediate disposition of the matter with notification in writing sent to the nursing student.

B. DECISION

Once the evidentiary hearing has been held, the PN Coordinator will summarize the findings in a written report, which will include the decision as to the dismissal. The decision will be announced orally at the conclusion of the hearing with the written report to follow, or within three (3) business days of the conclusion of the hearing, by the issuance of the written report. The imposition of dismissal will commence following the announcement of the decision or issuance of the written report, whichever occurs first.

C. APPEAL

If all or any portion of the PN Coordinator's decision is not agreed to by the nursing student, the nursing student has the right to first appeal the decision to the Director of Health Programs. The said appeal is commenced by letter to the Director of Health Programs delivered by the nursing student within 72 hours of the decision rendered by the PN Coordinator. The Director of Health Programs shall have the authority to sustain, overrule, or modify the PN Coordinator's decision. Once the Director of Health Programs has made his/her decision as to the upholding or overruling of the Director of Health Programs decision with respect to the nursing student at issue, the Director of Health Programs will immediately contact the nursing student in writing and notify him/her of the decision. The notification should be either hand-delivered to the nursing student or sent to the nursing student's last known address via United States Mail.

If all or any portion of the Director of Health Programs decision is not agreed to by the nursing student, the nursing student has the right to then appeal the decision to the Superintendent. An appeal is commenced by letter to the Superintendent delivered by the nursing student within 72 hours of the decision rendered by the PN Coordinator. The PN Coordinator, upon receipt of notice of the appeal, will forward the report of the hearing and his/her decision to the Superintendent for review and decision. The Superintendent shall have authority to sustain, overrule or modify the PN Coordinator's decision.

If the nursing student desires an appeal to the Director of Health Programs or the Superintendent, and the nursing student is not immediately dismissed from the Program, the nursing student is hereby notified that he or she may remain in school pending the appeal of the dismissal. If the nursing student does not attend the scheduled classes and/or clinical during the appeal process, the nursing student is hereby notified that any school classes and/or clinical missed during the said period of appeal will result in an absence to be counted toward the nursing student's total absences in the program.

At the hearing before the Superintendent, the Administrator and/or PN Coordinator shall first present his/her evidence and be subject to cross-examination by the Superintendent. This will be followed by the nursing student's evidence. The decision of the Superintendent shall be final. Such a decision shall be communicated

orally after the hearing **or** in writing to all parties within three (3) business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by the issuance of the Superintendent's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

D. READMISSION

A dismissed nursing student is eligible to be readmitted to the Adult Nursing Program upon proper application for readmission. However, the Administration may consider the nursing student's prior disciplinary and incident record in determining whether to grant a nursing student's request for readmission.

E. ADMINISTRATIVE ACTIONS

Administrative actions called for in this Policy may be taken by the Administrator designated by this Policy or the Superintendent. An Administrator, whether a Division Administrator, Superintendent, or other Administrator in charge, may appoint a designee to act in his/her place.

F. INTERPRETATION; ORDER OF PRECEDENCE

In the event of an ambiguity or conflict between the terms and provisions of the *MNTC PN Student Handbook* and the terms and conditions of the *MNTC Student Handbook*, the terms and conditions of the *MNTC PN Student Handbook* shall control; provided, however, that the *MNTC PN Student Handbook* shall not supersede any other federal or state law, regulation, or *MNTC Policies and Procedures* governing said terms and conditions.

2.6 DISMISSAL FOR FAILURE OR INABILITY TO MEET OR COMPLY WITH ESSENTIAL COURSE REQUIREMENTS

MNTC's curriculum program consists of course offerings that include and incorporate requirements essential to the successful completion of the course and program. When a nursing student cannot complete essential course requirements, the nursing student will be dismissed from the program. For example, clinical hours are part of and necessary to the completion of the entire curriculum program. A nursing student who does not successfully complete the clinical objectives will be dismissed from the program. Likewise, nursing students must achieve a passing grade of 80% in each course, and clinical component of the program, and a nursing student who fails to achieve a passing grade of 80% will be dismissed from the program for academic failure. Nursing students dismissed for reasons falling within this part of the Policy will have the same rights with regard to dismissal as nursing students who violated MNTC's *Student Code of Conduct*.

MNTC supports and encourages students with disabilities to pursue educational opportunities. Notwithstanding this fact, MNTC recognizes that nursing students are charged with significant responsibilities involving, among other things, client care. These are responsibilities that cannot be placed in the hands of individuals who have been adjudicated incompetent by a
court of law or another tribunal. Accordingly, if a nursing student is adjudicated to be incompetent while enrolled at MNTC, the student will be dismissed. Under such circumstances, all aspects of the dismissal shall be kept confidential.

NOTE: Any violation of the Student Code of Conduct will result in disciplinary action, including, but not limited to the possibility of dismissal.

2.7 CONFIDENTIALITY

Student behavior is guided by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) regulations regarding confidentiality. Depending upon the severity of the infraction the student may be verbally reprimanded, written counseling and/or probation, and/or dismissed from the PN Program.

During this program, students will come into contact with information that is not only legally protected but inappropriate to share with others. Specific HIPAA rules apply to anyone who has access to an individual's health information. This act forbids this information to be transferred to or shared with anyone who is not directly involved in caring for that individual and only when that information is necessary for treatment. Beyond the HIPAA rules, it is considered inappropriate behavior for a student to discuss a patient or a situation in any other manner than in the learning environment. This includes electronic media (e-mail, social websites, texting, or photos – see *Social Media Guidelines*) and having discussions in areas where individuals may overhear conversations. Students are also required to maintain this privacy standard with regard to fellow students and school employees. All school-related information is considered personal in nature and should not be discussed without the express consent of the individual.

Students are to protect their client's right to confidentiality. Discussing client information, photocopying records, or removing computer records with identifying information from the site are strictly prohibited.

Students must complete HIPAA training prior to clinical rotation and sign the MNTC PN "Confidentiality – Student Agreement."

2.8 EMPLOYMENT

Since many hours are required for study, in addition to actual school and clinical instruction, it is strongly recommended that the student not be employed while in the Practical Nursing Program.

When students are employed in health agencies, they may not perform functions normally assigned to a professional or practical nurse as stated by law.

If a student is not meeting clinical or academic expectations, this may signal that employment should be reconsidered.

2.9 INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH A HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION

Oklahoma Board of Nursing, 2915 North Classen Blvd., Suite 524, Oklahoma City, OK 73106, (405) 962-1800**,** **www.ok.gov/nursing**

Applicants for licensure, AUA certification, or reinstatement in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory, or country, **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing if the incident has not previously been reported in writing to the Board. A "report in writing" means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable,

the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or board order. A verbal report does not constitute a "report in writing." A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a "report in writing." Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.

All applicants for licensure as a Registered Nurse, Licensed Practical Nurse, or Advanced Practice Registered Nurse or for certification as an Advanced Unlicensed Assistant, must have submitted a fingerprint criminal history records search conducted by the FBI and Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5].

A candidate for a license to practice as a Registered Nurse or Licensed Practical Nurse, or for certification as an Advanced Unlicensed Assistant, shall submit to the Oklahoma Board of Nursing "certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five **(5)** years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received" [59 O.S. §567.5, 567.6, & 567.6a]. **Therefore, individuals with one or more felony convictions cannot apply in Oklahoma for RN/LPN licensure by examination or endorsement, or for AUA certification, for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.**

The applicant must submit the following information to the Board:

1. Application for licensure, certification or reinstatement, and fee;
2. A signed statement from the applicant describing the location and circumstances of the offense, date, court action or Board action taken, and current status;
3. Fingerprint criminal history search not more than three (3) months old (applicable only to applicants for licensure by examination, endorsement, APRN licensure, or AUA certification); and
4. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment, and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal. Internet print-outs are not acceptable. If no records are found, have the agency provide a certified letter stating no records found in a search from the date of offense through the current date.
5. If applicable, copies of the licensing agency's actions submitted directly from that agency to the Oklahoma Board of Nursing

Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state's board of nursing to obtain information on requirements. OBN Publication Form X02 Revised 6/2001, 11/2002, 12/2004, 4/27/2011, 12/09/2011, 11/01/13

Important Notes: If an applicant or student is found to have been dishonest concerning a conviction of a crime, arrest, being judicially declared incompetent or disciplinary action taken against another health-related license or certification, he/she may be dismissed from the program.

If a student is arrested during the PN Program, the student is required to notify the instructor(s) immediately and to obtain appropriate court documents as outlined above as they become available. The PN Instructor(s) will notify the PN Coordinator of the student arrest and clinical sites will be notified appropriately.

MNTC complies with the Oklahoma Board of Nursing relative to felony convictions and applications for licensure. Results of an individual's criminal history record search, and self- disclosure on the "Arrest and/or Felony Conviction" form may be disclosed to any clinical facility that may be utilized during the individual's PN education.

Although MNTC has an open admission policy, students may be denied clinical opportunities based on their criminal background history which may hinder or prevent the individual's ability to complete the program. MNTC reserves the right to stand by its criminal background procedure and does not have an obligation to find a student clinical space in the event the student is denied a clinical opportunity by the facility.

2.10 GRADING/PROMOTION

1. All grades will be recorded in a district-approved Learning Management System (LMS) gradebook, which can be accessed by students. Students should regularly check their grades on the LMS platform and notify the instructor immediately if they find any discrepancies. The official grades will be stored in the district's Student Information System.
2. Tests will be given throughout each module/course.
3. The time and content of each test will be determined by instructors.
4. Make-up tests must be taken within three days upon returning to school following an absence. It is the student's responsibility to make arrangements with the Instructor of the course to schedule the test either before or after classroom hours. Ten points will be deducted if the student is absent on the day of a scheduled test.
5. Quizzes and pop quizzes are not considered scheduled tests. Absence on the day of quiz or pop quiz results in a zero for that assignment.
6. ATI predictor exam and professionalism account for 10% of the course grade.
7. Our grading system operates on a total points model. With this calculation method, your cumulative grade is determined by dividing the total points earned by the total points possible.

   A. **Student's Semester Grade =** $\frac{Total\ Points\ Earned}{Total\ Possible\ Points}(100)$

8. Students must achieve a 77% combined average on module exams in order for the 10% ATI/Quizzes to be awarded.
9. Grading Scale:

   93 to 100 = A
   85 to 92 = B
   77 to 84 = C
   69 to 76 = D
   0 to 68 = F

10. Late Assignments: Assignments and homework are due and will be collected at the beginning of the class period, unless specifically stated otherwise. Late assignments will only be accepted with prior approval from the instructor.
    Late Tests: If a student is not present at the time the class is given a test, they will receive a 10% deduction in their score. Exception to this rule may be made by the program director for extenuating circumstances, but the program director must be contacted prior to the exam.
11. Several assignments require internet access. Dates and hours of campus operation will be made available for students that need computer and internet access. However, additional internet access outside of school may be necessary to complete assignments by the scheduled date and time.
12. Instructors will evaluate the student's skills and clinical performance to measure performance and progression, ensuring competence as a safe practitioner.
    A. Grades for competency (skills) will be pass/fail.
    B. Instructors will use the Lasater Clinical Judgment Rubric to measure the student's clinical performance in the following areas:
        a. Professional Behavior (Responsibility and Accountability)
        b. Clinical Judgment
            i. Noticing
            ii. Interpreting

iii. Responding
iv. Reflecting

c. Students will be evaluated on each dimension using a scale of 1-4, representing beginner to exemplary.

TOTAL POSSIBLE POINTS = 100 POINTS FOR THE WEEK PASSING POINTS = 77 POINTS

NOTE: *Failure in clinical for two (2) consecutive weeks places the student on probation until re- evaluated at the end of the third week; at which time the student may remain on probation or be taken off. At the completion of the level, the student must have a 77% to progress to the next level. A student failing clinical is not a safe practitioner and will be dismissed from the program.*

13. Students' clinical performance will be formally evaluated at the end of each phase. Grades for clinical will be pass/fail (average 77% or greater) based on the following components:
    a. Part I – Competencies (skills)
    b. Part II – Professional Development
    c. Part III – Weekly Nursing Clinical Evaluations
    d. Part IV – Clinical Assignments (case studies, etc.)
14. The quality of work is expressed by grade points assigned by these symbols.
    A = 93-100 = Excellent
    B = 85-92 = Good
    C = 77-84 =
    Average Below 77
    = Failure
15. A student may be placed on academic probation if their theory or clinical grade falls below a 77% and/or if a student fails two or more unit tests, considering the student to be "at risk" for failing the course. Any student placed on probation may be subject to dismissal from the program.

A. The term ***counsel*** as used herein refers to the student being informed by the Instructor, by means of a written notice, that said student is failing to meet or comply with the essential curriculum or course requirements of the Program, or for any other authorized reason and that said student needs to improve in the particular area in which he or she is counseled by the Instructor.

B. The term ***probation*** as used herein refers to the student being informed by the Instructor that due to the student's continued failure to meet or comply with the essential curriculum or course requirements of the Program, or for any other authorized reason, the student will be placed on a trial period in which the student's performance, conduct, progress, and/or skills will be closely evaluated to determine if the student is suitable to continue in the Program or should be dismissed. The terms, conditions, and length of a student's probation will be determined by the Instructor and/or PN Coordinator and will be specific to the particular circumstances concerning the student and the gravity of the performance or conduct of the student at issue.

16. Students who fail to achieve a passing grade of 77% in each course and clinical component of the Program will be dismissed from the Program for academic failure. A formal letter will be sent to the parent and/or student by mail when he/she is dismissed from the program. In addition to the letter, Instructor(s) may also hand-deliver a copy of such letter to the student. The student may then appeal the decision within 72 hours to the PN Coordinator pursuant to the MNTC PN Student Handbook.

NOTE: *The Instructor(s) recognizes cheating as any form of dishonesty that alters grades on exams, copying assignments from another person's work, using notes during a test, obtaining information from another student's answer sheet, etc. Students may be dismissed from the program for any of the incidents mentioned above.*

2.11 GRADUATION

Upon successful completion of all courses and clinical components of the program, the graduate will receive a diploma from Moore Norman Technology Centers School of Practical Nursing and become eligible to write the licensure exam.

Attendance at graduation practice and ceremony is mandatory as the hours of the practice, and the ceremony is included in the total 1463 program hours for the MNTC Practical Nursing Program.

2.12 INSURANCE

While the School will make every effort to prevent accidents and injuries, the nature of the PN Program is such that the possibility of injury is greater than in a regular academic program. Therefore, the students are urged to carry suitable health/hospitalization insurance. The student is not covered by sick benefits provided to employees of MNTC or clinical facilities.

Professional liability insurance is insurance that protects the student and MNTC in the event of a client accident/injury. Professional liability insurance is required and will be included in the tuition.

2.13 PREGNANCY AND HEALTH-RELATED ISSUES

Faculty should be notified immediately of pregnancy. Students' clinical assignments will be made to prevent exposure to X-Rays and highly communicable diseases.

Failure to notify the faculty of any condition, either physical or mental that requires special consideration when assigning clinical experiences, or that might jeopardize the student's health and safety, or keep the student from meeting the objectives of the program, may result in dismissal from the program.

2.14 SOCIAL MEDIA GUIDELINES

With the ever-increasing popularity of social networking sites, it is necessary to remind students that when social media postings and/or digital communication violate the law, MNTC policies or create a substantial disruption to the educational process, the nursing Coordinator may have an obligation to respond and take appropriate action, including but not limited to, investigation, removal of posts, discipline, and/or referral to law enforcement.

When using a personal social media site, if you identify yourself as a student of MNTC you have associated yourself with the school district; therefore, you must ensure that any associated content is consistent with the mission and work of MNTC. Use caution when posting any comment and/or images to a social media site that may reflect negatively on your image as a practical nursing student and/or that of MNTC.
DO NOT friend patients/clients you meet during your clinicals.

Students who post content to a social media network that fails to comply with the guidelines of this policy may not only be removed from the program for inappropriate comments but may lose job opportunities, be denied credit or even be held responsible in a court of law for their statements. Students are reminded that posting or sharing negative comments/photos or private information about the school, fellow students, faculty or staff, clinical experiences or any other school-related issues can result in disciplinary actions such as being placed on probation or removed from the program. Please refer to the white paper:

NCSBN Social Media Guidelines.

Guidelines for Posting on Social Media

1. **Think twice before posting.** Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect on both you and the school. Be aware that even the most stringent privacy settings, photo tagging, and other tools may make information publicly available.
2. **Anonymity is a myth.** Write everything as if you are signing it with your name.
3. **Remember your audience.** A presence in the Social Media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, patients and their families, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
4. **Strive for accuracy.** Get the facts straight before posting them on Social Media. Review content for grammatical and spelling errors.
5. **Familiarize yourself with and use conservative privacy settings regardless of the content on your profile.** Practice restraint when disclosing personal information on social networking sites; your audience is everyone.
6. **Consider the professional image you would like to portray.** As a rule, only post online what you would want your instructor or supervisor to see. Employers are beginning to search social networking sites as part of their background checks for new employees. While we all view our lives outside of work personally, consider the professional image you would like to portray to your patients and their families. Even seemingly innocuous pictures and comments can impact the respec.t and trust your patients have for you, now and in the future.
7. Strongly discouraged from "friending" patients, family members, or legally appointed decision makers on social networking sites.
8. **If in doubt, don't post!**
9. **Do not harass, libel, slander, or embarrass anyone.** Do not post or share any material (by word, image, or other means) that is obscene, defamatory, profane or vulgar, libelous, threatening, harassing, threatening, bullying, abusive, hateful, or embarrassing to another person or entity or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment or bullying. Individuals may be held personally liable for defamatory, proprietary, or libelous commentary.

3.0 SCHOOL OF NURSING POLICIES – GENERAL

3.1 APPOINTMENTS

Students will be required to schedule "non-emergency" appointments outside regular school hours or during recess days. (See annual calendar for dates.)

3.2 SYLLABI

A Course Syllabus will be provided for the students at the beginning of each course.

3.3 FILES – STUDENTS

Student files will be checked by the faculty for completeness within four (4) weeks following enrollment. All files must be completed prior to the beginning of clinical rotations. Any student with an incomplete file will not be allowed to attend clinically. The hours of absence during this period will be documented and counted as unexcused.

3.4 PLACEMENT OF GRADUATES

Students will participate in job readiness classes, prepare a resume, and complete an NCLEX- PN Review prior to graduation.

3.5 SCHEDULES

A. CLASS SCHEDULES:
PN Select Year-1 students will be required to attend class three (3) hours per day five (5) days per week. The first phase of the program will be spent in the classroom and laboratory preparing the student for basic clinical nursing.

B. CLINICAL SCHEDULES:
PN Select Year-2 students will be required to attend clinical eight (8) hours per day. Beginning students with incomplete files will not be allowed in the clinical area until the file is complete. There may be instances of 12-hour clinical days for full-time students. Further, clinicals may occur during the day, evening or night throughout the program.

Student attendance at appropriate workshops, student organization activities, or student activities related to classroom learning will be allowed provided they have been approved by the Coordinator of Practical Nursing.

3.6 ONLINE LIBRARY RESOURCES (Adopted 05/02/2014)

EBSCO Host is an online library that provides free access to journal articles and health-related information. Access to EBSCO host is a project of the Oklahoma Library Technology Network and is funded with state and federal funds through the Oklahoma Department of Libraries. Students can utilize this site as needed for medical references as well as journal articles.

1. To access the online library, go to www.okcareertech.org
2. On the top of the screen click ABOUT
3. On the left side of the screen click STATE AGENCY
4. In the middle of the page click DIVISIONS
5. Scroll down until you see INFORMATION COMMONS and click
6. On the left side, you will find EBSCO HOST
7. Click on the link provided
8. TO LOG IN: use any Oklahoma phone number, starting with the area code

4.0 COMPLIANCE POLICIES

4.1 EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT
(MNTC Board Policy) (May 2012, November 2015, July 2022)

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy

Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Associate Superintendent, Instruction and the Executive Director, Human Resources.
Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

4.2 MNTC GRIEVANCE PROCEDURE FOR FILING, PROCESSING, AND RESOLVING ALLEGED COMPLAINTS NOT PERTAINING TO DISCRIMINATION

*Refer to District MNTC Student Handbook***.**

4.3 MNTC GRIEVANCE PROCEDURE FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

*Refer to District MNTC Student Handbook***.**

4.4 SEXUAL HARASSMENT

*Refer to District MNTC Student Handbook***.**

4.5 SCHOOL SAFETY AND BULLYING PREVENTION

*Refer to District MNTC Student Handbook***.**

5.0 CLINICAL POLICIES AND PROCEDURES

5.1 INCIDENTS AND ERRORS

1. All incidents and/or errors must be reported immediately to the instructor and the nurse in charge of the unit.
2. The client's doctor will be notified of the incident for appropriate action to be taken if deemed necessary by the nurse in charge.
3. An incident report will be completed by the student involved. The report will be filed according to the facility policy, and a copy will be retained by the instructor to be placed in the student's file.
4. If a student is involved in an incident, it must be reported to the instructor. An incident report will be completed, and copies filed with the hospital and the school.

5.2 CLINICAL DRESS CODE

1. The student uniform provides attire that identifies the Moore Norman Technology Center student practical nurse as follows:

    A. Students will wear MNTC PN uniforms during class times and clinicals.
    B. The Moore Norman Technology Centers Practical Nursing School emblem will be worn on the left sleeve, two inches from the top shoulder seam, and centered, (lab coat and uniform).
    C. Official school name badge will be worn on the left side of the student uniform.
    D. FEMALE UNIFORMS:
        (1) Red student uniform top with red uniform pants

(2) White or black non-porous shoes

E. MALE UNIFORMS:
   (1) Red student uniform top with red uniform pants
   (2) White or black non-porous shoes
F. Watch with a second hand, bandage scissors, and stethoscope.
G. Clinical shoes must be all leather or non-porous. (Instructor will provide further instruction and must provide approval). Toeless and backless shoes are NOT acceptable. Any clog-type shoe must either have a back or a strap across the back of the shoe.

2. The student will be responsible for the following principles of hygiene and etiquette. Failure to comply with the following may result in being dismissed for the day:

A. Good personal hygiene - neat, clean and professional appearance. Uniforms will be clean and free of stains and wrinkles (pressed).
B. Hair will be clean, neat, and above (off) the collar. If hair ties or religious/cultural headwear is worn, they must be modest in style and similar to the color of the hair.
C. Keep natural nail tips less than 1/4 inch long, manicured, and without nail polish. No artificial fingernails or extenders.
D. Hose or socks will be clean, white, non-textured, and free of holes or runs.
E. Uniform shoes and laces will be clean.
F. The clinical uniform is not worn outside the clinical area except per instructor's request and must comply with established criteria.
G. Appropriate foundation garments will be worn. Black or white short or long sleeved t- shirt may be worn under a scrub top.
H. Students may not use heavy make-up, perfume, or scented aftershave.
I. One pair of small plain stud earrings may be worn on the lower ear lobe, wedding band, and watch with a second hand may be worn while in uniform. No other visible piercings are allowed.
J. Vulgar, obscene, offensive, or inappropriate tattoos must be covered with appropriate clothing.
K. Gum and smokeless tobacco are prohibited.
L. Beards and/or mustaches will be groomed.
M. Prepared with required supplies for the clinical day: MNTC student ID badge, stethoscope, a wristwatch with a second hand, scissors, hemostat, and black ink pen.

5.3 MEDICATION ADMINISTRATION

Students must complete the following steps before being allowed to give medications in a clinical setting. The student must:

5.3.1 Successfully complete the Pharmacology Course with a passing grade.
5.3.2 Have drug information/research completed and available.
5.3.3 Be supervised by the instructor.
5.3.4 Report any medication error immediately.

5.4 INTRAVENOUS (IV) THERAPY & IV MEDICATION ADMINISTRATION (Revised 05/02/2014, 05/05/17)

To initiate IV therapy or administer IV medication (according to facility policy) the student must:

5.4.1 Successfully complete the Pharmacology Course with a passing grade.
5.4.2 Have drug information/research completed and available.
5.4.3 Be supervised by the instructor.

5.4.4 Report any IV therapy or IV medication error immediately.

5.5 PERFORMING NEW PROCEDURES

When you perform a new procedure:

5.5.1 Be supervised by the instructor.
5.5.2 Check for a written physician's order on the client's chart.
5.5.3 Review the procedure in the hospital procedure book.
5.5.4 Assemble needed supplies and equipment.
5.5.5 Discuss the procedure step-by-step with your instructor prior to entering the client's room.
5.5.6 Explain the procedure to the client.
5.5.7 Be prepared to critique and evaluate your performance with the instructor after performing the procedure.

5.6 STANDARD PRECAUTIONS

The following precautions are established to provide a safe environment, an effective means of caring for all clients, prevent contamination from bloodborne pathogens (e.g., hepatitis B virus, HIV), and prevent infections. The student will be expected to implement the following measures:

- Obtain instructions regarding modes of transmission and prevention of bloodborne pathogens and infections; and the need for routine use of standard precautions for all patients.
- Use standard precautions for all patients, to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infections.
- Improve safety in the healthcare environment through the appropriate use of personal 6protective equipment (PPE).
- Use isolation precautions to reduce the link of transmission of blood-borne pathogens from moist body substances. These precautions apply to (1) blood; (2) all body fluids, secretions, and excretions except sweat, regardless of whether or not they contain visible blood; (3) nonintact skin; and (4) mucous membranes.

Hand Hygiene

- Hand hygiene is considered of utmost importance when practicing standard precautions. Hands are to be washed, ideally with antimicrobial soap, before patient care and after touching blood, body fluids, secretions, excretions, and contaminated items, regardless of whether gloves are worn.
- Wash hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross-contamination of different body sites.
- Wash hands thoroughly with antimicrobial soap and warm water or if hands are not visibly dirty or contaminated use an alcohol-based hand rub.
- Use hand lotions or creams to minimize the occurrence of irritant contact dermatitis associated with hand antisepsis or hand washing. Do **NOT** use petroleum-based hand lotions as these lotions may cause latex gloves to disintegrate.
- Do not wear artificial fingernails or extenders when having direct contact with clients at high risk (e.g., those in intensive-care units or operating rooms).
- Keep natural nails tips less than ¼ inch long.

Gloves

- Wear clean, unsterile gloves when touching blood, body fluids, secretions, excretions, and contaminated items.
- Put on clean gloves just before touching mucous membranes and nonintact skin.
- Change gloves between tasks and procedures on the same patient after contact with a material that may contain a high concentration of microorganisms (moving from a contaminated body site to a clean body site).
- If gloves become torn or heavily soiled and additional patient care tasks must be performed, then change the gloves before starting the next task.
- Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient. Do not wear the same pair of gloves for the care of more than one patient and do not wash gloves between uses with different patients.
- Wash hands immediately after removing gloves to avoid transfer of microorganisms to other patients or environments.

Mask, Eye Protection, Face Shield

- Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.
- Wear a mask to protect from inhaling microorganisms that travel on airborne droplets for short distances or that remain suspended in the air for longer periods.
- Change masks at least every 20 to 30 minutes (as applicable) or if it becomes moist.
- Masks should not be reused or dangled around the neck and then reused.

Gown

- Wear a gown (a clean, unsterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, and secretions, or excretions or cause soiling of clothing.
- Select a gown that is appropriate for the activity and the amount of fluid likely to be encountered.
- Remove the soiled gown as promptly as possible and wash hands to avoid the transfer of microorganisms to other patients or environments.

Respiratory Hygiene/Cough Etiquette

- Targeted at patients and accompanying family members and friends with undiagnosed transmissible respiratory infections, and applies to any person with signs of illness including cough, congestion, rhinorrhea, or increased production of respiratory secretions when entering a healthcare facility.
- Educate patients and visitors.
- Covering the mouth/nose with a tissue when coughing and prompt disposal of used tissues, using surgical masks on the coughing person when tolerated and appropriate.
- Hand hygiene after contact with respiratory secretion.
- Spatial separation, ideally > 3 feet, or persons with respiratory infections in common waiting areas when possible.
- Observe Droplet Precautions (i.e., wear a mask) and hand hygiene when examining and caring for patients with signs and symptoms of respiratory infection.

- Healthcare personnel who have a respiratory infection are advised to avoid direct patient contact, especially with high-risk patients. If this is not possible, then a mask should be worn while providing care.

Safe Injection Practices

- Adhere to basic principles of aseptic technique for the preparation and administration of parenteral medications.
- Use sterile, single-use, disposable needle and syringe for each injection given and prevention of contamination of injection equipment and medication is given and prevention of contamination of injection equipment and medication.
- When possible, use single-dose vials over multiple-dose vials, especially when meds will be administered to multiple patients.
- Never reuse the same needle and/or syringe on a patient or multiple patients.

Miscellaneous Guidelines

- Used sharps, such as needles or scalpels, are placed in a *biohazard* (anything that is harmful or potentially harmful to humans, other species, or the environment) needle box.
- Needles are not purposefully recapped, removed, bent, sheared or broken.
- The entire needle/syringe assembly must be disposed of in a sharps container.
- The needle container is not overfilled.
- Refer to facility policy and procedure manual for information regarding isolation techniques, handling/disposing of contaminated equipment and supplies, cleaning up spills, etc.
- Reusable items (e.g., suction bottles and oxygen setups) are emptied with care to avoid splashing.
- All soiled linen is placed in a laundry bag, and the bag is not overfilled.
- For patients with diarrhea: There is no change in practice by a staff member, whether a patient has been diagnosed as having AIDS or not.
- For patients who are coughing: There is no change in practice by a staff member, whether a patient has been diagnosed as having AIDS or not.
- To reduce the need for mouth-to-mouth resuscitation, mouthpieces, resuscitator bags, or other ventilation devices should be used.
- Health care workers with exudative (draining) lesions should refrain from all direct patient care and from handling patient care equipment.
- Cuts, abrasions, or other types of lesions shall be covered with a waterproof dressing.
- Laboratory specimens from all patients are handled as if they are infectious (refer to facility policy).
- Adhere to recommended precaution measures. Follow facility procedures related to needle sticks or accidental exposure to bloodborne pathogens and pathogens from moist body substances. An incident report must be completed and a copy submitted to the instructor.
- Students who have a suspected or known communicable disease must report the condition to the instructor(s) and the Coordinator of Practical Nursing. This information will be shared with the Superintendent, according to policy, and to the clinical facility where assigned.

References:

Centers for Disease Control and Prevention. (2024, June 11). About hand hygiene for patients in healthcare settings.

https://www.cdc.gov/Clean-Hands/About/Hand-Hygiene-for- Healthcare.html

Modified from Centers for Disease Control and Prevention, *2007 Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings*; J. Siegel, E. Rhinehart; M. Jackson; L. Chiarello; Healthcare Infection Control Practices Advisory Committee.

Modified from *National Safety Council: Bloodborne and Airborne Pathogens*, 2012

5.7 SAFETY PRECAUTIONS

A safe environment implies freedom from injury with a focus on helping to prevent falls, electrical injuries, fires, burns, and poisoning. The student must be aware of potential safety problems, including workplace violence, terrorism, and bioterrorism; and must know how to report and respond when safety is threatened. Therefore, the student will:

a. Be knowledgeable of the use of all equipment and supplies.
b. Check all equipment and supplies for defects or damages before each use and report any discrepancy immediately.
c. Handle equipment carefully to prevent injury to yourself or others.
d. Store all equipment and supplies in the proper place.
e. Use principles of body mechanics when lifting, pulling, or pushing objects.
f. Remove any hazardous objects or spills from the floors or client care area immediately.
g. Minimize distractions; concentrate on the procedure being performed.
h. Any questions about your ability to perform a procedure should be discussed with an instructor.
i. Never run in rooms or hallways.
j. Know the procedure to report/implement a facility's emergency codes.
k. Faculty should be notified immediately of pregnancy. Students' clinical assignments will be made to prevent exposure to radiation and highly communicable diseases.

NOTE: A unit on "Safety" will be taught by Practical Nursing Instructor within the first week of the program. A written "Safety" test must be passed with 100% proficiency before the student can work in the lab.

5.8 STUDENT NURSE RESPONSIBILITIES

1. The student's primary responsibility is to learn to be a safe, effective, and dependable practical nurse. The following guidelines are given to assist the student in achieving this goal:

    a. Carry out nursing duties, directions, and procedures as instructed.
    b. All first-time procedures will be supervised by the instructor.
    c. Check the physician's written order on the client's chart before administering any treatment or medications.
    d. Inform instructor of any procedures not performed in class or clinical.
    e. If the instructor is not available to help with a procedure, a staff nurse may assist if permission has been obtained from the instructor.
    f. Report all incidents and errors immediately to the instructor and/or nurse in charge.
    g. Be alert at all times to the needs and safety of the clients and report unusual conditions to the instructor and the nurse in charge.
    h. An informal report should be given to the instructor and nurse in charge when leaving the assigned clinical area for any reason.

i. Use initiative and self-direction to seek out learning opportunities.
j. Students will be responsible for obtaining clinical assignments, researching and preparing for clinical, and meeting the clinical rotation objectives.
   (1) Student assignments will be posted in designated areas on each unit.
   (2) Students will be expected to dress professionally and wear the official school lab coat with school insignia and name tag visible.
   (3) Students will be knowledgeable and prepared for clinical.
   (4) Plan of Care will be completed on clients as assigned by the instructor(s).
   (5) If a student comes to clinical unprepared, the instructor may send the student home; which will result in an unexcused absence for the day and will be reflected in the clinical grade.

2. Demonstrate professional attitude and conduct by:

   a. Establishing and maintaining therapeutic communication and interpersonal relationships with clients, family members, staff, classmates, and faculty.
   b. Discuss clients only in the classroom or clinical area with appropriate staff.

Avoiding socializing, and discussing your personal life and problems with clients or hospital personnel in the clinical setting.

   c. Adhering to the Code of Ethics for Practical Nursing Students.
   d. Attending and participating in pre-and -post conferences.
   e. Following rules and regulations of the participating health facility.
   f. Never accepting gratuities from a client or a client's family member.

5.9 SAFE CLIENT HANDLING

Moore Norman Technology Center wants to ensure that clients are cared for safely while maintaining a safe learning environment for students and instructor(s). To accomplish this, students will undergo training in proper body mechanics for bending, lifting, and moving. Additionally, training should be provided to the students related to mechanical lifting equipment and/or other approved client handling aids that may be used to prevent the lifting and handling of clients/residents.

Client Handling and Movement Requirements:

1. Avoid hazardous client handling and movement tasks whenever possible. If unavoidable, assess them carefully prior to completion.
2. Use mechanical lifting devices and other approved client handling aids for high-risk client handling and movement tasks except when absolutely necessary, such as in a medical emergency.
3. Use mechanical lifting devices and other approved client handling aids in accordance with instructions and training.

Training:

Students will receive training on the mechanical lifting equipment and/or other approved client handling aids. Further, return demonstrations of the proper use of these lifting equipment/aids shall be performed by the students and documented by the instructors. Training of lifting equipment/aids should include:

1. Lateral Sliding/Transfer Aids (Mechanized and Non-mechanized)
2. Gait Belts/Transfer Belts
3. Stand Assist Lifts
4. Portable Base and Ceiling Track Mounted Full Body Sling Lifts
5. Other devices per facility policies

Definitions:

1. High-Risk Client Handling Tasks: Client handling tasks that have a high risk of musculoskeletal injury for individuals performing the tasks. These include but are not limited to transferring tasks, lifting tasks, repositioning tasks, bathing clients in bed, making occupied beds, dressing clients, turning clients in bed, and tasks with long durations.
2. Manual Lifting: Lifting, transferring, repositioning, and moving clients using a caregiver's body strength without the use of lifting equipment/aids to reduce forces on the caregiver's musculoskeletal structure.
3. Mechanical Client Lifting Equipment: Equipment used to lift, transfer, reposition, and move clients. Examples include portable base and ceiling track mounted full body sling lifts, stand- to-assist lifts, and mechanized lateral transfer aids.
4. Client Handling Aids: Equipment used to assist in the lift or transfer process. Examples include gait belts with handles, stand-to-assist aids, sliding boards, and surface friction-reducing devices.

5.10 PHYSICAL/MENTAL REQUIREMENTS

The following minimum physical and mental requirements are reflective of industry standards for an LPN:

1. Working in a standing position and walking for extended periods of time.
2. Lifting and transferring patients up to six inches from a bending position, then pushing/pulling/pivoting weight up to three feet.
3. Lifting and transferring patients to accomplish bed-to-chair and chair-to-bed transfers.
4. Applying up to ten pounds of pressure to bleeding sites and in performing CPR.
5. Responding and reacting immediately to auditory instruction, requesting, and/or monitoring equipment, performing auscultation without auditory impairment.
6. Performing up to twelve hours in a clinical laboratory setting.
7. Performing close and distant visual activities which may include but not limited to people, paperwork, objects, depth and color perception.
8. Discriminating between sharp/dull and hot/cold when using hands.
9. Performing mathematical calculations for medication preparation/administration.
10. Communicating effectively, both orally and in writing, using appropriate grammar and vocabulary.
11. Recognizing authority and following the appropriate chain of command.
12. Reacting appropriately and professionally under stressful situations.

Statement of Understanding and Acceptance

Moore Norman Technology Center

School of Practical Nursing

_____ **2026-2027** **Franklin Rd.**

STUDENT NAME (Print Legibly) *SCHOOL YEAR* *CAMPUS*

ACKNOWLEDGEMENT OF COUNSELING *AND* RECEIPT OF STUDENT HANDBOOK

I have received a copy of, read, and have been counseled by the Practical Nursing Faculty concerning the Practical Nursing Program's rules, policies, procedures, and practices outlined in the Moore Norman Technology Centers School of Practical Nursing Student Handbook, including the Policy on Nursing Student Conduct and Discipline.
My signature and initials below express my complete understanding and acceptance of the rules, policies, procedures, practices, acknowledgments, releases, and permission statements contained within the MNTC School of Practical Nursing Student Handbook.

PRACTICAL NURSING POLICIES:

_____I understand that I must achieve a passing grade of 77% in each course and clinical component of the program before being promoted to the next level.

_____I understand that I must submit to drug and alcohol testing and that if I test positive for drugs or alcohol, or refuse or fail to fully participate or cooperate in the testing process, or take longer than three (3) hours to provide a specimen, I will be dismissed from the program.

_____I have been advised of attendance policies and understand non-compliance can lead to class failure or dismissal.

_____I have been made aware that MNTC and clinical facilities are <u>not</u> responsible for students' personal injuries. I understand that I am urged to carry suitable health/hospitalization insurance.

_____I understand that I must submit my current BLS Provider CPR certification which will not expire before the end of this school year.

_____I agree to protect the privacy of faculty, peers, clients, and family members of clients by not inappropriately disclosing confidential information about faculty, peers, clients, or their family members that is disclosed to me, nor will I inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as an MNTC practical nursing student. In addition, I will not discuss or post any information about faculty, peers, clients, family members, or any clinical facility on any electronic venue (i.e. My Space, Facebook, Twitter, cell phones, etc.). Nor will I leave/save any client, family, faculty, clinical facility or student information on any open access desktop or hard drive. (Reference MNTC School of Practical Nursing's "Confidentiality Policy" and "Social Media Policy".)

PHOTO/VIDEO/RECORDED VOICE RELEASE/AUTHORIZATION

____I hereby give and authorize to Moore Norman Technology Centers the absolute and unconditional right to use, publish/post, display, and/or reproduce in any manner, video/recorded voice/photographs, in which I may appear, including the right to edit or use a portion of such video/recorded voice/photographs that positively promotes the image and benefits of Moore Norman Technology Centers and/or career and technology education through educational, trade materials and/or the Moore Norman Technology Centers' website or social media sites. I understand that we are not to receive payment for any video/recorded voice/photographs, etc. I also understand that photos of myself and or testimonials may be used for mailings such as postcards and brochures that will circulate throughout the MNTC District.

_____**I do not authorize** permission for any of the items mentioned above regarding my video/recorded voice/photographs release/authorization.

AUTHORIZATION TO RELEASE INFORMATION:

In compliance with the Family Educational Rights and Privacy Act (FERPA):

_____I hereby authorize officials of Moore Norman Technology Centers, to release information in the records and files of myself, upon request by prospective/current employers, military agencies, other educational institutions, educationally related financial sponsoring agencies, and/or any other government agency. This authorization shall remain in effect

while the above-named individual is a student, and thereafter until I give written notice, withdrawing authorization. (Note: Individuals, who are 18 years old and older, have sole responsibility to make and change authorization.)

_____**I do not authorize** permission for the above release of my records until approved by myself.

MNTC PN STUDENT HANDBOOK ACKNOWLEDGEMENT

A PDF copy of this handbook was given to me at this time; however, I am aware that upon request I can obtain a hard copy of the handbook at no cost. The online electronic copy is available for viewing or printing by visiting the MNTC website at www.MNTC.edu.

*Signature of Student:*_____ *Date:* _____

*Signature of PN Coordinator:*_____ *Date:* _____

Diagnostic Medical Sonography

Welcome

Welcome to Moore Norman Technology Center's Diagnostic Medical Sonography program. It is our goal to prepare you to enter your new career as a Sonographer with confidence and competency. In the following fifteen months, you will be exposed to many new and exciting concepts and situations. At times it will be a difficult road, but one also paved with personal rewards. This handbook along with the Clinical Handbook, have been designed as references for policies and procedures of Moore Norman Technology Center and of the Diagnostic Medical Sonography program. Students are held responsible for adhering to these policies and procedures, as well as any changes made throughout the year.

We wish you success on your journey!

Administration

Heather Stacy, M.Ed, RDMS, RVT ..... Coordinator, DMS Program

Christine Clark ..... Assistant

Faculty

Chasity Clary, BA, RDMS, RVT ..... DMS Instructor, Clinical Coordinator

Program Philosophy

Based on the belief that society's highest priority is to produce a healthy and safe environment conducive to the living and surviving society must provide the health care resources that will create and maintain such an environment.

We believe that the human being is a unique entity and the Sonographer's approach to providing care should be holistic in nature. By utilizing this method, the dignity and self-worth of the human being is maintained.

Communication and interpersonal skills are integral to the Sonographer's education and the practice of the profession. A combination of these skills assists one to provide safe, effective, and high-quality health care.

The role of the faculty is that of facilitator in the teaching-learning process. Within this process, the faculty not only acts as a role model, but also provides structure in which the student accepts responsibility for learning. The faculty provides meaningful, current learning experiences in didactic, laboratory, and clinical settings.

Learning is a continuous, lifelong endeavor, which constitutes an individual's willingness to grow personally and professionally. Students are encouraged to continue to enrich their lives as they acquire knowledge and to enhance their technical skills through various methods of continuing education.

The faculty believes that we are meeting the needs of the students and the needs of society by providing qualified Sonographers that are safe and effective for the workforce.

The faculty also believes that continuous evaluation of all aspects of the program through a systematic process is necessary to ensure that the student is being taught current and relevant theory and clinical information.

Program Goal

The goals of the MNTC Sonography Programs respond to the expectations of the communities of interest served by the Program: students, graduates, faculty, employers (institutions and physicians), patients, Moore Norman

Technology Center, and the profession of Sonography. Achievement of these goals is assessed through annual program outcome data (graduate and employer surveys, ARDMS exam pass rates, and employment rates), MNTC instructional Program Review, and the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) Annual Report. The Sonography faculty and Advisory Committees review outcome reports annually and make recommendations for changes to the curricula if outcomes do not meet benchmark levels. On-going assessment of course content and structure is performed by the Sonography faculty through the use of student perception surveys, end-of program course evaluations, and MNTC faculty evaluations.

Specific goals include the following:

The MNTC DMS program goals are to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentrations: Abdominal sonography-Extended and Obstetrics and Gynecology sonography.

Program Objectives

Upon completion of the Diagnostic Medical Sonography program, the graduate will be able to:

Cognitive:

- Obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.
- Demonstrate critical thinking skills during the performance of sonographic procedures to provide optimum diagnostic services.

Psychomotor:

- Perform sonographic procedures appropriately and accurately recording all anatomic and physiological information for interpretation by a physician.
- Document and present complete and accurate sonographic findings to the interpreting physician in order to facilitate patient diagnosis.
- Maintain optimal function of the sonographic equipment.
- Assist physician during invasive ultrasound guided procedures.

Affective:

- Demonstrate effective communication skills with patients and all members of the healthcare team.
- Provide compassionate patient care and education to promote overall well- being.
- Act in a professional manner within recognized ethical and legal standards.
- Demonstrate a commitment to lifelong learning.

Upon graduation, students will have demonstrated and completed all clinical and academic competencies required for eligibility to take the American Registry of Diagnostic Medical Sonography (ARDMS) certification exams in the following area(s) of study (ABD, OB/GYN).

Program History

The doors to the new Health Education Building at Moore Norman Technology Center were opened in the summer of 1999. The entire building space is dedicated to the delivery of healthcare-related educational programs. Diagnostic Medical Sonography (DMS) is one of ten long-term educational programs housed in the 60,000 square foot building. The Diagnostic Medical Sonography Program was initiated in August of 2003.

Preparation for the DMS program began in the spring of 2001 after a local employer inquired about the possibility of offering such a program at our school. In addition, there were increasing phone calls from potential students requesting us to consider offering a DMS program. At the time the requests were made, there was only one existing sonography program in the state and they offered a bachelor's degree.

An initial survey of sixteen area employers indicated there was a need for such a training program. Eleven employers surveyed had current openings and expressed great interest in a second program in the state.

Realizing that accreditation was a critical element for graduate job success in the professional field, contact was made with representatives from the ARDMS and CAAHEP to gather information. Onsite visits were made to DMS programs at El Centro College in Dallas, Texas and at the University of Oklahoma Health Sciences Center in Oklahoma City. Phone calls were made to DMS programs across the United States to gather more information about programs in schools similar to MNTC. After receiving and analyzing information from all of these sources, a decision was made that it was feasible and reasonable to begin the process of starting a DMS program.

In November 2002, a program instructor/director was hired part-time to develop the new program, using accreditation standards as the guide. The first advisory board meeting for the program met on December 11, 2002. The ten-person board included practicing sonographers, employers, a potential medical director, and representatives from the Oklahoma Department of Career and Technical Education (ODCTE), Health Occupations Division. Established at this meeting were the steps necessary to beginning a DMS program.

Prior to the start of class, curriculum was developed, equipment and supplies necessary to teach the course were purchased, visits were made to potential clinical sites, and student selection criteria was established. Every step of the way, accreditation guidelines were consulted as the program began to take shape.

There were eighteen qualified applicants for the first class. An interview committee composed of the instructor/program director, division head, and medical director interviewed all qualified applicants. Ten students were selected for admission. The students entered the program on the first official day of class, August 20, 2003.

In November of 2005 the Diagnostic Medical Sonography program at Moore Norman Technology Center became the second CAAHEP Accredited ultrasound program in the state.

MNTC's Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC- DMS). Resources to view CAAHEP and JRC-DMS Standards and Guidelines can be found at:

Commission on Accreditation of Allied Health Education Programs
9355 113th St. N., # 7709
Seminole, FL 33775
Phone: 727-210-2350; Fax: 727-210-2354
www.caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography
P.O. Box 2050
Ellicott City, MD 21041
Phone: 443-973-3251; Fax: 866-738-3444

MNTC / Program Class Follow-up

Before you leave MNTC upon graduation, you will be asked to provide specific information to your instructor. MNTC needs this information for follow-up records, as well as to notify you of advanced training opportunities. Your instructor will be contacting you the following year to complete the State Career Technology follow-up report.

DMS Student and National Organizations

OSS (The Oklahoma Sonographer Society) was established so sonographers would have a place to broaden their scope of practice, learn new advancements in the field and have fellowship with peers. The OSS meets on the second Tuesday of each month (except August and December). The OSS strives to offer diversity in their topics and to provide information that is relevant to their members. Over the last 23 years, the OSS has evolved into a strong network of sonographers in the OKC and Tulsa area. For additional information on the OSS please go to the following webpage: http://oklahomasonographysociety.org/about

National Organizations – SDMS (Society of Diagnostic Medical Sonography), is a national organization devoted to Sonographers. Students are required to become a student member; the cost of membership is located in the program

costs section of this handbook. Membership in this organization shows a dedication to professionalism, as well as offering discounts to its members.

ARDMS (American Registry for Diagnostic Medical Sonography), is a national organization that administers examinations and grants credentials to qualified sonographers.

OSU-OKC Cooperative Agreement for College Credit

In a cooperative effort between the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career & Technology Education, MNTC DMS students can obtain 20 college credit hours with their Registered Diagnostic Medical Sonographer (RDMS) certification through Prior Learning Assessment (PLA). See below for the OSU- OKC courses offered with the RDMS PLA.

Assessment	**College Course Equivalent**	**Credit Hours**
American Registry of Diagnostic Medical Sonographers Registered Diagnostic Medical Sonographer (RDMS)	PHYS 1114 General Physics I BIOL 1012 Biological and Medical Terminology BIOL 1515 Human Anatomy & Physiology SON 1113 Ultrasound Physics & Instrumentation I SON 1213 Ultrasound Physics & Instrumentation II SON 1153 Patient Care & Medical Ethics & Law	20

For more information: http://www.osuokc.edu/CareerTechOutreach/

Students will need to have 12 resident credit hours at OSU-OKC before RDMS PLA college credits can be put on their OSU-OKC transcripts. RDMS PLA credits will cost $5.00 per credit hour.

Contact for the PLA process:

OSU-OKC Maribeth Dawson
405-945-3318
maribem@osuokc.edu

MNTC Melissa Dyer
405-801-5000
melissa.dyer@mntc.edu

Orientation

Approximately two weeks prior to the start of the first Sonography semester, newly admitted students are required to attend the Sonography New Student Orientation. The orientation includes a review of the MNTC student handbook (policies and procedures), the Adult Health programs student handbook, registration information, and an orientation to first semester courses as well as other information pertinent to the program.

Basic Program Information

Sonography Scope of Practice – The Diagnostic Ultrasound Professional is an individual qualified by professional credentialing and academic and clinical experience to provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Ultrasound Professional includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, and in which he/she has demonstrated competency.

Curriculum – The Diagnostic Medical Sonography program at Moore Norman Technology Center (MNTC) is designed to prepare entry-level general sonographers for employment in a variety of healthcare settings. The Program utilizes nationally published course manuals, standards, and outcomes in the development of sonography courses in the curriculum.

Program Master Plan

Breakdown of Hours

Semester I	**Hours**	**Theory Hours**	**Practical Hours**
Introduction to Ultrasound	60	45	15
US Physics & Instrumentation I	60	40	20
Abdomen Ultrasound	105	53	52
Patient Care Ultrasound	45	30	15
Medical Ethics & Law	45	40	5
Clinical Education I	420	10	410
Semester II	**Hours**	**Theory Hours**	**Practical Hours**
OB/GYN Ultrasound	90	55	35
US Physics & Instrumentation II	45	30	15
Clinical Education II	450	10	440
Small Parts Ultrasound	30	20	10
Semester III	**Hours**	**Theory Hours**	**Practical Hours**
ARDMS Review Course	75	55	20
Sonography Bioeffects	15	15	0
Clinical Education III	425	10	415
Advanced Ultrasound	40	30	10
Vascular Sonography	45	22	23

Course Description

Semester I

Introduction to Ultrasound:

This course is designed to introduce students to sonography. The students will learn the history of medical ultrasound, professional and occupational development, and current uses of ultrasound. Also, this class will introduce body mechanics, scanning techniques, and protocols.

Abdominal Ultrasound Course:

This course is designed to prepare the students for performing transabdominal ultrasounds of the abdominal cavity. It will include the appearance and characteristics of normal anatomy, pathology, pathophysiology, exam protocols, related lab values and imaging processes.

Clinical Education I:

Observation of all clinical duties performed in the Ultrasound department. Basic instruction and scanning experience in abdominal sonography. Students are required to complete an average of twenty-four (24) hours a week in an ultrasound department.

Medical Ethics & Law:

This is an introductory course in the ethics of health care. We will lay out the standard ethical theories and apply them to various issues that arise in the health care context, such as euthanasia, abortion, informed consent, confidentiality, genetic testing and intervention, AIDS, distributive justice, and professional gatekeeping. Emphasis will be made on understanding of the relationship of current ethical standards to health care delivery.

Patient Care Ultrasound:

The physical and psychological concepts of patient care are presented. Routine patient care procedures, professional scopes of practice, and record keeping pertinent to clinical setting are reviewed.

Ultrasound Physics & Instrumentation I:

This course will introduce the theoretical and practical aspects of ultrasonic physics and instrumentation. It focuses on the characteristics and properties of ultrasound energy, generation, transmission, and reception as related to ultrasound imaging. Physical principles will be investigated. Students should be able to understand the production of quality ultrasound images and apply this information to real-time scanning.

Semester II

Clinical Education II:

Practicum in all clinical applications within the specialties of abdomen, small parts, and OB/GYN. Each student will spend an average of twenty-four (24) hours per week in an ultrasound department observing and scanning.

OB/GYN Course:

This course will prepare students for performing transabdominal and transvaginal ultrasounds of the pregnant and nonpregnant female pelvis. It will include the appearance and characteristics of normal anatomy, pathology, pathophysiology, exam protocols, related lab values, and imaging processes.

Ultrasound Physics & Instrumentation II:

Lectures and related exercises covering the areas of ultrasound propagation principles, transducer parameters, interactive properties of ultrasound with human tissue, possible biological effects, types of equipment and quality control.

Small Parts Ultrasound:

Normal anatomy, various pathologies, and disease processes of the thyroid, breast, scrotum, and prostate will be discussed. Lectures will include sonographic appearance, pathophysiology, the importance of patient history, previous exams, and laboratory values.

Semester III

Advanced Sonography Ultrasound:

This course is intended to help students recognize normal and pathologic states of pediatric and vascular anatomy during ultrasonic examination. It will incorporate information from laboratory findings, patient history, and other imaging modalities as needed. Invasive procedures will also be addressed.

ARDMS Review Course:

This course will concentrate on helping to prepare the student to sit for the national certification exam in ultrasound provided by the American Registry of Diagnostic Medical Sonographers. It is a comprehensive course intended to review and emphasize the major areas of importance for national testing.

Sonography Bioeffects:

Lectures and related exercises covering thermal, mechanical, and cavitational bioeffect principles.

Clinical Education III:

A continuation of practical clinical experience in all aspects of abdominal and OB/GYN, small parts, and general vascular

sonography. Students are required to attend an average of twenty-four (24) hours per week of clinical instruction in a hospital ultrasound department.

Vascular Sonography:

This is an introduction to non-invasive vascular ultrasound. It will focus on basic skills and knowledge of image orientation, patient set up, sonographic performance of vascular exams. Special emphasis will be placed on carotid exams, as well as venous and arterial exams of the extremities. Normal and disease processes of the vascular system will be discussed.

Additional Program Costs

Students are required to purchase the appropriate clinical and lab attire as specified in the Dress Code section. The Sonography Department does not bulk order uniforms or other clinical attire for student purchase. Information on purchasing the required uniforms is provided to the student prior to the start of the first clinical semester.

Computer Skills

Sonography students are required to demonstrate a variety of computer skills throughout the length of the program. Students will access the Internet and perform Web searches, submit all writing assignments as Word documents, and utilize the online teaching platform, Moodle. Students may be required to develop charts and tables, PowerPoint presentations, etc. for specific courses (refer to course syllabus for assignments). In addition, Sonography clinical sites utilize computer systems for patient schedules and patient information. All Sonography students must be able to utilize any clinical site's data/patient management system as allowed by the clinical site.

A student who is unfamiliar with using a computer or who has limited computer skills should obtain instruction in computer programs and usage so that he/she will be able to meet the requirements of his/her courses.

Course and Exam Schedules

DMS lecture courses are taught at the Moore Norman Technology Center Franklin Road Campus class session and testing schedules are non-negotiable.

Assessment (quiz/exam) dates are set by the course instructor and are listed on the Moodle Course Calendar as part of the Course Syllabus; instructors may use unannounced graded/ungraded quizzes as an Instructional Method. Within any given course all course activities are scheduled at the discretion of the instructor for that course. Any revisions to the Course Calendar that occur during the semester will be provided to the student in print and will be posted on the Moodle site for that course; a revision date will be included so that the most current Course Calendar is utilized.

Final Exam dates and times are included in the course syllabus and are non-negotiable. In the event of serious illness, injury or emergency that directly affects the student, the student must contact the course instructor prior to the start of the exam. If the Final Exam is missed, the student may be offered a set of options for completing the course. The Sonography Program Director must approve any arrangement developed and offered to the student for completion of the course requirements.

Sonography Grading Scale

Grading

All courses, both didactic and clinical, will use the following grading scale for determining the student's letter grade.

Score	Grade
93 – 100	A
85 - 92	B
77 - 84	C
70 - 76	D
< 70	F

In order to progress to the next semester, the student must achieve a grade of "77%" or better in each course. Scores for each course will be calculated as indicated in the course syllabus. Any student who is at risk of failing will be counseled by the program director. Students will be provided with their grades at a minimum of midterm in the semester. It is recommended that each student monitors his/her own progress according to the course syllabus. Any student whose course grade drops below 80% will be placed on academic or clinical probation until the non-passing grade is resolved or the semester ends and they pass each course or are dismissed from the program.

Faculty Evaluation

Students will have the opportunity each semester to evaluate the faculty. A proctor from the Health Administration office will conduct the evaluations.

Written Assignment Policy

All assignments are considered late if not turned in by 9:05 am on the assignment due date. If they are turned in late, we may look over them so that you can use them for future studying, but you will receive a grade of 0% for that particular assignment. The only exception to this rule is if you have an excused absence on the due date or on the day the assignment was given. If that is the case, you must turn in your paper on the next day of class.

Sonography Program Progression/ Graduation/ Retention/ Re-Entry

In order to successfully progress through the Sonography program, the student must at a minimum:

- Achieve a minimum grade of "C" (see program specific grading scale) in all courses.
- Satisfactorily meet course objectives and scanning assessments.

Additional Clinical Graduation Requirements:

- All clinical records are submitted by the required deadline.
- All clinical site and/or Program property returned by the required deadline.
- Each assigned competency evaluation passed with a grade of entry-level, good (needs minor adjustment) timely/diagnostic-equivalent to a B+)

The Sonography Programs curricula are not lists of courses that must be completed but are programs of study in which all Sonography courses within a semester are co-requisites. All Sonography courses in each semester are prerequisites for the next semester courses, therefore, a grade of "D" or lower in any Sonography course prohibits the student from progressing to the next semester of the Program. Students who are unsuccessful in one or more courses in a semester of the Sonography Program are dismissed from the program.

Sonography Student Retention

It is the student's responsibility to monitor his/her progress in all Sonography curriculum courses. All Sonography faculty members utilize the MNTC online teaching platform (Moodle) for didactic courses therefore grades are accessible to the student at all times. Students are expected to seek assistance from their instructors and/or the Health Counselor whenever necessary to maintain a passing grade average in any course.

Academic/Clinic Probation

A grade of "C" or better must be achieved in each course. Any student whose course grade drops below a 80% will be counseled verbally and in writing. If this grade declines to 80% or less, the students will be placed on academic probation. The student will remain in this status until the grade is increased to a minimum of 77%. The student's progress will be continuously monitored. Any course grade that remains below 77% at the conclusion of the course will be dismissed from the program.

The clinical component of the curriculum requires documentation of progression through assigned tasks while demonstrating professional and ethical conduct. Clinical probation may occur in two different manners.

Student evaluations are conducted at the end of clinical rotations. Any student achieving below a 80% will warrant follow-up by program faculty and/or clinical instructor as to the cause for the poor evaluation. After investigation, the program director and/or clinic instructor retains the right to counsel the student verbally, in writing, or place the student on clinical probation. Any violation of the professional and ethical conduct policy will warrant clinical probation and possible suspension or dismissal from the program.

The Director and/or Assistant Director of Health and the program director and/or clinic instructor will review each situation in which a student's behavior or evaluation warrants clinical probation. They will determine the extent of the punishment.

Attendance

Remember that this is your "job" now. Treat this program as if you were counting on it for a paycheck because you ARE counting on it for future paychecks. Absences add up quickly. Not showing up for class or clinicals can dramatically affect your grade.

This class is preparing you to be a professional. You must act like a professional at all times. You may not sleep during class. You may not talk while others are speaking. And, you may not walk out of class unless you are ill and need to leave quickly.

You need to read and abide by the MNTC Student Handbook and the general section on Attendance regarding absences, tardiness, exemptions, and inclement weather in addition to all program specific attendance policies.

The Diagnostic Medical Sonography program's attendance policy requires that a student may only miss a total of seven days each semester. If this attendance policy is violated, then the student will be dismissed from the program. During our clinical phases (DMS I, II, and III), the attendance policy still applies but you may not miss more than two (2) clinical days per semester to remain in the program. Each clinical day should be thought of as a job interview and the hospital staff does remember who is tardy or absent. Also, if you are excessively tardy or absent, you will fall behind on acquiring your clinical skills.

The two (2) allowable clinical day absences are only accepted for illness, emergency or other unexpected events. A note from your doctor may be required by the program director or clinical coordinator. The allowable days are not to be used for routine planned doctor's visits. If at any time clinical days are missed for leisure or are found to be used as "vacation days" the student will be subject to disciplinary action. The possible disciplinary actions include any of the following: reduction of overall grade per day absent, verbal counseling, written counseling, probation, suspension, and/or dismissal.

Attendance records for absences and tardies are found on the MNTC student portal. It is important for you to keep a detailed list of your own attendance and compare it to the information on the portal. If you find a discrepancy you must bring it to the instructor's attention within two class days of receiving the printout. At the specific intervals you will be required to attend counseling by your program director, clinical coordinator, the guidance counselor, and/or the Director of Health. Reference the MNTC Student Handbook for more information.

Failure to notify instructors as noted in the general attendance section at least 30 minutes prior to the beginning of class will result in a grade of 0% on any homework, tests, skills test, clinical evaluation, or journal entry that is due the day of the absence.

Graduation

In order to graduate from the Moore Norman Technology Center's Diagnostic Medical Sonography program, students must complete all courses with a 77% or better. Failure to complete all courses will result in the student being dismissed from the program. See MNTC Student Handbook for additional information.

Students must complete all competency requirements with a 92% or better by each rotation's deadline. Failure to complete all competency requirements will result in the student being dismissed from the program.

Didactic Education

The didactic (lecture and lecture/lab) education portions of the Sonography Program consist of theory. All Sonography courses are sequential and specific to the semesters listed in the Program curriculum. Many didactic sonography courses have a lab component which involves case study analysis, collaborative learning activities, testing, and may include scanning demonstrations/activities.

Objectives for the Sonography didactic courses are included in the syllabus for each individual course; the MNTC Sonography courses may include additional objectives for each course. All didactic courses use a variety of Instructional Methods including all or some of the following: online research and/or presentations, homework assignments, and quizzes (announced and unannounced), case presentations, scenarios, role-play, lab assignments, exams, and writing assignments to assess the student's knowledge and problem-solving skills. The student is responsible for meeting all course requirements stated in the course syllabus by the deadlines listed in the syllabus or on the Moodle site for the course.

Most quizzes and all exams are conducted using Moodle for the specific didactic course. The time frames for testing are set by the instructor as appropriate for each course level of the curriculum. The question type, i.e. short answer, essay, multiple choice, etc., is also taken into consideration.

Clinical Education

Clinical education is a crucial component of the program representing the majority of the contact hours within the MNTC Sonography Program. Each semester includes a competency based clinical(s) with designated competencies that are required by the CAAHEP Standard and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography as well as the ARDMS Exam Content Outline Tasks for each specialty.

All ultrasound scans require the sonographer to use the same critical thinking, scanning and technical skills while following exam protocols that state the minimum images, views, measurements and blood flow assessments required for each organ, structure, vessel or area of the body. During the performance of the sonographic exam, the sonographer must constantly assess and adjust the technical parameters AND assess the region of interest to determine normalcy or presence of pathology in the organs, structure, and blood vessels. The sonographer makes the decision which images/views to acquire, assess, and record; the sonographer is expected to go beyond the minimum protocol to provide a diagnostic ultrasound exam.

Proficiency in performing and evaluating ultrasound exams is a continuous and cumulative learning process. It is based on consistent demonstration of accurate scanning skills, analysis of ultrasound images and decision-making skills based on those images. Competency in Clinical Skills will be assessed using timed scanning evaluations as well as timed case presentation and image analysis. These testing methods are designed to emulate the skills required of sonographers in the workplace.

All sonographers must demonstrate appropriate Professional Behavior, including, but not limited to: consistent punctual attendance, effective communication with the patient, family members, physicians, and other medical personnel, and HIPAA compliance all times and in all settings.

All sonographers must demonstrate appropriate patient care skills. The sonographer may spend a significant amount of time with patients and may be the sole caregiver in the room while the sonographic exam is performed. Sonographers must be able to deal with a variety of patient conditions and physical settings where the sonogram is performed.

The Sonography clinical courses are sequenced in order of psychomotor skills: from basic scanning techniques and patient interactions to performance of partial exams with appropriate accuracy, and to the performance of complete exams with accuracy and in a specified time frame. Allotted time frames for completing scans/exams are appropriate to the level of the course in the Program and are integral to attaining efficient scanning skills expected by employers and to meet the standards of the Profession.

Final competencies are required to ensure that the Sonography student is prepared to enter the workplace and to take and pass his/her ARDMS exams.

Clinical evaluations are performed in both the Sonography Lab and clinical site settings; see course syllabi for specific requirements for each semester of the Program.

POLICIES AND PROCEDURES
Program Progression

In order to successfully progress through the Sonography program, the student must at a minimum:

- Achieve a minimum grade of "C" (see program specific grading scale) in all courses.
- Satisfactorily meet course objectives.
- Meet minimum scanning benchmarks each clinical rotation and semester.

Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the program director to discuss the matter or, if the instructor is the program director, with the Director of Health.

Grade Disputes

If a student believes that an error has been made in the assignment of a grade, he or she should follow the Grade Dispute Policy (MNTC Student Handbook).

Discipline

The student is a representative of Moore Norman Technology Center and should behave in a manner that would create a positive impression of the school and the program at the clinical rotation site. Clinical experience is granted to our students through the hospitality of the rotation sites only. They are under no obligation to allow us to send students. We are able to utilize the facilities and supervising Sonographers strictly through their willingness to volunteer their time and resources. Without the clinical preceptors and rotation sites the educational process would not exist.

The following is a list of **behaviors that are unacceptable** and unbecoming a student in the Diagnostic Medical Sonography program. This list is not all inclusive and will be revised as needed to ensure good communication of expected behavior in the clinical setting in order to maintain good relations with our host clinical sites. Failure to comply with this policy results in a poor impression of the Moore Norman Technology Center.

(MNTC) Diagnostic Medical Sonography program and can result in disciplinary action and possible dismissal as outlined in the grading policy section of the student handbook.

Actions that warrant disciplinary action include, but are not limited to, the following:

- Failure to comply with the attendance policy
- Failure to comply with the dress code policy
- Failure to meet clinical/didactic requirements
- Unprofessional or disruptive behavior in the classroom or clinical setting
- Academic dishonesty
- Breach of patient confidentiality
- Insubordination
- Verbal or physical abuse or neglect of patients, patient's family members or other healthcare team members
- Being under chemical or illegal drug influence during school hours

- Violation of safe clinical practices
- Solicitation of gifts/tips in any form from patients or vendors
- Falsification of records
- Questioning supervising Sonographers in such a manner as to imply they are performing their duties incorrectly
- Comparing one clinical rotation site to another in a manner as to imply that the supervising Sonographers is performing their duties incorrectly
- Making inappropriate comments about the patient's body at any time
- Excessive talking in front of the patient
- Talking in front of the patient in a manner that would lower the patient's confidence in the ability of the supervising Sonographer
- Implying diagnosis to the patient
- Talking in excess about your personal life and the personal life of your classmates
- Giving a preconceived idea about another classmate in advance of their turn at that rotation site.

The program staff retains the right to determine the necessity of disciplinary action based on student behavior. Any student behavior that is unbecoming of a Sonographer or does not comply with the mission of the program will receive disciplinary action, up to and/or include dismissal. The seriousness of the behavior will dictate the method of action taken by the program staff. The following progressive discipline policy provides the different methods of disciplinary action for students enrolled in the MNTC DMS program.

Progressive Discipline

DMS faculty are committed to assisting students to be successful in the program. To afford students due process, Sonography students who are not meeting courses objectives in class, clinical or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer- assisted instruction, seeking assistance from MNTC counselors and/or the student success center.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference done.

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written conference report (see forms sections) will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful. The written conference report will be placed in the student's file after the conference.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or dismissed from the program

Step 3: Probation

Probation action is implemented for a student who has received both verbal and written feedback/warnings regarding inappropriate behavior(s). The following behaviors are examples of behaviors that warrant probation, additional behaviors may be added as need throughout the program.

Unsatisfactory didactic or clinical performance
Unsatisfactory didactic or clinical attendance and punctuality
Inability to maintain physical and mental health necessary to function in the program
Unethical, unprofessional behavior, and/or unsafe didactic and/or clinical practice
Refusal to participate with a procedure

Unsafe or unprofessional clinical practice that compromises patient or staff safety
Behavior which compromises clinical affiliations
Failure to comply with all terms outlined in the conference report

Probation is a specified time frame in which the student must improve or be dismissed from the program. Depending on the severity of the behavior(s), the probationary period length will be determined, and a written counseling report will be retained in the student's file to include the length of probationary period and the date for re-evaluation.

Step 4: Suspension

A student who commits any infarction(s) during the probationary period or a serious infarction will be suspended. The seriousness of the infarction will determine the length of the suspension and the corrective measures to be taken. A written report will be retained

in the student's file summarizing the decision and signed by all parties involved, including the student.

Step 5: Dismissal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be dismissed from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program.

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately dismissed from the program. Any student who habitually commits inappropriate behavior(s) and has been warned and/or suspended will face dismissal after review by the Director of Health and the program director. Any student who is dismissed from the Sonography Program will be counseled on application for

re-enrollment. A student may only be readmitted into the Sonography program once and must complete the entire curriculum upon re-admission.

Examples of situations for immediate dismissal from the program include, but are not limited to:

- Failure to comply with the mission and polices of Moore Norman Technology Center and Moore Norman Technology Center's Diagnostic Medical Sonography Program
- Violation of academic probation
- Violation of the attendance policy
- Academic dishonesty
- Failure to follow instructions from the MNTC Director of Health, DMS program director, faculty, support staff, clinic instructors, and/or clinic preceptors
- Falsification of documentation
- Violations of patient confidentiality
- Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety
- Unprofessional behavior that seriously jeopardizes clinical affiliations.
- Failure to comply with laws of Oklahoma regarding use, distribution, and possession of illegal drugs or uncontrolled substances. In the event of actual or pending dismissal from the program, the student retains the right to invoke the Grievance Policy.

NOTE: If a student is removed from a clinic site, there will be an attempt to place the student at another clinic site. This is based upon availability. If there is not an available clinic site or the student is removed from a second clinic site, the student will be dismissed from the Sonography Program.

HEALTH AND SAFETY INFORMATION

Professional Risks

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

Health Insurance

The MNTC does not provide personal health insurance coverage for students. All Sonography students are required to carry some type of personal health insurance. Should medical care be required, the student is responsible for all costs of treatment/medical care.

Students must be responsible to maintain current immunizations, as required to attend clinicals. The DMS Program requires every student to have the Hepatitis B vaccine or have a signed declination form on record in their student file.

Students will not be assigned to perform care of patients with suspected or confirmed cases of tuberculosis because of the inability to fit students with appropriate personal protective equipment.

Student Health

Students are responsible for their own medical expenses, illnesses, or accidents. It is suggested that each student have health and accident insurance. The school does not carry insurance on students or have a physician assigned for their care. In case of illness or emergency, each student must call his or her own physician.

All cases of illness or infection as well as communicable disease must be reported to the DMS Program Director or Clinical Coordinator as soon as the student is aware of the diagnosis. Failure to do so will result in the reassessment of the student's academic/clinical standing. Should a student become ill while on clinical duty, he/she should report to the assigned instructor immediately.

Doctor and dental appointments **WILL BE SCHEDULED AFTER CLASS HOURS.**

Students **WILL NOT** present themselves to a doctor in the clinical area concerning their own or family medical problems. Students are urged to seek health counseling for any reason that is indicated.

A student who experiences a change in his/her health status (illness, accident, communicable disease, complications of a chronic condition, etc.) will be required, upon return to class, to bring a statement from his/her doctor stating the feasibility of the student remaining in the program. Students may submit a request in order to enter the next class or reapply at a later date.

Student Health Regulations

Immunizations, titers, and vaccines:

Please review the list on the following page for the requirements of this program. Accidents:

In case of a medical emergency, the student will be taken to the closest medical facility equipped to handle the specific emergency. All medical costs are the responsibility of the student.

In case of accidental exposure or injury during a clinical assignment, emergency care will be provided with the

student's approval, but all medical costs are the responsibility of the student. It is also the student's responsibility to inform the program director and to fill out the required school and facility incident report forms.

Latex Allergy

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years, especially among healthcare workers—NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

SONOGRAPHY PROGRAMS POLICIES AND PROCEDURES

The Sonography student must demonstrate 100% compliance with all MNTC, Sonography Program, and/or Clinical Affiliate policies, procedures, and rules throughout the length of the program. Non-compliance or violation of any of these policies, procedures, or rules may be cause for disciplinary action to and including dismissal from the program.

A Sonography student may only be placed on probation once during the length of the program for violation of any policy, procedure, or rule. Subsequent non-compliance any policy, procedure, or rule may result in dismissal from the program.

Code of Ethics

The Code of Ethics for the profession of Diagnostic Medical Ultrasound and the mission of Moore Norman Technology Center Diagnostic Medical Sonography program should be followed at all times. Any failure to comply will result in disciplinary action that may involve verbal or written warning, probation, suspension, or dismissal from the program.

The following personal characteristics and attitudes include but are not limited to those observed and evaluated throughout the medical curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits.

Integrity: Displays honesty in all situations and interactions; is able to identify information that is confidential and maintain its confidentiality.

Tolerance: Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others.

Interpersonal relationships: Provides support and is empathetic in interactions with peers, patients, and their families. Interacts effectively with "difficult individuals." Demonstrates respect for and compliments the roles of other professionals. Is cooperative and earns respect.

Initiative: Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to assume new responsibilities. Recognizes when help is required and when to ask for guidance.

Dependability: Completes tasks promptly and accurately. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.

Attitudes: Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

Function under stress: Maintains professional composure and exhibits good personal and clinical judgment in stressful situations. Identifies unprofessional conduct while recognizing the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.

Appearance: Displays appropriate professional appearance and is appropriately groomed.

Professional Behavior

Faculty of the MNTC Sonography Program have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Sonography students, while representing MNTC and the Sonography Program at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Health students, including Sonography students, should recognize that high standards are set for those working in healthcare professions.

Professionalism in health care is based on values that include, but are not limited to, moral values (honesty, integrity, and trustworthiness), values specific to Sonography (clinical performance standards, appropriate communication), societal values (commitment to excellence), personal values (self-reflection, maintenance of credentials, interpersonal skills), and humanistic values (empathy, compassion). Patients are confronting illness, disruption of their normal routines in life, and life-changing events, therefore they are anxious about their current condition and future health.

Patients rely on health care professionals to address their needs expertly and professionally.

Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by MNTC, MNTC Sonography Program, and clinical agency policies during each lecture, lab session, and clinical experience (rotation assignment). Failure to adhere to program specific policies related to conduct, professional behavior and/or safe clinical practices (patterns of behavior that obstruct or disrupt the learning environment of the classroom or other educational facilities) will be immediately addressed by the implementation of the Progressive Discipline Policy.

- The instructors are in charge of the course; course policies and procedures are stated in course syllabus.
- The instructors are in charge of the classroom environment including timing and level of discussion, types of questions allowed, respectful communication, and specific behaviors that are not allowed.
- The instructors are entitled and obligated to maintain order within the classroom.

An instructor may require the student to leave the classroom and/or call campus security if a student does not comply with requests for the student to stop his/her behavior.

Sonography Programs Code of Conduct

- Students will comply with all MNTC, MNTC Sonography Program, and Clinical Affiliate policies, procedures, and rules at all times and in all settings.
- Students will demonstrate professional and respectful verbal and non-verbal communication and interactions with classmates and instructors in all lectures, lab, and clinical course.
- Disruptive behavior of any type and in any setting will result in the initiation of the Progressive Discipline Process, Step 2 Conference Report.
- Students will communicate privately with the instructors regarding their individual performance and/or any clinical concerns.
- Students will appeal scoring of specific test questions by submitting their appeal on the student test objection form (see forms section) and rationale with supporting reference citation to the instructor in writing within one week of the test. The instructor will respond in writing a test question appeal within one week and will include the final decisions and referenced rationale. All decisions of the instructor to appealed questions are final.
- Students are prohibited from after-hours socializing with MNTC DMS Sonography faculty, clinical instructors/clinic preceptors, sonographers, and staff members during the length of the Program.
- Students must keep all their coursework (including scans and tests) and evaluations private.
- In accordance with the MNTC DMS Academic Dishonesty Policy, viewing the work of another student in any didactic, lab, or clinical course (both on-campus and off-campus) unless such viewing is part of a group assignment or activity will result in the initiation of the Progressive Discipline Process at Step 2 Conference Report.
- Students must keep accurate clinical records (Attendance, Case Logs, etc.).

- In accordance with the MNTC DMS Academic Dishonesty Policy, falsifying any clinical records will result in the initiation of the Progressive Discipline Process at Step 3 Probation OR may result in immediate dismissal of the student from the Program.

iPads

Purpose: To provide tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology- rich learning.

Student Responsibilities

1. It is the expectation of the DMS program that students will have their iPads in all DMS classes and clinicals (in appropriate areas). Failure to bring an iPad or any other class material(s) does not release the students from their responsibility for class work.
2. The student will be required to have the device for every course, and it will not be an option for the student to not have an iPad for the program.
3. Students are responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. It is recommended that students purchase the AppleCare Plus Protection to ensure repair or replacement should the iPad malfunction or become damaged.
4. Students are expected to use their iPad in a responsible and ethical manner.
5. Security of information will be the responsibility of the student.
6. DMS Student Code of Conduct and other related institutional policies shall be applied to the student's use of all technologies. These include but are not limited to social media policies, and the use of devices to record classroom material.

Unacceptable Behaviors included but are not limited to the following:

1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
2. Use of chat rooms.
3. Facebook, Twitter, and other apps and social media is prohibited unless it is on break time.
4. Playing games.

Please Note: Your iPad is NOT a laptop and thus does not operate the same way as a PC.

Backup Strategy

It is highly recommended that a backup strategy be used by all students. The use of iCloud is one such option. It is the student's responsibility that work is not lost due to mechanical failure or accidental deletion.

Note: MNTC makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, MNTC will not be responsible for lost or missing data.

Recording of Classroom Sessions

Policy: MNTC DMS prohibits recording and transmission of activities (e.g., lectures, discussions) that occur as part of a classroom session by a student unless written permission from the course instructor has been obtained and all students in the course as well as any guest speakers have been informed that audio/video recording may occur. A recording is defined as a video or audio replication or photographic image recorded on devices, including, but not limited to, audio recorders, video recorders, cellular phones, digital cameras, MP3 players, computers, tablets, and other handheld devices that records images and/or sound.

If a student is granted permission to record any portion of a classroom session, that student understands that the recording is for the sole use of the individual student and may not be reproduced, sold, posted online, or otherwise distributed. A student does not have permission to reproduce or post the information on any social media (e.g., YouTube, Facebook, TikTok etc.), or other public or private forum that would infringe on the privacy rights of others represented in the recording.

Note: Each MNTC DMS faculty member will determine whether or not audio and video recording in their class is allowed and may ask at any time to have a student discontinue audio or video recording.

Dress Code: Lecture and Lecture/Lab Course

Grooming is very important. Good grooming and appropriate dress is expected while on campus and during any off campus activities where the student is identified as an MNTC Sonography student. A professional appearance is essential to a favorable impression with patients, family members, colleagues and future employers.

Basic elements for appropriate and professional attire include clothing that is in neat and clean condition. Basic guidelines for appropriate dress are located in the MNTC student handbook. All rules listed in the MNTC Student Handbook must be followed. There may be times when students will be required to wear business attire for special events and HOSA competitions. Students will be notified in advance of these times. With street clothes and business attire, shoes must be appropriate, clean, and polished.

Although it is impossible and undesirable to establish an absolute dress and appearance code, The Sonography Program will apply a reasonable and professional standard to individuals on a case-by-case basis. Faculty may exercise reasonable discretion to determine appropriateness in student dress and appearance. If faculty decides that a student's dress or appearance is not appropriate as outlined in this policy, he or she may be asked to leave class and will be counted absent during that time.

Dress Code: Clinical Courses

Student's grooming practices shall make ample provision for sanitation, safety, and comfort and shall not draw unnecessary attention to the student so that all can focus their attention on their work and our collective efforts to serve patients. All students shall be required to present a clean, freshly showered, neat, and professional appearance and to dress in a manner appropriate for a professional and safe health care environment. Extreme styles, recreational clothing (in place of or worn with required scrubs), excessive jewelry, and perfumes/colognes or excessive make-up are not acceptable attire (see below).

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the Sonography Student Handbook

The following requirements and rules apply to on-campus and off-campus clinical settings. A student may request the Program Clinical Coordinator to review his/her clinical uniform/attire and/or grooming for compliance with the Dress Code. The On- Site Clinical Instructor or Sonography faculty member may dismiss the student from the clinical day or lab if his/her appearance is not acceptable. Grooming is very important in the professional world. Every time a student enters a clinical site, you must present yourself as you would for a job interview.

In the Diagnostic Medical Sonography Program, scrubs and MNTC student picture ID badges must be worn every day to class and clinicals.

Scrub(s) and Lab Jacket Information:

Sets of Scrubs: (5) **Color:** Pewter (PWTW) **Brand:** Wonder Wink/Med Couture **Lab Jacket**: (1)

Sonography Chain of Command

Students who have questions or disputes regarding lecture, lab or clinical course objectives including evaluations, must first discuss their concerns with the assigned course instructor. If the instructor is unable to resolve the student's questions and concerns, the student should request an appointment with the Sonography Program Director who will follow up with the assigned course instructor and investigate the issue. The Program Director may request a meeting with the student and the instructor as part of the resolution process. If the issue continues unresolved, the student should contact the MNTC Director of Health.

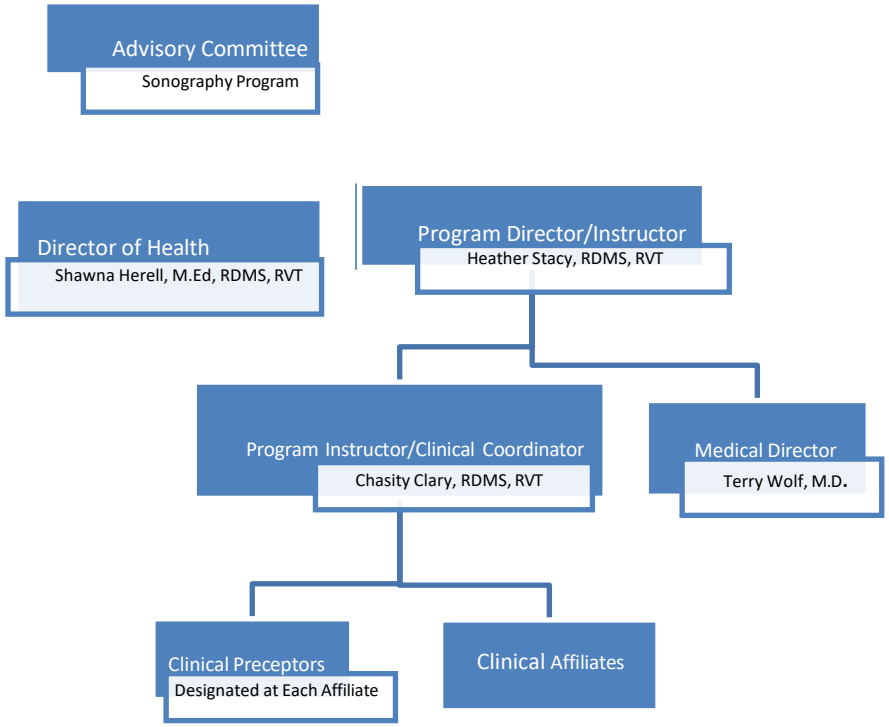
Any issues that arise during the clinical day, such as but not limited to: a difference between the scanning methods, techniques, protocols, etc. utilized at the clinical and those taught in the classroom or lab sessions must be handled

with extreme diplomacy. The student is never allowed to critique or question the CI/sonographers scanning abilities, choice of images or protocol used to complete an exam. The student may ask the CI/sonographer for clarification of his/her techniques, etc., but any questions regarding the appropriateness of what is observed or discussed in the clinical setting must be addressed to the Sonography Program Clinic Coordinator.

Failure to follow the Chain of Command may result in the initiation of the Progressive Discipline Process, Step 2 Conference Report.

ORGANIZATIONAL CHART

Moore Norman Technology Center Sonography Program



Clinical Standards and Requirements

ALARA (As Low as Reasonably Achievable) Principle:

Each student is expected to practice limiting the amount of patient exposure to the ultrasound beam. While the effects of ultrasound have not proven to be significant, the potential for risk is still present. Students may be limited by preceptors in the amount of time that they are allowed to scan a patient. The student should make the time provided as productive as possible in order to achieve the necessary skill levels for competency achievement.

Open Lab Sessions

Open Lab sessions may be offered as a designated time for students to practice the techniques and skills taught during the regular Lab Session. A Program specific Sonography faculty member must be present to provide supervision of the lab.

The student will follow the instructions and procedure given by their Program faculty and/or course instructor for requesting a scan time/session reservation during an Open Lab session. If a student is 10 minutes late for his/her reservation, he/she forfeits the scan time.

The student must arrange for his/her volunteer for practice scanning. All volunteers must sign the Volunteer Waiver form which must be witnessed and signed by the MNTC DMS faculty member present during the Open Lab session. The student will sign in and out and record which machine he/she utilized during the scanning session.

- It is recommended that students seek volunteers for scanning outside of their classmates in order to obtain a wider variety of scanning experiences.

Open Lab is optional but strongly encouraged as the Sonography Open Lab is where students can acquire scanning experience outside of the off-campus clinical setting. Scanning during Open Lab does not replace lab instruction and/or clinical hours. Due to variability in campus operating hours, access to a Sonography Lab may not be possible on certain days and times. Students must ask permission of faculty to utilize a Sonography Lab; the decision to allow a student to use a Sonography Lab at those times rests with the Program faculty.

Student Scanning

If a student finds pathology while scanning in the classroom laboratory, they should see their physician. If they choose, they may take ultrasound images with them. Since this is a non-diagnostic activity, the school or instructor assumes no responsibility in diagnosis or follow-up of these pathologies.

Sonography Student Peer Scanning

The MNTC Sonography student is encouraged to volunteer to be scanned by other program students during the course of the Sonography program. The Sonography faculty believes it is important for each and every student to experience the role of a patient in the sonography department. Student scan labs are the primary location for student's to obtain hands-on instruction throughout the length of the program.

Scanning of peers or volunteers is not allowed unless a Sonography faculty member is physically present to monitor the use of the Sonography Lab.

Each student that wishes to volunteer for peer scanning is required to sign the Student Waiver Form. The procedure for student peer scanning is detailed on the waiver form. The signed form will be kept in the student's file and will be in effect throughout the length of the program unless the student signs a Peer Scanning Declination Form.

Students that decline to volunteer for peer scanning throughout the length of the program will sign the Peer Scanning Declination Form. The Sonography Program faculty recognizes and respects the student's decision not to participate in peer scanning. A declination of peer scanning will not impact the student's grades or standing in the program.

Sonography students that are or become pregnant during the course of a Program MAY NOT be scanned by any student or faculty member unless the pregnant student meets the requirements stipulated for all obstetric volunteers (see Student Lab – Volunteer Scheduling Procedure).

Sonography On-Campus Volunteer Scheduling

The Sonography Programs accept volunteers wishing to assist Sonography students with attaining hands- on scanning skills and competencies. Volunteers are accepted for the DMS Labs (abdominal organs and vessels, pelvic organs and structures, thyroid, and obstetrical, and blood vessels throughout the body). These individuals must contact the Sonography Clinical Coordinator to obtain information about volunteer requirements and to schedule the appointment(s).

All student on-campus scan sessions are 100% supervised by an ARDMS credentialed Sonography Faculty member. All volunteers must be in good health; those individuals seeking medical care or diagnosis are not accepted as volunteers and are directed to contact their health care provider for assistance.

The minimum age required for a Sonography Lab volunteer is 18 years. All obstetrical sonography lab volunteers must be greater than 14 weeks of gestational age and have documentation of a prior normal ultrasound.

The Clinical Coordinator and/or faculty inform all potential callers of the criteria to volunteer for a Sonography lab session. All volunteers must sign the Volunteer Waiver Form. Volunteers for obstetrical scans must obtain written permission from their health care provider and must meet the criteria of the DMS Program for gestational age and pregnancy status. No results are provided to the volunteer; a volunteer may be given a note to contact his/her medical caregiver if unusual sonographic appearances are noted. This note will be completed by the supervising faculty member.

Diagnostic Medical Sonography Pregnancy Procedure

A declaration of pregnancy by the student is voluntary. However, the declaration must be in writing. These procedures will go into effect only after a signed declaration is received by the program director.

The program director will discuss with the student potential risks and inform the student of their options for continuing their education, taking a leave until after the baby is born or dismissed from the program.

Continuing Education:

1. The student is responsible for documenting the potential risks of ionizing radiation that ultrasound has no proven bioeffects, and the student has chosen to continue their education in the Sonography program.
2. At the student's request, the school will purchase radiation badges to be worn at the collar and stomach areas. It will be exchanged monthly and closely monitored.
3. The student may choose to continue in the program with or without changes in their clinical assignments or student may choose to continue with classroom work and resume clinicals after the birth of the baby. However, all clinical assignments must be completed before receiving completion certificate.
4. The student may change their initial decision to continue the program without changes to continuing with clinical schedule adjustments, taking a leave of absence, or dismissed from the program.
5. All didactic and clinical requirements must be completed in order to receive a completion certificate.

The Student's Leave of Absence:

The student is responsible for documenting that they have been informed of the potential risks of continuing in the program during the pregnancy; and has chosen to take a leave of absence with re-entry possible under the following conditions.

1. The student will have up to one year to return to the program.
2. Re-entry will be based upon the clinical competencies and cognitive abilities of the student at the time of re-entry.
3. All didactic class work must be made up.
4. Re-entry may have to be with the next incoming class for remediation purposes.
5. The student demonstrates continued competency in previously completed clinical work.
6. All missed clinical assignments must be made up.
7. After one year, the former student would follow the normal application and acceptance procedures for the next class.

Dismissal from the Program:

The student is responsible for documenting that they have been informed of the potential risks of continuing training during the pregnancy and has chosen to completely dismiss from the program. The student understands that re-entry would only be possible after following the normal application and acceptance procedures for the next class.

Sonography Student Resources

Important phone numbers:
Heather Stacy (DMS Program Coordinator) 405-659-7359 (cell)
Chasity Clary (DMS Clinical Coordinator) 405-615-2485 (cell)
MNTC Main line 405-801-5000

DMS Classroom 405-801-5408
DMS Office 405-801-5409
Shawna Herell (Health Careers Director) 405-801-5407
Christine Clark (Health Careers Administrative Assistant) 405-801-5400
Britney Deal (DMS Instructional Assistant) 405-801-5404
Health Careers Fax number 405-447-6289

Sonographer Credentialing

American Registry for Diagnostic Medical Sonography (ARDMS), www.ardms.org, offers exams in Abdominal and Superficial Structures, Pediatric Sonography, Obstetrics and Gynecology, Breast, Adult and Pediatric Echocardiography, Vascular Technology, and Musculoskeletal Sonography. The ARDMS Sonography Principles and Instrumentation (SPI) exam is required for all credentials; an individual seeking to obtain ARDMS credentials must take the SPI and at least one of the specialty exams to earn the applicable credential.

MNTC Sonography Program graduates are able to apply to take the ARDMS exams under Prerequisite #2 for the following concentration area(s) of study (ABD, OB/GYN). Students are able to apply to take the ARDMS SPI exam after completing US Physics and Instrumentation I & II.

Other credentialing organizations offer Sonography exams, but the ARDMS remains the "gold standard" for sonographer credentialing. The MNTC Sonography Program follows the ARDMS exam content outlines so that students and graduates are prepared to sit for the ARDMS exams.

Program Development and Content Resources

Commission on Accreditation of Allied Health Education Programs Standards and Guideline for the Accreditation of Educational Programs in Diagnostic Medical Sonography (http://www.caahep.org)

American Registry for Diagnostic Medical Sonography (exam content outlines) (http://www.ardms.org)

Society for Diagnostic Medical Sonography Scope of Practice and Clinical Standards for the Diagnostic Medical Sonographer (April of 2015) (http://www.sdms.org/positions/scope.asp)

Joint Review Committee on Education in Diagnostic Medical Sonography (Sonography National Education Curriculum and Programmatic Accreditation Site Visit Summary form) (http://www.jrcdms.org)

Sonography Student Qualities for Success

- The Sonography Student accepts responsibility for his/her own learning and seeks assistance to improve his/her grade whenever necessary.
- The Sonography Student complies with all MNTC, Health, Sonography Program, Sonography course requirements, policies, and procedures.
- The Sonography Student takes advantage of Open Lab times and any tutoring and feedback that is given to improve performance.
- The Sonography Student appropriately utilizes the Sonography Student Clinical reporting system Trajecsys, course syllabi, MNTC Student Handbook, Sonography Student Handbook, and the course site on Moodle as resource documents for success in the Sonography Program.
- The Sonography Student exhibits professional conduct and behavior at all times in all settings.
- The Sonography Student initiates activities that promote an in-depth study of sonography practices and principles by active and enthusiastic participation in challenging exams, review of interesting cases, discussions with physician interpreter, research of unusual cases, etc.
- The Sonography Student seeks opportunities to develop his/her clinical skills by scanning a wide variety of body types, ages, and conditions. He/she avoids repeated scanning of the same person(s) for the same exam/views.
- The Sonography Student remains calm under a variety of situations and demonstrates the ability to focus and multi-task, comprehend and follow verbal and written instructions, apply didactic knowledge to clinical practice

and retain previously learned information/skills.

- ❖ The Sonography Student recognizes that performing sonographic exams/procedures requires development of specialized skills including hand-eye coordination and mental visualization of 3-dimensional anatomy, critical thinking skills and an in- depth knowledge of normal and pathologic conditions and sonographic appearances.
- ❖ The Sonography Student recognizes that even if given appropriate instruction in scanning techniques, critical thinking processes, clinical skills and normal/pathologic sonographic appearances, the aptitude to perform sonographic exams rests solely with the student's inherent abilities.

CLINICAL POLICIES

Professional Behavior

Faculty of MNTC and the Sonography Program have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Sonography students, while representing MNTC at any clinical agency, must conduct themselves in an ethical, professional, and safe manner.

Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by MNTC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Discipline Policy outlined in the Sonography Student Handbook.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program. Social Media and Portable Electronic Devices

Social media platforms are technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation (VanderbiltHealth.com).

Examples include but are not limited to:

- Blogs: Wordpress, Blogger
- Social Networking Sites: Facebook, Twitter, LinkedIn
- Virtual Social Worlds: Second Life
- Collaborative Projects: Wikis
- Content Communities: YouTube, Flickr

Placement Policy

MNTC will not place a student in a rotation at a clinical site where the student is currently employed by the facility in the same department and/or under the same supervisor and where the MNTC faculty is not continually onsite with the student.

Clinical Attendance

Clinical attendance to all assigned clinic hours and timeliness are mandatory.

If a student is going to be absent or tardy from clinical, they are required to call their clinical site supervisor and contact the ultrasound clinical coordinator or program director via Teams at least 30 minutes before their scheduled time. If you fail to notify your clinic site and MNTC you will automatically receive a grade of zero for the month in Employability and a 4% reduction in your overall grade for Clinic Education.

Students are required to complete set clinical hours per rotation. If a student fails to meet this requirement, they must make up these hours. For a breakdown of clinical hours, see Clinical Education Course syllabus.

Weather Policy

If MNTC is closed, you are not allowed to go to your clinical site or school. If there is inclement weather in the area you are for clinicals, you will not be required to go to clinic in the event that there are hazardous road conditions and/ or the school district is closed due to road conditions specifically (this does not include school closure due to cold temperatures or in areas where road conditions are favorable.) Absences due to weather must be made up prior to the end of the semester or as agreed to by the clinical coordinator/program director.

Service Work:

Students may not receive payment for services during school hours. Students must be appropriately supervised while performing sonograms at clinical sites. After demonstrating competency in specific areas, the student may choose to be employed outside of school hours.

*The clinical sites will not be paid for their service or for the use of its facilities, nor will the school, faculty, or student receive any compensation whatsoever for their involvement with the externship site.

Sonography Student Working As Staff

Students in the Sonography program will not be substituted for regular staff even though they may be competent in certain aspects of sonography. Students who gain employment in a sonography-related position while enrolled in the DMS program are in no way acting under the supervision of the program while carrying out responsibilities related to their employment, and they will not receive any clinical credit for examinations or hours performed while functioning as an employee. In addition, under no circumstances may a student stand in for a staff person as a preceptor or supervisor for a DMS program student on clinical assignment. Students may not, under any circumstances, receive pay or compensation for clinical assignments. Students found in violation of this policy will be subject to disciplinary action, up to and including dismissal from the program. Please see the clinical coordinator for additional information regarding this policy.

Please see the DMS Clinical Handbook for all other clinical policies, requirements and forms.

Surgical Technology

Welcome

Welcome to Moore Norman Technology Center's Surgical Technologist program. It is our goal to prepare you to enter your new career as a Surgical Technologist with confidence and competency.

You will be offered the best preparation possible during your classroom and clinical experience. In the following nine months, you will be exposed to many new and exciting concepts and situations. At times, it will be a difficult journey, but one also paved with personal rewards.

It is our hope that you will find satisfaction and happiness both during your short time here at MNTC and in your professional future as a Surgical Technologist.

Surgical Technologist Program Philosophy and Goals

Based on the belief that society's highest priority is to produce a healthy and safe environment conducive to living and surviving, society must provide the health care resources that will create and maintain such an environment.

We believe that the human being is a unique entity and the Surgical Technologist's approach to providing care should be holistic in nature. By utilizing this method, the dignity and self worth of the human being is maintained.

Communication and interpersonal skills are integral to the Surgical Technologist's education and the practice of the profession. A combination of these skills assists one to provide safe, effective, and high quality health care.

The role of the faculty is that of facilitator in the teaching-learning process. Within this process, the faculty not only acts as a role model, but also provides structure in which the student accepts responsibility for learning. The faculty provides meaningful, current learning experiences in didactic, laboratory, and clinical settings.

Learning is a continuous, life-long endeavor, which constitutes an individual's willingness to grow personally and professionally. Students are encouraged to continue to enrich their lives as they acquire knowledge and to enhance their technical skills through various methods of continuing education.

The faculty believes that we are meeting the needs of the students and the needs of society by providing qualified Surgical Technologists that are safe and effective for the work force.

The faculty also believes that continuous evaluation of all aspects of the program through a systematic process is necessary to ensure that the student is being taught current and relevant theory and clinical information.

The overall educational goal of the Surgical Technology program is to provide each student with the opportunity to obtain the skills and knowledge necessary to be employed as an integral member of the health care industry. Through training in the cognitive (knowledge), affective (behavioral), and psychomotor (skill) domains, by utilizing various methods of teaching as well as differing forms of testing, the graduate will be prepared for employment as an entry level Surgical Technologist.

Program Objectives:

Upon completion of the Surgical Technologist program at MNTC, the graduate will be able to demonstrate:

1. Knowledge and practice of basic patient-care concepts.
2. Application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room.

3. Basic surgical case preparation skills.
4. Perform the role of first scrub on basic surgical cases.
5. Responsible behavior as a health care professional.

MNTC's Surgical Technologist Program's Code of Ethics

We believe in the Health Care Profession.
We believe in the profession of Surgical Technologist for which we are being trained.
We believe in the continuance of education throughout and beyond the course of our career.
We believe in upholding the values and moral ethics, which accompany our chosen profession. We believe in serving the citizens of our community by providing the highest quality of care.
We believe in the ability to achieve our goals.
We believe the example we set will encourage others to believe in themselves.

Written by MNTC's 1st Class of Surgical Technologist 1998

Surgical Technologist Program History

The Surgical Technologist program at Moore Norman Technology Center began in August of 1998. As of May 2026, nearly 490 students have successfully graduated and most are still currently employed in the medical or surgical arena. Many are attending college to complete or have completed their Associate Degree in Applied Science or are in a related medical field (nursing, medical school, etc) and more than half have successfully obtained national certification.

The classroom and lab are located on the third floor of the Health Education building. The Surgical Technology area consists of lab that encompasses 1024 square feet of space, a 144 square foot Central Sterile area, and a classroom area of approximately 1000 square feet.

Moore Norman Technology Center (MNTC) is fully accredited by the Oklahoma State Department of Education and the Oklahoma State Department of Career and Technology Education.

The Surgical Technologist program was evaluated in September, 1999 and was fully accredited by the Commission for the Accreditation of Allied Health Education Programs (CAAHEP- ARC/STA) in April of 2000, and the accreditation was renewed in 2011 for 10 years. Our program received an updated accreditation renewal in January 2024 for 10 years. Graduating students are eligible to sit for the national certification exam offered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) and the National Center for Competency Testing (NCCT). The designation afforded to the Surgical Technologist that passes the NCCT exam is that of a TS-C. The designation afforded to a Technologist that passes the NBSTSA exam is the CST. Graduates who pass the national certification exam are eligible for special credit through prior learning assessment agreement at Oklahoma City Community College (OCCC) and Redlands Community College.

MNTC's Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) www.arcstsa.org. This recognition means that the MNTC Surgical Technology program meets national standards set for Surgical Technology education. Resources to view CAAHEP Standards can be found at:

Commission on Accreditation of Allied Health Education Programs
9355 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Accreditation Review Council on Education/Surgical Technology Surgical Assisting ARC/STSA
19751 East Mainstreet, Suite #339

Parker, CO 80138
303-694-9262
www.arcstsa.org

National Organizations:

AST, (Association of Surgical Technologists), is the only national organization devoted to Surgical Technologists. You are required to become a student member, the cost is included in your tuition and fees. Membership in this organization shows a dedication to professionalism, as well as offering discounts on several items such as study guides, AST conference fees, and the certification exam. You will also receive a monthly magazine that contains many informative articles regarding your profession as well as self-study tests that offer continuing education credits (CEU's) once you have received your CST designation.

A **CST** is a Certified Surgical Technologist. You must graduate from an accredited school to be eligible to sit for the national certification exam. MNTC's Surgical Technologist program is accredited therefore its graduates are eligible to sit for the exam. The CST review is incorporated into the curriculum of the Surgical Technologist program, and all students are required to submit documentation for the registration at the start of the 2nd semester. The exam is given by a proctor at the end of the program.

Scholarships:

The Jamie M. Rogers Memorial Scholarship was awarded for the 1st time on April 5, 2013. Two scholarships of $500 will be awarded annually.

There are also other scholarships available to the Surgical Technologist students. MNTC's financial aid department and/or the Student Services department has more information on these scholarships. The Association of Surgical Technologists also offers a yearly scholarship. Information about this award can be obtained at www.ast.org.

VA Educational Benefits for Approved Programs

All students utilizing VA benefits must submit all prior transcripts/training records to be evaluated, whether or not advanced standing is awarded.

If a student is called up to active duty during the semester, they may request an exempted leave of absence. If the active duty extends past MNTC exempted leave of absence period the student will be withdrawn from the program. No tuition will be refunded to the student. The student may apply for re-admission and request advanced standing if applicable (will be determined by the instructor) when they return. Students will only be charged for work needed to complete the remaining portion of the program.

The VA beneficiary could be in debt to the VA if they withdraw or are terminated early.

Dress Code

All rules listed in the MNTC General Student Handbook must be followed. In addition, in the Surgical Technologist program, scrubs and MNTC student picture ID badge, (a MNTC Surg Tech warm up jacket is optional) must be worn every day to class and clinicals. Any prosthetic limbs must be worn at all times during class and clinicals.

There may be times when you will be required to wear business attire for special events and HOSA competitions. You will be notified in advance of these times.

Shoes worn with your scrubs must be athletic type, supportive and comfortable to you. NO open toed or shoes with "vent" holes in them are allowed. During lab and clinical rotations, you must wear shoe covers. With street

clothes and business attire, shoes must be appropriate, clean, and polished.

Grooming is very important. You must have a clean body. Hair and nails are to be clean and professional appearing. Once we begin to "scrub in" in the lab setting (usually week 2), and while at clinical sites, you may not have artificial nails, nail polish, or any body piercing that is visible except small studs in the ear lobes (those must be limited to 1 per ear lobe). False eyelashes are not permitted in the classroom or in the clinical area. Tattoos must be in "good taste" if visible, or covered prior to entering the clinical facility. No perfume or cologne is to be worn to the clinical site as it may offend some of the patients and staff. Grooming is very important in the professional world. Every time you enter a clinical site, you must present yourself as you would for a job interview.

Students who do not adhere to the dress code will be sent home to change and will be counted absent during that time.

Surgical Technologist Program Attendance Policies

Remember that this is your "job" now. Treat this program as if you were counting on it for a paycheck because you ARE counting on it for future paychecks. Absences add up quickly. Not turning in homework, or not showing up for class or clinicals can dramatically affect your grade and cause dismissal from the program.

This class is preparing you to be a professional. You must act like a professional at all times.
You may not sleep during class. You may not talk while others are speaking. You may not walk out of class unless you are ill and need to get to the restroom quickly. Common courtesy and respect of others must always be demonstrated by the student.

You need to read the MNTC General Student Handbook regarding absences, tardiness, leave of absences, and inclement weather. The Surgical Technology attendance policy states for successful program completion, a student's absences may not exceed 5 days per semester. A day is defined as the time period a student is enrolled each day. A student arriving up to one hour late or departing up to one hour early will be counted tardy. Three tardies will equal an absence.

Students who miss over one hour will be counted absent. Violation of the attendance policy will result in the student receiving no academic credit and may result in dismissal from school.

Students who violate the attendance policy will not be allowed to enroll for the following regular semester. During a general orientation you will be given a MNTC handbook and verbal explanations. Each student will have the opportunity to ask questions regarding the MNTC handbook and other general policies.

During the clinical phases of the program (STP II, and III) each clinical day should be thought of as a job interview. The hospital staff **does** remember who is tardy or absent. Also, if you are excessively absent or tardy, you will fall behind on acquiring your clinical skills and the required number of surgical cases needed for graduation and for the CST examination.
Hospital employees are usually only allowed to miss 5 days per year. Once they exceed that they may be terminated.

You will also be able to see your attendance on the student portal. It is important for you to keep a detailed list of your own attendance and compare it to the printouts that your instructors can print at your requests. If you find a discrepancy you must bring it to our attention within 2 class days of receiving the printout. You will be required to meet with your instructor, the counselor, and/or the Director concerning your attendance.

If you will be absent or tardy during class or clinicals, you **must** contact both instructor's through Teams App **and** call the clinical site **PRIOR** to the time you are to report. Failure to call in for class or clinicals will result in a grade of zero (0) on any homework, test(s), skills test(s), or clinical grades. If you fail to call in to a clinical site you will receive a zero (0) for that entire week. You may also be removed from clinical for violating this rule.

On clinical days, you will be required to log on to Trajecsys from your cell phone to clock in for the day and clock out when you are leaving. Each clinical facility has a designated set range that Trajecsys will acknowledge your location. This is how you will track your attendance and tardies. You may be required to sign in at the desk when you arrive at your clinical site, when you take a lunch break, and again when you leave for the day. If you are chronically tardy, remember that 3 tardies make an absence and you are only allowed 5 absences a semester.

If you are or become pregnant during the school term, you must provide a doctor's release stating that you may "work in the operating room as a surgical technologist without any restrictions" before returning.

Anytime that a medical leave of absence is granted (under special circumstances only), you must provide a doctor's release stating that you are able to "work in an operating room as a surgical technologist without any restrictions".

Failure to call in for 2 absences will result in dismissal from the program. If a student is asked to be removed from a clinical site, it may be grounds for dismissal from the program.

MNTC Class Times	Clinical Times
AM Session 9:00 am - 12:00 pm	AM Session 6:00am – 11:00am
PM Session 1:00 pm - 4:10 pm	PM Session 11:30am – 3:15pm

Course Descriptions for the 2026-2027 MNTC Surgical Technology Program

- The following pages list each course you will be taking throughout this 2 semester program. Under each course is a list of individual units of study. These units of study correspond to your program calendar. The order of the units of study may change from the order on the following lists, but the date each is due to be completed is listed on the program calendar. Your program calendar will also include the dates of each test you will be required to take.

- A grade sheet will be given to you for each of the following units will allow you to keep up with your own progress. Your Surgical Technology Program Handbook includes the grade requirements for each course. It is your responsibility to monitor your own grades, and to be aware of your progress.

- For the Surgical Techniques I, II, and III courses, the chapters covering each unit of study are found in your Surgical Technology Book (*Fuller's Surgical Technology: Principles and Practice; 8th edition; Elsevier; 2013*). Some of the units in ST I will be from handouts and online programs that your instructor(s) will provide in class. Notations of these exceptions are listed next to the unit of study. Homework for each unit of study are in the separate workbook (Fuller's Surgical Technology Principles and Practice; 8th Edition) The "Case Studies" section in the book is NOT required. In units covering surgical procedures, an extra "procedure form" will be due as well. The specific case will be noted next to the unit of study on the following lists.

- For the Technical Anatomy & Physiology course, the chapters covering each unit of study are found mainly in your Anatomy Book (*Memmler's The Human Body in Health and Disease, 14th edition, Lippincott; 2015*). Some of the units in A&P are from handouts and online programs that your instructor(s) will provide in class. Notations of these exceptions are listed next to the unit of study on the list provided. You also have homework assignments for each unit of study covered in the Anatomy book. Homework consists of completing the corresponding chapter in the Anatomy companion workbook (*Study Guide for: Memmler's The Human Body in Health and Disease, 14th edition, Lippincott; 2015*). "Making the Connection" and "Conceptual Thinking" portions of the Study Guide are NOT required.

- For the Medical Terminology course, the chapters covering each unit of study can be found in Med

Term books located in the classroom. You will be given instructions in class on how to complete this course.

- The Surgical Techniques Practicum I, II, and III courses are unique and are a blend of theory from Surgical Techniques I, II, and III, as well as hands on skill training, including clinical rotations.

Surgical Technologist Program Grading Scale and Rules

In the Surgical Techniques (ST) courses (I, II, and III), homework and final test accounts an accumulation of points, and all tests are an accumulation of points.

In the Surgical Techniques Practicum (STP) courses (I, II, and III), your skills performances, preceptor evaluations, magazine article reviews, employability grade, and your clinical journal entries are averaged together for a final grade at the conclusion of each course. Case log and tally sheets must also be completed and turned in.

Medical Terminology (MT) tests are averaged together for final grade.

The Anatomy and Physiology (A&P) course is also determined by homework, tests, and the final. Homework and final test are an accumulation of points, and all tests are an accumulation of points.

Each student must pass the Surgical Techniques, Medical Terminology and Anatomy and Physiology courses with a C (70% or above) average. The ST Practicum courses must be passed with an A (90% or above) average.

Any student whose course grade drops below the required grade will be placed on academic or clinical probation until the non-passing grade is resolved or the semester ends and they pass each course or are dismissed from the program.

The grading scale for all courses (Except STP) will be as follows: 100-90% =A,

89-80% =B, 79-70% =C

The grading scale for the STP courses is:

100-90% = passing, 89 – 0% = failing

On the Surgical Technologist program calendar that is given to you on the first day of class, every homework assignment, each test, and all finals are listed. Any changes to this schedule will be announced during class time and it is your responsibility to change it on your calendar. All homework is due at 9:00am. Tests will usually be given first thing in the morning. If you have an approved absence, you must turn in any homework or take any test, or final that you missed, on the **first day you return** to class. We will not remind you. It is your responsibility. Failure to do so will result in a zero (0) for that grade. (An approved absence is granted for calling in within the time limits set in these rules.)

Like your preceptor evaluations, clinical journal entries (considered homework for your STP courses) are to be made for every clinical week. The journal sheets must be turned in by 9:00am on the class day immediately following the clinical days or you will receive a zero (0) for a grade unless you have an approved absence.

Grading for the journal is as follows:
100 will be given for good narratives in all areas and every line filled in. 5 points will be deducted for leaving an area blank.

Skills tests will be given throughout STP I. You will be given **3 attempts** for each clinical skill**. You must pass (90% or above) each skills test to be allowed to continue in the program.** In surgery and sterility there is no room for error.

Cheating in ANY way, forging preceptor signatures, filling out your own evaluation sheet, or falsifying any clinical records will be cause for immediate dismissal from the program. Ethics, honesty, and accountability are mandatory in the surgical field. Remember that once trust is broken, it may not be able to be repaired. Never place yourself in the position to be mistrusted. If you are aware of a classmate or a preceptor behaving in an unethical or dishonest manner you must report them to your instructors. Remember that someday they may be in the OR with you or your loved one.

We do not believe in pop quizzes. Life, school and surgery are stressful enough. Scheduled tests will never contain trick questions. If you do not understand the wording of a question please ask your instructor for help prior to completing your test.

We are going to work very hard for the next 9 ½ months, but we will also have fun and build a team that we can all be proud of. We are very happy that you chose MNTC's Surgical Technologist program, and we look forward to helping you achieve your goals!

Official Course Grade

All grades will be recorded in a district-approved Learning Management System (LMS) gradebook, which can be accessed by students. Students should regularly check their grades on the LMS platform and notify the instructor immediately if they find any discrepancies. The official grades will be stored in the district's Student Information System

Academic Dishonesty

Academic integrity is an essential component of professional behavior in the Surgical Technology program. Any documented incidents of academic dishonesty may result in an academic penalty up to dismissal from the program.

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Definition: Actions constituting violations of academic dishonesty include, but are not limited to, the following:

Cheating: The use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.

- using unauthorized notes, resources or other study aids during an examination
- using unauthorized technology during an examination; only approved calculators may be used; no cell phones
- improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view
- looking at other students' work during an exam or on an assignment where collaboration is not allowed
- attempting to communicate with other students in order to get/give help during an exam or on an assignment where collaboration is not allowed (i.e. competency check offs)
- obtaining an examination prior to its administration
- altering graded work and submitting it for re-grading
- allowing another person to do one's work and submitting it as one's own
- submitting work done in one class for credit in another without the instructor's permission

- removal of privacy screen on computer

Plagiarism: Defined as taking another person's intellectual work and using it as one's own; for example, this includes quoting without giving proper credit to a source, expanding another person's work without giving credit to that person, or submitting another person's work under the pretense that it is one's own.

Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Collusion: Knowingly helping another individual violate any provision of the Academic Dishonesty guidelines. Collusion includes assistance with assignments or tests that are not authorized by the instructor.

Falsifying institutional records or other legal or source documents: Includes altering grades, either written or electronic, or other falsification of academic records such as application for admission, grade reports, test papers, registration materials, and
reporting forms used by the institution.

Written Assignment Rules

Homework papers may be hand written using lined paper. Of course, typed papers are always acceptable. If assignments are handwritten, they must be legible. Name must be on your assignment in order to get credit.

All assignments are considered late if not turned in by the start of the school day on the assignment due date. **If they are turned in late**, we may look over them so that you can use them for future studying, but **you will receive a grade of zero (0)** for that particular assignment. The only exception to this rule is if you have an approved absence on the due date. If that is the case, you must turn in your paper on the next class day you are in attendance. Word of caution, two or three 0's have caused students to fail in the past. Do not let this happen to you.

Occupational Risks

Individuals who work in health care settings should ALWAYS direct their actions so that patient safety and personal safety will be maintained, thus avoiding danger and risk of injury. The following list is developed to alert the student to potential safety hazards which could present problems to patients and workers in health care settings. Healthcare workers and students training for health professions deal with equipment, solutions, gases, hazardous materials etc. which pose a threat to health when not used appropriately. In order to protect from potential hazards, all equipment, solutions, gases, etc. should be used according to manufacturer's instructions. Never attempt to deal with anything with which you are not familiar. Ask for instructions and demonstrations from the appropriate authority. Patients may have active infection or suffer from a condition which would be compromised by infection. It is imperative that all health workers perform their job duties to avoid infecting themselves or others. Blood Borne Pathogens are microorganisms that are present in human blood and cause disease. These pathogens include, but are not limited to, Hepatitis C Virus (HCV), Hepatitis B (HBV), and Human Immunodeficiency Virus (HIV). In addition to blood, other materials are considered potentially infectious and must be handled with the same caution as blood and blood products. These materials are semen, vaginal secretions, cerebrospinal fluid, synovial fluid, peritoneal fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva, body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Technical Standards

Every student in the Surgical Technologist program must possess the physical, mental, and emotional capabilities required to successfully complete the program and gain employment in the field. These are the technical and health standards for the Surgical Technologist program. All ST students must be capable of meeting these standards. The

prospective surgical technologist student must:

Critical Thinking

- Possess critical thinking ability sufficient for clinical judgment
- Possess short/long term memory sufficient to perform tasks including but not limited to mentally tracking surgical supplies and performing anticipation skills intraoperatively
- Must be able to handle multiple priorities and multi-tasking and differentiate the importance
- Must be able to make quick decisions and practice with independent discretion
- Must be able make decisions and calmly function under pressure
- Manage stress appropriately, your own as well as the stressful situations you will encounter
- Manage anger, fear/hostility, your own as well as the situations you will encounter).
- Work in close proximity to others and work effectively with others while still carrying out your independent duties
- Must have ability to focus on tasks at hand in a distracting/busy/noisy environment
- The ability to resolve conflicts appropriately and function effectively under stress
- Demonstrate the use of positive coping skills under stress
- Demonstrate calm and effective responses, especially in emergency situations

Health Standards

- General Activity – must be able to stand 6-8 hours; able to tolerate being in the same Operating Room (OR) without being able to move from a small designated area (sterile field or surgery site). For instance, someone with claustrophobia may find this job difficult
- Must not have any lifting restrictions prescribed by a physician or other healthcare provider
- Must have the ability to lift or move up to 50 pounds
- Motion – up to a 1/3 of the time must be able to bend, squat, climb, reach, lift, carry, push, and pull
- Must have visual acuity sufficient to recognize and distinguish between different instruments and supplies needed for the job. Must be able to quickly and accurately distinguish different types of suture, needles, medications, instruments, etc. Must also be able to see precisely to assist surgeon.
- Hearing is very important in the OR; problems with hearing and/or use of hearing aids may make performing duties difficult
- Auditory acuity must be sufficient to hear instructions and requests from instructors, preceptors and other healthcare providers in the clinical setting
- The ability to communicate in a professional manner and establish rapport with clients and colleagues
- Must work under very bright lights. These lights do become hot causing increased warmth for the surgical staff. The lights could also cause migraine problems for those who are susceptible to migraines triggered by bright lights
- Certain Medical conditions may preclude or effect employment in the surgical area: Heart conditions, Diabetes, Hypoglycemia, Seizures, etc. (Anything that could influence patient safety)
- Exposure to blood and other body fluids
- Exposure to odors

Physical Standards

- Manipulate instruments, supplies, and equipment with speed, dexterity, and good hand-eye coordination
- Ambulate/move around without assistive devices
- Assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices

Communication Standards

- Communicate and understand fluent English both verbally and in writing
- Communicate both verbally and non-verbally in an effective manner with staff, patients, and physicians, in order to explain procedures, give instructions, and obtain information

Student Health Regulations

Immunizations, titers, and vaccines:
Please review the list on the following page for the requirements of this program.

COVID-19 Vaccine:
For participation in clinical programs, MNTC does not require students to be vaccinated against COVID-19. However, certain healthcare facilities participating in clinical rotations require students to be fully vaccinated prior to participating in clinical rotations at their sites.

If you will be participating in a clinic at a facility that requires COVID-19 vaccination, you will be provided information regarding specific COVID-19 vaccination requirements for the clinic.

Accidents:
In case of a medical emergency, the student will be taken to the closest medical facility equipped to handle the specific emergency. All medical costs are the responsibility of the student.

In case of accidental exposure or injury during a clinical assignment, emergency care will be provided with the student's approval, but all medical costs are the responsibility of the student. It is also the student's responsibility to inform the program Instructors and to complete the required school and facility incident report forms.

Drug screening:
Drug screening is mandatory for each student. Any student that has a non-negative result will be dismissed from the program. Please refer to the MNTC Drug Testing Policy and Procedures for more information.

Medical Marijuana:
Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or be dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program, if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

Immunization/ Screening Requirements

The following documented immunizations, titers, and records must be submitted prior to acceptance in the Surgical Technologist program unless otherwise stated.

Measles, Mumps, Rubella (MMR)
You will need to show documentation of having received **2** MMR vaccinations, or positive titers (shows immunity) to Mumps, Rubella, and Rubeolla. To help cut expenses, many students choose to receive another series of MMR's rather than have the titers done.

Hepatitis B Vaccination
The hepatitis B vaccination is a series of 3 injections given over a 6-month period. The cost ranges from $60-$250. If you wish, you may sign a declination form and not take the series. The area of work you are going into puts you at risk for coming into contact with infected blood and body fluids, so think seriously about refusing this protective vaccination. **You must have a signed declination statement before being accepted into the program, even if you have received all 3 vaccines.**

Tuberculosis Skin Test
You must have had **1 negative** TB skin tests ***within the last 365*** days, or a negative chest X- ray (for positive reactors). Once accepted into the program, you will need another PPD skin prior to August. You must bring proof of that PPD test to the first day of class.

Varicella Immunization
You must have documentation of receiving **2** vaccinations, or have a ***positive titer*** (showing immunity to chicken pox). Having had the disease is not acceptable.

Background Check
You must have an OSBI background check completed and submitted to be considered for enrollment into the Surgical Technologist program. A "clear" background check is required by clinical sites. If it is not clear, we will discuss possible options with you. Another "national" background check will be done in October. The fee for this is included in tuition.

Drug Screen
Clinical sites require a 10 panel drug screen. These will be performed prior to the start of the clinical phase of the program. Payment for the 1st screening is included in tuition. Other drug screens may possibly be done randomly throughout the program at the student's expense.

Flu Vaccine
Seasonal Flu Vaccine is required by clinical sites and must be taken between October 1 and November 1.

TDap Vaccine
This vaccine must have been taken by all students within 9 years of the graduation date for the current Surgical Technology Program.

Clinical Sites

This is a list of possible clinical site rotations. Not all sites will be utilized each year, and not all students will rotate through each site. Assignments of rotation schedules will be equitably distributed and may change throughout the course of the year to fit certain needs of the sites or of the students.

Site	Departments
Cosmetic Surgery Affiliates 2100 NW 63rd St. Oklahoma City, OK 73116	Surgery
Integris Baptist Medical Center 3300 NW Expressway Oklahoma City, OK 73112	Surgery Labor & Delivery
Integris Baptist Medical Center-Portland 5501 N. Portland Ave. Oklahoma City, OK 73112	Surgery
Integris Edmond 4801 Integris Parkway Edmond, OK 73034	Surgery
Integris Lakeside Women's Hospital 11200 N Portland Oklahoma City, OK 73120	Surgery Labor & Delivery Endoscopy
Integris SW Medical Center 4401 S. Western Oklahoma City, OK 73019	Surgery Labor & Delivery
Integris Yukon-Canadian Valley 201 Health Center Parkway Yukon, OK 73099	Surgery
McBride Orthopedic Hospital 9600 N. Broadway Extension Oklahoma City, OK 73114	Surgery
Mercy Health Center 4300 W. Memorial Oklahoma City, OK 73120	Surgery
Norman Regional Hospital 3300 HealthPlex Parkway Norman, OK 73072	Surgery Endoscopy Labor & Delivery
OCOM South 8100 S. Walker Oklahoma City, OK 73129	Surgery

OCOM North 5925 NW 139th Oklahoma City, OK 72142 OU	Surgery
OU Medical Center:	
Adult OR (Old Presbyterian Hospital) 700 NE 13th Oklahoma City, OK 73104	Surgery
Children's Hospital 940 NE 13th Street Oklahoma City, OK. 73104	Surgery Pediatric
Edmond Medical Center One South Bryant Edmond, OK 73034	Surgery
Everett Tower 940 NE 13th Street Oklahoma City, OK 73104	Labor & Delivery
Oklahoma Heart Hospital North 4050 W Memorial Road Oklahoma City, OK 73120	Surgery
Oklahoma Heart Hospital South 5200 East I-240 Service Road Oklahoma City, OK 73135	Surgery
Oklahoma Spine Hospital 14101 Parkway Commons Drive Oklahoma City, OK 73134	Surgery
Surgical Hospital of Oklahoma 100 SE 59th St. Oklahoma City, OK 73129	Surgery
St. Anthony-Midwest 2825 Parklawn Dr. Midwest City, OK 73110	Surgery
St. Anthony – Downtown 1000 N Lee Ave Oklahoma City, OK 73102	Surgery
St. Anthony – Bone and Joint 1111 N Dewey Ave Oklahoma City OK	Surgery
St. Anthony Shawnee 1102 W. MacArthur Shawnee, OK 74804	Surgery

Clinical Requirements, Rules, and Assignments

Skills Tests:

Before going to any clinical sites, the student must pass ALL skills tests with 90% or better.

Records for Clinical Sites:

Each student must be current in vaccinations and immunizations. A negative drug screen and a clean national background check is a requirement of our clinical facilities. A statement is sent to each clinical site verifying that each student is ready for clinical practice.

Attendance:

There is no opportunity for make-up days. The surgical technology program coordinator and the Director of health education may review special circumstances.

Behavior and Performance:

If a student is removed from a clinical site due to behavioral or performance problems, we will meet with the student before deciding whether or not to place that student at another clinical facility. If placed at a new facility and if they continue to have behavior or performance difficulties, they will be removed from the clinical portion of the program and will be ineligible to graduate. Misconduct such as falsifying clinical records, endangering staff or patients, using illegal drugs, being impaired due to alcohol or medications (even legal meds), leaving clinicals without permission, or being a no call/no show will be grounds for immediate dismissal from the program.

Staff Evaluations of the Students:

At the end of the clinical week's rotation, the student must have their preceptor or another qualified OR staff member fill out their evaluation sheet. If the student fails to turn one in for each clinical week they will receive a zero (0) for their weekly grade.

Clinical Journals:

The student will fill out all pages (front and back) of the clinical journal per clinical week. Grading for these journal entries is described in the grading section of this handbook.
The journal for the current week are to be turned in on the first class morning following clinicals.

Surgical Case Log Sheets:

Surgical case log sheets must be completed by each student and turned in as each is completed. The weekly journal, case study, and any other clinical paperwork you have been assigned to complete must also be turned in weekly. You **must** keep them current by adding up your cases and logging that information each week on tally sheets you will be provided. A copy **must** be made and kept by the student for showing future employers what kind of cases they scrubbed during their clinical practice. The AST & NCCT requires that each graduate have evidence of scrubbing a certain number and type of procedures in several different surgical specialties. We will discuss this in detail prior to your attending clinicals. If at any time you feel you are lagging behind on getting in enough cases it is your responsibility to discuss this with your instructor. It is also the student's responsibility to get in on as many cases as possible while at the clinical sites. **Log sheets must be kept up to date and are to remain in classroom at all times.**

Student Work Policy:

While attending clinicals, students must always be supervised by the facility's staff and not made responsible for regular staff duties. Students may NEVER be paid for services rendered during scheduled clinical hours. If employed by a clinical facility, the student may accept scholarships, gas stipends, etc, instead of an hourly wage. Students may "clock in" for pay after 3:00 pm. At that time they will be considered employees of the facility, and the clinical site is responsible for their actions. While clocked in, none of the cases will be logged for coursework.

Records for Certification Exam:

The student must have a valid Social Security number (or its equivalent) in order to qualify to sit for the NCCT and NBSTSA exams which is mandatory for graduation.

CLINICAL POLICIES

Professional Behavior

Faculty of MNTC and the Surgical Technology Program have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Surgical Technology students, while representing MNTC at any clinical agency, must conduct themselves in an ethical, professional, and safe manner.

Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by MNTC and clinical facility policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Discipline Policy outlined in the Surgical Technology Student Handbook.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential.

Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Social Media and Portable Electronic Devices

Social media platforms are technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation (VanderbiltHealth.com).

Examples include but are not limited to:

- Blogs: Wordpress, Blogger
- Social Networking Sites: Facebook, Twitter, LinkedIn
- Virtual Social Worlds: Second Life
- Collaborative Projects: Wikis
- Content Communities: YouTube, Flickr

What Are Portable Electronic Devices (PED)?

Any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video/photo images, and/or voice emanations. This definition generally includes, but is not limited to, laptops, PDAs, pocket PCs, palmtops, Media Players (MP3s), memory sticks (thumb drives), cellular telephones, PEDs with cellular phone capability, and pagers. (US Department of Homeland Security).

General Information

When publishing information on social media sites, the student needs to be aware that information may be public for anyone to see and can be traced back to them as an individual. There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, consult with program faculty. Social media typically enables two-way communications with the audience therefore, an individual has less control of how materials will be used by others. Social media may be used to investigate student behavior.

As a student in the Surgical Technology program, you may encounter confidential information within the patient care environment during clinicals and the classroom. It is the responsibility of the student to follow the following policy related to Social Media.

Policy

- All social media postings must be made within the guidelines of the "Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical" policies outlined in the program-specific student handbook, and Professional Codes of Conduct/Code of Ethics as applicable to their specific field.
- All postings to social media platforms must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), applicable facility policy, and state law.
- Do not share, post, or otherwise disseminate any information, including images, about a patient/faculty or information gained as a result of your presence in a clinical setting or as a result of a student-patient/faculty relationship.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient/faculty (examples include but not limited to: date of care, facility name, diagnosis, and treatment/surgery). Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- During clinical, any use of electronic devices (cell phones, laptops, etc.) must be with faculty approval within the guidelines of facility/program policies.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Maintain professional boundaries in the use of electronic media. Online contact with patients/faculty or former students/faculty blurs the distinction between a professional and personal relationship.
- Student must have permission from the faculty to videotape or audio tape in the classroom/lab/clinical sites
- Personal phone conversations or texting are NOT allowed at any time while in patient/client areas or in the classroom/lab. If the student needs to respond to an emergency text or call during class, the student is asked to leave the classroom.

Consequences

- Violations of patient/client privacy with a portable electronic device/use of social media platforms will be subject to HIPAA procedure/guidelines and consequences.

- Students who violate "Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical" policies outlined in the student handbook, and Professional Codes of Conduct/Code of ethics codes through the use of social media platforms/portable electronic communication devices do so at the risk of disciplinary action that can be failure in a course and/or dismissal from the program.

Safe/Unsafe Clinical Practices

The Surgical Technology Program identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the Surgical Technology Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards

- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient's health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, or taking pictures in the clinical setting without express consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

AST Standards of Practice and Code of Ethics

Standards of Practice:

1. Teamwork is essential for perioperative patient care and is contingent upon interpersonal skills.
2. Preoperative planning and preparation for surgical intervention are individualized to meet the needs of each patient and their surgeon.
3. The preparation of the surgical suite/clinical area and all supplies and equipment, will ensure environmental safety for patients and personnel.
4. Application of basic and current knowledge is necessary for a proficient performance of assigned functions.
5. Each patient's right to privacy, dignity, safety, and comfort are respected and protected.
6. Every patient is entitled to the same application of aseptic technique within the physical facilities.

Code of Ethics:

1. To maintain the highest standard of professional conduct and patient care.
2. To hold in confidence, with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral right to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice skills willingly, with pride and dignity, and with full regard to limitations.
9. To report any unethical conduct or practice to proper authorities.
10. To adhere to the code of ethics at all times in relationship to all members of the health care team.

Overview of Clinical Expectations for Surgical Technology Students

The AST along with the ARC-STSA and CAAHEP changed the core curriculum for all accredited Surgical Technology programs. The new clinical guidelines have changed graduation requirements.

Following is an overlay of the new guidelines:

The students are now required to first scrub many more cases and the definition of the first scrub (FS) role has changed. To count as a FS the student must "participate" in all of duties listed on the back side of the Log Sheets. Performance of these duties must be verified by the preceptor (they need to initial each case's duties and also sign the bottom of the log sheet).

Each day, the student must list the type of surgeries and then check which of the duties they performed. Their preceptor should then initial and sign this check list if they agree with what the student documented. This entails a bit

of paperwork on everyone's part, but the outcome of well- trained, qualified, entry-level surgical technologists, will out-weigh the effort.

To be able to prove that each student gets the training that AST dictates and to facilitate an easy record keeping method for the students, preceptors, and surgical technology program staff, we need to use forms that are both efficient and effective. Each student is responsible for having a supply of those forms and will present them to the preceptor at the end of the day. In order to meet the AST and ARC/STSA requirements, each surgical technology student must meet the following guidelines regarding number of cases.

Type of Surgical Case	Type of Specialty	First Scrub	Second Scrub	Number allowed to be counted towards total
General Surgery (30 cases total)		20	10	
Specialty Surgery (90 cases total)		60	30	
For First Scrubs (FS) You MUST have at LEAST 10 cases in four (4) different specialties. The rest of the FS cases can be distributed among any or all of the other specialties, as can the 30 Second Scrub (SS) cases.	OBGYN			15
	ENT			15
	GU			15
	Ortho			15
	Opthalmic			15
	Oral/Maxillofacial			15
	Plastics			15
	Cardio-Thoracic			15
	Peripheral Vascular			15
	Neuro			15
	Pediatrics			15
Diagnostic Endoscopy (Cystoscopy falls in this category)			10	Can be added to general or specialty counts
Vaginal Delivery			5	Can be added to general or specialty counts

NCCT Critical Skill Performance Documentation

Category	***1st Scrub**	****2nd Scrub**
General Surgeries (Minimum 30 required; maximum 50)		
Select at least three (3) of the following specialties (75 to 95)		
Gynecology		
Genitourinary		
Cardiovascular		
Neurosurgery		
Obstetrics		
Thoracic		
Peripheral Vascular		
Ophthalmology		
Otorhinolaryngology		
Orthopedic		
Plastic/Reconstructive		
Diagnostic Scopes (Maximum of 15)		
Other *(please specify)*		
TOTALS (Minimum of 125 total cases, minimum 90 as 1st scrub)		

All of the cases you participate in must be documented on your log sheets, total case counts, journal sheets, and review sheets. These documents become part of your permanent record at Moore Norman Technology Center.

Some patients require more than one procedure at the same time. Therefore, you may actually be able to count more than one case. A good rule of thumb is if you do procedures that involve more than one type of surgery, more than one limb, or more than one body cavity, you may have multiple cases on one patient. For example: in a trauma

patient you may have a mandibular fracture, an arterial laceration on a leg, and a ruptured spleen. These would require multiple surgical interventions and so would count as 3 cases. But, if a breast biopsy with frozen section is done and a mastectomy follows, it is counted as 1 case. Bilateral breast implants are however 2 cases. If you are unsure, contact Ms. Hammond for clarification.

Student Responsibilities and Duties

Skills/tasks you, the student, must be able to perform EVERY DAY while in the clinical setting:

- arrive on time
- be dressed appropriately in scrubs or change into facility scrubs
- pull instruments and supplies for procedures
- perform a full hand scrub
- use Avaguard properly
- gown and glove themselves
- gown and glove the surgeon(s) and assistant(s)
- open sterile items on a back table
- maintain a sterile field
- drape and set up a back table and mayo stand for a simple open case (i.e.: breast bx)
- assist in draping the patient
- pass basic instrumentation properly and safely (scalpel, pick ups, scissors, retractor, pass sutures, use skin stapler)
- hold retractors as instructed by surgeon
- perform surgical counts in all phases of procedure
- recognize if they contaminate anything
- assist circulator in transporting, positioning, prepping, catheterizing, pouring fluids, and hooking up equipment
- clean up OR suite post-operatively
- help in instrumentation clean up, wrapping, and sterilization
- be attentive to their environment
- seek out learning opportunities
- keep up with their own schedules and evaluations
- maintain confidentiality
- protect the patient at all times

Preceptor Responsibilities When Working With MNTC Surgical Technology Students

- Model professional behavior to include: attire, attitude, and performance
- Greet his/her assigned student enthusiastically
- Review expectations:
    - Expectations the preceptor has of the student
    - Expectations the student has of the preceptor
- Discuss the required paperwork that must be completed
    - Solo, assist, observe
    - Daily evaluation
    - Cumulative evaluation
- Review the case/day assignments
    - Review the procedure and discuss the steps involved
    - Assess student readiness and preparation for the case or day's assignments
- Develop a plan:
    - If it is the first case that the preceptor has worked with the student, the preceptor will want to assess the student experience and knowledge
    - Determine the role of the student (first scrub, second scrub, observe) prior to the beginning of the case
    - Follow the plan
- Assist the student by providing constructive comments
- Introduce the student to the surgeon
- Allow the student to:
    - Prepare the room for the procedure
    - Gather supplies and equipment
    - Open supplies and equipment
    - Scrub in early enough to be able to:
        - Gown and glove self
        - Drape the mayo stand
        - Set-up of back table (may need assistance or coaching)
        - Gown and glove team members
        - Assist in draping the patient
        - Receive medications using proper technique
    - Receive additional added supplies from the circulator
    - Pass instruments (observing all safety precautions)
    - Handle / label specimen while on the sterile field
    - Pass specimen to circulator
    - Perform all counts (if facility policy prevents a student from performing the OFFICIAL count, allow the student the opportunity to perform an additional count
    - Pass sharps, suture, needles using safety precautions
    - Provide point-of-use decontamination during the procedure
    - Clean room and put away supplies and equipment following the procedure
- Review the student performance following the case
- Complete required paperwork
- Inform the student and the clinical educator (or designated person) if expectations are not met

MNTC Surgical Technology Students Clinical Rules

You must ALWAYS wear your MNTC scrubs with patch, and MUST wear your MNTC student badge to clinicals. OU Med requires the special sticker on your badge to indicate if you had the flu vaccine.

For ALL clinical facilities, if you did not receive a flu vaccine, you must wear a mask in patient areas and admitting.

If you have any type of issue, injury, or concern call Ms. Hammond immediately after you notify your preceptor and/or circulator!

If you are going to be late or not going to make it to clinicals you must do all 3:

- call the clinical site!!!!! BEFORE you are due there **PRIOR to 6:30 am**
- Contact Ms. Hammond through Teams **PRIOR to 6:30 am**

If you need to leave clinicals early

- get permission from clinical manager/educator
- Contact Ms. Hammond through Teams If there is inclement weather (ice, tons of

snow), you should

- You will receive a text and a phone call from the school. Also, it is up to you to contact student services with any phone number changes.
- Check the TV stations for school closings. If MNTC is closed, you **must call your clinical site close to the time that you are to be there** and tell them that you will not make it in. If MNTC is closed, you do not need to call Ms. Hammond, they are finding out at the same time as you.
- If MNTC is not closed but you feel it would be dangerous for you to drive to clinicals, you must follow the same procedure you would for any absence. Do not call your instructor to ask if you should try to drive…you must decide that on your own.

If it is a slow clinical day and the clinical site wants to send you home:

- Contact both instructors through Teams, if you do not hear back from one immediately, then contact Mrs. Hammond's Cell 405-326-0735 and ask what you need to do.
- If instructed to, come to MNTC, write an essay to be presented to class on the next class day on one of the following topics:
    - Robotics in Surgery
    - Traveling opportunities for surg techs
    - Gender reassignment surgery
    - Medical malpractice insurance
    - Healthcare options for the uninsured
    - Bariatric surgery
    - Cosmetic tattooing
    - History of anesthesia
    - Joint replacement for rheumatoid arthritis
    - Orthonatic surgery
    - Sentinel node biopsy
    - Kidney transplant
    - Organ harvesting
    - Skin grafting

Documentation Required

Things/forms you must have or complete:

EVERY day:

- Fill in log sheet and have preceptor initial duties and sign at bottom of page
- Add that day's cases to Case Total Sheets
- Journal entry (that day's cases)

EVERY week:

- Preceptor evaluation- try to get on day 2 or 3 in case you are absent on last day of the week
- Journal entry (review of the week's cases)

At the END of every rotation:

- Evaluation of clinical site
- Fill out and give the site a thank you card (we have many blank ones in classroom- let us know if we are running low). Take cookies or some snack on your last day along with the Thank You card. This will make a great impression of you, your class, and your program. Gets everyone JOBS!

Turn in on Fridays (or your first day back to class):

- **All preceptor evaluations for the week(s)**
- **Log sheet(s). NO OBSERVATION cases on these log sheets will make it easier for you to keep track of case numbers.**
- **Journal sheet(s)**
- **Case Review Sheet(s)**
- **Evaluation of clinical site if it is the end of your rotation there**

Personal Notes:

Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination, Harassment and Retaliation (Policy No. 418)

Definitions

Complaint: A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the technology center or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties.

Section 504/Title II Coordinator –Director Student Services/Marketing (for questions or complaints based on disability concerning students); and Section 504/Title II Coordinator – Executive Director of Human Resources (for questions or complaints based on disability concerning employees, patrons and other adults):

Moore Norman Technology Center
Attention: Executive Director of Human Resources (employees) / Director Student Services/Marketing (students) 4701 12th Ave. NW, Norman, OK 73069

Title VI (for questions or complaints based on race, color and national origin), Title IX (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), and Age Act (for questions or complaints based on age) Coordinator:
Moore Norman Technology Center Attention: Director Student Services/Marketing 4701 12th Ave. NW, Norman, OK 73069

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Moore Norman Technology Center
Attention: Executive Director of Human Resources (employees) / Director Student Services/Marketing (students) 4701 12th Ave. NW, Norman, OK 73069

Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the technology center's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Filing, Investigation, Hearing and Review Procedures

The Grievant submits a written complaint to the applicable Coordinator, stating the basis, nature and date of the alleged discrimination, harassment, or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the offices of the technology center Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to a. confirm or deny facts; b. indicate acceptance or rejection of the Grievant's requested action; and c. outline alternatives. The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the technology center's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the discriminatory effects on the grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five (5) days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within five (5) days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within ten (10) days after the Coordinator refers the matter to the superintendent for hearing.

The superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within five (5) days after completing the investigation, the superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within five (5) days after receiving the appeal. The clerk will place the appeal on a board agenda within thirty (30) days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within five (5) days of the meeting, the board will issue a final decision in writing to all parties involved.

General Provisions
Duty of District Employees to Report Alleged Discrimination: District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

Extension of Time:
Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than one hundred twenty (120)days.

Access to Regulations:
Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Confidentiality of Records:
Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the technology center. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three (3) years after complaint resolution.

Representation:
The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Corrective Action:
After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination.

Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

Retaliation:
The technology center prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the technology center's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The technology center will take steps to prevent the alleged perpetrator or anyone else at the technology center from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the technology center will take strong responsive action.

Basis of Decision:
At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact the technology center Section 504/Title II Coordinator:
Moore Norman Technology Center Attention: Deputy Superintendent 4701 12th Ave. NW, Norman, OK 73069

Notice:
The technology center will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Outside Assistance:
Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education, Office for Civil Rights

One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106 (816) 268-

0550 / (816) 268-0599 (Fax) / (877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov
Adopted: December 18, 2014
Revised: January 21, 2016; January 19, 2017

Re-Admission Policy

A student may only be readmitted into the career major once and must complete the entire curriculum upon re-admission.



MOORE NORMAN

TECHNOLOGY CENTER

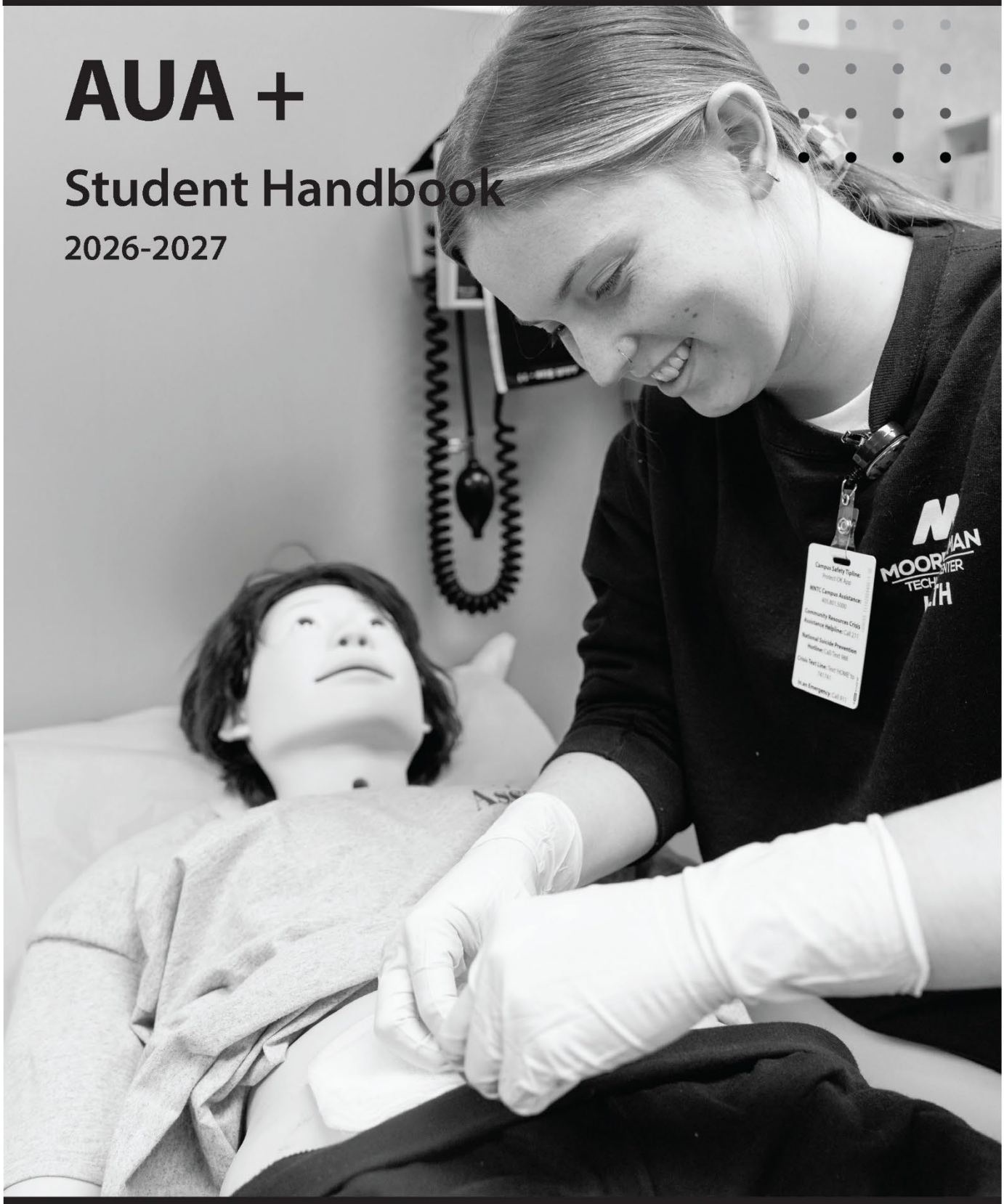
mntc.edu | (405) 801-5000



AUA +

Student Handbook

2026-2027



MOORE NORMAN
TECHNOLOGY CENTER

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Welcome Letter

Dear AUA + Student,

Welcome to Moore Norman Technology Center's AUA + program. It is our goal to prepare you to further your education in the healthcare field. Whether you are planning to go directly into the nursing field or work in another area of healthcare, this course will provide the opportunity to obtain the skills and knowledge necessary to become a multi-skilled, entry-level medical professional.

Through this program, you will have the opportunity to become certified as an Advanced Unlicensed Assistant and a certified phlebotomist. You will be offered the best preparation possible during your classroom and clinical experience. In the following months, you will be exposed to many new and exciting concepts and situations. At times, it will be a rigorous journey, but one also paved with personal rewards.

Sincerely,



Karen Petrak, MSN, RN
AUA + Instructor
Karen.Petrak@mntc.edu
405.801.5440

Moore Norman Technology Center
2026-2027 Academic Calendar

- Non-Contract 10 month
- Both Campuses Closed /12mo & 10mo
- Teacher/10mo Work Day

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Independence Day Holiday – 3rd

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First Day of School – 13th

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Labor Day – 7th

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Fall Break – 7th – 9th

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thanksgiving Break – 23rd – 27th

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Winter Break – 21st – January 1st

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Winter Break; Teacher/10mo Work Day - 4th MLK Day – 18th

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Non-Contract /No Classes 15th

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Break – 12th – 19th

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Last Day of School – 25th
Memorial Day - 31st

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Juneteenth – 18th

Moore Norman Technology Center's Vision, Mission, Core Values

Mission	Preparing for Success, Changing Lives, Building Better Tomorrows.
Vision	Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.
Core Values	• Accountability • Data-Driven • Valuing People • Continual Improvement • Collaboration

Non-discrimination Statement

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

School Rules and Policies

Library

The Health Library, located in the MNTC Health Building on the Franklin Road campus, is available to all MNTC students during the school year. Library hours are subject to staffing availability. When open, the Health Library is typically accessible until 4:00 pm, Monday through Thursday. Students are encouraged to check with the Health Administration Office to confirm library availability on any given day.

The library provides a quiet space for studying, along with access to computers and internet connectivity. Visitors are asked to sign in and present their MNTC ID upon arrival.

Attendance

Treat this program like a job. Your success here directly affects your future career and paychecks. Absences and missed work add up quickly. Your attendance and behavior now will affect your future career. This class is designed to prepare you to be a professional, so professional behavior is expected at all times.

This program is preparing you to be a professional, so you are expected to act like one at all times.

During class, you must:
- Stay awake and attentive
- Avoid talking while others are speaking
- Remain in the classroom unless given permission to leave
- Keep your phone put away (no calls, texting, or social media)

Students must avoid:
- Not turning in homework
- Missing class
- Missing clinicals

These can significantly affect your grade and may lead to disciplinary action. Every class and clinical session is important for your certification training.

Please review the **MNTC General Student Handbook** for policies about:
- Absences
- Tardiness
- Leave of absence
- Inclement weather

These policies will also be explained during orientation, where you can ask questions.

When You Are Absent

1. Check what you missed
- Check the class calendar and/or ask your instructor what you missed.
- It is your responsibility to find the missed work and complete it.
- If there was a lecture:
  - Get notes from a classmate.
  - Check if there were any handouts given in class.
- If you still have questions after checking the calendar, talk to your instructor.

2. Making up assignments or tests
- You have the same number of days you were absent to make up work.
  Example:
  - If you were absent 3 days, you have 3 days after returning to complete missed tests or assignments.

3. Missed skill check-offs
- If you miss a skill check-off, you must talk to your instructor and schedule a time to

make it up.

4. Late work and extensions

- Late work is not the same as an extension.
- Late work will not be accepted unless you communicate with your instructor in a timely manner about why you need an extension.
- Late work is reviewed case by case.
- Extensions may be granted after discussion with the instructor.

5. School activities or assemblies

- If you miss class because of a school assembly or activity, you do not get extra time.
- Work must be turned in at the beginning of class when you return or immediately after the assembly.

Absence Policy

The school attendance policy allows no more than 10 absences per semester before a student may be dismissed from the program.

- 3 tardies = 1 absence

If attendance becomes an issue, students may be required to attend a meeting with:

- The instructor
- The school counselor
- The Director

The attendance policy allows for unexpected events such as:

- Extended illness
- Bereavement leave
- Family emergencies

These days are not vacation days. Missing class means missing important material that may be difficult or impossible to repeat.

In some cases:

- Students may need to make up missed hours
- Graduation may be delayed if absences prevent course completion

This may apply even to some excused absences.

Clinical Absences

If you are absent, you must notify your instructor.

If you are absent on a clinical day, you must call or text both the instructor and the clinical site before the time you are scheduled to report.

Failure to give proper notice may result in:

- A deduction in your employability grade
- Possible removal from the program if the clinical site requests it

Some clinical sites treat a missed shift without notice as an offense that could result in termination.

Exempt Absences
There are very few exempt absences. Refer to the **MNTC Student Handbook** for details.
To request an exempt absence:

- You must submit appropriate documentation to the counselor
- Submit the appropriate documentation within 5 days after returning to school

Tardies and Early Departure
A key goal of this program is to prepare students for employment. Because of this, punctuality is expected.

If you arrive late or leave early, you will be charged leave time.
Your official "time clock" is the classroom clock, so adjust your watch accordingly.

Class is considered in session at:

- 9:15 AM NPS & Adults
- 9:25 AM MPS
- 1:15 PM NPS & Adults
- 1:25 PM MPS

Attendance rules:

- Three tardies or early departures = one absence.
- Missing more than one hour of a class period will count as an absence.
- If a student arrives after class has started, they must sign in and out in the classroom and write the reason for being late or leaving early.
- Students under 18 must have a parent or guardian call the school before leaving early.

(See the **MNTC Student Handbook** for more details.)

Contact Information
If you know you will be absent, you must notify your instructor through Remind or Microsoft Teams. Access to these apps will be provided on the first day of class.

You may also call and leave a message on the attendance line: 405-801-5010.

Notifications may be sent any time of day or night, but you must notify your instructor before class begins.

ID Badges

Students will be issued one ID badge, which must be visible at all times while on campus. If a badge is lost or needs to be replaced, a new badge may be requested for a $8.00 replacement fee (price subject to change).

Transportation

Students are responsible for arranging reliable transportation to and from campus unless they are riding the local school bus. Students must also have transportation to clinical sites.

Car trouble is not considered an excused absence, so students should plan for alternate transportation if needed.

Students should not expect instructors to arrange clinical rotations with other students due to transportation issues.

Reliable transportation must be arranged before participating in clinical rotations. If a student cannot show consistent transportation, their clinical placement will be delayed until proper arrangements are made.

Use of Tobacco

MNTC is a Tobacco-Free Campus.
Smoking, vaping, E-cigarettes, or the use of tobacco products in any form, including simulated tobacco products, are prohibited on technology center property. This prohibition includes technology center buildings, grounds, and technology center-owned vehicles. Possession of tobacco products or simulated tobacco products by students on technology center property is likewise prohibited.

Any student using, possessing, or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, under the Board's policies regarding student discipline. For additional information, please refer to the **Smoking, Vaping, and the Use of Tobacco Products Policy**.

Students must sign the Safety Practice Form and return it to me. Tobacco products of any form are not allowed at designated clinical sites. In addition, if a student comes to clinical and smells of tobacco smoke, they may be asked to leave the clinical site and receive no grade for that day. The patients we care for in clinical settings are in a fragile state, and strong odors can trigger respiratory difficulties.

Phone and Electronic Device Use

The Superintendent has authorized students to carry electronic telecommunication devices while attending MNTC under the following conditions:

- The device must be set to silent notification at all times.
- Device use is not allowed in the classroom, during meetings, or during any activity that would disturb others.
- Users may not record audio or video of subjects without first obtaining permission.

For additional information, please refer to the **Personal Wireless Devices and Electronic Accounts Policy**.

Students may not make or receive phone calls during school hours unless there is an emergency. The instructor must be notified before making or accepting a call.
During class:

- Cell phones, smart watches, and Bluetooth headphones must be on silent

- Devices must be stored in the designated area
- Phones must be stored where the instructor can see them
- Students may not take their phones to the bathroom

The only time phones may be used in class is to submit assignments on Moodle.

Students may check their phones:
- During breaks
- Before or after class

If someone needs to reach you during class, they must call the emergency number listed below.

Only the headphones provided by MNTC may be used during class, and only for assigned videos. Students may not listen to music through their phones or laptops during class.

The only exception is noise-canceling headphones used during testing if they are part of an approved 504 Plan or IEP accommodation.

Classroom phones are not for student use.

Emergency Phone Number
The school office will only relay calls to students in true emergencies. For emergencies, you may give this number as a contact number: **405-801-5400**.

Computer Use
All students must read and sign an **Acceptable Computer/Internet Use Agreement** before using MNTC computers. This form must be on file before computer access is allowed.

Students must follow all computer policies. Computer use is monitored by teachers and the Information Technology Department. Failure to follow these rules may result in points being deducted from the employability grade and possible disciplinary action.

Computer rules include:
- No personal laptops or tablets may be used in class
- Personal devices must be stored in lockers during class
- No games may be played unless they are part of the curriculum
- Email may only be checked before class, after class, or during breaks (except for MNTC email, which may be used for school purposes)

Computer use is monitored through Classroom Cloud.

MNTC Follow-Up

Before graduating from MNTC, you will be asked to provide certain information to your instructor. This information is used for follow-up records and to notify you about advanced training opportunities.

Your instructor will also contact you the following year to complete the State Career Technology follow-up report.

Student/National Organizations

Career Technology organizations provide students with opportunities to develop career skills, leadership abilities, motivation, and recognition. These organizations are recognized by the **U.S. Department of Education** as an important part of Career Tech programs.

They help students work toward personal goals and become productive and responsible citizens.

HOSA (Future Health Professionals)
HOSA is a national Career Tech student organization for secondary and post-secondary students enrolled in health occupations programs.

The class has its own AM and PM HOSA chapters. The program instructor serves as the advisor, and students participate as officers or active members.

Possible student officer positions include:
- President
- Vice President
- Secretary
- Treasurer
- Historian
- Social Chair

Additional officers may be selected by the advisor.

HOSA committees may include:
- Fundraising Committee
- Service Committee
- Activities Committee
- Program Awareness Committee
- Social Committee
- Hospitality Committee
- Community Awareness Committee

Meetings will be held as needed, minutes will be recorded, and students will vote on how HOSA funds are raised and used. Funds are typically used for:
- Special outings
- State and national competitions
- Class events and parties
- Graduation activities

Students will prepare for and compete in the HOSA Spring Leadership Conference.

For more information, visit hosa.org.

Students may also have opportunities to join professional associations in their career field. These organizations allow students to:

- Attend professional conferences
- Learn about continuing education credits
- Build professional connections
- Develop mentorship relationships

More information will be discussed during the first few weeks of class.

National Technical Honor Society (NTHS)
Students who meet certain requirements may be invited to join the National Technical Honor Society.

Requirements include:

- Teacher recommendation
- Maintaining an "A" average for the semester
- Attending at least 95% of required school and clinical hours
- Having no more than 5 unexcused absences per semester

High school students must also:

- Have at least a "B" average on their high school transcript
- Have no grade lower than a "C"

More details can be found in the **MNTC General Student Handbook**.

Honor Roll
Students who maintain an "A" average and meet attendance requirements at MNTC qualify for the Honor Roll.

Honor Roll students:

- Wear a red cord at graduation
- Must have no more than 10 unexcused absences per semester to qualify.

Scholarships

MNTC Tuition Assistance may provide tuition-free instruction for high school graduates who meet certain eligibility requirements. More details can be found in the **MNTC General Student Handbook**.

Throughout the year, several scholarship opportunities will be available to students. Your instructor will share information about these when they become available, and you may also see flyers announcing them.

Food and Drink

Food and drinks may be allowed in the classroom at the instructor's discretion.

Discipline

Cheating and plagiarism are not allowed and may result in disciplinary action.

- Cheating means using unauthorized materials, methods, or information during an assignment, test, or activity. This includes working with others when it is not allowed.
- Plagiarism means using someone else's words or ideas and presenting them as your own.

Students are expected to complete their own work without help from:

- Other students
- Notes (unless allowed)
- Cell phones
- Extra computer windows
- Any unauthorized materials

Ethics are extremely important in the healthcare field. Patients expect their healthcare providers to act honestly and professionally.

If this policy is violated:

- The student will receive an automatic zero
- A parent or guardian will be contacted

See the discipline guidelines posted in the classroom for more information.

PROGRAM INFORMATION

AUA+ Program Goals and Objectives

Program Goal:

The goal of the program is to provide each student with the opportunity to obtain the skills and knowledge necessary to become a multi-skilled entry-level medical professional, and/or further their education in the nursing field.

Program Objectives:

Upon completion of the Moore Norman Technology Center (MNTC) AUA+ program the student will be able to:

1. Identify normal structure and function of the human body.
2. Communicate effectively with instructors, classmates, and members of the health care team.
3. Demonstrate professionalism in interpersonal relationships with other students, instructors, and members of the health environment.
4. Actively participate in HOSA by attending meetings, participating in community events, and attending the HOSA fall and spring conference.

5. Complete HIPAA training evidenced by 100% score on the written test.
6. Complete successfully with 70% cumulative score as a Monitor Technician.
7. Complete successfully with 70% cumulative score in Phlebotomy.
8. Complete successfully with 70% cumulative score in Concepts of Nursing.
9. Complete Bloodborne/Airborne Pathogen training as evidenced by 100% score on the online training course.
10. Complete the Advanced Unlicensed Assistant Prep with 70% cumulative score tests and Lab Skills.
11. Complete the Advanced Unlicensed Assistant theory, lab skills, and 40 hours in a clinical setting with an 70% average.
12. Discuss the role of the Oklahoma Board of Nursing and licensing requirements for the Advanced Unlicensed Assistant.

Dress Code

Students must wear required scrubs, proper footwear, and an approved jacket or sweatshirt in the classroom every day as part of their professional training.

Students must also wear their MNTC name badge at all times while on campus and at clinical sites, visible above the waist and on the outermost layer of clothing (including jackets or sweatshirts). If a student does not have their badge, they will be required to purchase a replacement badge for $8.00. If a student must leave class to get their badge, they will be marked tardy.

The following are **not acceptable**:

- T-shirts worn instead of scrub tops
- Sweatshirts or hoodies (outerwear worn over scrubs cannot have a hood)
- Scrub pants worn with regular shirts

Students may wear a program-approved jacket or sweatshirt over their scrub top with instructor approval. Approved jackets and sweatshirts will be available for purchase at the beginning of the school year.

Students may also wear a solid black, gray, or white long-sleeve shirt under their scrub top. These shirts cannot have logos, words, or symbols.

A lab jacket or scrub jacket that matches the approved scrub color may also be worn, but it must be approved by the instructor first.

Students must wear the MNTC patch (if provided) on their left arm.

Shoes must be:

- Athletic shoes
- Non-skid rubber soles

The following shoes are **not allowed**:

- Crocs
- Birkenstocks
- Flip-flops
- Open-toe shoes
- Clogs
- Hey Dude style shoes

Occasionally, students may be asked to wear professional dress. Clothing and shoes must be appropriate, clean, and polished.
Students **may not wear**:

- Hats
- Earwear
- Headwear of any kind

Additional Dress Code Rules
All rules in the **MNTC General Student Handbook** must be followed.
Students **may not wear** clothing that:

- Contains offensive words or images
- Creates a safety hazard
- Is gang-related or associated with violence
- Would not be appropriate in a workplace

Examples of prohibited clothing include:

- Halter tops
- Tank tops
- Tube tops
- Midriff-baring clothing
- Short skirts or shorts
- Jeans with tears on the upper thigh
- Pajamas or bedroom clothing
- House shoes or slippers

Grooming and Professional Appearance
Professional grooming is extremely important. When entering a clinical site, students should present themselves as they would for a job interview.
Students must:

- Maintain good personal hygiene
- Keep hair and nails clean and professional
- Uniform/scrubs clean, pressed, properly fitted; MNTC patch (if provided) on left upper arm.
- Hair pulled back; no necklaces/bracelets or other jewelry

- Cover visible tattoos; one small earring stud per earlobe; no gauging; tongue/nose piercings require spacers

Students must also follow the clinical site's dress code, which may include rules about:
- Tattoos
- Piercings
- Hair color
- Perfume or fragrances
- Facial hair
- Nail length, type, or color
- Other site-specific appearance requirements

Dress Code Violations
Students who are not dressed appropriately will lose points from their weekly employability grade. After the first verbal and written warning, and after parents have been notified, the student will be referred to the Health Director. Repeated dress code violations may result in additional disciplinary action.

Students who arrive at clinical not adhering to the dress code will be dismissed and unable to attend clinical that day. Just like in the workplace, you must be dressed appropriately in order to participate or work.

Students who do not follow the dress code will be sent home to change and marked absent for that time.

Laboratory Use
Students will spend a significant amount of time in the classroom laboratory. The lab is designed to simulate the professional medical environment, so it must be treated like a professional medical environment.

After each use:
- The lab must be cleaned
- Supplies must be restocked weekly

Students should maintain a quiet, professional atmosphere while working in the lab and be respectful by sharing space and supplies with others.

If additional supplies are needed, students may retrieve them from the first-floor storage area. However, students may not enter the storage room without permission from the laboratory coordinator, Mrs. Singletary.

Lab Dress Requirements
When working in the lab, students must wear:
- Scrubs
- Athletic shoes
- MNTC name badge

The following are not allowed in the lab:

- Sandals
- Flip-flops
- Open-toed shoes

Safety Requirements

Students must follow all **OSHA and CDC safety guidelines** to protect patients, staff, and other students.

It is especially important to follow standard precautions to prevent the spread of **Bloodborne Pathogens (BBP)**. All students must complete the BBP course and pass the BBP test before they are allowed to use the laboratory.

AUA+ Plan of Study

Course	Hours
Monitor Technician	80
Phlebotomy	80
Concepts of Nursing	30
Introduction to Fundamentals of Nursing/AUA Prep	50
AUA	240
Total	**480**

Grading Scale and Rules

Students must receive a minimum grade of 70% in each course to go on to the next course. Every course in the AUA+ Plan of Study must be completed successfully in order to complete the program. Skill competencies must be passed with 100%. The grading scale for all courses is as follows:

Percent	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
<60%	F

Our grading system operates on a total points model. With this calculation method, your cumulative grade is determined by dividing the total points earned by the total points possible.

Student's Semester Grade = $\frac{Total\ Points\ Earned}{Total\ Possible\ Points}(100)$

Each course must be passed with a 70% or greater to continue to the next course.

All graded material within a course will be compiled, and a single percentage will be recorded for each course. This percentage will be compared to the included grading scale, and a letter grade will be recorded for the course.

Students will always have access to grades in Moodle. Students may make an appointment to meet with the instructor as needed and request grade checks as needed.

If a student disagrees with a grade that he or she has received, the student must formally contest the grade in writing to the instructor within 48 hours of receiving the grade. The student must list the complaint and show documentation of their record-keeping to be considered for credit. The instructor will look at all documentation and respond within 48 hours of receiving the **written complaint.**

Do not wait until due dates to turn in work. Ample time is given to complete assignments. If assignments are not turned in or tests are not taken on the date due, the grade for that test or assignment will be recorded as a zero until the student makes it up. Students must take all tests and turn in all assignments to progress in the course.

Cheating on any test, copying homework or workbook assignments, forging preceptor signatures, filling out your own evaluation sheet, or falsifying any clinical records will be cause for immediate disciplinary action, which may include dismissal from the program.

Ethics, honesty, and accountability are mandatory in the medical field. Remember that once trust is broken, it may not be able to be repaired. Never place yourself in a position to be mistrusted. If you are aware of a classmate or a preceptor behaving in an unethical or dishonest manner, you must report them to your instructor.

Official Course Grade

Students can request a copy of their official grades from their teacher at any time. Learning Management System (LMS) grades will be kept in Moodle. Students will also have access to their grades in Moodle.

AUA + Employability Grade

Employability skills are used to measure workplace readiness. Listed below are student expectations in the classroom and at clinical sites. Grades will be given daily to reflect a student's employability skills.

Employability Skills:

Professionalism:	Arrives daily in clean scrubs and is respectful to staff and students
Punctual:	On time at the beginning of class and from breaks
Team Player:	Courteous, cooperative, and helpful to staff and other students
Ethical:	Doesn't talk about personal issues, follows HIPAA regulations
Supervision:	Works independently and responds positively to guidance

Dependable:	Follows written and verbal instructions, turns in assignments on time
Rules:	Follow class, lab, and school rules
Focus:	Remains on task
Neatness:	Cleans up the workspace, turns off, and stores the computer
Productive:	Meets goals daily as identified by the instructor

Clinical Requirements, Rules, and Assignments

Skills Tests:
Before going to any clinical sites, the student must pass all skills tests with a 100%. All coursework must be 70% or greater in each course, or the student will not be eligible to attend a clinical site. Students must have shown professional behavior in class, including attending class on time, staying on task during class time, and completing work. Students must have an 70% or greater in the AUA course in order to attend clinical.

Records for Clinical Sites:
Each student must be current in vaccinations and immunizations. A statement is sent to each clinical site verifying that each student is ready for clinical practice. Students must have all immunizations, a clear National Background Check, and a negative urine drug screen. **NO CLINICAL FACILITY WILL ALLOW STUDENTS WITHOUT APPROPRIATE DOCUMENTATION. FAILURE TO TURN IN CLINICAL DOCUMENTATION ON TIME TO THE INSTRUCTOR WILL RESULT IN THE STUDENT NOT PARTICIPATING IN THE CLINICAL ROTATION AND THE STUDENT WILL NOT BE ABLE TO COMPLETE THE CLINICAL ROTATION AND WILL NOT BE ABLE TO SIT FOR THEIR AUA CERTIFICATION EXAM.**

Attendance:
You may not miss clinical days. There is very little opportunity for makeup days. The program instructor and the Director may review special circumstances.

Behavior and Performance:
If a student is removed from a clinical site due to behavioral or performance problems, the instructor will meet with the student and the Director of Health Education. The student will not be placed at another clinical facility. A substitute assignment or a failing grade will be given for the clinical portion of the program and each clinical component thereafter. Misconduct such as falsifying clinical records, endangering staff or patients, or leaving clinicals without permission will be grounds for immediate dismissal from the clinical site and possible dismissal from the program.

Clinical Journals:
The student will keep a written journal record for each clinical day. The student will document the site, date, accomplishments, and new experiences. Questions about procedures observed or participated in should be written here for discussion in class.

Prevention of Bloodborne Transmitted Pathogens

The following work practice controls are established to provide a safe environment and an effective means of caring for all patients, and to prevent the exposure of bloodborne pathogens. Students are expected to implement the following work practice controls.

1. Obtain instruction regarding modes of transmission and prevention of bloodborne infections, including the routine use of Standard Precautions for all patients.

2. Use blood and body fluid precautions for all patients and in all situations, since medical history and examination cannot reliably identify all individuals infected with the disease.

3. Use special precautions during prehospital and emergency care since the risk of exposure to health care workers is increased, and the infection status of the patients is usually unknown.

4. Use appropriate barrier precautions when exposure to blood or other body fluids is anticipated.

5. Wear gloves when in contact with blood, body fluids, or mucous membranes, and for handling items or surfaces soiled with blood or body fluids, or for performing/assisting with venipuncture and other vascular access procedures.

6. Wear masks and protective eyewear or face shields to protect exposure of mucous membranes of the mouth, nose, and eyes during procedures that are likely to generate droplets of blood or other body fluids.

7. Wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.

8. Use caution to prevent injuries caused by needles, scalpels, and other sharp instruments. To prevent needle-sticks, contaminated needles must not be recapped, purposely bent, or broken by hand. After use, sharps must be placed in labeled puncture-resistant containers for appropriate disposal.

9. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces, and ventilation devices available in areas in which the need for resuscitation is predictable.

10. Students with weeping dermatitis or oozing lesions shall refrain from all direct patient care and from handling equipment until the condition resolves.

11. Students who have cuts, abrasions, or other types of skin lesions shall ensure that these are covered with a waterproof dressing and that gloves are worn when caring for any patient.

12. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact

lenses is prohibited in work areas where there is an increased risk for exposure to blood-body fluids. Students must take a break from the work area in order to do any of these activities.

13. Wash hands prior to and immediately after patient contact. If gloves are worn, hands must still be carefully washed prior to gloving and after gloves are worn.

14. Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.

15. Utilize personal protective equipment and supplies necessary to minimize the risk of infection with HIV and bloodborne pathogens, i.e., goggles, gloves.

16. Students should refer to the clinical facility's policy and procedure manual for information regarding isolation precautions, handling of equipment and supplies, cleaning up spills, etc.

17. Students should be knowledgeable of each facility's exposure control plan in order to reduce the risk of exposure to bloodborne or other bodily fluid pathogens.

18. Students must comply with recommended protective measures. Follow procedures related to needle sticks or accidental exposure to blood or other body fluids according to the facility's policy or exposure control plan.

19. An accidental exposure is defined as a specific eye, mouth, other mucous membrane, non-intact skin (e.g., cuts, chapped hands), or parenteral (needle stick or other sharps) contact with blood or other potentially infectious body fluids. Body fluids are defined as cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, semen, and breast milk. Feces, nasal secretions, sputum, sweat, tears, urine and vomitus are included if they include visible blood. If a student has an accidental exposure, the following protocol should be followed.

    a. Wash the exposed site as soon as possible. You must also flush exposed mucous membranes with water as soon as possible after exposure.

    b. Notify your instructor, supervisor, or preceptor.

    c. Follow the paperwork protocol at the clinical site for blood or other body fluid exposure. If you seek medical treatment at an emergency room, urgent care clinical site, or other health care facility, you will be responsible for any cost incurred.

    d. A MNTC Exposure Incident Form must be completed at the earliest possible time, including precautions that were/were not taken at the time of exposure. Students may obtain this form from their instructor or from the MNTC Safety Coordinator.

    e. The designated individual at the clinical site will determine from patient

information and investigation of records, if possible, the risk factor of the injury and notify the student, instructor, and/or the MNTC Safety Coordinator of the degree of risk involved and any recommendation of exposure follow-up.

f. You will be counseled regarding the risk of infection and recommendations for prevention transmission by your facility site, your instructor, and/or the MNTC Safety Coordinator.

g. You must contact your private health care provider for follow-up and bear any cost incurred should the source patient be HBV or HIV positive or the source unknown.

20. Students enrolled in a health program have the ethical responsibility to inform their instructor when they suspect or know they have a communicable disease. They should be advised and counseled of the necessary modifications/ accommodations in clinical education and/or job function.

21. Students must comply with the schools "Contagious or Communicable Disease or Condition Policy." Any student with a contagious or communicable disease or

condition shall be prohibited from having contact with others at the Center (or at a clinical setting) when such contact could result in communicating said disease or condition. Such prohibition shall continue until such time as you are not a risk to others.

22. Students will sign the "Acknowledgement of Procedures for Informed Consent for Venipunctures/Skin Punctures, and Release of Liability" prior to engaging in invasive lab practice.

23. Students must be responsible for maintaining current immunizations, as required to attend clinicals. Some health programs require the hepatitis B vaccine, while other health programs make the vaccine optional upon signing a declination form. Students will **not** be assigned to perform care of patients with suspected or confirmed cases of Tuberculosis (TB) because of the inability to fit students with appropriate personal protective equipment.

Instructor Information

If a student sustains a blood or other body fluid exposure:

1. Assist the student in following the exposure policy/procedure at the clinical site. Inform the student he/she will be responsible for any costs incurred when seeking medical treatment in an emergency room, urgent care clinic, or other health care provider.

2. If a student experiences an exposure during after-hours, weekends, or times when the school is not open, he/she should follow the policy/procedure at the clinical site and contact the instructor/school as soon as possible to report the incident.

3. Provide the student with a Moore Norman Technology Center Incident Form. Assist the student with completion if necessary.

4. Assist the student in evaluating how the incident occurred and how it can be prevented in the future.

5. Ensure clinical facility policies/procedures have been followed.

6. Forward the original completed MNTC Incident Form to the MNTC Safety Coordinator.

7. Refer the student to the MNTC Safety Coordinator if there are any questions about completion of the form or if further analysis of the situation is needed.

Student Health Regulations

COVID-19 Vaccine:
For participation in clinical programs, MNTC does not require students to be vaccinated against COVID-19. However, certain healthcare facilities participating in clinical rotations require students to be fully vaccinated prior to participating in clinical rotations at their sites.

If you will be participating in a clinic at a facility that requires a COVID-19 vaccination, you will be provided information regarding specific COVID-19 vaccination requirements for the clinic.

Accidents:
In case of a medical emergency, the student will be taken to the closest medical facility equipped to handle the specific emergency. All medical costs are the responsibility of the student.

In case of accidental exposure or injury during a clinical assignment, emergency care will be provided with the student's approval, but all medical costs are the responsibility of the student. It is also the student's responsibility to inform the Program Instructor and complete the required school and facility incident report forms.

Immunization/ Screening Requirements

THE FOLLOWING DOCUMENTED IMMUNIZATIONS, TITERS, AND RECORDS MUST BE SUBMITTED **BY THE FIRST DAY OF CLASS** FOR THE STUDENT TO CONTINUE IN THE AUA + PROGRAM.

Measles, Mumps, Rubella (MMR)
You must provide one of the following:
- Documentation of 2 MMR vaccinations, OR
- Positive titers showing immunity to Measles (Rubeola), Mumps, and Rubella

Note: To reduce cost, many students choose to receive another MMR vaccination series instead of completing titers.

Hepatitis B Vaccination

- This vaccine is a series of 3 injections given over 6 months.
- Because healthcare workers may come into contact with infected blood and body fluids, this vaccination is strongly recommended.

Varicella (Chickenpox) Immunization

You must provide one of the following:

- Documentation of 2 varicella vaccinations, OR
- A positive titer showing immunity to chickenpox

Note: Having had chickenpox is no longer accepted as proof of immunity.

Tetanus (DTaP or Tdap)

- You must have received a tetanus booster within the last 10 years.

Annual Flu Shot

- Students must receive a flu shot in the fall when it becomes available.
- This must be completed before attending clinicals.

Tuberculosis (TB) Skin Test

You must have one of the following:

- Two negative TB skin tests (PPD) within the last 365 days, OR
- A negative chest X-ray if you previously tested positive

Additional details:

- Getting two PPD tests takes about 2 weeks to complete.
- TB testing must be completed before receiving an MMR vaccine.
- Another PPD test may be required during the school year if your last test was before May 1, 2026.
- All TB skin tests must be completed by November 1, 2026.

National Background Check

- A national background check will be required to attend clinical. Any background check received with a felony conviction will not be allowed to go to clinical and will be counseled about changing programs.

- L1 Fingerprinting and background check is required by the Oklahoma Board of Nursing to complete an Advanced Unlicensed Assistant application test.

- Proof of US citizenship is required by the Oklahoma Board of Nursing to complete an Advanced Unlicensed Assistant application to test.

Drug Testing for Health Education Students

Due to the devastating impact the use of alcohol and/or illegal substances can have on the safety of patients, students, and employees of MNTC and various clinical facilities at which health students may perform clinical practice rotations, MNTC will not tolerate

students who use, possess, distribute, purchase, sell, or are under the influence of illegal chemical substances.

All students enrolled in an MNTC Health program or course with a clinical site that requires drug testing are tested for drugs and alcohol prior to their participation in clinical rotations. Reasonable suspicion testing is performed as determined necessary by the supervisor for Health programs or courses. All drug and alcohol testing is conducted in compliance with applicable law.

Any student who tests non-negative or positive for illegal drugs or fails to participate in or cooperate with any part of the testing process will be immediately withdrawn from their clinical rotation and may be dismissed from their Health program or course. The same is true for any student under age 21 who tests positive or non-negative for alcohol. Any student older than age 20 who attends any class, lab, clinical rotation, or any other MNTC function with alcohol in their system is immediately withdrawn from clinical rotations, class, lab, or other function, and may be dismissed from their Health program or course.

Medical Marijuana

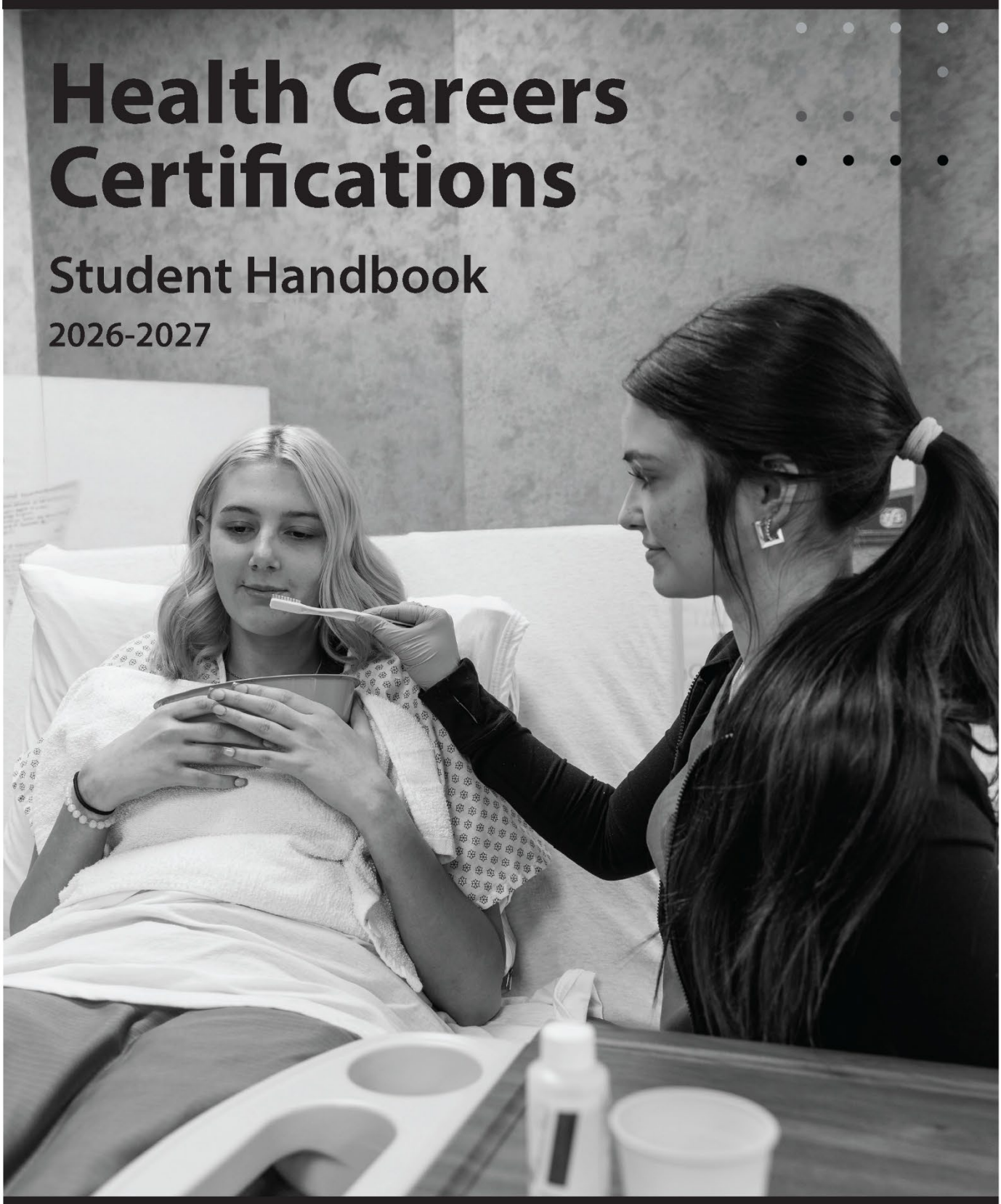
Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or be dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

Health Careers Certifications

Student Handbook

2026-2027



MOORE NORMAN
TECHNOLOGY CENTER

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Welcome Letter

Dear Student:

Welcome to Moore Norman Technology Center's (MNTC) Health Careers Certifications (HCC) Program. This program will hopefully be the driving force for education in the communities we serve. We are here to develop confident students with skills necessary to actively compete in a healthcare world.

The HCC Program is a competency-based program that gives students the education and training to work as a Long-Term Care Aide or Home Health Aide in a variety of healthcare settings (nursing homes, hospitals, and assisted living facilities). It is our goal to assist students with the highest level of learning and career preparedness. You may choose to utilize this program as a steppingstone into other programs in the future. Our curriculum covers classroom instruction, hands-on experience and clinicals at healthcare facilities in the local community.

While in this program, students will study basic medical terminology and receive high school science credit for anatomy and physiology. We hope many personal rewards can be gained from your experience at MNTC.

We are here to assist you and will make every effort to create a supportive educational environment. We are committed to fostering an engaging learning atmosphere.

Sincerely,

Julie Billington, LPN
HCC Instructor
Julie. Billington@mntc.edu
405.801.5423

Chris Jones, M.Ed., ATC
HCC Instructor, A&P Instructor
Chris.Jones@mntc.edu
405.801.5421

Moore Norman Technology Center
2026-2027 Academic Calendar

Non-Contract 10 month
Both Campuses Closed /12mo & 10mo
Teacher/10mo Work Day

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Independence Day Holiday – 3rd

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First Day of School – 13th

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Labor Day – 7th

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Fall Break – 7th – 9th

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thanksgiving Break – 23rd – 27th

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Winter Break – 21st – January 1st

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Winter Break; Teacher/10mo Work Day - 4th MLK Day – 18th					

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Non-Contract /No Classes 15th

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Break – 12th – 19th

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Last Day of School – 25th
Memorial Day - 31st

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Juneteenth – 18th

Moore Norman Technology Center's Vision, Mission, Core Values

Mission	Preparing for Success, Changing Lives, Building Better Tomorrows.
Vision	Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.
Core Values	• Accountability • Data-Driven • Valuing People • Continual Improvement • Collaboration

Non-Discrimination Statement

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

Library

The Health Library, located in the MNTC Health Building on the Franklin Road campus, is available to all MNTC students during the school year. Library hours are subject to staffing availability. When open, the Health Library is typically accessible until 4:00 pm, Monday through Thursday. Students are encouraged to check with the Health Administration Office to confirm library availability on any given day.

The library provides a quiet space for studying, along with access to computers and internet connectivity. Visitors are asked to sign in and present their MNTC ID upon arrival.

Attendance

Treat this program like a job. Your success here directly affects your future career and paychecks. Absences and missed work add up quickly. Your attendance and behavior now will affect your future career. This class is designed to prepare you to be a professional, so professional behavior

is expected at all times.

This program is preparing you to be a professional, so you are expected to act like one at all times.

During class, you must:

- Stay awake and attentive
- Avoid talking while others are speaking
- Remain in the classroom unless given permission to leave
- Keep your phone put away (no calls, texting, or social media)

Students must avoid:

- Not turning in homework
- Missing class
- Missing clinicals

These can significantly affect your grade and may lead to disciplinary action. Every class and clinical session is important for your certification training.

Please review the **MNTC General Student Handbook** for policies about:

- Absences
- Tardiness
- Leave of absence
- Inclement weather

These policies will also be explained during orientation, where you can ask questions.

When You Are Absent

1. Check what you missed
    - Check the class calendar and/or ask your instructor what you missed.
    - It is your responsibility to find the missed work and complete it.
    - If there was a lecture:
        - Get notes from a classmate.
        - Check if there were any handouts given in class.
    - If you still have questions after checking the calendar, talk to your instructor.

2. Making up assignments or tests
    - You have the same number of days you were absent to make up work.
      Example:
        - If you were absent 3 days, you have 3 days after returning to complete missed tests or assignments.

3. Missed skill check-offs
    - If you miss a skill check-off, you must talk to your instructor and schedule a time to make it up.

4. Late work and extensions
- Late work is not the same as an extension.
- Late work will not be accepted unless you communicate with your instructor in a timely manner about why you need an extension.
- Late work is reviewed case by case.
- Extensions may be granted after discussion with the instructor.

5. School activities or assemblies
- If you miss class because of a school assembly or activity, you do not get extra time.
- Work must be turned in at the beginning of class when you return or immediately after the assembly.

Absence Policy
The school attendance policy allows no more than 10 absences per semester before a student may be dismissed from the program.
- 3 tardies = 1 absence

If attendance becomes an issue, students may be required to attend a meeting with:
- The instructor
- The school counselor
- The Director

The attendance policy allows for unexpected events such as:
- Extended illness
- Bereavement leave
- Family emergencies

These days are not vacation days. Missing class means missing important material that may be difficult or impossible to repeat.

In some cases:
- Students may need to make up missed hours
- Graduation may be delayed if absences prevent course completion

This may apply even to some excused absences.

Clinical Absences
If you are absent, you must notify your instructor.

If you are absent on a clinical day, you must call or text both the instructor and the clinical site before the time you are scheduled to report.

Failure to give proper notice may result in:
- A deduction in your employability grade
- Possible removal from the program if the clinical site requests it

Some clinical sites treat a missed shift without notice as an offense that could result in

termination.

Exempt Absences
There are very few exempt absences. Refer to the **MNTC Student Handbook** for details.
To request an exempt absence:

- You must submit appropriate documentation to the counselor
- Submit the appropriate documentation within 5 days after returning to school

Tardies and Early Departure
A key goal of this program is to prepare students for employment. Because of this, punctuality is expected.

If you arrive late or leave early, you will be charged leave time.
Your official "time clock" is the classroom clock, so adjust your watch accordingly.

Class is considered in session at:

- 9:15 AM NPS & Adults
- 9:25 AM MPS
- 1:15 PM NPS & Adults
- 1:25 PM MPS

Attendance rules:

- Three tardies or early departures = one absence.
- Missing more than one hour of a class period will count as an absence.
- If a student arrives after class has started, they must sign in and out in the classroom and write the reason for being late or leaving early.
- Students under 18 must have a parent or guardian call the school before leaving early.

(See the **MNTC Student Handbook** for more details.)

Contact Information
If you know you will be absent, you must notify your instructor through Remind or Microsoft Teams. Access to these apps will be provided on the first day of class.

You may also call and leave a message on the attendance line: 405-801-5010.

Notifications may be sent any time of day or night, but you must notify your instructor before class begins.

ID Badges

Students will be issued one ID badge, which must be visible at all times while on campus.

If a badge is lost or needs to be replaced, a new badge may be requested for a $8.00 replacement fee (price subject to change).

Transportation

Students are responsible for arranging reliable transportation to and from campus unless they are riding the local school bus. Students must also have transportation to clinical sites.

Car trouble is not considered an excused absence, so students should plan for alternate transportation if needed.

Students should not expect instructors to arrange clinical rotations with other students due to transportation issues.

Reliable transportation must be arranged before participating in clinical rotations. If a student cannot show consistent transportation, their clinical placement will be delayed until proper arrangements are made.

Use of Tobacco

MNTC is a Tobacco-Free Campus.
Smoking, vaping, E-cigarettes, or the use of tobacco products in any form, including simulated tobacco products, are prohibited on technology center property. This prohibition includes technology center buildings, grounds, and technology center-owned vehicles. Possession of tobacco products or simulated tobacco products by students on technology center property is likewise prohibited.

Any student using, possessing, or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, under the Board's policies regarding student discipline. For additional information, please refer to the **Smoking, Vaping, and the Use of Tobacco Products Policy**.

Students must sign the Safety Practice Form and return to me. Tobacco products of any form are not allowed at designated clinical sites.

Phone and Electronic Device Use

The Superintendent has authorized students to carry electronic telecommunication devices while attending MNTC under the following conditions:

- The device must be set to silent notification at all times.
- Device use is not allowed in the classroom, during meetings, or during any activity that would disturb others.
- Users may not record audio or video of subjects without first obtaining permission.

For additional information, please refer to the **Personal Wireless Devices and Electronic Accounts Policy**.

Students may not make or receive phone calls during school hours unless there is an emergency. The instructor must be notified before making or accepting a call.
During class:

- Cell phones, smart watches, and Bluetooth headphones must be on silent
- Devices must be stored in the designated area
- Phones must be stored where the instructor can see them
- Students may not take their phones to the bathroom

The only time phones may be used in class is to submit assignments on Moodle.

Students may check their phones:
- During breaks
- Before or after class

If someone needs to reach you during class, they must call the emergency number listed below.

Only the headphones provided by MNTC may be used during class, and only for assigned videos. Students may not listen to music through their phones or laptops during class.

The only exception is noise-canceling headphones used during testing if they are part of an approved 504 Plan or IEP accommodation.

Classroom phones are not for student use.

Emergency Phone Number
The school office will only relay calls to students in true emergencies. For emergencies, you may give this number as a contact number: **405-801-5400**.

Computer Use
All students must read and sign an **Acceptable Computer/Internet Use Agreement** before using MNTC computers. This form must be on file before computer access is allowed.

Students must follow all computer policies. Computer use is monitored by teachers and the Information Technology Department. Failure to follow these rules may result in points being deducted from the employability grade and possible disciplinary action.

Computer rules include:
- No personal laptops or tablets may be used in class
- Personal devices must be stored in lockers during class
- No games may be played unless they are part of the curriculum
- Email may only be checked before class, after class, or during breaks (except for MNTC email, which may be used for school purposes)

Computer use is monitored through Classroom Cloud.

MNTC Follow-Up

Before graduating from MNTC, you will be asked to provide certain information to your instructor. This information is used for follow-up records and to notify you about advanced training opportunities.

Your instructor will also contact you the following year to complete the State Career Technology follow-up report.

Student Organizations

Career Technology organizations provide students with opportunities to develop career skills, leadership abilities, motivation, and recognition. These organizations are recognized by the **U.S. Department of Education** as an important part of Career Tech programs.

They help students work toward personal goals and become productive and responsible citizens.

HOSA (Future Health Professionals)

HOSA is a national Career Tech student organization for secondary and post-secondary students enrolled in health occupations programs.

The class has its own AM and PM HOSA chapters. The program instructor serves as the advisor, and students participate as officers or active members.

Possible student officer positions include:

- President
- Vice President
- Secretary
- Treasurer
- Historian
- Social Chair

Additional officers may be selected by the advisor.

HOSA committees may include:

- Fundraising Committee
- Service Committee
- Activities Committee
- Program Awareness Committee
- Social Committee
- Hospitality Committee
- Community Awareness Committee

Meetings will be held as needed, minutes will be recorded, and students will vote on how HOSA funds are raised and used. Funds are typically used for:

- Special outings

- State and national competitions
- Class events and parties
- Graduation activities

Students will prepare for and compete in the HOSA Spring Leadership Conference.
For more information, visit hosa.org.

Students may also have opportunities to join professional associations in their career field. These organizations allow students to:

- Attend professional conferences
- Learn about continuing education credits
- Build professional connections
- Develop mentorship relationships

More information will be discussed during the first few weeks of class.

National Technical Honor Society (NTHS)

Students who meet certain requirements may be invited to join the National Technical Honor Society.

Requirements include:

- Teacher recommendation
- Maintaining an "A" average for the semester
- Attending at least 95% of required school and clinical hours
- Having no more than 5 unexcused absences per semester

High school students must also:

- Have at least a "B" average on their high school transcript
- Have no grade lower than a "C"

More details can be found in the **MNTC General Student Handbook**.

Honor Roll

Students who maintain an "A" average and meet attendance requirements at MNTC qualify for the Honor Roll.

Honor Roll students:

- Wear a red cord at graduation
- Must have no more than 10 unexcused absences per semester to qualify.

MNTC Tuition Assistance

MNTC Tuition Assistance may provide tuition-free instruction for high school graduates who meet certain eligibility requirements. More details can be found in the **MNTC General Student Handbook**.

Throughout the year, several scholarship opportunities will be available to students. Your instructor will share information about these when they become available, and you may also see flyers announcing them.

Food and Drink
Food and drinks may be allowed in the classroom at the instructor's discretion.

BASIC PROGRAM INFORMATION

HCC Program Philosophy

The HCC Program educates and trains students to work in long-term care and home health settings. The program offers quality instruction, a comfortable classroom environment and up to date lab to prepare the graduate to work under the direct supervision of licensed personnel.

The role of the faculty will be that of facilitator in the teaching-learning process. Within this process, the faculty not only acts as a role model, but also provides structure in which the student accepts responsibility for learning. The faculty provides meaningful, current learning experiences in didactic, laboratory and clinical settings.

About the Program

Start your health and medical or nursing career by preparing for two state certifications: Long-Term Care Nurse Assistant and Home Health Care Nurse Assistant. This class provides core knowledge based on the Oklahoma State Department of Health Guidelines. Upon certification, you can begin your career as a Long Term and Home Health Care Nurse Assistant, and additionally you are prepared to continue your education in the health care industry. Nursing Assistants perform delegated tasks under the supervision of a licensed nurse. Nurse Assistants focus on the physical, social, emotional, and spiritual needs of the resident and their family.

Program Highlights

- Experience the joy and satisfaction of helping others with activities of daily living in long-term care and home health settings
- Perform therapeutic treatments, take vital signs, and provide mobility assistance.
- Develop a foundation to provide compassionate care for patients and their families that will make a positive difference.

Education Path

Associate's or bachelor's degree in nursing, pre-medical, or other related field.

While Health Careers Certification prepares the student for jobs in the long-term care facilities and home health industry, individuals may choose to continue their education at MNTC in the AUA+, PN Select Program, PN Program after high school graduation or continue education as an RN.

Occupation Salaries (Average)

	OK Hourly	OK Annually	US Hourly	US Annually
Nursing Assistants	**$13.42-$18.54**	**$27,910-$38,570**	**$14.44-$23.45**	**$30,020-$48,780**
Home Health Aids	**$9.92-$15.70**	**$20,640-$32,650**	**$11.49-$20.41**	**$23,910-$42,450**

Length of Program and Diploma Requirements

The HCC Program at MNTC is a 480 hour program that is completed in **two semesters**. Students must meet entry requirements for enrollment and complete all curriculum requirements with a 70% cumulative score on exams in order for students to pass the course, perform all required skills, and perform a minimum of 16 hours of uncompensated LTC/HHA clinical to qualify for state written and skills certification exams. **Please note: the Oklahoma State Department of Health requires students to complete 75 hours of theory and 16 hours of clinical; even if the students are within limits of MNTC attendance policy.**

Nature of the Program

The HCC Program progresses through a specific sequence of curriculum. Students will be assigned specific units of study, often as many as two or three units, being completed simultaneously. The organization is designed to build a foundation of knowledge, reinforce that knowledge with activities and skills, and then build another, more complex layer upon that foundation. It is essential students progress through this curriculum in a manner that is prescribed.

Each unit syllabi identifies prerequisite material that is required before beginning that specific unit. Be aware that units of study are instructor led. Failure to satisfy prerequisites may require a student to sit out a semester or be dropped from the program.

In order to complete the program in a timely manner, it is essential that all students comply with the schedule of assignments and due dates. Although all students learn in different manners and at different paces, the discipline of the HCC Program requires individuals be able to manage multiple duties and meet multiple deadlines. Failure to complete material by the identified due date may result in earning a score of zero (0) for that material. **Continuing to fall behind in work and assignments may result in a student being dismissed from the program.**

Program Outline - HCC Program		Clock Hours
Core Healthcare Provider CPR CPR Prerequisite		
Health Careers Core Curriculum • Concepts of Effective Communication (30 hours) • Core Medical Math (30 hours) • Core Safety (30 hours) • Core Legal and Ethical Principles and Practice (30 hours)	• Core Teamwork in Healthcare (15 hours) • Core Health Promotion (11 hours) • Core Healthcare Delivery System (15 hours) • Core Employability Skills (15 hours) • Core Technical Skills in Healthcare (30 hours)	192
Long Term Care Certified Nurse Aide • Introduction to Long Term Care (3 hours) • Role of the Nurse Aide in Long Term Care (3 hours) • Consumer Rights, Ethical & Legal Issues (3 hours) • Safety in LTC and Home Health Care (3 hours) • Communication in Long Term Care (3 hours) • Meeting Basic Human Needs for Resident in LTC and Home Health Care (3 hours) • Normal and Abnormal Body Structure and Function (3 hours)	• Infection Control (9 hours) • LTC Resident/Patient Mobility, Positioning and Transfer (9 hours) • Basic Nursing Skills (31 hours) • Care for the Patient with Dementia/Alzheimer's (13 hours) • Death and Dying (5 hours) • Role of the Nurse Aide in Home Health Care (4 hours) • Special Skills for the Home Health Aide (4 hours) • Communication in Home Health Care (4 hours) • Safety in Home Health Care (4 hours)	104
Core Medical Terminology • Introduction to Basic Structure of Medical Words	• Word Building and Definitions • Diagnostic Procedures and Pharmacology	48
Anatomy & Physiology (for high school credit) • Organization and Intro to the Human Body • Body Chemistry • Skeletal System • Muscular System • Blood & Cardiovascular System • Lymphatic System and Immune System • Respiratory System	• Digestive System and Metabolism • Urinary System • Nervous System • Sensory System • Integumentary System • Endocrine System • Reproductive System	120
Home Health Care Nursing Aide (Deeming) Minimum of 16-20 hours for LTC/HHA		16
TOTAL HOURS FOR PROGRAM		**480**

Who Can Attend (High School only program)

- **Adults:** Not available
- **High School:** Juniors and seniors, part-time, one-year program

Prerequisites

Students will be required to obtain a **CPR Healthcare Provider level** certification as a prerequisite. CPR is part of the HCC Program curriculum.

Completed high school Biology

Requirements

- Must be 16 years old by May 1, 2027 to test for certifications
- Student must have a social security number – the student cannot get certified or participate in clinicals needed to complete the program without it.
- Must wear scrubs to class daily
- Must wear closed toe, athletic shoes to class and clinicals
- Current immunizations are required by first day of class (COVID vaccination is not currently required but is subject to change)
- Transportation to Clinical Sites (required prior to first day of clinical rotations)
- Must participate in 16 hours (two 8-hour days) of clinicals at the VA center or a long-term care facility
- Will be subject to random drug testing, including medical marijuana

Certifications

- Long Term Care Nurse Aide (LTC)
- Home Health Care Nurse Aide (HHA)

Working Conditions

- Work independently
- Stand for long periods of time
- Heavy lifting required up to 25 pounds
- Can be emotionally draining dealing with sickness and death
- Squat, kneel, bend or twist body
- Touch patients of all ages, including the elderly and performing the following:
  - Bathing
  - Changing linens
  - Assisting with toileting
  - Feeding
  - Handling bodily fluids

Governing Agencies- Oklahoma State Department of Health

The LTC/HHA portion of this program is regulated by the Oklahoma State Department of Health. Required content is the "knowledge" based learning that must be included. This is generally considered the classroom or "book" learning. Content may be integrated throughout the curriculum or included as a separate course/module. Competencies can be described as those skills or duties that will be performed by the HCC Program. All students must show evidence they have "completed" each of these activities, not just learned about them. These may be demonstrated as check-off skills or as activities.

Competency-Based Curriculum

The HCC Program at Moore Norman Technology Center (MNTC) is a competency-based program that gives students the education and training to work as a LTC/HHA in a variety of health care settings. Curriculum covers classroom instruction in concepts basic to a career in health, hands-on experience and clinical skills in a comprehensive medical setting.

**The clinical sites will not be paid for its services or for the use of its facilities, nor will the school, faculty, or student receive any compensation whatsoever for their involvement with the clinical site.*

Satisfactory Academic Progress

A student is expected to make progress toward satisfactory completion of his/her course of study in order to be eligible to continue, satisfactory progress includes:

- 80% progress in coursework
- Maintaining a grade point or average of "C" or better
- Meeting the Board's attendance policy

A student who fails to make satisfactory progress will be placed on a scholastic probation for one semester. If at the end of one semester's probation the student has not achieved satisfactory progress, he/she may not be permitted to continue in the program.

Discipline

Cheating and plagiarism are not allowed and may result in disciplinary action.

- Cheating means using unauthorized materials, methods, or information during an assignment, test, or activity. This includes working with others when it is not allowed.
- Plagiarism means using someone else's words or ideas and presenting them as your own.

Students are expected to complete their own work without help from:

- Other students
- Notes (unless allowed)
- Cell phones
- Extra computer windows
- Any unauthorized materials

Ethics are extremely important in the healthcare field. Patients expect their healthcare providers to act honestly and professionally.

If this policy is violated:

- The student will receive an automatic zero
- A parent or guardian will be contacted

See the discipline guidelines posted in the classroom for more information.

Dress Code

Students must wear required scrubs, proper footwear, and an approved jacket or sweatshirt in the classroom everyday as part of their professional training.

Students must also wear their MNTC name badge at all times while on campus and at clinical sites, visible above the waist and on the outermost layer of clothing (including jackets or sweatshirts). If a student does not have their badge, they will be required to purchase a replacement badge for $8.00. If a student must leave class to get their badge, they will be marked tardy.

The following are **not acceptable**:

- T-shirts worn instead of scrub tops
- Sweatshirts or hoodies (outerwear worn over scrubs cannot have a hood)
- Scrub pants worn with regular shirts

Students may wear a program-approved jacket or sweatshirt over their scrub top with instructor approval. Approved jackets and sweatshirts will be available for purchase at the beginning of the school year.

Students may also wear a solid black, gray, or white long-sleeve shirt under their scrub top. These shirts cannot have logos, words, or symbols.

A lab jacket or scrub jacket that matches the approved scrub color may also be worn, but it must be approved by the instructor first.

Students must wear the MNTC patch (if provided) on their left arm.

Shoes must be:

- Athletic shoes
- Non-skid rubber soles

The following shoes are **not allowed**:

- Crocs
- Birkenstocks
- Flip-flops
- Open-toe shoes
- Clogs
- Hey Dude style shoes

Occasionally, students may be asked to wear professional dress. Clothing and shoes must be appropriate, clean, and polished.

Students **may not wear**:

- Hats
- Earwear
- Headwear of any kind

Additional Dress Code Rules
All rules in the **MNTC General Student Handbook** must be followed.

Students **may not wear** clothing that:

- Contains offensive words or images
- Creates a safety hazard
- Is gang-related or associated with violence
- Would not be appropriate in a workplace

Examples of prohibited clothing include:

- Halter tops
- Tank tops
- Tube tops
- Midriff-baring clothing
- Short skirts or shorts
- Jeans with tears on the upper thigh
- Pajamas or bedroom clothing
- House shoes or slippers

Grooming and Professional Appearance

Professional grooming is extremely important. When entering a clinical site, students should present themselves as they would for a job interview.

Students must:

- Maintain good personal hygiene
- Keep hair and nails clean and professional
- Uniform/scrubs clean, pressed, properly fitted; MNTC patch (if provided) on left upper arm.
- Hair pulled back; no necklaces/bracelets or other jewelry
- Cover visible tattoos; one small earring stud per earlobe; no gauging; tongue/nose piercings require spacers

Students must also follow the clinical site's dress code, which may include rules about:

- Tattoos
- Piercings
- Hair color
- Perfume or fragrances
- Facial hair
- Nail length, type, or color
- Other site-specific appearance requirements

Dress Code Violations

Students who are not dressed appropriately will lose points from their weekly employability grade. After the first verbal and written warning, and after parents have been notified, the student will be referred to the Health Director. Repeated dress code violations may result in additional disciplinary action.

Students who arrive at clinical not adhering to the dress code will be dismissed and unable to attend clinical that day. Just like in the workplace, you must be dressed appropriately in order to participate or work.

Students who do not follow the dress code will be sent home to change and marked absent for that time.

Laboratory Use
Students will spend a significant amount of time in the classroom laboratory. The lab is designed to simulate the professional medical environment, so it must be treated like a professional medical environment.

After each use:
- The lab must be cleaned
- Supplies must be restocked weekly

Students should maintain a quiet, professional atmosphere while working in the lab and be respectful by sharing space and supplies with others.

If additional supplies are needed, students may retrieve them from the first-floor storage area. However, students may not enter the storage room without permission from the laboratory coordinator, Mrs. Singletary.

Lab Dress Requirements
When working in the lab, students must wear:
- Scrubs
- Athletic shoes
- MNTC name badge

The following are not allowed in the lab:
- Sandals
- Flip-flops
- Open-toed shoes

Safety Requirements
Students must follow all **OSHA and CDC safety guidelines** to protect patients, staff, and other students.

It is especially important to follow standard precautions to prevent the spread of **Bloodborne Pathogens (BBP)**. All students must complete the BBP course and pass the BBP test before they are allowed to use the laboratory.

PROGRAM OVERVIEW

Recommended Additional Supplies

Previous groups of students have found these additional supplies of benefit.
- Index Cards for Medical Terminology
- Colored pencils

Grading Scale and Rules

Our grading system operates on a total points model. With this calculation method, your cumulative grade is determined by dividing the total points earned by the total points possible.

Student's Semester Grade = $\frac{Total\ Points\ Earned}{Total\ Possible\ Points}(100)$

Acceptable Performance Criteria

Read the section entitled "Nature of the Program" for a general explanation of satisfactory program performance. What follows here is a summary of the criteria for acceptable program performance.

- The student must achieve an earned score of at least a **70% <u>cumulative score</u>** on exams to pass.
- If the student is not successful in earning a **70% <u>cumulative score</u>**, they will be dismissed at the end of the semester.
- The student must comply with posted deadlines and due dates for material or risk earning a score of zero (0) for that material.
- In order to pass a unit of study, all skill performances and/or required activities as needed must be completed.
- If the required skills or activities are not completed at the time the student completes the other requirements for the unit, the instructor will set a **<u>due date</u>**. This due date will be agreed upon with the student and will then be non-negotiable.
- The student must have successfully completed all prerequisites for a unit of study before beginning that unit.

Written/Computer Exams

Written tests will be given routinely. These tests may be administered by computer, Moodle format, in traditional paper format, and/or a combination of the two. The purpose of written exams is to evaluate mastery of the knowledge portion of each subject. Grades will be based on a percentage, calculated by dividing the number of points a student earns by the total number of points available for that exam. Written exams should be the last thing completed. All other work should be completed and handed in before asking to take an exam.

Retake Tests

If a student scores below a 70% on an exam, the exam may be retaken one time, students must wait at least 24 hours to retest . If the student's score improves on the retake, both scores will be **averaged** together. If the retake is less than the initial exam it will be discarded**.**

Assignments

Assignments are to be completed as directed. These may include study guide or workbook assignments, defining terms/objectives, or other activities as described. When assignments are completed, they should be attached firmly by staple or paperclip, labeled with student name and then placed in the designated area. Assignments that are not completed will be recorded as a zero (0).

Special assignments include such items as written/oral reports, current subject-related news articles, attendance at professional meetings, etc. Each assignment will be given a specific number of possible points. Please follow all instructions carefully when completing assignments.
Failure to complete these assignments in a timely manner will result in a significant drop in the student's grade.

Deadlines/Due Dates

Rules regarding deadlines, assignments, and clinical journal due dates include:

1. All assigned materials are due as assigned by the instructor.
2. Material not complete or handed in by designated date, assignments handed in up to one day late is eligible for 70% credit, assignments handed in up to one week late will be eligible for 50% credit, after one week assignments will be recorded as a zero (0).
3. If a test is taken on time, but a score <70 is earned, the eligible retake exam must be completed within 72 hours. If exam is on Friday - Monday is deadline. Students will be responsible for scheduling a time with the instructor to make up the test.

Skills Performance Evaluations

Skills will be evaluated by a specific clinical check-off list. There will be procedure steps to follow. The student will need to assemble all necessary supplies. They will be made available to the student, but the student must know specifically what is needed. This is a part of demonstrating skill competency.

In order to perform a skill for evaluation, the student must be wearing scrubs, acceptable footwear, and a secondhand watch.

If a student does not master the skill, then the student will have an opportunity to **remediate the skill**. All skill procedures must be satisfactorily performed under the direct supervision of an instructor.

Employability Grade/Professionalism Grade

Since this program is designed to qualify students to gain employment as a LTC/HHA. It is important for students to develop employment skills beyond the specific knowledge of theory and clinical tasks. Each day students will be evaluated on:

a) professionalism
b) team player
c) supervision
d) followed rules
e) neatness
f) punctuality
g) ethics
h) dependability
i) classroom focus
j) productivity

This evaluation will be recorded on a weekly basis as the student's "Employability Grade."

Official Course Grade

Students can request a copy of their official grade from their teacher at any time. Learning Management System (LMS) grades will be kept in Moodle. Students will also have access to their grade in Moodle.

Clinical Requirements

At the end of the classroom training, the student will be placed at a clinical site. The student is supervised in selected clinical sites for a minimum of 16 hours (LTC/HHA).

Performing clinicals or community service project is an awarded privilege not a student right. The student must prove him or herself through accountability skills to the teacher. The student's action affects the HCC program reputation and other student opportunities for learning.

The student's clinical or community performance must remain at a high accountability level while at the facility. If the student does not comply, the student will be removed from the clinical or service-learning site. Any student who does not attend clinical or service learning will be considered a non-completer.

Confidentiality

Students are expected to maintain confidentiality and protect patient's right for privacy. HIPAA, a federal law, mandates students maintain confidentiality at all times. A student must make a 100% on the Confidentiality and Safety Exam prior to clinical.

The student and the clinical site will be provided with a list of administrative and clinical skills in which the student shall participate. The site and/or instructor will document the student's achievement of these skills.

To calculate the grade for the clinical unit, all scores (clinical site evaluation form, journal, performance, and attendance) will be added together and then divided by the total number of points available to achieve a percentage.

Student Health Regulations

COVID-19 Vaccine:
For participation in clinical programs, MNTC does not require students to be vaccinated against COVID-19. However, certain healthcare facilities participating in clinical rotations require students to be fully vaccinated prior to participating in clinical rotations at their sites.

If you will be participating in a clinic at a facility that requires COVID-19 vaccination, you will be provided information regarding specific COVID-19 vaccination requirements for the clinic.

Accidents/ Incidents:
In case of a medical emergency, the student will be taken to the closest medical facility equipped to handle the specific emergency. All medical costs are the responsibility of the student.

In case of accidental exposure or injury during a clinical assignment, emergency care will be provided with the student's approval, but all medical costs are the responsibility of the student. **It is also the student's responsibility to inform the program instructors and to fill out the required school and facility incident report forms.** Failure to inform an instructor and/or facility of an incident can result in removal from the HCC Program.

The district accepts no liability in the **clinical area** if a student is injured while participating in school activities. If at school, he/she should report the incident to the instructor or appropriate school personnel. **Students will be responsible for all costs incurred.**

Prevention of Bloodborne Transmitted Pathogens

The following work practice controls are established to provide a safe environment and an effective means of caring for all patients, and to prevent the exposure of bloodborne pathogens. Students are expected to implement the following work practice controls.

1. Obtain instruction regarding modes of transmission and prevention of bloodborne infections including the routine use of Standard Precautions for all patients.
2. Use blood and body fluid precautions for all patients and in all situations, since medical history and examination cannot reliably identify all individuals infected with disease.
3. Use special precautions during prehospital and emergency care since the risk of exposure to health care workers is increased and the infection status of the patients is usually unknown.
4. Use appropriate barrier precautions when exposure to blood or other body fluids is anticipated.
5. Wear gloves when in contact with blood, body fluids, or mucous membranes, and for handling items or surfaces soiled with blood or body fluids, or for performing/assisting with venipuncture and other vascular access procedures.
6. Wear masks and protective eyewear or face shields to protect exposure of mucous membranes of the mouth, nose and eyes during procedures that are likely to generate droplets of blood or other body fluids.
7. Wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.
8. Use caution to prevent injuries caused by needles, scalpels, and other sharp instruments. To prevent needle-sticks, contaminated needles must not be recapped, purposely bent or broken by hand. After use, sharps must be placed in labeled puncture resistant containers for appropriate disposal.
9. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces and ventilation devices available in areas in which the need for resuscitation is predictable.
10. Students with weeping dermatitis or oozing lesions shall refrain from all direct patient care and from handling equipment until the condition resolves.
11. Students who have cuts, abrasions, or other types of skin lesions shall ensure that these are covered with a waterproof dressing and that gloves are worn when caring for any patient.
12. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in work areas where there is an increased risk for exposure to blood-body fluids. Students must take a break from the work area in order to do any of these activities.

13. Wash hands prior to and immediately after patient contact. If gloves are worn, hands must still be carefully washed prior to gloving and after gloves are worn.

14. Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.

15. Utilize personal protective equipment and supplies necessary to minimize the risk of infection with HIV and bloodborne pathogens, i.e., goggles, gloves.

16. Students should refer to the clinical facility's policy and procedure manual for information regarding isolation precautions, handling of equipment and supplies, cleaning up spills, etc.

17. Students should be knowledgeable of each facility's exposure control plan in order to reduce the risk of exposure to bloodborne or other bodily fluid pathogens.

18. Students must comply with recommended protective measures. Follow procedures related to needle sticks or accidental exposure to blood or other body fluids according to the facility's policy or exposure control plan.

19. An accidental exposure is defined as a specific eye, mouth, other mucous membrane, non-intact skin (e.g., cuts, chapped hands), or parenteral (needle stick or other sharps) contact with blood or other potentially infectious body fluids. Body fluids are defined as cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, semen, and breast milk. Feces, nasal secretions, sputum, sweat, tears, urine and vomitus are included if they include visible blood. If a student has an accidental exposure, the following protocol should be followed.

    a. Wash the exposed site as soon as possible. You must also flush exposed mucous membranes with water as soon as possible after exposure.

    b. Notify your instructor, supervisor, or preceptor.

    c. Follow the paperwork protocol at the clinical site for blood or other body fluid exposure. If you seek medical treatment at an emergency room, urgent care clinical site, or other health care facility, you will be responsible for any cost incurred.

    d. A MNTC Exposure Incident Form must be completed at the earliest possible time, including precautions that were/were not taken at the time of exposure. Students may obtain this form from their instructor or from the MNTC Safety Coordinator.

    e. The designated individual at the clinical site will determine from patient information and investigation of records, if possible, the risk factor of the injury and notify the student, instructor, and/or the MNTC Safety Coordinator of the degree of risk involved and any recommendation of exposure follow-up.

    f. You will be counseled regarding the risk of infection and recommendations for prevention transmission by your facility site, your instructor, and/or the MNTC Safety Coordinator.

    g. You must contact your private health care provider for follow-up and bear any cost incurred should the source patient be HBV or HIV positive or the source unknown.

20. Students enrolled in a health program have the ethical responsibility to inform their instructor when they suspect or know they have a communicable disease. They should be advised and counseled of the necessary modifications/ accommodations in clinical education and/or job function.

21. Students must comply with the schools "Contagious or Communicable Disease or Condition Policy." Any student with a contagious or communicable disease or

condition shall be prohibited from having contact with others at the Center (or at a clinical setting) when such contact could result in communicating said disease or condition. Such prohibition shall continue until such time as you are not a risk to others.

22. Students will sign the "Acknowledgement of Procedures for Informed Consent for Venipunctures/Skin Punctures, and release of Liability" prior to engaging in invasive lab practice.

23. Students must be responsible to maintain current immunizations, as required to attend clinicals. Some health programs require the hepatitis B vaccine, while other health programs make the vaccine optional upon signing a declination form. Students will **not** be assigned to perform care of patients with suspected or confirmed cases of Tuberculosis (TB) because of the inability to fit students with appropriate personal protective equipment.

Instructor Information

If a student sustains a blood or other body fluid exposure:

1. Assist the student in following the exposure policy/procedure at the clinical site. Inform the student he/she will be responsible for any costs incurred when seeking medical treatment in an emergency room, urgent care clinic or other health care provider.
2. If a student experiences an exposure during after-hours, weekends, or times when the school is not open, he/she should follow the policy/procedure at the clinical site and contact the instructor/school as soon as possible to report the incident.
3. Provide the student with a Moore Norman Technology Center Incident Form. Assist the student with completion if necessary.
4. Assist the student to evaluate how the incident occurred and how it can be prevented in the future.
5. Ensure clinical facility policies/procedures have been followed.
6. Forward the original completed MNTC Incident Form to the MNTC Safety Coordinator.
7. Refer the student to the MNTC Safety Coordinator if there is any question about completion of the form or further analysis of the situation is needed.

Immunization / Screening Requirements

The following are required before HCC clinical. Students must present documentation of the following immunizations, titers, and records to the MNTC HCC Program. This documentation must be submitted ***prior to the first day of class.*** **Failure to submit/meet the immunization/screening requirements may result in dismissal from the MNTC HCC Program.**

Measles, Mumps, Rubella (MMR)

You must provide one of the following:

- Documentation of 2 MMR vaccinations, OR
- Positive titers showing immunity to Measles (Rubeola), Mumps, and Rubella

Note: To reduce cost, many students choose to receive another MMR vaccination series instead of completing titers.

Hepatitis B Vaccination

- This vaccine is a series of 3 injections given over 6 months.
- Because healthcare workers may come into contact with infected blood and body fluids, this vaccination is strongly recommended.

Varicella (Chickenpox) Immunization

You must provide one of the following:

- Documentation of 2 varicella vaccinations, OR
- A positive titer showing immunity to chickenpox

Note: Having had chickenpox is no longer accepted as proof of immunity.

Tetanus (DTaP or Tdap)

- You must have received a tetanus booster within the last 10 years.

Annual Flu Shot

- Students must receive a flu shot in the fall when it becomes available.
- This must be completed before attending clinicals.

Tuberculosis (TB) Skin Test

You must have one of the following:

- Two negative TB skin tests (PPD) within the last 365 days, OR
- A negative chest X-ray if you previously tested positive and complete TB symptoms survey with a "Release for Public Contact Form" obtained from the Health Department.

Additional details:

- Getting two PPD tests takes about 2 weeks to complete.
- TB testing must be completed before receiving an MMR vaccine.
- Another PPD test may be required during the school year if your last test was before May 1, 2026.
- All TB skin tests must be completed by November 1, 2026.

OSBI Criminal, Sex, and Violent Offender Check

Oklahoma State Bureau of Investigation (OSBI) criminal history, sex & violent offender check is required before a student may go to a clinical facility.

Any background check received with a **felony conviction** will be reviewed by instructor and/or other health administrator. Many clinical sites **will not** allow students with felony conviction to perform clinical at their facility or be employed as healthcare providers.

MNTC cannot overrule the decision of the clinical sites.

If a student is refused clinical placement, they may be administratively dropped from the HCC Program.

Students who have lived in Oklahoma **less than one year MUST** submit information if arrested, convicted, received a deferred sentence, a felony and/or disciplinary action in **any state, territory, or country, including expunged offenses, with the exception of minor traffic violations (minor traffic violations do not include DUI).**

Drug Testing for Health Education Students

Due to the devastating impact the use of alcohol and/or illegal substances can have on the safety of patients, students, and employees of MNTC and various clinical facilities at which health students may perform clinical practice rotations, MNTC will not tolerate students who use, possess, distribute, purchase, sell, or are under the influence of illegal chemical substances.

All students enrolled in an MNTC Health program or course with a clinical site that requires drug testing are tested for drugs and alcohol prior to their participation in clinical rotations. Reasonable suspicion testing is performed as determined necessary by the supervisor for Health programs or courses. All drug and alcohol testing is conducted in compliance with applicable law.

Any student who tests non-negative or positive for illegal drugs or fails to participate in or cooperate with any part of the testing process will be immediately withdrawn from their clinical rotation and may be dismissed from their Health program or course. The same is true for any student under age 21 who tests positive or non-negative for alcohol. Any student older than age 20 who attends any class, lab, clinical rotation, or any other MNTC function with alcohol in their system is immediately withdrawn from clinical rotations, class, lab, or other function, and may be dismissed from their Health program or course.

Medical Marijuana

Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or be dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program, if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

Additional Forms for HCC Program

Students will be given a **"Parental/Student Signature Book"** to take home and have signed by the student's parents prior to any community or clinical visits. See the Parental/ Student Signature Book.

HB2582 and Background Checks — Certified Nurse Aides

63 O.S. § 1-1950.1 (OSCN 2012)

The effective date for fingerprinting of Certified Nurse Aides under HB2582 will be sometime after March 1, 2013, and will be established through rulemaking and after further notice. Until then, elements in the new law that are effective as of November 1, 2012, include a revised list of employment and certification disqualifying offenses for Certified Nurse Aides.

> *63 O.S. § 1-1950.1 Definitions*
> *1. "Nurse aide" means any person who provides, for compensation, nursing care or health-related services to residents in a nursing facility, a specialized facility, a residential care home, continuum of care facility, assisted living center or an adult day care center and who is not a licensed health professional. Such term also means any person who provides such services to individuals in their own homes as an employee or contract provider of a home health or home care agency, or as a contract provider of the Medicaid State Plan Personal Care Program;*

Pursuant to 63 O.S. § 1-1950.1(B), until such time as the fingerprinting requirements are implemented in rule, an employer is authorized to obtain any criminal history background records maintained by the Oklahoma State Bureau of Investigation. The following requirements apply:

- Employers subject to this section are defined in law at 63 O.S. § 1-1950.1(A) and include:
  - a nursing or specialized facility,
  - a residential care home,
  - an adult day care center,
  - an assisted living center,
  - a continuum of care facility
  - a home health or home care agency, and
  - the Department of Human Services, in its capacity as an operator of any hospital or health care institution or as a contractor with providers under the Medicaid State Plan Personal Care Program;

- The employer requests the OSBI to conduct a name based criminal history background check as before and provides the Bureau any relevant information required by the Bureau to conduct the check. The employer fee is Fifteen Dollars ($15.00).
- Temporary employment remains authorized. Provide to the Bureau the name and relevant information relating to the person within seventy-two (72) hours after the person accepts temporary employment.
- The employer shall not hire or contract with the nurse aide on a permanent basis until the results of the criminal history background check are received,
- The employer may accept a criminal history background report that is less than one (1) year old. The report shall be obtained from the previous employer or contractor of such person and shall only be obtained upon the written consent of the applicant.
- Every employer subject to the provisions of this law shall inform each applicant that the employer is required to obtain a criminal history background record before making an offer of permanent employment.
- An employer shall not hire and shall immediately terminate the employment of any applicant, for whom the results of a criminal history records search from any jurisdiction reveals that such person has a disqualifying criminal offense listed in subsection C of Section 1-1950.1.
- Employment eligibility determination records are for the use of the Department and the employer.
- Releasing or disclosing information in violation of this section, upon conviction thereof, is a misdemeanor.
- As part of any inspections required by law, the Department shall review the employment files of the employer to ensure compliance with the provisions of this law.

Barrier Offenses for the Certified Nurse Aide
Effective November 1, 2012
63 O.S. § 1-1950.1 (OSCN 2012)

Title 63, Section 1-1950.1(C) 1. If the results of a criminal history background check reveal that the subject person has been convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, the employer shall not hire or contract with the person:

a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,

b. rape, incest or sodomy,

c. child abuse,

d. murder or attempted murder,

e. manslaughter,

f. kidnapping,

g. aggravated assault and battery,

h. assault and battery with a dangerous weapon, or

i. arson in the first degree.

2. If less than seven (7) years have elapsed since the **completion of sentence**[1], and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, the employer shall not hire or contract with the person:

a. assault,

b. battery,

c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender,

d. pandering,

e. burglary in the first or second degree,

f. robbery in the first or second degree,

Note: Possession of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act is no longer a barrier offense.

g. robbery or attempted robbery with a dangerous weapon, or imitation firearm,

h. arson in the second degree,

i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,

j. grand larceny, or

k. petit larceny or shoplifting.

[1] Pursuant to 63 O.S. § 1-1950.1(A)(5), "Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.

Text From HB2582, Section 63 O.S. § 1-1950.1

Pertaining to Nurse Aide Background Checks

63 O.S. § 1-1950.1 (OSCN 2012)

A. For purposes of this section:

1. "Nurse aide" means any person who provides, for compensation, nursing care or health-related services to residents in a nursing facility, a specialized facility, a residential care home, continuum of care facility, assisted living center or an adult day care center and who is not a licensed health professional. Such term also means any person who provides such services to individuals in their own homes as an employee or contract provider of a home health or home care agency, or as a contract provider of the Medicaid State Plan Personal Care Program;

2. "Employer" means any of the following facilities, homes, agencies or programs which are subject to the provision of this section:

a. a nursing facility or specialized facility as such terms are defined in the Nursing Home Care Act,

b. a residential care home as such term is defined by the Residential Care Act,

c. an adult day care center as such term is defined in the Adult Day Care Act,

d. an assisted living center as such term is defined by the Continuum of Care and Assisted Living Act,

e. a continuum of care facility as such term is defined by the Continuum of Care and Assisted Living Act,

f. a home health or home care agency, and

g. the Department of Human Services, in its capacity as an operator of any hospital or health care institution or as a contractor with providers under the Medicaid State Plan Personal Care Program;

3. "Home health or home care agency" means any person, partnership, association, corporation or other organization which administers, offers or provides health care services or supportive assistance for compensation to three or more ill, disabled, or infirm persons in the temporary or permanent residence of such persons, and includes any subunits or branch offices of a parent home health or home care agency;

4. "Bureau" means the Oklahoma State Bureau of Investigation; and

5. "Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.

B. Before any employer makes an offer to employ or to contract with a nurse aide to provide nursing care, health-related services or supportive assistance to any individual, the employer shall provide for a criminal history background check to be made on the nurse aide pursuant to the provisions of the Long-term Care Security Act. If the employer is a facility, home or institution which is part of a larger complex of buildings, the requirement of a criminal history background check shall apply only to an offer of employment or contract made to a person who will work primarily in the immediate boundaries of the facility, home or institution.

Where the provisions of the Long-term Care Security Act pertaining to registry screenings and national criminal history record check are not in effect pending an effective date established in rulemaking, an employer is authorized to obtain any criminal history background records maintained by the Bureau pursuant to the following:

1. The employer shall request the Bureau to conduct a criminal history background check on the nurse aide and shall provide to the Bureau any relevant information required by the Bureau to conduct the check. The employer shall pay a fee of Fifteen Dollars ($15.00) to the Bureau for each criminal history background check that is conducted pursuant to such a request;

2. An employer may make an offer of temporary employment to a nurse aide pending the results of the criminal history background check. The employer in such instance shall provide to the Bureau the name and relevant information relating to the person within seventy-two (72) hours after the date the person accepts temporary employment. The employer shall not hire or contract with the nurse aide on a permanent basis until the results of the criminal history background check are received;

3. An employer may accept a criminal history background report less than one (1) year old of a person to whom such employer makes an offer of employment. The report shall be obtained from the previous employer or contractor of such person and shall only be obtained upon the written consent of such person; and

4. Every employer while subject to the provisions of this subsection shall inform each applicant for employment, or each prospective contract provider, as applicable, that the employer is required to obtain a criminal history background record before making an offer of permanent employment or contract to a nurse aide.

C. 1. If the results of a criminal history background check reveal that the subject person has been convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, the employer shall not hire or contract with the person:

a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,

b. rape, incest or sodomy,

c. child abuse,

d. murder or attempted murder,

e. manslaughter,

f. kidnapping,

g. aggravated assault and battery,

h. assault and battery with a dangerous weapon, or

i. arson in the first degree.

2. If less than seven (7) years have elapsed since the completion of sentence, and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a

felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, the employer shall not hire or contract with the person:

a. assault,

b. battery,

c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender,

d. pandering,

e. burglary in the first or second degree,

f. robbery in the first or second degree,

g. robbery or attempted robbery with a dangerous weapon, or imitation firearm,

h. arson in the second degree,

i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,

j. grand larceny, or

k. petit larceny or shoplifting.

D. An employer shall not employ or continue employing a person addicted to any Schedule I through V drug as specified by the Uniform Controlled Dangerous Substances Act unless the person produces evidence that the person has successfully completed a drug rehabilitation program.

E. All employment eligibility determination records received by the employer pursuant to this section are confidential and are for the exclusive use of the State Department of Health and the employer which requested the information. Except on court order or with the written consent of the person being investigated, the records shall not be released or otherwise disclosed to any other person or agency. These records shall be destroyed after one (1) year from the end of employment of the person to whom such records relate.

F. As part of the inspections required by the Nursing Home Care Act, Continuum of Care and Assisted Living Act, the Residential Care Act, and the Adult Day Care Act, the State Department of Health shall review the employment files of any facility, home or institution required to obtain a criminal history background determination to ensure such facilities, homes or institutions are in compliance with the provisions of this section.

Oklahoma State Department of Health
Creating a State of Health

Effective November 1, 2012

Employer Instructions for Use – ODH Form 805
Uniform Employment Application for Nurse Aide Staff

Purpose

This form is to be used by employers as the only employment application for hiring nurse aide staff in nursing and specialized nursing facilities, residential care homes, assisted living centers, continuum of care facilities, hospice programs, adult day care centers and home care agencies as mandated by Title 63 O.S. § 1-1950.4, *Uniform Employment Application for Nurse Aide Staff - Purpose - Training*. The content of this form shall not be altered.

Employer Instructions

Provide this form to all applicants seeking employment as a nurse aide. The form may be duplicated as needed.

- **Instruct the applicant to complete each section of this form.**

1. Personal Information
2. Employment Desired
3. U.S. Military Record
4. Prior Work History
5. Educational Background
6. Certification
7. References
8. Background Information
9. Applicant's Certification and Agreement
10. Previous CNA Training: If the applicant will require nurse aide training, instruct to complete section 10 on page 4.

    NOTE: If the facility has an approved nurse aide temporary emergency waiver, the applicant must be trained and certified within four (4) months of hire date.

    Category: List any CNA training received in the past by type of training: Long Term Care Aide (LTCA), Home Health Aide (HHA), Adult Day Care Aide (ADCA), Residential Care Aide (RCA) and Developmentally Disabled Direct Care Aide (DDDCA).
    Program Name: List the title of the training program where the training was received.
    Training Days: List the number of days of training completed for each category.
11. Important Information for the Job Applicant
    Instruct applicant to read and initial in the gray „NOTICE" box on page 5, then sign and date certifying the application is true and complete.
12. Criminal Arrest Check
    Instruct the applicant to read and complete the „Criminal Arrest Check List" section on page 5. Obtain the applicant's signature and date in the designated spaces.

    Effective November 1, 2012, and in accordance with public law, Title 63 of the Oklahoma Statutes, Section 1-1950.1(C) states:

§63-1-1950.1. Definitions - Criminal arrest check on certain persons offered employment - Exemptions.

……..

C. 1. If the results of a criminal history background check reveal that the subject person has been convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, the employer shall not hire or contract with the person:

a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,

b. rape, incest or sodomy,

c. child abuse,

d. murder or attempted murder,

e. manslaughter,

f. kidnapping,

g. aggravated assault and battery,

h. assault and battery with a dangerous weapon, or

i. arson in the first degree.

2. If less than seven (7) years have elapsed since the **completion of sentence**[1], and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, the employer shall not hire or contract with the person:

a. assault,

b. battery,

c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender,

d. pandering,

e. burglary in the first or second degree,

f. robbery in the first or second degree,

g. robbery or attempted robbery with a dangerous weapon, or imitation firearm,

h. arson in the second degree,

i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,

j. grand larceny, or

k. petit larceny or shoplifting.

- **Information regarding ADA requirements**

The employer will note there is no information requested on the ODH Form 805, Uniform Employment Application for Nurse Aide Staff, pertaining to the Americans with Disabilities Act (ADA). However, it should be noted that any qualified applicant with a disability may request reasonable accommodation(s) to complete the application/interview process. The specific nature of the accommodation and the reason for the request must be indicated at the time the application is requested. All other ADA requirements related to the hiring process must be met according to the employer's procedure and be in compliance with the ADA.

[1] Pursuant to 63 O.S. § 1-1950.1(A)(5), "Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.

Nurse Aide Registry
Oklahoma State Department of Health

Effective November 1, 2012

Employer Instructions for Use – ODH Form 805
Uniform Employment Application for Nurse Aide Staff

Purpose

This form is to be used by employers as the only employment application for hiring nurse aide staff in nursing and specialized nursing facilities, residential care homes, assisted living centers, continuum of care facilities, hospice programs, adult day care centers and home care agencies as mandated by Title 63 O.S. § 1-1950.4, *Uniform Employment Application for Nurse Aide Staff - Purpose - Training*. The content of this form shall not be altered.

Employer Instructions

Provide this form to all applicants seeking employment as a nurse aide. The form may be duplicated as needed.

- **Instruct the applicant to complete each section of this form.**
  1. Personal Information
  2. Employment Desired
  3. U.S. Military Record
  4. Prior Work History
  5. Educational Background
  6. Certification
  7. References
  8. Background Information
  9. Applicant‟s Certification and Agreement
  10. Previous CNA Training: If the applicant will require nurse aide training, instruct to complete section 10 on page 4.

      NOTE: If the facility has an approved nurse aide temporary emergency waiver, the applicant must be trained and certified within four (4) months of hire date.

      Category: List any CNA training received in the past by type of training: Long Term Care Aide (LTCA), Home Health Aide (HHA), Adult Day Care Aide (ADCA), Residential Care Aide (RCA) and Developmentally Disabled Direct Care Aide (DDDCA).
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a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,

b. rape, incest or sodomy,

c. child abuse,

d. murder or attempted murder,

e. manslaughter,

f. kidnapping,

g. aggravated assault and battery,

h. assault and battery with a dangerous weapon, or

i. arson in the first degree.

2. If less than seven (7) years have elapsed since the **completion of sentence**[1], and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, the employer shall not hire or contract with the person:

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d. pandering,

e. burglary in the first or second degree,

f. robbery in the first or second degree,

g. robbery or attempted robbery with a dangerous weapon, or imitation firearm,

h. arson in the second degree,

i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,

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[1] Pursuant to 63 O.S. § 1-1950.1(A)(5), "Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.

Uniform Employment Application for Nurse Aide Staff

Effective November 1, 2012

This application form is required by Title 63 O.S. § 1-1950.4 of state law and by the Oklahoma State Board of Health Rules OAC 310-2-15-3. This uniform application shall be used as the *only* application for employment of nurse aides in nursing and specialized nursing facilities, residential care homes, assisted living centers, continuum of care facilities, hospice programs, adult day care centers and home care agencies.

This employer does not discriminate in its hiring decisions or in any other employment decision on the basis of race, color, sex, religion, citizenship, national origin, veteran status, age or upon a physical or mental disability which is unrelated to the applicant‟s/employee‟s ability to perform the essential functions of the position.

ATTENTION NURSE AIDES: RETURN YOUR COMPLETED APPLICATION TO EMPLOYER.

Date of Application: _____ **Date Available to Start Work:** _____

1. Personal Information

Name: _____ Social Security Number: _____
(Last) (First) (Middle)

List any other name(s) you have previously worked under, such as maiden name: _____, _____

_____, _____, _____, _____

Present Address: _____
(Street) (City) (State) (Zip)

Permanent Address (if different than present address): _____
(Street) (City) (State) (Zip)

Telephone #: _____ Date of Birth: _____ Sex: ____M ____F Race: _____
[---------- For purposes of Criminal History Records Search ----------]

Emergency Contact Person: _____
(Name) (Address) (Phone Number)

2. Employment Desired

Position applied for: _____ Salary required: _____

Hours available to work: _____Days _____Evenings _____Nights _____Weekends

Will you accept employment of: _____Full Time? _____Part Time? _____Occasional Part Time?

3. U.S. Military Record

Branch: _____ Date Entered: _____ Date Discharged: _____ Type of Discharge: _____

4. Prior Work History

List your last four (4) jobs beginning with your most recent or current employer.

Employer‟s Name: _____ Telephone Number: _____

Employer‟s Address: _____
(Street) (City) (State) (Zip)

Position Held: _____ Supervisor: _____

Dates Employed: From (month/year) _____ To (month/year) _____ Salary: _____

Reason for Leaving: _____

Employer"s Name:_____Telephone Number: _____

Employer"s Address: _____
(Street) (City) (State) (Zip)

Position Held: _____ Supervisor: _____

Dates Employed: From (month/year) _____ To (month/year) _____Salary: _____

Reason for Leaving: _____

Employer"s Name:_____Telephone Number: _____

Employer"s Address: _____
(Street) (City) (State) (Zip)

Position Held: _____ Supervisor: _____

Dates Employed: From (month/year) _____ To (month/year) _____Salary: _____

Reason for Leaving: _____

Employer"s Name:_____Telephone Number: _____

Employer"s Address: _____
(Street) (City) (State) (Zip)

Position Held: _____ Supervisor: _____

Dates Employed: From (month/year) _____ To (month/year) _____Salary: _____

Reason for Leaving: _____

List name(s) of all other employers for the last five (5) years:

_____

_____

_____

May we contact your present employer? _____Yes _____No _____Not applicable

Have you ever been terminated or asked to resign from any position? _____Yes _____No

If yes, provide reason. _____

5. Educational Background List all educational schools attended with degrees, diplomas or certificates received.

Name of Institution (High School, Technical School, College)	Type of Studies	Dates Attended & Diplomas, etc.

If your school or employment records are under another name(s), indicate that name(s): _____

6. Certification If you hold a current certification as a nurse aide (CNA), check the appropriate certification(s) below:

_____Long Term Care (LTC) _____Home Health Aide (HHA) _____Adult Day Care (ADC)
_____Residential Care Aide (RCA) _____Developmental Disability Aide (DDA) _____Certified Medication Aide (CMA)
_____Certified Medication Aide-Gastrostomy (CMA-G) _____Certified Medication Aide-Glucose Monitoring (CMA-GM)
_____Certified Medication Aide-Respiratory (CMA-R) _____Certified Medication Aide-Insulin Administration (CMA-IA)

List all technical special skills or education honors, certificates, licenses, memberships or Medication Administration Technician (MAT) certification not previously listed: _____

_____

If you are a CMA, have you obtained your 8 hours of continuing education for the current 12-month certification period before your certification expires? _____Yes _____No

If yes, where and when did you obtain. _____

7. References List name, address and telephone number of three (3) references who are not relatives or former employers.

_____

_____

_____

8. Background Information If you answer **YES** to any of the questions below, explain in the space after the question. The explanation for a **YES** answer should include, but not be limited to:

1. State and/or jurisdiction.
2. Nature of complaint/offense.
3. Disposition of complaint and/or offense (e.g., "dismissed insufficient evidence", "deferred sentence").
4. Date of disposition.
5. Attach copy of any correspondence received by you, the applicant, regarding the complaint/offense.

a. _____Yes _____No Have you ever: 1) participated in a first offender program; 2) deferred adjudication or other program or arrangement where adjudication has been withheld; 3) pled guilty or no contest; 4) been convicted; 5) received a deferred sentence; and/or 6) been sentenced for any criminal offense in any state or US jurisdiction regardless of whether this matter has been expunged or otherwise removed?

_____

_____

b. _____Yes _____No Have you ever been found in violation of any state, US jurisdiction, or federal law regulating the practice of a health care profession?

_____

_____

c. _____Yes _____No Are any disciplinary actions or allegations, pending or substantiated, against you or your CNA certification or health care professional license in any state or U.S. jurisdiction?

_____

_____

d. _____Yes _____No Have you had any certificate, license, registration or other privilege to practice a health care profession denied, revoked, suspended, restricted, reprimanded, censured or placed on probation by a state or US jurisdiction, federal or foreign authority or have you ever surrendered such credential to avoid, or in connection with, action by such authority?

_____

_____

9. Applicant's Certification and Agreement

Please Read Carefully - If you answer „**No'** to any of the questions below, explain in the space after the question.

a. _____Yes _____No I understand the employer has the right to proceed with any criminal background check.

_____

_____

b. _____Yes _____No I understand as a part of the job selection process, I may be required to take a drug-screening test at the time of employment and if requested in accordance with the state and federal law at anytime during my employment. A test result that has been confirmed as positive will eliminate me from employment. If I refuse to sign this form and submit to drug testing, the employer will reject my application.

c. _____Yes _____No I understand I may be required to have a physical examination and I hereby consent to take a physical examination and any future physical examinations as required by the employer.

d. _____Yes _____No I understand if I am hired I will be required to produce proof that I have a legal right to work in the U.S.A. in accordance with the IRCA of 1986.

e. _____Yes _____No I understand this form is not an employment contract.

10. Previous CNA Training Complete this section only if you will require training.

Please complete the following if you have had CNA Training in the past for any of these categories: LTC, HH, ADC, RC, or DDDC.

Category_____Program Name _____Start Date _____End Date _____

Category_____Program Name _____Start Date _____End Date _____

Category_____Program Name _____Start Date _____End Date _____

11. Important Information for the Job Applicant

It is unlawful for any person to provide false information regarding a criminal conviction on this uniform employment application for nurse aides. Providing false information regarding a criminal conviction is a misdemeanor under Title 63 of the Oklahoma Statutes, Section 1-1950.4a. Providing false information about a criminal conviction on this application is punishable by a fine not to exceed Five Hundred Dollars ($500.00), by imprisonment in the county jail for a term of not more than one (1) year, or by both such fine and imprisonment.

*** * * NOTICE * * ***

I UNDERSTAND PROVIDING FALSE OR MISLEADING INFORMATION TO A TRAINING PROGRAM, A FACILITY, OR THE DEPARTMENT IS GROUNDS FOR DENIAL, SUSPENSION, WITHDRAWAL, AND/OR NONRENEWAL OF CERTIFICATION. I ALSO UNDERSTAND PROVIDING FALSE INFORMATION OR OMISSION OF FACTS MAY DISQUALIFY ME FROM EMPLOYMENT AND MAY CAUSE TERMINATION IF DISCOVERED AT A LATER DATE.

INITIAL HERE_____

I certify I have read and completed this application and that the information I have provided on this application is true and complete.

_____ _____

Signature of Applicant **Date of Signature**

12. Criminal Arrest Check List

Effective November 1, 2012, and in accordance with public law, Title 63 of the Oklahoma Statutes, Section 1-1950.1, employment at this employer shall **not be** considered if the below signed individual has been *convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction*, as stated by Oklahoma Statute, Section 1-1950.1(C)(1) of Title 63:

a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,
b. rape, incest or sodomy,
c. child abuse,
d. murder or attempted murder,
e. manslaughter,
f. kidnapping,
g. aggravated assault and battery,
h. assault and battery with a dangerous weapon, or
i. arson in the first degree.

Effective November 1, 2012, and in accordance with public law, Title 63 of the Oklahoma Statutes, Section 1-1950.1, employment at this employer shall **not be** considered for the below signed individual *if less than seven (7) years have elapsed since the* ***completion of sentence***[1]*, and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction,* as stated by Oklahoma Statute, Section 1-1950.1(C)(2) of Title 63:

a. assault,
b. battery,
c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender,
d. pandering,
e. burglary in the first or second degree,
f. robbery in the first or second degree,
g. robbery or attempted robbery with a dangerous weapon, or imitation firearm,
h. arson in the second degree,
i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,
j. grand larceny, or
k. petit larceny or shoplifting.

[1] Pursuant to 63 O.S. § 1-1950.1(A)(5), "*Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.*

It is further understood that if I am hired, it will be as a temporary employee until the employer receives my criminal background check. If I have no criminal record in accordance with state law, I may be considered for employment, subject to training requirements and other requirements of the job for which I am applying with this employer.

I hereby certify I have no disqualifications for employment as described above and specified in Title 63 of the Oklahoma Statutes, Section 1-1950.1(C). My signature below authorizes the employer to run a check with the Nurse Aide Registry of the Oklahoma State Department of Health for notations of abuse, neglect or misappropriation of resident's property. I hereby give the Oklahoma State Bureau of Investigation authority to proceed with a criminal history records check as authorized by Title 63 of the Oklahoma Statutes, Section 1- 1950.1(B).

_____ _____

Signature of Applicant **Date of Signature**

Nurse Aide Registry
Oklahoma State
Department of Health

IMPORTANT NOTICE REGARDING NEW LAW CHANGE

New law (HB1435) became effective November 1, 2015. It requires nurse aides and trainees to provide their current address to the Oklahoma State Department of Health's (OSDH) Nurse Aide Registry and to notify the "Registry" of any address change within ten days. Correspondence will be sent to the address on the nurse aide's account with the Registry, and if it is returned as not deliverable it will be considered legally served.

The new law permits OSDH ("Department") to suspend or revoke a nurse aide's certification for cause, such as criminality revealed by a background check or any abuse, neglect, or exploitation of residents under the aide's care.

Below are the bullet points of the changes to Title 63 O.S., Section 1-1951(A)(7), (D)(3)(b), and (D)(8).

- Certified nurse aides and nurse aide trainees shall maintain with the Registry current residential addresses and shall notify the Registry, in writing, of any change of name. Notification of change of name *shall require certified copies* of any marriage license or other court document which reflects the change of name.

- Notice of change of address or telephone number shall be made *within ten (10) days of the effected change. Notice shall not be accepted over the phone.*

- In any proceeding in which the Department is required to serve notice or an order on an individual, the Department may send written correspondence to the address on file with the Registry. If the correspondence is returned and a notation of the United States Postal Service indicates "unclaimed" or "moved" or "refused" or any other non-delivery markings and the records of the Registry indicate that no change of address as required has been received by the Registry, the notice and any subsequent notices or orders shall be deemed by the court as having been legally served for all purposes.

- Basically this means aides must mail a change of address or phone number to the registry *within 10 days of that change*. This form can be obtained on our website to submit address changes [http://nar.health.ok.gov]. If an aide is served a Petition for Hearing and it comes back to the Department and indicates "unclaimed" or "moved" or "refused" or any other non-delivery markings it will still be considered legally delivered and any pending action can proceed. This may result in the individual's certification being suspended or revoked and a finding of abuse, misappropriation, or neglect placed on the Registry.

Nurse Aide Registry
Oklahoma State Department of Health

Nurse Aide Registry
1000 NE 10th St.
Oklahoma City, OK 73117-1207
Telephone: (405) 271-4085
Toll Free 800-695-2157

NOTICE OF ADDRESS OR TELEPHONE CHANGE

Please indicate what change is needed:

- ❑ Address Change
- ❑ Phone Number Change

Required Information:

Print your name:_____ Social Security #: _____

Address Change:

Old Address: _____
City State Zip

New Address: _____
City State Zip

Telephone Number Change:

Old phone number: _____ New phone number: _____

E-Mail Address:_____

You can return the form by e-mailing, mailing, or faxing it or bringing it in.

Oklahoma State Department of Health
Nurse Aide Registry
1000 NE 10th St.
Oklahoma City, OK 73117-1207

Web: http://nar.health.ok.gov

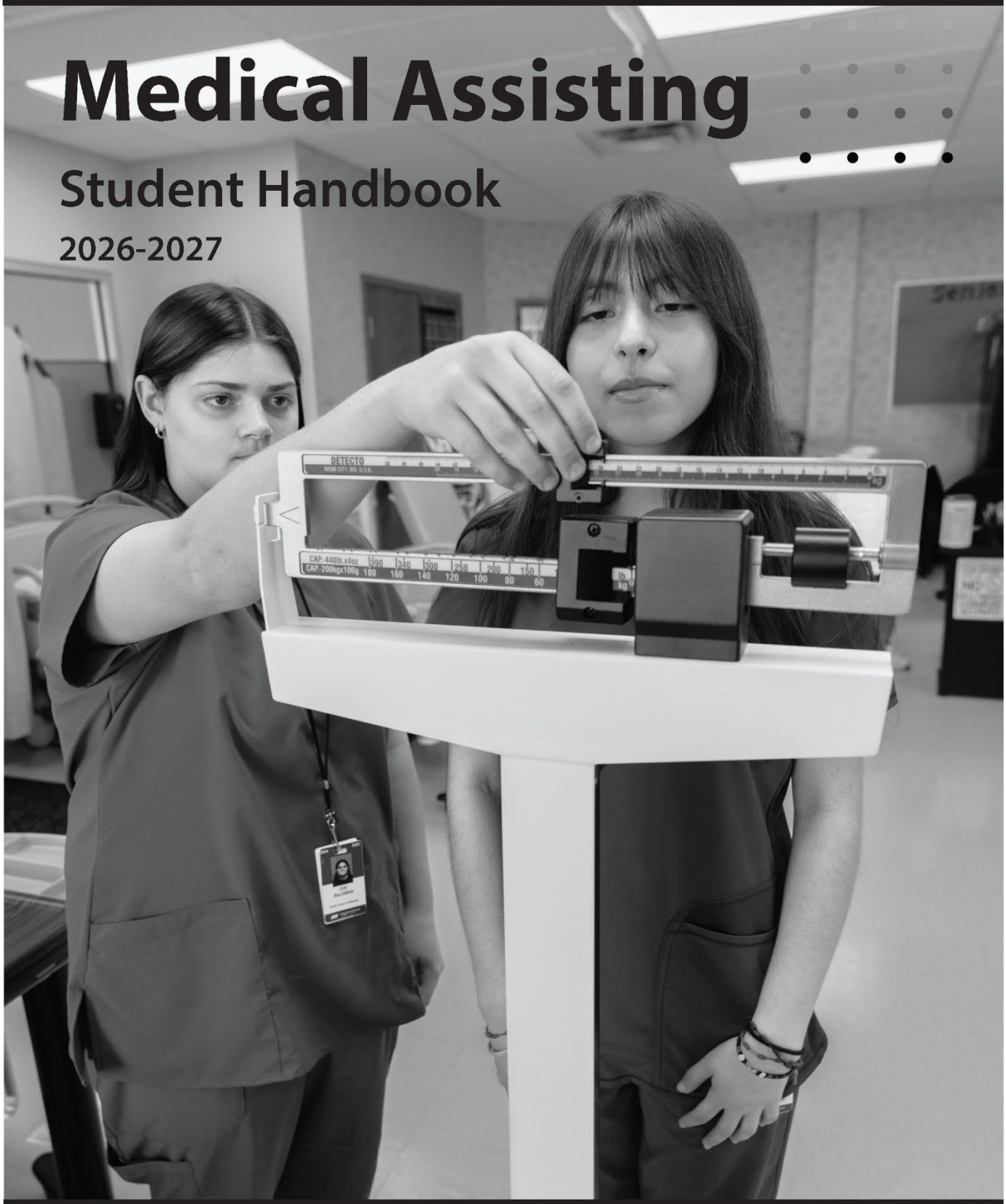
FAX number: (405) 271-1130

Changes cannot be phoned in.

Medical Assisting

Student Handbook

2026-2027



MOORE NORMAN
TECHNOLOGY CENTER

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Welcome Letter

Dear Medical Assisting Student,

Welcome to Moore Norman Technology Center's Medical Assisting program. I am extremely excited you will be in my program this year. It is my goal to prepare you to enter your new career as a Medical Assistant with confidence and competency.

The next two semesters will be filled with excitement, struggles, new situations, and accomplishments. You will expand your knowledge and skills while experiencing some life-changing moments. Rest assured, I will be there with you all the way.

If you find yourself with concerns or questions at any time during your training here at Moore Norman Technology Center, don't hesitate to get in touch with me directly or Shawna Herell, the Director of Health, at 405.801.5401. We will make our best attempt at addressing your situation. We have an on-site counselor available to you as well.

We hope you find satisfaction and happiness during your time here at Moore Norman Technology Center and in your chosen career.

Best Regards,

Crystal Conner, BSN, RN, RMA

Crystal Conner, BSN, RN, RMA (AMT)
Medical Assisting Instructor
crystal.conner@mntc.edu
405.801.5442

Moore Norman Technology Center
2026-2027 Academic Calendar

- Non-Contract 10 month
- Both Campuses Closed /12mo & 10mo
- Teacher/10mo Work Day

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Independence Day Holiday – 3rd

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First Day of School – 13th

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Labor Day – 7th

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Fall Break – 7th – 9th

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thanksgiving Break – 23rd – 27th

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Winter Break – 21st – January 1st

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Winter Break; Teacher/10mo Work Day - 4th MLK Day – 18th

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Non-Contract /No Classes 15th

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Break – 12th – 19th

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Last Day of School – 25th
Memorial Day - 31st

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Juneteenth – 18th

Moore Norman Technology Center's Vision, Mission, Core Values

Mission	Preparing for Success, Changing Lives, Building Better Tomorrows.
Vision	Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.
Core Values	• Accountability • Data-Driven • Valuing People • Continual Improvement • Collaboration

Non-discrimination Statement

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Associate Superintendent, Instruction, and the Executive Director, Human Resources. Inquiries concerning the application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

Library Facilities

The Health Library, located in the MNTC Health Building on the Franklin Road campus, is available to all MNTC students during the school year. Library hours are subject to staffing availability. When open, the Health Library is typically accessible until 4:00 pm, Monday through Thursday. Students are encouraged to check with the Health Administration Office to confirm library availability on any given day.

The library provides a quiet space for studying, along with access to computers and internet connectivity. Visitors are asked to sign in and present their MNTC ID upon arrival.

Attendance

Treat this program like a job. Your success here directly affects your future career and paychecks. Absences and missed work add up quickly. Your attendance and behavior now will

affect your future career. This class is designed to prepare you to be a professional, so professional behavior is expected at all times.

This program is preparing you to be a professional, so you are expected to act like one at all times.

During class, you must:

- Stay awake and attentive
- Avoid talking while others are speaking
- Remain in the classroom unless given permission to leave
- Keep your phone put away (no calls, texting, or social media)

Students must avoid:

- Not turning in homework
- Missing class
- Missing clinicals

These can significantly affect your grade and may lead to disciplinary action. Every class and clinical session is important for your certification training.

Please review the **MNTC General Student Handbook** for policies about:

- Absences
- Tardiness
- Leave of absence
- Inclement weather

These policies will also be explained during orientation, where you can ask questions.

When You Are Absent

1. Check what you missed
    - Check the class calendar and/or ask your instructor what you missed.
    - It is your responsibility to find the missed work and complete it.
    - If there was a lecture:
        - Get notes from a classmate.
        - Check if there were any handouts given in class.
    - If you still have questions after checking the calendar, talk to your instructor.

2. Making up assignments or tests
    - You have the same number of days you were absent to make up work.
      Example:
        - If you were absent 3 days, you have 3 days after returning to complete missed tests or assignments.

3. Missed skill check-offs
    - If you miss a skill check-off, you must talk to your instructor and schedule a time to make it up.

4. Late work and extensions
- Late work is not the same as an extension.
- Late work will not be accepted unless you communicate with your instructor in a timely manner about why you need an extension.
- Late work is reviewed case by case.
- Extensions may be granted after discussion with the instructor.

5. School activities or assemblies
- If you miss class because of a school assembly or activity, you do not get extra time.
- Work must be turned in at the beginning of class when you return or immediately after the assembly.

Absence Policy
The school attendance policy allows no more than 10 absences per semester before a student may be dismissed from the program.
- 3 tardies = 1 absence

If attendance becomes an issue, students may be required to attend a meeting with:
- The instructor
- The school counselor
- The Director

The attendance policy allows for unexpected events such as:
- Extended illness
- Bereavement leave
- Family emergencies

These days are not vacation days. Missing class means missing important material that may be difficult or impossible to repeat.

In some cases:
- Students may need to make up missed hours
- Graduation may be delayed if absences prevent course completion

This may apply even to some excused absences.

Clinical Absences
If you are absent, you must notify your instructor.

If you are absent on a clinical day, you must call or text both the instructor and the clinical site before the time you are scheduled to report.

Failure to give proper notice may result in:
- A deduction in your employability grade
- Possible removal from the program if the clinical site requests it

Some clinical sites treat a missed shift without notice as an offense that could result in termination.

Exempt Absences
There are very few exempt absences. Refer to the **MNTC Student Handbook** for details.

To request an exempt absence:
- You must submit appropriate documentation to the counselor
- Submit the appropriate documentation within 5 days after returning to school

Tardies and Early Departure
A key goal of this program is to prepare students for employment. Because of this, punctuality is expected.

If you arrive late or leave early, you will be charged leave time.

Your official "time clock" is the classroom clock, so adjust your watch accordingly.
Class is considered in session at:
- 9:15 AM NPS & Adults
- 9:25 AM MPS
- 1:15 PM NPS & Adults
- 1:25 PM MPS

Attendance rules:
- Three tardies or early departures = one absence.
- Missing more than one hour of a class period will count as an absence.
- If a student arrives after class has started, they must sign in and out in the classroom and write the reason for being late or leaving early.
- Students under 18 must have a parent or guardian call the school before leaving early.

(See the **MNTC Student Handbook** for more details.)

Contact Information
If you know you will be absent, you must notify your instructor through Remind or Microsoft Teams. Access to these apps will be provided on the first day of class.

You may also call and leave a message on the attendance line: 405-801-5010.

Notifications may be sent any time of day or night, but you must notify your instructor before class begins.

ID Badges

Students will be issued one ID badge, which must be visible at all times while on campus.
If a badge is lost or needs to be replaced, a new badge may be requested for a $8.00

replacement fee (price subject to change).

Transportation

Students are responsible for arranging reliable transportation to and from campus unless they are riding the local school bus. Students must also have transportation to clinical sites.

Car trouble is not considered an excused absence, so students should plan for alternate transportation if needed.

Students should not expect instructors to arrange clinical rotations with other students due to transportation issues.

Reliable transportation must be arranged before participating in clinical rotations. If a student cannot show consistent transportation, their clinical placement will be delayed until proper arrangements are made.

Use of Tobacco

MNTC is a Tobacco-Free Campus.

Smoking, vaping, E-cigarettes, or the use of tobacco products in any form, including simulated tobacco products, are prohibited on technology center property. This prohibition includes technology center buildings, grounds, and technology center-owned vehicles. Possession of tobacco products or simulated tobacco products by students on technology center property is likewise prohibited.

Any student using, possessing, or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, under the Board's policies regarding student discipline. For additional information, please refer to the **Smoking, Vaping, and the Use of Tobacco Products Policy**.

Phone and Electronic Device Use

The Superintendent has authorized students to carry electronic telecommunication devices while attending MNTC under the following conditions:

- The device must be set to silent notification at all times.
- Device use is not allowed in the classroom, during meetings, or during any activity that would disturb others.
- Users may not record audio or video of subjects without first obtaining permission.

For additional information, please refer to the **Personal Wireless Devices and Electronic Accounts Policy**.

Students may not make or receive phone calls during school hours unless there is an emergency. The instructor must be notified before making or accepting a call.

During class:

- Cell phones, smart watches, and Bluetooth headphones must be on silent
- Devices must be stored in the designated area
- Phones must be stored where the instructor can see them
- Students may not take their phones to the bathroom

The only time phones may be used in class is to submit assignments on Moodle.

Students may check their phones:

- During breaks
- Before or after class

If someone needs to reach you during class, they must call the emergency number listed below.

Only the headphones provided by MNTC may be used during class, and only for assigned videos. Students may not listen to music through their phones or laptops during class.

The only exception is noise-canceling headphones used during testing if they are part of an approved 504 Plan or IEP accommodation.

Classroom phones are not for student use.

Emergency Phone Number

The school office will only relay calls to students in true emergencies. For emergencies, you may give this number as a contact number: **405-801-5400**.

Computer Use

All students must read and sign an **Acceptable Computer/Internet Use Agreement** before using MNTC computers. This form must be on file before computer access is allowed.

Students must follow all computer policies. Computer use is monitored by teachers and the Information Technology Department. Failure to follow these rules may result in points being deducted from the employability grade and possible disciplinary action.

Computer rules include:

- No personal laptops or tablets may be used in class
- Personal devices must be stored in lockers during class
- No games may be played unless they are part of the curriculum
- Email may only be checked before class, after class, or during breaks (except for MNTC email, which may be used for school purposes)

Computer use is monitored through Classroom Cloud.

MNTC Follow-Up

Before graduating from MNTC, you will be asked to provide certain information to your instructor. This information is used for follow-up records and to notify you about advanced training opportunities.

Your instructor will also contact you the following year to complete the State Career Technology follow-up report.

Student/National Organizations

Career Technology organizations provide students with opportunities to develop career skills, leadership abilities, motivation, and recognition. These organizations are recognized by the **U.S. Department of Education** as an important part of Career Tech programs.

They help students work toward personal goals and become productive and responsible citizens.

HOSA (Future Health Professionals)
HOSA is a national Career Tech student organization for secondary and post-secondary students enrolled in health occupations programs.

The class has its own AM and PM HOSA chapters. The program instructor serves as the advisor, and students participate as officers or active members.

Possible student officer positions include:

- President
- Vice President
- Secretary
- Treasurer
- Historian
- Social Chair

Additional officers may be selected by the advisor.

HOSA committees may include:

- Fundraising Committee
- Service Committee
- Activities Committee
- Program Awareness Committee
- Social Committee
- Hospitality Committee
- Community Awareness Committee

Meetings will be held as needed, minutes will be recorded, and students will vote on how

HOSA funds are raised and used. Funds are typically used for:

- Special outings
- State and national competitions
- Class events and parties
- Graduation activities

Students will prepare for and compete in the HOSA Spring Leadership Conference.
For more information, visit hosa.org.

Students may also have opportunities to join professional associations in their career field. These organizations allow students to:

- Attend professional conferences
- Learn about continuing education credits
- Build professional connections
- Develop mentorship relationships

More information will be discussed during the first few weeks of class.

National Technical Honor Society (NTHS)
Students who meet certain requirements may be invited to join the National Technical Honor Society.

Requirements include:

- Teacher recommendation
- Maintaining an "A" average for the semester
- Attending at least 95% of required school and clinical hours
- Having no more than 5 unexcused absences per semester

High school students must also:

- Have at least a "B" average on their high school transcript
- Have no grade lower than a "C"

More details can be found in the **MNTC General Student Handbook**.

Honor Roll
Students who maintain an "A" average and meet attendance requirements at MNTC qualify for the Honor Roll.
Honor Roll students:

- Wear a red cord at graduation
- Must have no more than 10 unexcused absences per semester to qualify.

Tuition Assistance and Scholarships
MNTC Tuition Assistance may provide tuition-free instruction for high school graduates who meet certain eligibility requirements. More details can be found in the **MNTC General Student Handbook**.

Throughout the year, several scholarship opportunities will be available to students. Your

instructor will share information about these when they become available, and you may also see flyers announcing them.

CLASSROOM POLICIES

Food and Drink

Food and drinks may be allowed in the classroom at the instructor's discretion.

Dress Code

Students must wear required scrubs, proper footwear, and an approved jacket or sweatshirt in the classroom everyday as part of their professional training.

Students must also wear their MNTC name badge at all times while on campus and at clinical sites, visible above the waist and on the outermost layer of clothing (including jackets or sweatshirts). If a student does not have their badge, they will be required to purchase a replacement badge for $8.00. If a student must leave class to get their badge, they will be marked tardy.

The following are **not acceptable**:

- T-shirts worn instead of scrub tops
- Sweatshirts or hoodies (outerwear worn over scrubs cannot have a hood)
- Scrub pants worn with regular shirts

Students may wear a program-approved jacket or sweatshirt over their scrub top with instructor approval. Approved jackets and sweatshirts will be available for purchase at the beginning of the school year.

Students may also wear a solid black, gray, or white long-sleeve shirt under their scrub top. These shirts cannot have logos, words, or symbols.

A lab jacket or scrub jacket that matches the approved scrub color may also be worn, but it must be approved by the instructor first.

Students must wear the MNTC patch (if provided) on their left arm.

Shoes must be:

- Athletic shoes
- Non-skid rubber soles

The following shoes are **not allowed**:

- Crocs
- Birkenstocks

- Flip-flops
- Open-toe shoes
- Clogs
- Hey Dude style shoes

Occasionally, students may be asked to wear professional dress. Clothing and shoes must be appropriate, clean, and polished.

Students **may not wear**:
- Hats
- Earwear
- Headwear of any kind

Additional Dress Code Rules
All rules in the **MNTC General Student Handbook** must be followed.

Students **may not wear** clothing that:
- Contains offensive words or images
- Creates a safety hazard
- Is gang-related or associated with violence
- Would not be appropriate in a workplace

Examples of prohibited clothing include:
- Halter tops
- Tank tops
- Tube tops
- Midriff-baring clothing
- Short skirts or shorts
- Jeans with tears on the upper thigh
- Pajamas or bedroom clothing
- House shoes or slippers

Grooming and Professional Appearance
Professional grooming is extremely important. When entering a clinical site, students should present themselves as they would for a job interview.

Students must:
- Maintain good personal hygiene
- Keep hair and nails clean and professional
- Uniform/scrubs clean, pressed, properly fitted; MNTC patch (if provided) on left upper arm.
- Hair pulled back; no necklaces/bracelets or other jewelry
- Cover visible tattoos; one small earring stud per earlobe; no gauging; tongue/nose piercings require spacers

Students must also follow the clinical site's dress code, which may include rules about:

- Tattoos
- Piercings
- Hair color
- Perfume or fragrances
- Facial hair
- Nail length, type, or color
- Other site-specific appearance requirements

Dress Code Violations

Students who are not dressed appropriately will lose points from their weekly employability grade. After the first verbal and written warning, and after parents have been notified, the student will be referred to the Health Director. Repeated dress code violations may result in additional disciplinary action.

Students who arrive at clinical not adhering to the dress code will be dismissed and unable to attend clinical that day. Just like in the workplace, you must be dressed appropriately in order to participate or work.

Students who do not follow the dress code will be sent home to change and marked absent for that time.

Laboratory Use

Students will spend a significant amount of time in the classroom laboratory. The lab is designed to simulate the professional medical environment, so it must be treated like a professional medical environment.

After each use:

- The lab must be cleaned
- Supplies must be restocked weekly

Students should maintain a quiet, professional atmosphere while working in the lab and be respectful by sharing space and supplies with others.

If additional supplies are needed, students may retrieve them from the first-floor storage area. However, students may not enter the storage room without permission from the laboratory coordinator, Mrs. Singletary.

Lab Dress Requirements

When working in the lab, students must wear:

- Scrubs
- Athletic shoes
- MNTC name badge

The following are not allowed in the lab:

- Sandals
- Flip-flops
- Open-toed shoes

Safety Requirements
Students must follow all **OSHA and CDC safety guidelines** to protect patients, staff, and other students.

It is especially important to follow standard precautions to prevent the spread of **Bloodborne Pathogens (BBP)**. All students must complete the BBP course and pass the BBP test before they are allowed to use the laboratory.

BASIC PROGRAM INFORMATION

Medical Assistant Program Philosophy and Goals

The Medical Assistant Program educates and trains students to work in both the administrative and clinical aspects of the medical office setting. Our program offers quality instruction, a comfortable classroom environment, and an up-to-date lab to prepare the graduate to work under the direct supervision of the physician, physician assistant, or nurse practitioner providing care for the patient.

The faculty's role will be that of a facilitator in the teaching-learning process. Within this process, the faculty not only acts as role models but also provides a structure in which the student accepts responsibility for learning. The goal of the program is "To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession".

Medical Assistant Scope of Practice

"Employment is projected to grow 16 percent from 2021 to 2031, much faster than the average for all occupations. There are about 123,000 openings for medical assistants projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The large baby-boom population continues to enter older age groups, which typically have more healthcare concerns than younger age groups, and will continue to increase demand for medical services. As a result, more medical assistants will be needed to perform routine administrative and clinical duties in physicians' offices and other primary care settings". Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Assistants, on the Internet at https://www.bls.gov/ooh/healthcare/medical-assistants.htm (visited May 30, 2024)

Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians and other health practitioners running smoothly.

The duties of Medical Assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, Medical Assistants usually are "generalists," handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of department administrators.

Medical Assistants perform many administrative duties, including answering telephones, greeting patients, updating electronic medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.

Clinical duties vary according to state law and include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting the physician during the examination and minor office surgical procedures. Medical Assistants collect and prepare laboratory specimens and perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer oral and injectable medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings. Medical Assistants may also arrange the examining room instruments and equipment, purchase and maintain supplies and equipment, and keep patient care areas neat and clean.

Technical Standards

The following technical standards are examples of standards that are necessary to successfully complete the requirements of Moore Norman Technology Center (MNTC). The standards are not requirements of admission into the programs, and the examples are not all-inclusive. Individuals accepted to the program should review these standards to develop a better understanding of the skills, abilities, and behavioral characteristics required to successfully complete the program. Key areas for technical standards in the healthcare industry include having abilities and skills in the areas of: (1) acquiring fundamental knowledge; (2) developing communication skills; (3) interpreting data; (4) integrating knowledge to establish safe clinical practice; (5) incorporating appropriate professional attitudes and behaviors into practicing as a medical assistant.

Occupational Risks

Healthcare positions include common occupational risks in all areas of practice. A medical assistant may encounter hazards including the following:

- Infectious Disease Exposure
- Respiratory Hazards
- Bloodborne Pathogens Hazards

- Sharps Injuries
- Chemical Exposure
- Drug Exposure
- Hazards Associated with Laboratories and Xray devices.
- Ergonomic difficulties from lifting and repetitive tasks.
- Stress (physical and mental)

The Occupational Safety and Health Act (OSHA) requires training for all employees that face hazards in their work environment. OSHA has standards specific to healthcare workers. In the medical assisting program, you will learn how to protect yourself from these hazards and decrease the likelihood of experiencing adverse outcomes.
The following link to the World Health Organization (WHO) gives more details about the occupational hazards of healthcare employees.

Link to World Health Organization - Occupational hazards in the health sector:
https://www.who.int/tools/occupational-hazards-in-health-sector

Accreditation

The Medical Assisting Program at MNTC receives accreditation by the Oklahoma State Department of Education and the Oklahoma Department of Career and Technology Education annually. MNTC is in good standing for the FY 25-26 school year. In addition to these departments, MNTC is ISO 9001 registered. Contact information is noted below.

Oklahoma Department of Career and Technology Education
1500 W. 7th
Avenue Stillwater,
OK 74074
(405) 743-5108
http://www.okcareertech.org

Oklahoma State Department of Education
2500 N. Lincoln Blvd #121
Oklahoma City, OK 73105
(405)521-3301
www.ok.gov/sde

American National Standards Institute
1899 L. St. NW, 11th Floor
US-Washington DC, 20036
(202)293-8020
http://www.ansi.org

PROGRAM OVERVIEW

Length of Program and Diploma Requirements

The Medical Assisting program at MNTC is a 480-hour program completed in 2 part-time semesters. Students must meet entry requirements for enrollment and complete all

curriculum to qualify for a diploma in Medical Assisting. Required criteria for passing each course is a minimum earned 70%, passing each skill with a minimum earned 85%, and successful completion of clinical requires a minimum of 120 hours of uncompensated learning at an appropriate clinic site.

Nature of the Program

The Medical Assisting Program progresses through a specific sequence of curriculum. Students will be assigned specific units of study, often as many as two or three units, to complete simultaneously. The organization is designed to build a foundation of knowledge, reinforce that knowledge with activities and skills, and then build another, more complex layer upon that foundation. Because of this, it is essential for students' progress through this curriculum in the way it is assigned in each lesson plan. Students must complete certain areas of the curriculum before beginning more complex units.

Each individual course must be completed with 70% earned or better to pass that course. Failure to pass each course will result in being dismissed from the program.

The syllabus for each course identifies prerequisite material required before beginning that course. The student must have successfully completed the prerequisite material with a 70% or better and have successfully completed all skills or activities required in those prerequisite courses before beginning the subsequent course. Failure to satisfy prerequisites may require a student to be dismissed from the program.

To complete the program in a timely manner, it is essential that all students comply with the schedule of assignments and due dates. Although all students learn in different ways and at different paces, the discipline of Medical Assistant requires individuals to be able to manage multiple duties and meet multiple deadlines. Failure to complete the material by the identified due date may result in a deduction of points for late assignments. Students may also earn a score of zero (0) for that material turned in late. The decision to accept or not accept late work will be at the sole discretion of the instructor and will be determined on a case-by-case basis. It is imperative that students do not expect to receive credit for late work. Continuing to fall behind in work and assignments may result in a student being dropped from the program.

GRADING SYSTEM

Acceptable Performance Criteria

What follows here is a summary of the criteria for acceptable program performance.

- The student must achieve an earned score of at least 70% in each course and for their overall Career Major grade. Students may be sent back to the high school at the end of the semester if they do not earn a final semester grade of at least 70%.
- The student must comply with posted deadlines and due dates for material or be at risk of earning a score of zero (0) for that material.
- To pass a course, all skill performances or required activities must be completed.

Successful completion of skills requires earning 85% or better.

- A second attempt on a skill assessment may be offered at the teacher's discretion if the student demonstrated adequate preparation but did not achieve a passing score of 85% or higher.
- If a second attempt is given for a skill performance, a 10-point deduction will be assessed in the grade book. It will not count towards the 85 percent for consideration of passing the skill. Only 70% average is needed to pass the course.
- If the required skills or activities are not completed at the time the student completes the other requirements for the course, the instructor will set a due date by which those skills and activities must be completed, or the student will fail the course. The student must have successfully completed all prerequisites for a course before beginning that course.

Written Tests

Written tests will be given periodically, as indicated in your curriculum. These tests may be administered by computer, in traditional paper format, or a combination of the two. The purpose of written exams is to evaluate how well you have mastered the knowledge portion of each subject. Grades will be based on a percentage, calculated by dividing the number of points a student earns by the total number of points available for that exam. Written exams should be the last thing completed for the lesson. All other work should be completed and uploaded to Moodle before taking an exam. Tests may not be taken without an instructor or staff member approved by the instructor present in the classroom to monitor the test taking. Each student will clear their desk entirely. They will place dividers between them and the student next to them to ensure a secure testing environment. Noise-cancelling headphones may be used during testing only with prior instructor approval. Tests are timed and password-protected and must be taken in the classroom unless otherwise specified by the instructor. Tests are monitored by the instructor using Classroom Cloud; this means the instructor can view each student's monitor throughout the duration of the test. The student is not allowed to Google answers or navigate to sites outside of Moodle, and any incident witnessed by the instructor or other qualified professional is grounds for disciplinary consequences, including dismissal from the program if deemed appropriate.

Assignments

Assignments are to be completed as directed in the lesson. These may include study guides or workbook assignments, defining terms or objectives, or other activities as described. When assignments are completed, they should be uploaded to Moodle in a Word Doc or a PDF file. Assignments that are not completed on time will be subject to point reduction or recorded as zero (0) at the instructor's discretion.

Special assignments include such items as written/oral reports, current subject-related news articles, attendance at professional meetings, etc. Each assignment will be given a specific number of possible points. These assignments will be described in detail in the lesson. Please follow all instructions carefully when completing assignments.

Failure to complete these assignments on time will result in a significant drop in your grade.

Employability Grade

Since this program is designed to qualify you to gain employment as a Medical Assistant, it is important for you to develop employment skills beyond the specific knowledge of administrative and clinical tasks. You must develop your soft skills or professionalism as well. Each day you will be setting goals for yourself and evaluating your success at the conclusion. This evaluation will be recorded on a weekly basis as your "Employability Grade." **The instructor reserves the right to make changes to your employability sheet if incorrect documentation is discovered.**

Extra Credit

Occasionally, situations will present themselves that offer an opportunity for professional development, community service, or curricular enrichment. Participation in these activities can earn the student extra credit at the teacher's discretion. This extra credit may be applied to any lesson score earned during the same semester period as the activity.

Extra credit opportunities are unplanned and will not be sought to benefit an individual student.

Discipline

Cheating and plagiarism are not allowed and may result in disciplinary action.

- Cheating means using unauthorized materials, methods, or information during an assignment, test, or activity. This includes working with others when it is not allowed.
- Plagiarism means using someone else's words or ideas and presenting them as your own.

Students are expected to complete their own work without help from:

- Other students
- Notes (unless allowed)
- Cell phones
- Extra computer windows
- Any unauthorized materials

Ethics are extremely important in the healthcare field. Patients expect their healthcare providers to act honestly and professionally.

If this policy is violated:

- The student will receive an automatic zero
- A parent or guardian will be contacted

See the discipline guidelines posted in the classroom for more information.

Clinical

At the end of the classroom training, the student will be placed at an outpatient clinical site to complete a clinical experience. The student is supervised at the selected clinical sites for a minimum of 120 hours. **This clinical experience is non-compensated and will be both administrative and clinical.**
Drug Screening is a Clinical Requirement.

The student and the clinical site will be provided with a list of administrative and clinical skills in which the student shall participate. The site will document the student's achievement of these skills by indicating "performed," "observed," not performed," or "not applicable."

To calculate the grade for the clinical unit, all scores from the Clinical Evaluation Forms, Journals, and Timesheets will be added together and then divided by the total number of points available to achieve a percentage.

If a student is removed from a clinical site for any reason that would have resulted in termination of an employee, the student may be subject to automatic dismissal from the Medical Assisting Program. The student will be subject to disciplinary meetings with the instructor and possibly the director of the health building prior to any reassignments to a new clinical site will take place. This could result in a delayed graduation date if the student is allowed to continue in the program.

Grading Scale

All graded material within a course will be compiled, and a single percentage will be recorded for each course. This percentage will be compared to the grading scale below, and a letter grade will be recorded for the course. The student must achieve 70% or greater on each course to continue to the next one (a 69.5 or higher will be rounded up.)

*Employability grade is calculated as 10% of each semester grade.

Percent	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
<60%	F

Our grading system operates on a total points model. With this calculation method, your cumulative grade is determined by dividing the total points earned by the total points possible.

Student's Semester Grade = $\frac{Total\ Points\ Earned}{Total\ Possible\ Points}(100)$

Official Course Grade

Learning Management System (LMS) grades are provided for informational purposes only. In the event of a discrepancy between grades reported in a LMS and grades calculated in Moore Norman's official gradebook (Achademix), the Achademix grade is the official grade for the class. Students can request a copy of their official grade from their teacher at any time.

Student Health Regulations

COVID-19 Vaccine:
For participation in clinical programs, MNTC does not require students to be vaccinated against COVID-19. However, certain healthcare facilities participating in clinical rotations require students to be fully vaccinated prior to participating in clinical rotations at their sites.

If you will be participating in a clinic at a facility that requires a COVID-19 vaccination, you will be provided information regarding specific COVID-19 vaccination requirements for the clinic.

Accidents:
In case of a medical emergency, the student will be taken to the closest medical facility equipped to handle the specific emergency. All medical costs are the responsibility of the student.

In case of accidental exposure or injury during a clinical assignment, emergency care will be provided with the student's approval, but all medical costs are the responsibility of the student. It is also the student's responsibility to inform the instructor and to fill out the required school and facility incident report forms.

The district accepts no liability in the clinical area if a student is injured while participating in school activities. If at school, he/she should report the incident to the instructor or appropriate school personnel. Students will be responsible for all costs incurred.

CPR Certification

Students will be required to gain CPR Healthcare Provider level certification from the American Heart Association before being placed in a clinical site, and must provide documentation of certification.

Immunization / Screening Requirements

The following documented immunizations, titers, and records must be submitted before participating in the clinical portion of the Medical Assisting Program.

Measles, Mumps, Rubella (MMR)
You must provide one of the following:

- Documentation of 2 MMR vaccinations, OR
- Positive titers showing immunity to Measles (Rubeola), Mumps, and Rubella

Note: To reduce cost, many students choose to receive another MMR vaccination series instead of completing titers.

Hepatitis B Vaccination

- This vaccine is a series of 3 injections given over 6 months.
- Because healthcare workers may come into contact with infected blood and body fluids, this vaccination is strongly recommended.

Varicella (Chickenpox) Immunization
You must provide one of the following:

- Documentation of 2 varicella vaccinations, OR
- A positive titer showing immunity to chickenpox

Note: Having had chickenpox is no longer accepted as proof of immunity.

Tetanus (DTaP or Tdap)

- You must have received a tetanus booster within the last 10 years.

Annual Flu Shot

- Students must receive a flu shot in the fall when it becomes available.
- This must be completed before attending clinicals.

Tuberculosis (TB) Skin Test
You must have one of the following:

- Two negative TB skin tests (PPD) within the last 365 days, OR
- A negative chest X-ray if you previously tested positive and complete TB symptoms survey with a "Release for Public Contact Form" obtained from the Health Department.

Additional details:

- Getting two PPD tests takes about 2 weeks to complete.
- TB testing must be completed before receiving an MMR vaccine.
- Another PPD test may be required during the school year if your last test was before May 1, 2026.
- All TB skin tests must be completed by November 1, 2026.

Medical Marijuana

Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied

clinical experience, or dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student

may be removed from the clinical setting or even the program if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

Prevention of Bloodborne Transmitted Pathogens

The following work practice controls are established to provide a safe environment and an effective means of caring for all patients, and to prevent the exposure of bloodborne pathogens. Students are expected to implement the following work practice controls.

1. Obtain instruction regarding modes of transmission and prevention of bloodborne infections, including the routine use of Standard Precautions for all patients.
2. Use blood and body fluid precautions for all patients and in all situations, since medical history and examination cannot reliably identify all individuals infected with the disease.
3. Use special precautions during prehospital and emergency care since the risk of exposure to health care workers is increased, and the infection status of the patients is usually unknown.
4. Use appropriate barrier precautions when exposure to blood or other body fluids is anticipated.
5. Wear gloves when in contact with blood, body fluids, or mucous membranes, and for handling items or surfaces soiled with blood or body fluids, or for performing/assisting with venipuncture and other vascular access procedures.
6. Wear masks and protective eyewear or face shields to protect exposure of mucous membranes of the mouth, nose, and eyes during procedures that are likely to generate droplets of blood or other body fluids.
7. Wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.
8. Use caution to prevent injuries caused by needles, scalpels, and other sharp instruments. To prevent needle-sticks, contaminated needles must not be recapped, purposely bent, or broken by hand. After use, sharps must be placed in labeled puncture-resistant containers for appropriate disposal.
9. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces and ventilation devices available in areas in which the need for resuscitation is predictable.
10. Students with weeping dermatitis or oozing lesions shall refrain from all direct patient care and from handling equipment until the condition resolves.

11. Students who have cuts, abrasions, or other types of skin lesions shall ensure that these are covered with a waterproof dressing and that gloves are worn when caring for any patient.
12. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in work areas where there is an increased risk for exposure to blood-body fluids. Students must take a break from the work area to do any of these activities.
13. Wash hands prior to and immediately after patient contact. If gloves are worn, hands must still be carefully washed prior to gloving and after gloves are worn.
14. Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
15. Utilize personal protective equipment and supplies necessary to minimize the risk of infection with HIV and bloodborne pathogens, i.e., goggles, gloves.
16. Students should refer to the clinical facility's policy and procedure manual for information regarding isolation precautions, handling of equipment and supplies, cleaning up spills, etc.
17. Students should be knowledgeable of each facility's exposure control plan to reduce the risk of exposure to bloodborne or other bodily fluid pathogens.
18. Students must comply with recommended protective measures. Follow procedures related to needle sticks or accidental exposure to blood or other body fluids according to the facility's policy or exposure control plan.
19. An accidental exposure is defined as a specific eye, mouth, other mucous membrane, non-intact skin (e.g., cuts, chapped hands), or parenteral (needle stick or other sharps) contact with blood or other potentially infectious body fluids. Body fluids are defined as cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, semen, and breast milk. Feces,

    nasal secretions, sputum, sweat, tears, urine, and vomitus are included if they include visible blood. If a student has an accidental exposure, the following protocol should be followed.

    a. Wash the exposed site as soon as possible. You must also flush exposed mucous membranes with water as soon as possible after exposure.
    b. Notify your instructor, supervisor, or preceptor.
    c. Follow the paperwork protocol at the clinical site for blood or other body fluid exposure. If you seek medical treatment at an emergency room, urgent care clinical site, or other health care facility, you will be responsible for any costs incurred.
    d. A MNTC Exposure Incident Form must be completed at the earliest possible time, including precautions that were/were not taken at the time of exposure. Students may obtain this form from their instructor or from the MNTC Safety Coordinator.
    e. The designated individual at the clinical site will determine from patient information and investigation of records, if possible, the risk factor of the injury and notify the student, instructor, and/or the MNTC Safety Coordinator of the

degree of risk involved and any recommendation for exposure follow-up.

f. You will be counseled regarding the risk of infection and recommendations for preventing transmission by your facility site, your instructor, and/or the MNTC Safety Coordinator.

g. You must contact your private health care provider for follow-up and bear any cost incurred should the source patient be HBV or HIV positive or the source unknown.

20. Students enrolled in a health program have the ethical responsibility to inform their instructor when they suspect or know they have a communicable disease. They should be advised and counseled of the necessary modifications/ accommodations in clinical education and/or job function.

21. Students must comply with the school's "Contagious or Communicable Disease or Condition Policy." Any student with a contagious or communicable disease or condition shall be prohibited from having contact with others at the Center (or at a clinical setting) when such contact could result in communicating said disease or condition. Such prohibition shall continue until such time as you are not a risk to others.

22. Students will sign the "Acknowledgement of Procedures for Informed Consent for Venipunctures/Skin Punctures, and Release of Liability" prior to engaging in invasive lab practice.

23. Students must be responsible for maintaining current immunizations, as required to attend clinicals. Some health programs require the hepatitis B vaccine, while other health programs make the vaccine optional upon signing a declination form. Students will **not** be assigned to perform care of patients with suspected or confirmed cases of Tuberculosis (TB) because of the inability to fit students with appropriate personal protective equipment.

Instructor Information

If a student sustains blood or other body fluid exposure:

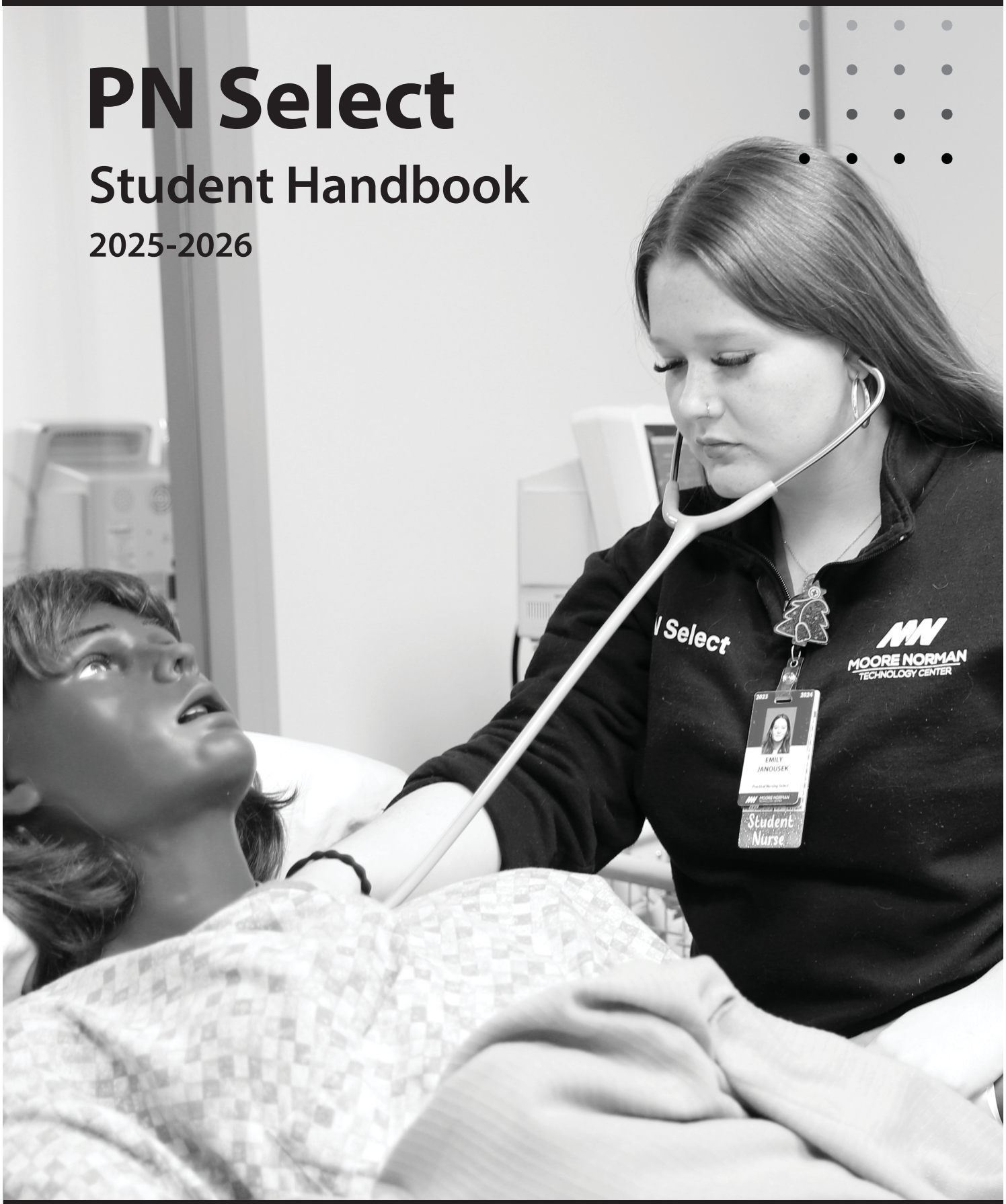
1. Assist the student in following the exposure policy/procedure at the clinical site. Inform the student he/she will be responsible for any costs incurred when seeking medical treatment in an emergency room, urgent care clinic or other health care provider.
2. If a student experiences an exposure during after-hours, weekends, or times when the school is not open, he/she should follow the policy/procedure at the clinical site and contact the instructor/school as soon as possible to report the incident.
3. Provide the student with a Moore Norman Technology Center Incident Form. Assist the student with completion if necessary.
4. Assist the student in evaluating how the incident occurred and how it can be prevented in the future.
5. Ensure clinical facility policies/procedures have been followed.

6. Forward the original completed MNTC Incident Form to the MNTC Safety Coordinator.
7. Refer the student to the MNTC Safety Coordinator if there are any questions about the completion of the form or if further analysis of the situation is needed.

PN Select

Student Handbook

2025-2026



MOORE NORMAN
TECHNOLOGY CENTER

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Moore Norman Technology Center
2026-2027 Academic Calendar

- Non-Contract 10 month
- Both Campuses Closed /12mo & 10mo
- Teacher/10mo Work Day

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Independence Day Holiday – 3rd

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First Day of School – 13th

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Labor Day – 7th

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Fall Break – 7th – 9th

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thanksgiving Break – 23rd – 27th

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Winter Break – 21st – January 1st

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Winter Break; Teacher/10mo Work Day - 4th MLK Day – 18th

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Non-Contract /No Classes 15th

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Break – 12th – 19th

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Last Day of School – 25th
Memorial Day - 31st

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Juneteenth – 18th

MOORE NORMAN TECHNOLOGY CENTERS
School of Practical Nursing

The Moore Norman Technology Centers - School of Practical Nursing is under the administration and supervision of the Moore Norman Technology Center Board of Education.

ADMINISTRATION OF THE MOORE NORMAN TECHNOLOGY CENTERS

Superintendent.....Brian Ruttman
Assistant Superintendent, Instruction..... Christa Simmons
Assistant Superintendent, Instructional Support ..... Robyn Castleberry
Health Careers Director ..... Shawna Herell

MOORE NORMAN TECHNOLOGY CENTERS
School of Practical Nursing Faculty

Administration — Lorain McKay, MS, RN .....Coordinator, PN Program
Christine Clark.....Assistant

Faculty — Chelsea Ince, BSN, RN-CSN ..... PN Instructor
Ashley Scheele, BSN, RN..... PN Instructor

APPROVAL / ACCREDITATION

The Practical Nursing Program is fully accredited/approved by the following agencies:

Agency
The Practical Nursing Program at Moore Norman Technology Center at the Franklin Road Campus, located in Norman, Oklahoma, is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road, NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 www.acennursing.org
Oklahoma Board of Nursing 2915 North Classen, Suite 524, Oklahoma City, OK 73106 (405) 962-1800 www.oklahoma.gov/nursing
Oklahoma Board of Career & Technology Education 1500 West 7th Ave., Stillwater, Oklahoma 74074 (405) 377-2000 www.okcareertech.org

1.0
MISSION AND CORE VALUES

1.1 MISSION AND CORE VALUES OF MNTC SCHOOL OF PRACTICAL NURSING

The mission of the Moore Norman Technology Centers School of Practical Nursing is to provide quality nursing education that prepares competent, safe licensed practical nurses and to model and encourage life-long learners who are prepared for successful employment.

The purpose of the School of Practical Nursing is to prepare qualified nurses for entry-level positions to meet community workforce needs.

The School of Practical Nursing's mission is based on the following:

A. CORE VALUES OF NURSING PRACTICE

1. Nursing is the art and science of human caring with the application of knowledge and skills derived from the behavioral, social sciences, humanities, and information technology. To appraise the client's health status, a holistic view of the client is utilized, which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status.
2. Nursing involves the processes of planning, organizing, and directing treatment of human responses to actual or potential alterations in health patterns of individuals or groups, providing preventive, restorative, and supportive care, along with health teaching.
3. Therapeutic communication is purposeful, demonstrating caring, compassion, and cultural awareness to establish a trusting relationship and promote the health and well-being of the client across the lifespan.
4. The nurse demonstrates a caring and empathetic approach to the safe, therapeutic, and individualized care of each client, creating an environment of hope and trust, where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles are respected.
5. The practice of nursing requires critical thinking and problem-solving through the nursing process, the process that provides continuity of care.
6. The nurse bears responsibility and accountability for nursing practice, demonstrating professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent, licensed practical nurse.
7. Apply relationship-building values and the principles of team dynamics to perform effectively in different team roles to plan and deliver patient-/population-centered care that is safe, timely, efficient, effective, and equitable.

B. CORE VALUES OF NURSING EDUCATION

1. The goal of practical nursing education is to prepare nurses who will competently and safely practice the agreed-upon roles of the practical nursing graduate (provider of care, manager of care, member of the profession of nursing).
2. Nursing education involves a series of supervised experiences in an environment of mutual value and respect, which facilitates holistic healthcare through the acquisition and application of specific knowledge, skills, and attitudes, and maintenance of competence.

3. The accountable learner, an active participant in the learning process, develops problem-solving, critical thinking, inquiry, and reasoning skills.
4. Nursing education, a life-long process, supports a caring partnership between faculty and students, fosters the development of self-awareness, self-actualization, and empowerment.
5. The educational process is based on benchmarking and evidence-based research, core competencies, and standards as established by the Oklahoma Board of Nursing (OBN) and the National Association of Practical Nurse Education Service (NAPNES).

2.0
MNTC NURSING PROGRAM OUTCOMES AND OBJECTIVES

2.1 EXPECTED PROGRAM OUTCOMES FOR THE MNTC SCHOOL OF PRACTICAL NURSING

(Revised 10/04/2007, 07/01/2017, Oct 2026)

1. Graduates will meet or exceed the national average for first-time takers for the NCLEX- PN (National Council Licensure Examination for Practical Nurses).
2. Eighty percent (80%) of students admitted to the program will complete the program within the specified program allotment time frame (18 months).
3. Ninety percent (90%) of graduates actively seeking employment will be employed as an LPN within one year of graduation.
4. Ninety percent (90%) of the surveys returned by graduates will indicate that they are satisfied with their education.
5. Ninety percent (90%) of the surveys returned by employers will indicate satisfaction with the graduate's performance.

2.2 END OF PROGRAM STUDENT LEARNING

EPSLO #1: Demonstrate a caring and empathetic approach to the safe, therapeutic, and individualized care of each client.

EPSLO #2: Effectively communicate with clients, significant support person(s), and members of the interdisciplinary healthcare team, incorporating interpersonal and therapeutic communication skills while maintaining confidentiality.

EPSLO #3: Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

EPSLO #4: Implement patient care, at the direction of a registered nurse, licensed physician or dentist through the performance of nursing interventions or directing aspects of care, as

appropriate, to unlicensed assistive personnel (UAP).

EPSLO #5: Collaborate with the registered nurse or other members of the healthcare team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

EPSLO #6: Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical nurse.

2.3 CURRICULUM

Program Courses	Theory/Exam Hours	Clinical Hours
Phase I		
Basic Nursing Skills	80	
Medical Terminology	48	
Anatomy and Physiology for Nursing	120	
Introduction Into Nursing	57	
Fundamentals of Nursing	180	
Clinical 1		200
Pharmacology and Intravenous Therapy Skills	100	
Phase II		
Medical Surgical Nursing	200	
Maternal Newborn Nursing	50	
Pediatric Nursing	50	
Mental Health Nursing	50	
Transition To Practice	15	
Clinical 2 M/S and Specialties		276
Clinical 3 Leadership		24
Total Course Hours	950	500
Total Program Hours		**1450**

3.0
ADMISSION

3.1 GENERAL ADMISSION

Please refer to the Practical Nursing Select Application Booklet

3.2 CPR CERTIFICATION

Applicants selected for the practical nursing program must complete CPR training prior to admission into the program.

1. BLS Provider CPR certification including infant, child, and adult that does not expire during the program is a prerequisite to the program. The American Heart Association BLS Provider is preferred.
2. Failure to provide proof of CPR on the first day of class may result in dismissal and a possible change in status from regular-to-alternate student status.

3.3 IMMUNIZATIONS GUIDELINES

Immunization/Health Screening requirements are based on clinical institutions' required documentation to attend clinicals. Additional immunizations/screenings may be required by clinical institutions.

COVID-19 Vaccine

For participation in clinical programs, MNTC does not require students to be vaccinated against COVID-19. However, certain healthcare facilities participating in clinical rotations require students to be fully vaccinated prior to participating in clinical rotations at their sites.

If you will be participating in a clinical at a facility that requires COVID-19 vaccination, you will be provided information regarding specific COVID-19 vaccination requirements for the clinical.

EACH STUDENT MUST PROVIDE EVIDENCE OF IMMUNITY AGAINST THE FOLLOWING DISEASES:

IMMUNIZATION	EVIDENCE OF IMMUNITY
Tuberculin PPD Skin Test	Evidence of a negative tuberculin PPD test received **between June 1st of the current year and the first day of class** Or If evidence of a positive Tuberculin test then: Evidence of a follow-up negative Chest x-ray (within the past 3 years)
MMR (measles, mumps, rubella)	Documentation of immunity by either: Evidence of two (2) vaccines at least 4 weeks apart after the age of 12 months old ***or*** Evidence of a positive blood test indicating immunity
HEPATITIS A (HAV) & HEPATITIS B (HBV)	Documentation of immunity by either: Evidence of injections: (3 for Hepatitis B and 2 for Hepatitis A) given over a 6-month period. ***or*** Evidence of a positive blood test indicating immunity ***or*** Completion of a waiver indicating the student's unwillingness to undergo Hepatitis B vaccination.
VARICELLA (Chicken Pox)	Documentation of immunity by either: Evidence of two (2) Varicella vaccines given at least 28 days apart. ***or*** Evidence of a positive blood test indicating immunity.
Td, Tdap (tetanus, diphtheria, pertussis)	Documentation of immunity: A one-time dose of Tdap and evidence of Td boosters every 10 years thereafter.
INFLUENZA (Flu Shot)	Documentation of immunity by either: Evidence of one (1) vaccine, Instructor, will announce in the Fall when immunization is due. ***or*** Documentation from a healthcare provider that vaccination is contraindicated.
COVID 19	Documentation of immunity by either: Evidence of one (1) vaccine series (Pfizer, Moderna, or Johnson and Johnson), Instructor, will announce in the Fall when immunization is due.
Students who suspect that they may be pregnant or who are pregnant must consult a physician regarding the advisability of immunization.	

Evidence of immunity must be completed and on file *by the first day of class* for regular students or by the first day of clinical rotation for alternates selected to fill vacant seats. td/tdap and ppd skin test must not expire before the end of that school year.

3.4 TEXTBOOKS AND SUPPLIES

Upon receipt, the student is responsible for his/her textbooks and supplies. The student will be responsible for the textbook assigned during the program, with the expectation that the textbooks will be returned to the classroom at the end of the program.
The PN Curriculum is internet-based and, therefore, internet access outside of the school is a requirement. Personal laptops are allowed in the classroom; however, MNTC is not

responsible for damaged or lost personal items or equipment.

4.0
PROGRAM POLICIES AND PROCEDURES

4.1 ATTENDANCE

Remember that this is your "job" now. Treat this program as if you were counting on it for a paycheck because you ARE counting on it for future paychecks. Absences add up quickly. Not showing up for class or clinicals can dramatically affect your grade.

This class is preparing you to be a professional. You must act like a professional at all times. You may not sleep during class. You may not talk while others are speaking. And, yo u may not walk out of class unless you are ill and need to leave quickly.

Regular attendance is required of each student. A PN Select student will be limited to 36 hours of absences for the school year, August through May.

For successful program completion, a student's absences may not exceed 36 hours per each Phase.

- A student who exceeds 36 hours in Phase1 and is passing their program will receive a "no grade" (NG). Refer to the Moore Norman Student Handbook. Students who violate the attendance policy will not be allowed to enroll for the following semester, including summer school, if the violation occurs during the spring semester.
- A student who exceeds 36 hours in the school year and is failing their program will receive an F. Refer to the Moore Norman Student Handbook. Students who violate the attendance policy will not be allowed to enroll for the following semester, including summer school, if the violation occurs during the spring semester.

Tardies

- Students arriving late or leaving class early, resulting in missing thirty (30) minutes or less of class, will be marked tardy. Each incident will count as missing thirty (30) minutes of class.

If a student is ill, running a fever, or potentially contagious, he/she should not attend class and especially clinical, as this can expose compromised clients and others to potential illness. If a student does come to class or clinical sick and is running a fever, potentially contagious, or having difficulty performing assigned duties because of the illness, the instructor may send the student home with an excused absence.

Exempted Absences

- Pre-approved exempted absences such as job interviews, job orientations, and professional workshops do not count against the attendance requirement. A maximum of five days is available during a twelve-month period and must be pre-approved by the program director.

- Pre-approved exempted absences such as bereavement leave, jury duty, court appearance, and military duty will be handled on an individual basis. These are "exempted absences" and will not count against the attendance requirement.
- Exempted absence documentation is to be submitted to the program director within five (5) days of the absence.
- Appointments are to be scheduled after school hours, not during school hours.

Notifying School When Absent

It is the responsibility of adult students or the guardians of high school students to notify the school when a student will be absent from class. Notification should be within the first hour of class. If a notification has not been received, the electronic communications system will contact the guardian of any high school student who is absent. The guardian must have provided written consent for automated calls.

Notification

Failure to notify the Instructor(s) of any condition, either physical or mental, that requires special consideration when assigning clinical experiences, or that might jeopardize the student's health and safety, or keep the student from meeting the objectives of the program, may result in dismissal of the student.

Attendance Records

MNTC keeps a complete record of each student's class attendance. Students may request a printout of their attendance from their teacher/instructor, counselor, or administrator. An adult student, guardian of a secondary student, or any agency financing a student's enrollment will be notified by mail of the student's absences when the student has missed half of the allowed absences for the semester.

4.2 CELL PHONES

On-Campus Use

Cell phones are expected to be used responsibly and professionally. The cell phone can be an important tool in the educational process, but should not be a distraction to a conducive learning environment. No cell phones are allowed in the HRC Testing Room. Failure to comply with this request may result in disciplinary action due to the unprofessional nature of this behavior.

Electronic music equipment may be used by students during **independent study time only,** so long as headphones are used and the volume is low enough not be heard by other students. This equipment may NEVER be used in the lab for safety reasons.

Students may bring laptop computers or tablets for the purpose of taking notes, completing projects/activities during classroom time, and independent study time. They **MAY NOT** be used to access the Internet for non-school-related activities except during the students' lunch and

break periods.

ALL CELL PHONES AND ELECTRONIC EQUIPMENT ARE THE RESPONSIBILITY OF THE STUDENT. DO NOT LEAVE THE EQUIPMENT UNATTENDED! CLASSROOMS ARE FREQUENTLY LEFT UNLOCKED.

Clinical Use

The use of technology in a healthcare setting is becoming more commonplace. However, many patients have not adjusted to this technology and find it offensive. Secondly, when electronic equipment is used in the health care setting, it can become contaminated and transmit diseases to others, including patients, staff, visitors, and students' families. Consequently, responsible and considerate use of electronic equipment in a healthcare setting is mandatory.

- The clinical setting is a work setting. Non-emergent personal communication in any form, with family, friends, business associates, services, etc., during clinical hours is restricted to breaks and meal time only.
- Cell phones or other electronic equipment being used for research MAY NOT be used in the patient rooms. Because of potential contamination, they should not be taken into a patient room.
- Cell phones may be used to contact the instructor via Teams for assistance during the clinical shift. Be sure to step out of the common area for these communications. Be aware of your surroundings so HIPAA laws are not violated.
- Students are also subject to the facilities policy related to cellphone use.

CELL PHONES AND ELECTRONIC EQUIPMENT ARE THE RESPONSIBILITY OF THE STUDENT. DO NOT LEAVE THE EQUIPMENT UNATTENDED OR OUT IN PLAIN SIGHT.

4.3 CHANGE OF STUDENT NAME AND/OR ADDRESS

To maintain the current student name and/or address on file in the PN Coordinator office for timely communication and record maintenance on students enrolled in the Practical Nursing Program.

1. It is the student's responsibility to inform the PN Coordinator Office of any changes in name, address, or telephone number as soon as the change is made.
2. Complete the form and submit to the PN Instructor. A copy of this form is included in the back of this handbook. If there is a change in the student's name, then a copy of legal documents must be attached (i.e., marriage license, court documents, etc.) and a copy of new driver's license.
3. PN Instructor will forward Change of Student Name and/or Address Form and required documentation, if applicable, to PN Coordinator Office.
4. The student will be referred to Student Services to initiate the process of changing their name for school records.

4.4 CODE OF ETHICS FOR NURSING

The Practical Nursing student will perform authorized acts of nursing which utilize specialized knowledge and skills and which meet the health needs of people in a variety of settings under the direction of qualified health professionals. Competency implies knowledge, understanding, and skills that transcend specific tasks and is guided by a commitment to ethical/legal principles.

The American Nurses Association has developed a Code of Ethics that serves as a model for nurses. It functions as a general guide for the nursing profession and as a social contract with the public it serves. The following is the *ANA Code of Ethics* that nursing students must be in compliance with and will be held accountable.

Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice is consistent with their obligations to promote health, prevent illness, and provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth, including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
10. Nursing, through organizations and associations, participates in the global nursing and health to promote human and environmental health, well-being, and flourishing.

NOTE: Any violation of the above *Code of Ethics for Nurses* may result in disciplinary action, including, but not limited to the possibility of dismissal.

4.5 PROFESSIONAL MISCONDUCT

The nursing profession is one of the most respected fields, and MNTC Practical Nursing training begins by demanding a high level of professionalism from students. Aside from the school and program policies/procedures discussed in this handbook (attendance, safety, dress code, student behavior, confidentiality, etc.), students are expected to understand they are representing not only the nursing program here at MNTC but the nursing profession as well. Professional Misconduct includes, but is not limited to, the following: rude, inappropriate, or disruptive behavior, gestures or language in any school-related setting, possession of or the exposure of others to any illegal, obscene or dangerous substances or materials, intimidation or harassment of any form, misappropriation of school or clinical site property, dishonesty, argumentative and/or aggressive manner of tone, gossip, HIPAA and other privacy violations, attendance issues, disregarding safety guidelines, not following the chain of command, defensive attitudes when constructive criticism is offered or lack of changes/improvements not made despite counseling efforts from faculty. Professional misconduct will result in disciplinary action, including but not limited to the possibility of dismissal from the nursing program.

4.6 NURSING STUDENT CONDUCT AND DISCIPLINE

4.6.1 PURPOSE

Moore Norman Technology Centers and the School of Practical Nursing consider student conduct and discipline to be very serious matters. MNTC has established this Procedure on Nursing Student Conduct and Discipline ("Procedure"), which applies to all nursing students. This Procedure outlines the standards of conduct and civility expected of nursing students and explains the disciplinary actions that may be taken when a student's conduct violates those standards. Educational opportunities available to students may be shortened or terminated if a student's conduct violates the approved standards described in this Procedure or if the student, for other reasons, cannot fulfill program requirements essential to successful course completion.

In instances involving a student's dismissal from a course or program, MNTC will utilize procedures that are fair and reasonable. Each student is encouraged to cooperate and comply with the standards of conduct set out in the Procedure. This Procedure is designed to ensure that all students have an opportunity to benefit from the educational opportunities available at MNTC. Conduct or behavior that violates any of MNTC's procedures, rules, regulations, or practices, or that interferes with or disrupts the educational process, must and will be addressed by MNTC administration. This Procedure explains MNTC's standards of conduct, the disciplinary actions that may occur as a result of violations of these standards, and the process that will be used when it is necessary to dismiss a student from a course or program.

4.6.2 REFERENCES

Reference to "Administrator" or "Administration" means an Assistant Superintendent, PN Coordinator, Instructor, Health Director, or the MNTC staff member to whom the Administration has delegated the responsibility for student discipline.

Reference to the "Superintendent" refers to the Superintendent of MNTC.

Reference to "dismissal" or "removal" means the total, permanent and final expulsion of a student from a course or program.

4.6.3 Students who violate PN student policies related to

1. Professional Behaviors
2. Clinical Behaviors
3. Confidentiality
4. Unsafe Practice

Will be issued clinical/professional warnings, which will become part of the student's records

NOTE: Any violation of the above may result in disciplinary action, including, but not limited to, the possibility of dismissal.

STUDENT CODE OF CONDUCT RESULTING IN DISCIPLINARY ACTION

The following conduct occurring at MNTC, at any location designated for clinical practice, while attending MNTC events, while in MNTC vehicles, or occurring outside of normal school day or off MNTC property will result in disciplinary action, including but not limited to the possibility of dismissal:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing, or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Disruption of the educational process or operation of the school;
7. Extortion;
8. False reports or false calls;
9. Fighting;
10. Forgery;
11. Gambling;
12. Harassment, intimidation, and bullying;
13. Hazing (initiations) in connection with any school activity;
14. Immorality;
15. Inappropriate attire;
16. Inappropriate behavior or gestures;
17. Indecent exposure;

18. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to:
    (a) assault and battery;
    (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
19. Obscene language or gestures;
20. Physical or verbal abuse of another person;
21. Plagiarism;
22. Possession of obscene materials;
23. Possession or use of a caustic substance not related to the course or program work;
24. Possession or distribution of obscene material;
25. Possession, threat or use of, transfer possession of, or aiding, accompanying, or assisting another student to use a dangerous weapon, including firearms, knives, and related instrumentalities (*i.e.,* bullets, shells, gunpowder, pellets);
26. Use, possession, distribution, sale, conspiracy to sell or possessor being in the chain of sale or distribution, or being under the influence of alcoholic beverages (including low-point beer as defined by Oklahoma law, *i.e.,* 3.2 beer) and/or a controlled substance while indirectly or directly participating in any MNTC class, clinic, program workshop, function, activity, or component thereof;
27. Use, possession, or distribution of, or conspiracy to use, sell or possess, a drug or illegal chemical substances, as defined in the MNTC Student Handbook;
28. Testing positive for drugs or alcohol or refusing to fully participate in or cooperate with a drug or alcohol test when instructed to do so by MNTC personnel;
29. Possession of illegal and/or drug-related paraphernalia;
30. Profanity;
31. Sexual or other harassment of individuals including, but not limited to, students, school employees, and volunteers;
32. Sleeping, eating or refusing to work in class;
33. Theft;
34. Threatening behavior (whether involving written, verbal or physical actions);
35. Truancy;
36. Use of tobacco in any form in an unauthorized location;
37. Use or possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school;
38. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
39. Use of the school's technology resources (*i.e.,* computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
40. Vandalism;
41. Violation of the Board of Education or MNTC policies, rules or regulations;
42. Vulgarity;
43. Willful or reckless damage to school property;
44. Willful disobedience of a directive of any school official;
45. Conviction of a felony or of a crime involving moral turpitude under federal or state law;
46. Conduct that is inconsistent with the rules and principles of morality which relate to the practice of nursing and/or the responsibilities of a student nurse;
47. Conduct that evinces a conscious disregard for indifference to the health, safety, or welfare of a client; and/or
48. Conduct that is unprofessional, including but not limited to (a) inaccurate recording,

falsifying or altering of client records; (b) administering medications and/or treatments in a negligent manner; (c) misappropriating supplies, equipment, and drugs; (d) leaving a nursing assignment without properly advising appropriate personnel; (e) violating the confidentiality of information or knowledge concerning a client; (f) conduct detrimental to the public interest; or (g) discriminating against a client on any basis in the rendering of nursing services;

49. Conduct that has an immediate negative effect on the educational process, or the effectiveness or reputation of MNTC.

4.7 DISCIPLINE

The following procedures govern the dismissal of students from MNTC for violation of the *Student Code of Conduct*, for failure to meet or comply with the essential curriculum or course requirements, or for any other authorized reason.

A. DISMISSAL/EVIDENTIARY HEARING

Whenever an alleged violation of the *Student Code of Conduct* by a nursing student is reported to or witnessed by an Administrator, the Administrator must initially ascertain whether immediate dismissal of the nursing student is required. This determination will be based on (1) whether the nursing student's continued presence on campus would create, in the Administrator's judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system, or (2) whether the nature or severity of the alleged violation warrants, in the Administrator's judgment, the nursing student's immediate dismissal.

The PN Coordinator will conduct an evidentiary hearing to review the evidence and interview the nursing student and witnesses, if necessary, to ascertain whether the dismissal of the nursing student from the program is warranted.

If dismissal (whether immediate or otherwise) is found to be necessary, the Administrator shall document the justification in a written report (as outlined in subsection B, below) and immediately forward it to the Health Director. The PN Coordinator must also immediately contact the student in writing and notify him/her of the dismissal. The notification should be either hand-delivered to the student or sent to the student's last known address via United States Certified Mail with Return Receipt Requested.

If the immediate dismissal of the nursing student is necessary before a hearing can be conducted with the nursing student, the hearing must be held as soon as possible, but no later than 72 hours after the dismissal. In case of a waiver or of non-attendance at the hearing by the nursing student, a summary disposition of the matter will be indicated in letter form and forwarded to the nursing student with a copy to the Superintendent.

If the nursing student is unable to attend the original day and time specified by the PN Coordinator for the evidentiary hearing, the matter may be continued only once, and in such a case, will be reset to be conducted within the next 24 hours. Any further request for a continuance will result in the immediate disposition of the matter with notification in writing sent to the nursing student.

B. DECISION

Once the evidentiary hearing has been held, the PN Coordinator will summarize the findings in a written report, which will include the decision as to the dismissal. The decision will be announced orally at the conclusion of the hearing with the written report to follow, or within three (3) business days of the conclusion of the hearing, by the issuance of the written report. The imposition of dismissal will commence following the announcement of the decision or issuance of the written report, whichever occurs first.

C. APPEAL

If all or any portion of the PN Coordinator's decision is not agreed to by the nursing student, the nursing student has the right to first appeal the decision to the Director of Health Programs. The said appeal is commenced by a letter to the Director of Health Programs delivered by the nursing student within 72 hours of the decision rendered by the PN Coordinator. The Director of Health Programs shall have the authority to sustain, overrule, or modify the PN Coordinator's decision. Once the Director of Health Programs has made his/her decision as to the upholding or overruling of the Director of Health Programs' decision with respect to the nursing student at issue, the Director of Health Programs will immediately contact the nursing student in writing and notify him/her of the decision. The notification should be either hand-delivered to the nursing student or sent to the nursing student's last known address via United States Mail.

If all or any portion of the Director of Health Programs' decision is not agreed to by the nursing student, the nursing student has the right to then appeal the decision to the Superintendent. An appeal is commenced by letter to the Superintendent, delivered by the nursing student within 72 hours of the decision rendered by the PN Coordinator. The PN Coordinator, upon receipt of notice of the appeal, will forward the report of the hearing and his/her decision to the Superintendent for review and decision. The Superintendent shall have authority to sustain, overrule, or modify the PN Coordinator's decision.

If the nursing student desires an appeal to the Director of Health Programs or the Superintendent, and the nursing student is not immediately dismissed from the Program, the nursing student is hereby notified that he or she may remain in school pending the appeal of the dismissal. If the nursing student does not attend the scheduled classes and/or clinical during the appeal process, the nursing student is hereby notified that any school classes and/or clinical missed during the said period of appeal will result in an absence to be counted toward the nursing student's total absences in the program.

At the hearing before the Superintendent, the Administrator and/or PN Coordinator shall first present his/her evidence and be subject to cross-examination by the Superintendent. This will be followed by the nursing student's evidence. The decision of the Superintendent shall be final. Such a decision shall be communicated orally after the hearing **or** in writing to all parties within three (3) business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by the issuance of the Superintendent's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

D. READMISSION

A dismissed nursing student is eligible to be readmitted to the Adult Nursing Program upon proper application for readmission. However, the Administration may consider the nursing student's prior disciplinary and incident record in determining whether to grant a nursing student's request for readmission.

E. ADMINISTRATIVE ACTIONS

Administrative actions called for in this Policy may be taken by the Administrator designated by this Policy or the Superintendent. An Administrator, whether a Division Administrator, Superintendent, or other Administrator in charge, may appoint a designee to act in his/her place.

F. INTERPRETATION; ORDER OF PRECEDENCE

In the event of an ambiguity or conflict between the terms and provisions of the *MNTC PN Student Handbook* and the terms and conditions of the *MNTC Student Handbook*, the terms and conditions of the *MNTC PN Student Handbook* shall control; provided, however, that the *MNTC PN Student Handbook* shall not supersede any other federal or state law, regulation, or *MNTC Policies and Procedures* governing said terms and conditions.

4.8 DISMISSAL FOR FAILURE OR INABILITY TO MEET OR COMPLY WITH ESSENTIAL COURSE REQUIREMENTS

MNTC's curriculum program consists of course offerings that include and incorporate requirements essential to the successful completion of the course and program. When a nursing student cannot complete essential course requirements, the nursing student will be dismissed from the program. For example, clinical hours are part of and necessary to the completion of the entire curriculum program. A nursing student who does not successfully complete the clinical objectives will be dismissed from the program. Likewise, nursing students must achieve a passing grade of 80% in each course, and the clinical component of the program, and a nursing student who fails to achieve a passing grade of 80% will be dismissed from the program for academic failure. Nursing students dismissed for reasons falling within this part of the Policy will have the same rights with regard to dismissal as nursing students who violated MNTC's *Student Code of Conduct*.

MNTC supports and encourages students with disabilities to pursue educational opportunities. Notwithstanding this fact, MNTC recognizes that nursing students are charged with significant responsibilities involving, among other things, client care. These are responsibilities that cannot be placed in the hands of individuals who have been adjudicated incompetent by a court of law or another tribunal. Accordingly, if a nursing student is adjudicated to be incompetent while enrolled at MNTC, the student will be dismissed. Under such circumstances, all aspects of the dismissal shall be kept confidential.

NOTE: Any violation of the Student Code of Conduct will result in disciplinary action, including, but not limited to the possibility of dismissal.

4.9 CONFIDENTIALITY

Student behavior is guided by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) regulations regarding confidentiality. Depending upon the severity of the infraction, the student may be verbally reprimanded, receive written counseling and/or probation, and/or dismissed from the PN Program.

During this program, students will come into contact with information that is not only legally protected but also inappropriate to share with others. Specific HIPAA rules apply to anyone who has access to an individual's health information. This act forbids this information from being transferred to or shared with anyone who is not directly involved in caring for that individual, and only when that information is necessary for treatment. Beyond the HIPAA rules, it is considered inappropriate behavior for a student to discuss a patient or a situation in any other manner than in the learning environment. This includes electronic media (e-mail, social websites, texting, or photos – see *Social Media Guidelines*) and having discussions in areas where individuals may overhear conversations. Students are also required to maintain this privacy standard with regard to fellow students and school employees. All school-related information is considered personal in nature and should not be discussed without the express consent of the individual.

Students are to protect their client's right to confidentiality. Discussing client information, photocopying records, or removing computer records with identifying information from the site are strictly prohibited.

Students must complete HIPAA training prior to clinical rotation and sign the MNTC PN "Confidentiality – Student Agreement."

4.10 EMPLOYMENT

Since many hours are required for study, in addition to actual school and clinical instruction, it is strongly recommended that the student not be employed while in the Practical Nursing Program.

When students are employed in health agencies, they may not perform functions normally assigned to a professional or practical nurse as stated by law.

If a student is not meeting clinical or academic expectations, this may signal that employment should be reconsidered.

4.11 INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH A HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION

Oklahoma Board of Nursing, 2915 North Classen Blvd., Suite 524, Oklahoma City, OK 73106, (405) 962-1800**, www.ok.gov/nursing**

Applicants for licensure, AUA certification, or reinstatement in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory, or country, **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing if the incident has not previously been reported in writing to the Board. A "report in writing" means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a "report in writing." A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a "report in writing." Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.

All applicants for licensure as a Registered Nurse, Licensed Practical Nurse, or Advanced Practice Registered Nurse or for certification as an Advanced Unlicensed Assistant, must have submitted a fingerprint criminal history records search conducted by the FBI and Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5].

A candidate for a license to practice as a Registered Nurse or Licensed Practical Nurse, or for certification as an Advanced Unlicensed Assistant, shall submit to the Oklahoma Board of Nursing "certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five **(5)** years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received" [59 O.S. §567.5, 567.6, & 567.6a]. **Therefore, individuals with one or more felony convictions cannot apply in Oklahoma for RN/LPN licensure by examination or endorsement, or for AUA certification, for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.**

The applicant must submit the following information to the Board:

1. Application for licensure, certification, or reinstatement, and fee;
2. A signed statement from the applicant describing the location and circumstances of the offense, date, court action or Board action taken, and current status;

3. Fingerprint criminal history search not more than three (3) months old (applicable only to applicants for licensure by examination, endorsement, APRN licensure, or AUA certification); and
4. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment, and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal. Internet print-outs are not acceptable. If no records are found, have the agency provide a certified letter stating no records found in a search from the date of offense through the current date.
5. If applicable, copies of the licensing agency's actions submitted directly from that agency to the Oklahoma Board of Nursing

Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state's board of nursing to obtain information on requirements. OBN Publication Form X02 Revised 6/2001, 11/2002, 12/2004, 4/27/2011, 12/09/2011, 11/01/13

Important Notes: If an applicant or student is found to have been dishonest concerning a conviction of a crime, arrest, being judicially declared incompetent or disciplinary action taken against another health-related license or certification, he/she may be dismissed from the program.

If a student is arrested during the PN Program, the student is required to notify the instructor(s) immediately and to obtain appropriate court documents as outlined above as they become available. The PN Instructor(s) will notify the PN Coordinator of the student's arrest, and clinical sites will be notified appropriately.

MNTC complies with the Oklahoma Board of Nursing relative to felony convictions and applications for licensure. Results of an individual's criminal history record search, and self-disclosure on the "Arrest and/or Felony Conviction" form may be disclosed to any clinical facility that may be utilized during the individual's PN education. Although MNTC has an open admission policy, students may be denied clinical opportunities based on their criminal background history, which may hinder or prevent the individual's ability to complete the program. MNTC reserves the right to stand by its criminal background procedure and does not have an obligation to find a student clinical space in the event the student is denied a clinical opportunity by the facility.

4.12 GRADING/PROMOTION

1. All grades will be recorded in a district-approved Learning Management System (LMS) gradebook, which can be accessed by students. Students should regularly check their grades on the LMS platform and notify the instructor immediately if they find any discrepancies. The official grades will be stored in the district's Student Information System.
2. Tests will be given throughout each module/course.
3. The time and content of each test will be determined by instructors.

4. Make-up tests must be taken within three days upon returning to school following an absence. It is the student's responsibility to make arrangements with the Instructor of the course to schedule the test either before or after classroom hours. Ten points will be deducted if the student is absent on the day of a scheduled test.
5. Quizzes and pop quizzes are not considered scheduled tests. Absence on the day of the quiz or pop quiz results in a zero for that assignment.
6. The ATI predictor exam and professionalism account for 10% of the course grade.
7. Our grading system operates on a total points model. With this calculation method, your cumulative grade is determined by dividing the total points earned by the total points possible.

   A. **Student's Semester Grade =** $\frac{\text{Total Points Earned}}{\text{Total Possible Points}}(100)$

8. Students must achieve a 77% combined average on module exams in order for the 10% ATI/Quizzes to be awarded.

9. Grading Scale:
   93 to 100 = A
   85 to 92 = B
   77 to 84 = C
   69 to 76 = D
   0 to 68 = F
10. Late Assignments: Assignments and homework are due and will be collected at the beginning of the class period, unless specifically stated otherwise. Late assignments will only be accepted with prior approval from the instructor.
    Late Tests: If a student is not present at the time the class is given a test, they will receive a 10% deduction in their score. An exception to this rule may be made by the program director for extenuating circumstances, but the program director must be contacted prior to the exam.
11. Several assignments require internet access. Dates and hours of campus operation will be made available for students who need computer and internet access. However, additional internet access outside of school may be necessary to complete assignments by the scheduled date and time.
12. Instructors will evaluate the student's skills and clinical performance to measure performance and progression, ensuring competence as a safe practitioner.
    A. Grades for competency (skills) will be pass/fail.
    B. Instructors will use the Lasater Clinical Judgment Rubric to measure the student's clinical performance in the following areas:
        a. Professional Behavior (Responsibility and Accountability)
        b. Clinical Judgment
            i. Noticing
            ii. Interpreting
            iii. Responding
            iv. Reflecting
        c. Students will be evaluated on each dimension using a scale of 1-4, representing beginner to

exemplary.

TOTAL POSSIBLE POINTS = 100 POINTS FOR THE WEEK PASSING POINTS = 77 POINTS

NOTE: Failure in clinical for two (2) consecutive weeks places the student on probation until re- evaluated at the end of the third week; at which time the student may remain on probation or be taken off. At the completion of the level, the student must have a 77% to progress to the next level. A student failing clinical is not a safe practitioner and will be dismissed from the program.

13. Students' clinical performance will be formally evaluated at the end of each phase. Grades for clinical will be pass/fail (average 77% or greater) based on the following components:
    a. Part I – Competencies (skills)
    b. Part II – Professional Development
    c. Part III – Weekly Nursing Clinical Evaluations
    d. Part IV – Clinical Assignments (case studies, etc.)
14. The quality of work is expressed by grade points assigned by these symbols.
    A = 93-100 = Excellent
    B = 85-92 = Good
    C = 77-84 =Average
    Below 77 = Failure
15. A student may be placed on academic probation if their theory or clinical grade falls below a 77% and/or if a student fails two or more unit tests, considering the student to be "at risk" for failing the course. Any student placed on probation may be subject to dismissal from the program.

A. The term ***counsel*** as used herein refers to the student being informed by the Instructor, by means of a written notice, that said student is failing to meet or comply with the essential curriculum or course requirements of the Program, or for any other authorized reason and that said student needs to improve in the particular area in which he or she is counseled by the Instructor.

B. The term ***probation*** as used herein refers to the student being informed by the Instructor that due to the student's continued failure to meet or comply with the essential curriculum or course requirements of the Program, or for any other authorized reason, the student will be placed on a trial period in which the student's performance, conduct, progress, and/or skills will be closely evaluated to determine if the student is suitable to continue in the Program or should be dismissed. The terms, conditions, and length of a student's probation will be determined by the Instructor and/or PN Coordinator and will be specific to the particular circumstances concerning the student and the gravity of the performance or conduct of the student at issue.

16. Students who fail to achieve a passing grade of 77% in each course and clinical component of the Program will be dismissed from the Program for academic failure. A formal letter will be sent to the parent and/or student by mail when he/she is dismissed

from the program. In addition to the letter, Instructor(s) may also hand-deliver a copy of Such a letter to the student. The student may then appeal the decision within 72 hours to the PN Coordinator pursuant to the MNTC PN Student Handbook.

NOTE: The Instructor(s) recognize cheating as any form of dishonesty that alters grades on exams, copying assignments from another person's work, using notes during a test, obtaining information from another student's answer sheet, etc. Students may be dismissed from the program for any of the incidents mentioned above.

4.13 GRADUATION

Upon successful completion of all courses and clinical components of the program, the graduate will receive a diploma from Moore Norman Technology Centers School of Practical Nursing and become eligible to write the licensure exam.

Attendance at graduation practice and ceremony is mandatory, as the hours of the practice and the ceremony are included in the total 1463 program hours for the MNTC Practical Nursing Program.

4.14 INSURANCE

While the School will make every effort to prevent accidents and injuries, the nature of the PN Program is such that the possibility of injury is greater than in a regular academic program. Therefore, the students are urged to carry suitable health/hospitalization insurance. The student is not covered by sick benefits provided to employees of MNTC or clinical facilities.

Professional liability insurance is insurance that protects the student and MNTC in the event of a client accident/injury. Professional liability insurance is required and will be included in the tuition.

4.15 PREGNANCY AND HEALTH-RELATED ISSUES

Faculty should be notified immediately of pregnancy. Students' clinical assignments will be made to prevent exposure to X-Rays and highly communicable diseases.

Failure to notify the faculty of any condition, either physical or mental that requires special consideration when assigning clinical experiences, or that might jeopardize the student's health and safety, or keep the student from meeting the objectives of the program, may result in dismissal from the program.

4.16 SOCIAL MEDIA GUIDELINES

With the ever-increasing popularity of social networking sites, it is necessary to remind students that when social media postings and/or digital communication violate the law, MNTC policies or create a substantial disruption to the educational process, the nursing Coordinator may have an obligation to respond and take appropriate action, including but not limited to, investigation, removal of posts, discipline, and/or referral to law enforcement.

When using a personal social media site, if you identify yourself as a student of MNTC you have associated yourself with the school district; therefore, you must ensure that any associated content is consistent with the mission and work of MNTC. Use caution when posting any comment and/or images to a social media site that may reflect negatively on your image as a practical nursing student and/or that of MNTC.

DO NOT friend patients/clients you meet during your clinicals.

Students who post content to a social media network that fails to comply with the guidelines of this policy may not only be removed from the program for inappropriate comments but may lose job opportunities, be denied credit or even be held responsible in a court of law for their statements. Students are reminded that posting or sharing negative comments/photos or private information about the school, fellow students, faculty or staff, clinical experiences or any other school-related issues can result in disciplinary actions such as being placed on probation or removed from the program. Please refer to the white paper:

NCSBN Social Media Guidelines.

Guidelines for Posting on Social Media

1. **Think twice before posting.** Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect on both you and the school. Be aware that even the most stringent privacy settings, photo tagging, and other tools may make information publicly available.
2. **Anonymity is a myth.** Write everything as if you are signing it with your name.
3. **Remember your audience.** A presence in the Social Media world can easily be made available to the public at large. This includes prospective students, current students, current employers and colleagues, patients and their families, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
4. **Strive for accuracy.** Get the facts straight before posting them on Social Media. Review

content for grammatical and spelling errors.

5. **Familiarize yourself with and use conservative privacy settings regardless of the content on your profile.** Practice restraint when disclosing personal information on Social networking sites: your audience is everyone.
6. **Consider the professional image you would like to portray.** As a rule, only post online what you would want your instructor or supervisor to see. Employers are beginning to search social networking sites as part of their background checks for new employees. While we all view our lives outside of work personally, consider the professional image you would like to portray to your patients and their families. Even seemingly innocuous pictures and comments can impact the respect and trust your patients have for you, now and in the future.
7. **Strongly discouraged from "friending" patients, family members, or legally appointed decision makers on social networking sites.**
8. **If in doubt, don't post!**
9. **Do not harass, libel, slander, or embarrass anyone.** Do not post or share any material (by word, image, or other means) that is obscene, defamatory, profane or vulgar, libelous, threatening, harassing, threatening, bullying, abusive, hateful, or embarrassing to another person or entity or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment or bullying. Individuals may be held personally liable for defamatory, proprietary, or libelous commentary.

4.17 STUDENT ORGANIZATIONS

Every PN program is to have an active student organization to help develop the leadership potential of each student.

Each teacher is to positively encourage every student to become a member of the student organization. Student organizations are intra-curricular. Activities will be integrated into each unit of instruction.

PROCEDURE

1. Meetings will be conducted on a regular basis during regular class time.
2. Each PN class should select an organization to join to help develop students to their greatest potential. For example, organizations pertinent to Practical Nursing would be the Health Occupation Students of America (HOSA – Oklahoma Chapter) or the National Association of Licensed Practical Nurses (NALPN).
3. Students who are on probation (academic, absentee, and/or disciplinary) may not attend student activities on a State or National Level.

Participating students will be allowed to attend State and National competitions, provided their GPA remains at least 85% or 3.0 in all coursework. MNTC school district will pay for 1st place state winners who compete at the national contest (according to the guidelines listed below) and state officers who attend nationals based on the Travel Policy Manual of the district. Travel claim must be in compliance with the district travel manual. Travel for nationals will be arranged by the district office.

In order for necessary and reasonable expenses to be paid by MNTC for 1st place state winners to compete at the national contest, the following guidelines must be met:

1. The event the student is competing in must have an event at the national level in which the student is competing in.
2. The event the student is competing in must require pre-registration prior to traveling to the national contest.
3. The event the student is competing in must be directly related to skill attainment in their respective career major.

4.18 SUBSTANCE ABUSE AND DRUG TESTING

To ensure the safety of clients served by the School of Practical Nursing, all students will be tested for drugs and alcohol prior to their participation in clinical rotations. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity, and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.

Additionally, students may be tested for drugs and/or alcohol at any time on a random selection basis while enrolled in the practical nursing program. Finally, reasonable suspicion testing will be performed as needed, in the judgment of the Coordinator of Practical Nursing. All drug and alcohol testing will be conducted in compliance with applicable law.

Medical Marijuana

Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled

Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

POLICY

Due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of clients, students, and employees of the Technology Center and various clinical facilities at which nursing students may perform clinical practice rotations, as well as the adverse effect alcohol and illegal chemical substances can have on a student's ability to perform in a clinical practice setting, the Moore Norman Technology Centers will not tolerate students who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances or alcohol.

Testing positive for drugs or alcohol, refusing or failing to participate in or cooperate with any part of the testing process, or taking longer than three (3) hours to provide a specimen, is a direct violation of Moore Norman Technology Centers' Policy on Nursing Student Conduct and Discipline. This violation is taken very seriously. Any student who tests positive for drugs or alcohol, or refuses or fails to participate in or cooperate with any part of the testing process, will be dismissed from the practical nursing program. **Students who hold/have a medical marijuana card are not absolved from this policy; testing positive for marijuana (THC) on a required drug test will be dismissed from the program. We are bound by the rules and regulations of the Oklahoma Board of Nursing and by the policies of our clinical partners.**

DEFINITIONS

1. "Alcohol" means ethyl alcohol or ethanol.
2. "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath, or hair.
3. "Drug" or "illegal chemical substance" means any substance that an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization, and all prescribed drugs and over-the-counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

4. "Positive" when referring to an alcohol or drug test means a toxicological test result that is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
5. The term "random selection basis" means a mechanism for selecting students for alcohol and/or drug test that:
   A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and
   B. Does not give the Technology Center discretion to waive the selection of any student selected under the mechanism.
6. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
   A. Observable phenomena, such as:
      i) The physical symptoms or manifestations of being under the influence of alcohol or a drug, or
      ii) The direct observation of alcohol or drug use;
   B. A report of drug or alcohol use, provided by reliable and credible sources and which has been independently corroborated;
   C. Evidence that a student has tampered with an alcohol or drug test; or
   D. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on the Technology Center's premises or directly or indirectly participating in any Technology Center program.

NOTE: Student violation of testing positive for drugs or alcohol, refusing or failing to participate in or cooperate with any part of the testing process, or taking longer than three (3) hours to provide a specimen, will result in dismissal from the practical nursing program.

4.19 TRANSCRIPTS

Moore Norman Technology Centers issue transcripts only upon the written request of the individual to whom the record belongs, in accordance with the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, as amended.

PN Student program transcripts are released only after approval from the office of the PN Coordinator. There is no charge for official or unofficial transcripts.

A "Request for Release of Transcript" (FORM: PN 8.8) may be downloaded and printed from the MNTC website: www.MNTC.edu. A copy of this form is also included at the back of this handbook.

4.20 WITHDRAWAL

Students who withdraw from the program must meet with faculty and sign the appropriate school forms. No refunds will be considered unless the student has properly withdrawn.

5.0
SCHOOL OF NURSING POLICIES - GENERAL

5.1 APPOINTMENTS

Students will be required to schedule "non-emergency" appointments outside regular school hours or during recess days. (See annual calendar for dates.)

5.2 SYLLABI

A Course Syllabus will be provided for the students at the beginning of each course.

5.3 FILES – STUDENTS

Student files will be checked by the faculty for completeness within four (4) weeks following enrollment. All files must be completed prior to the beginning of clinical rotations. Any student with an incomplete file will not be allowed to attend clinically. The hours of absence during this period will be documented and counted as unexcused.

5.4 PLACEMENT OF GRADUATES

Students will participate in job readiness classes, prepare a resume, and complete an NCLEX-PN Review prior to graduation.

5.5 SCHEDULES

A. CLASS SCHEDULES:
PN Select Year-1 students will be required to attend class three (3) hours per day, five (5) days per week. The first phase of the program will be spent in the classroom and laboratory, preparing the student for basic clinical nursing.

B. CLINICAL SCHEDULES:
PN Select Year-2 students will be required to attend clinical eight (8) hours per day. Beginning students with incomplete files will not be allowed in the clinical area until the file is complete. There may be instances of 12-hour clinical days for full-time students. Further, clinicals may occur during the day, evening or night throughout the program.

Student attendance at appropriate workshops, student organization activities, or student activities related to classroom learning will be allowed, provided they have been approved by the Coordinator of Practical Nursing.

5.6 ONLINE LIBRARY RESOURCES (Adopted 05/02/2014)

EBSCO Host is an online library that provides free access to journal articles and health-related information

information. Access to EBSCO host is a project of the Oklahoma Library Technology Network and is funded with state and federal funds through the Oklahoma Department of Libraries. Students can utilize this site as needed for medical references as well as journal articles.

1. To access the online library, go to www.okcareertech.org
2. On the top of the screen click ABOUT
3. On the left side of the screen click STATE AGENCY
4. In the middle of the page click DIVISIONS
5. Scroll down until you see INFORMATION COMMONS and click
6. On the left side, you will find EBSCO HOST
7. Click on the link provided
8. TO LOG IN: use any Oklahoma phone number, starting with the area code

6.0
COMPLIANCE POLICIES

6.1 EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT
(MNTC Board Policy) (May 2012, November 2015, July 2022)

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Associate Superintendent, Instruction, and the Executive Director, Human Resources.

Inquiries concerning the application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu, or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

6.2 MNTC GRIEVANCE PROCEDURE FOR FILING, PROCESSING, AND RESOLVING ALLEGED COMPLAINTS NOT PERTAINING TO DISCRIMINATION

*Refer to District MNTC Student Handbook***.**

6.3 MNTC GRIEVANCE PROCEDURE FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

*Refer to District MNTC Student Handbook***.**

6.4 SEXUAL HARASSMENT

*Refer to District MNTC Student Handbook***.**

6.5 SCHOOL SAFETY AND BULLYING PREVENTION

Refer to District MNTC Student Handbook.

7.0
CLINICAL POLICIES AND PROCEDURES

7.1 INCIDENTS AND ERRORS

1. All incidents and/or errors must be reported immediately to the instructor and the nurse in charge of the unit.
2. The client's doctor will be notified of the incident for appropriate action to be taken if deemed necessary by the nurse in charge.
3. An incident report will be completed by the student involved. The report will be filed according to the facility policy, and a copy will be retained by the instructor to be placed in the student's file.
4. If a student is involved in an incident, it must be reported to the instructor. An incident report will be completed, and copies filed with the hospital and the school.
5. Any medical cost incurred as a result of an incident or error will be the sole responsibility of the student or the student's medical insurance carrier. (i.e., needle stick will result in ER visit, labs, etc.)

7.2 CLINICAL DRESS CODE

1. The student uniform provides attire that identifies the Moore Norman Technology

Center student practical nurse as follows:

A. Students will wear MNTC PN uniforms during class times and clinicals.
B. The Moore Norman Technology Centers Practical Nursing School emblem will be worn on the left sleeve, two inches from the top shoulder seam, and centered (lab coat and uniform).
C. The official school name badge will be worn on the left side of the student uniform.
D. FEMALE UNIFORMS:
   (1) Red student uniform top with red uniform pants
   (2) White or black non-porous shoes
E. MALE UNIFORMS:
   (1) Red student uniform top with red uniform pants
   (2) White or black non-porous shoes
F. Watch with a second hand, bandage scissors, and a stethoscope.
G. Clinical shoes must be all leather or non-porous. (Instructor will provide further instruction and must provide approval). Toeless and backless shoes are NOT acceptable.
H. The following are not acceptable:
   (1) • T-shirts worn instead of scrub tops
   (2) • Sweatshirts or hoodies (outerwear worn over scrubs cannot have a hood)
   (3) • Scrub pants worn with regular shirts
I. Students may wear a program-approved jacket or sweatshirt over their scrub top with instructor approval. Approved jackets and sweatshirts will be available for purchase at the beginning of the school year.
J. Students may also wear a solid black, gray, or white long-sleeve shirt under their scrub top. These shirts cannot have logos, words, or symbols.
K. A lab jacket or scrub jacket that matches the approved scrub color may also be worn, but it must be approved by the instructor first.
L. Shoes must be:
   (1) • Athletic shoes
   (2) • Non-skid rubber soles
M. The following shoes are not allowed:
   (1) • Crocs
   (2) • Birkenstocks
   (3) • Flip-flops
   (4) • Open-toe shoes
   (5) • Clogs
   (6) • Hey Dude style shoes

2. The student will be responsible for the following principles of hygiene and etiquette. Failure to comply with the following may result in being dismissed for the day:

A. Good personal hygiene - neat, clean and professional appearance. Uniforms will be clean and free of stains and wrinkles (pressed).
B. Hair will be clean, neat, and above (off) the collar. If hair ties or religious/cultural headwear is worn, they must be modest in style and similar to the color of the

hair.

C. Keep natural nail tips less than 1/4 inch long, manicured, and without nail polish. No artificial fingernails or extenders.
D. Hose or socks will be clean, white, non-textured, and free of holes or runs.
E. Uniform shoes and laces will be clean.
F. The clinical uniform is not worn outside the clinical area except per the instructor's request and must comply with established criteria.
G. Appropriate foundation garments will be worn. Black or white short or long sleeved t- shirt may be worn under a scrub top.
H. Students may not use heavy make-up, perfume, or scented aftershave.
I. One pair of small plain stud earrings may be worn on the lower ear lobe, wedding band, and watch with a second hand may be worn while in uniform. No other visible piercings are allowed.
J. Vulgar, obscene, offensive, or inappropriate tattoos must be covered with appropriate clothing.
K. Gum and smokeless tobacco are prohibited.
L. Beards and/or mustaches will be groomed.
M. Prepared with required supplies for the clinical day: MNTC student ID badge, stethoscope, a wristwatch with a second hand, scissors, hemostat, and black ink pen.

7.3 MEDICATION ADMINISTRATION

Students must complete the following steps before being allowed to give medications in a clinical setting. The student must:

a. Successfully complete the Pharmacology Course with a passing grade.
b. Have drug information/research completed and available.
c. Be supervised by the instructor.
d. Report any medication error immediately.

7.4 INTRAVENOUS (IV) THERAPY & IV MEDICATION ADMINISTRATION (Revised 05/02/2014, 05/05/17)

To initiate IV therapy or administer IV medication (according to facility policy) the student must:

a. Successfully complete the Pharmacology Course with a passing grade.
b. Have drug information/research completed and available.
c. Be supervised by the instructor.
d. Report any IV therapy or IV medication error immediately.

7.5 PERFORMING NEW PROCEDURES

When you perform a new procedure:

a. Be supervised by the instructor.
b. Check for a written physician's order on the client's chart.
c. Review the procedure in the hospital procedure book.
d. Assemble needed supplies and equipment.
e. Discuss the procedure step-by-step with your instructor prior to entering the client's room.
f. Explain the procedure to the client.
g. Be prepared to critique and evaluate your performance with the instructor after performing the procedure.

7.6 STANDARD PRECAUTIONS

The following precautions are established to provide a safe environment, an effective means of caring for all clients, prevent contamination from bloodborne pathogens (e.g., hepatitis B virus, HIV), and prevent infections. The student will be expected to implement the following measures:

- Obtain instructions regarding modes of transmission and prevention of bloodborne pathogens and infections, and the need for routine use of standard precautions for all patients.
- Use standard precautions for all patients to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection.
- Improve safety in the healthcare environment through the appropriate use of personal 6protective equipment (PPE).
- Use isolation precautions to reduce the risk of transmission of blood-borne pathogens from moist body substances. These precautions apply to (1) blood; (2) all body fluids, secretions, and excretions except sweat, regardless of whether or not they contain visible blood; (3) nonintact skin; and (4) mucous membranes.

Hand Hygiene

- Hand hygiene is considered of utmost importance when practicing standard precautions. Hands are to be washed, ideally with antimicrobial soap, before patient care and after touching blood, body fluids, secretions, excretions, and contaminated items, regardless of whether gloves are worn.
- Wash hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross-contamination of different body sites.
- Wash hands thoroughly with antimicrobial soap and warm water or if hands are not visibly dirty or contaminated use an alcohol-based hand rub.
- Use hand lotions or creams to minimize the occurrence of irritant contact dermatitis associated with hand antisepsis or hand washing. Do **NOT** use petroleum-based hand lotions, as these lotions may cause latex gloves to disintegrate.
- Do not wear artificial fingernails or extenders when having direct contact with clients at high risk (e.g., those in intensive-care units or operating rooms).
- Keep natural nail tips less than ¼ inch long.

Gloves

- Wear clean, unsterile gloves when touching blood, body fluids, secretions, excretions, and contaminated items.
- Put on clean gloves just before touching mucous membranes and nonintact skin.
- Change gloves between tasks and procedures on the same patient after contact with a material that may contain a high concentration of microorganisms (moving from a contaminated body site to a clean body site).
- If gloves become torn or heavily soiled and additional patient care tasks must be performed, then change the gloves before starting the next task.
- Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient. Do not wear the same pair of gloves for the care of more than one patient and do not wash gloves between uses with different patients.
- Wash hands immediately after removing gloves to avoid transfer of microorganisms to other patients or environments.

Mask, Eye Protection, Face Shield

- Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.
- Wear a mask to protect from inhaling microorganisms that travel on airborne droplets for short distances or that remain suspended in the air for longer periods.
- Change masks at least every 20 to 30 minutes (as applicable) or if they become moist.
- Masks should not be reused or dangled around the neck and then reused.

Gown

- Wear a gown (a clean, unsterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, and secretions, or excretions or cause soiling of clothing.
- Select a gown that is appropriate for the activity and the amount of fluid likely to be encountered.
- Remove the soiled gown as promptly as possible and wash hands to avoid the transfer of microorganisms to other patients or environments.

Respiratory Hygiene/Cough Etiquette

- Targeted at patients and accompanying family members and friends with undiagnosed transmissible respiratory infections, and applies to any person with signs of illness including cough, congestion, rhinorrhea, or increased production of respiratory secretions when entering a healthcare facility.
- Educate patients and visitors.

- Covering the mouth/nose with a tissue when coughing and prompt disposal of used tissues, using surgical masks on the coughing person when tolerated and appropriate.
- Hand hygiene after contact with respiratory secretion.
- Spatial separation, ideally > 3 feet, or persons with respiratory infections in common waiting areas when possible.
- Observe Droplet Precautions (i.e., wear a mask) and hand hygiene when examining and caring for patients with signs and symptoms of respiratory infection.
- Healthcare personnel who have a respiratory infection are advised to avoid direct patient contact, especially with high-risk patients. If this is not possible, then a mask should be worn while providing care.

Safe Injection Practices

- Adhere to basic principles of aseptic technique for the preparation and administration of parenteral medications.
- Use sterile, single-use, disposable needle and syringe for each injection given and prevention of contamination of injection equipment and medication is given and prevention of contamination of injection equipment and medication.
- When possible, use single-dose vials over multiple-dose vials, especially when meds will be administered to multiple patients.
- Never reuse the same needle and/or syringe on a patient or multiple patients.

Miscellaneous Guidelines

- Used sharps, such as needles or scalpels, are placed in a *biohazard* (anything that is harmful or potentially harmful to humans, other species, or the environment) needle box.
- Needles are not purposefully recapped, removed, bent, sheared or broken.
- The entire needle/syringe assembly must be disposed of in a sharps container.
- The needle container is not overfilled.
- Refer to facility policy and procedure manual for information regarding isolation techniques, handling/disposing of contaminated equipment and supplies, cleaning up spills, etc.
- Reusable items (e.g., suction bottles and oxygen setups) are emptied with care to avoid splashing.
- All soiled linen is placed in a laundry bag, and the bag is not overfilled.
- For patients with diarrhea: There is no change in practice by a staff member, whether a patient has been diagnosed as having AIDS or not.
- For patients who are coughing: There is no change in practice by a staff member, whether a patient has been diagnosed as having AIDS or not.
- To reduce the need for mouth-to-mouth resuscitation, mouthpieces, resuscitator bags, or other ventilation devices should be used.

- Health care workers with exudative (draining) lesions should refrain from all direct patient care and from handling patient care equipment.
- Cuts, abrasions, or other types of lesions shall be covered with a waterproof dressing.
- Laboratory specimens from all patients are handled as if they are infectious (refer to facility policy).
- Adhere to recommended precaution measures. Follow facility procedures related to needle sticks or accidental exposure to bloodborne pathogens and pathogens from moist body substances. An incident report must be completed and a copy submitted to the instructor.
- Students who have a suspected or known communicable disease must report the condition to the instructor(s) and the Coordinator of Practical Nursing. This information will be shared with the Superintendent, according to policy, and to the clinical facility where assigned.

References

Centers for Disease Control and Prevention. (2024, June 11). About hand hygiene for patients in healthcare settings. **https://www.cdc.gov/Clean-Hands/About/Hand-Hygiene-for-Healthcare.html**

Modified from Centers for Disease Control and Prevention, *2007 Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings*; J. Siegel, E. Rhinehart; M. Jackson; L. Chiarello; Healthcare Infection Control Practices Advisory Committee.

Modified from *National Safety Council: Bloodborne and Airborne Pathogens*, 2012

7.7 SAFETY PRECAUTIONS

A safe environment implies freedom from injury with a focus on helping to prevent falls, electrical injuries, fires, burns, and poisoning. The student must be aware of potential safety problems, including workplace violence, terrorism, and bioterrorism; and must know how to report and respond when safety is threatened. Therefore, the student will:

a. Be knowledgeable of the use of all equipment and supplies.
b. Check all equipment and supplies for defects or damages before each use and report any discrepancy immediately.
c. Handle equipment carefully to prevent injury to yourself or others.
d. Store all equipment and supplies in the proper place.
e. Use principles of body mechanics when lifting, pulling, or pushing objects.
f. Remove any hazardous objects or spills from the floors or client care area immediately.
g. Minimize distractions; concentrate on the procedure being performed.
h. Any questions about your ability to perform a procedure should be discussed with an instructor.
i. Never run in rooms or hallways.
j. Know the procedure to report/implement a facility's emergency codes.
k. Faculty should be notified immediately of pregnancy. Students' clinical assignments will be made to prevent exposure to radiation and highly communicable diseases.

NOTE: A unit on "Safety" will be taught by Practical Nursing Instructor within the first week of the program. A written "Safety" test must be passed with 100% proficiency before the student can work in the lab.

7.8 STUDENT NURSE RESPONSIBILITIES

1. The student's primary responsibility is to learn to be a safe, effective, and dependable practical nurse. The following guidelines are given to assist the student in achieving this goal:

    a. Carry out nursing duties, directions, and procedures as instructed.
    b. All first-time procedures will be supervised by the instructor.
    c. Check the physician's written order on the client's chart before administering any treatment or medications.
    d. Inform instructor of any procedures not performed in class or clinical.
    e. If the instructor is not available to help with a procedure, a staff nurse may assist if permission has been obtained from the instructor.
    f. Report all incidents and errors immediately to the instructor and/or nurse in charge.
    g. Be alert at all times to the needs and safety of the clients and report unusual conditions to the instructor and the nurse in charge.
    h. An informal report should be given to the instructor and nurse in charge when leaving the assigned clinical area for any reason.
    i. Use initiative and self-direction to seek out learning opportunities.
    j. Students will be responsible for obtaining clinical assignments, researching and preparing for clinical, and meeting the clinical rotation objectives.
        (1) Student assignments will be posted in designated areas on each unit.
        (2) Students will be expected to dress professionally and wear the official school lab coat with school insignia and name tag visible.
        (3) Students will be knowledgeable and prepared for clinical.
        (4) Plan of Care will be completed on clients as assigned by the instructor(s).
        (5) If a student comes to clinical unprepared, the instructor may send the student home; which will result in an unexcused absence for the day and will be reflected in the clinical grade.

2. Demonstrate professional attitude and conduct by:

    a. Establishing and maintaining therapeutic communication and interpersonal relationships with clients, family members, staff, classmates, and faculty.
    b. Discuss clients only in the classroom or clinical area with appropriate staff.
    c. Avoiding socializing, and discussing your personal life and problems with clients or hospital personnel in the clinical setting.
    d. Adhering to the Code of Ethics for Practical Nursing Students.
    e. Attending and participating in pre-and -post conferences.
    f. Following rules and regulations of the participating health facility.
    g. Never accepting gratuities from a client or a client's family member.

7.9 SAFE CLIENT HANDLING

Moore Norman Technology Center wants to ensure that clients are cared for safely while maintaining a safe learning environment for students and instructor(s). To accomplish this, students will undergo training in proper body mechanics for bending, lifting, and moving. Additionally, training should be provided to the students related to mechanical lifting equipment and/or other approved client handling aids that may be used to prevent the lifting and handling of clients/residents.

Client Handling and Movement Requirements

1. Avoid hazardous client handling and movement tasks whenever possible. If unavoidable, assess them carefully prior to completion.
2. Use mechanical lifting devices and other approved client handling aids for high-risk client handling and movement tasks except when absolutely necessary, such as in a medical emergency.
3. Use mechanical lifting devices and other approved client handling aids in accordance with instructions and training.

Training

Students will receive training on the mechanical lifting equipment and/or other approved client handling aids. Further, return demonstrations of the proper use of these lifting equipment/aids shall be performed by the students and documented by the instructors. Training of lifting equipment/aids should include:

1. Lateral Sliding/Transfer Aids (Mechanized and Non-mechanized)
2. Gait Belts/Transfer Belts
3. Stand Assist Lifts
4. Portable Base and Ceiling Track Mounted Full Body Sling Lifts
5. Other devices per facility policies

Definitions

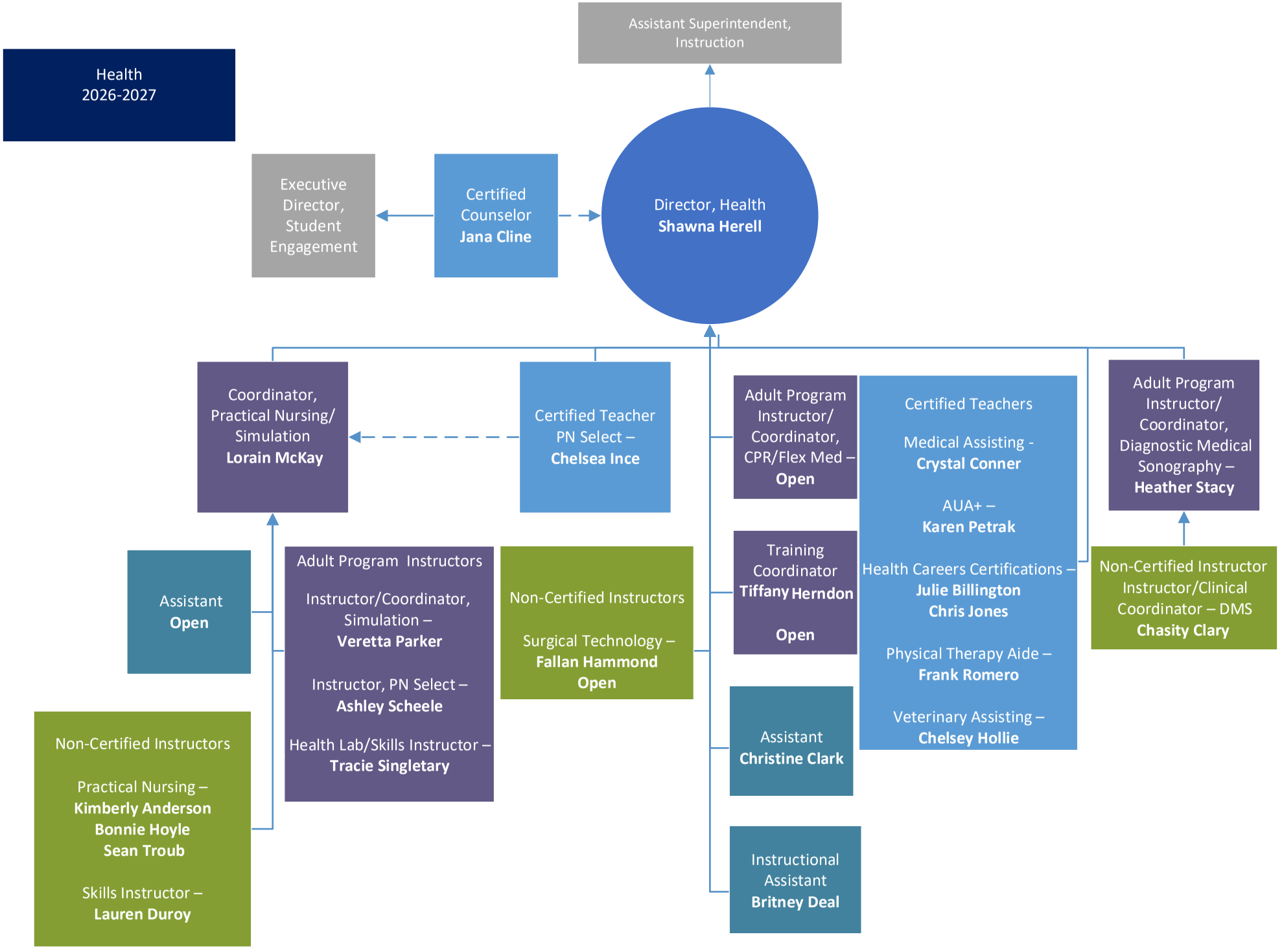
1. High-Risk Client Handling Tasks: Client handling tasks that have a high risk of musculoskeletal injury for individuals performing the tasks. These include but are not limited to transferring tasks, lifting tasks, repositioning tasks, bathing clients in bed, making occupied beds, dressing clients, turning clients in bed, and tasks with long durations.
2. Manual Lifting: Lifting, transferring, repositioning, and moving clients using a caregiver's body strength without the use of lifting equipment/aids to reduce forces on the caregiver's musculoskeletal structure.
3. Mechanical Client Lifting Equipment: Equipment used to lift, transfer, reposition, and move clients. Examples include portable base and ceiling track mounted full body sling lifts, stand- to-assist lifts, and mechanized lateral transfer aids.

4. Client Handling Aids: Equipment used to assist in the lift or transfer process. Examples include gait belts with handles, stand-to-assist aids, sliding boards, and surface friction-reducing devices.

7.10 PHYSICAL/MENTAL REQUIREMENTS

The following minimum physical and mental requirements are reflective of industry standards for an LPN:

1. Working in a standing position and walking for extended periods of time.
2. Lifting and transferring patients up to six inches from a bending position, then pushing/pulling/pivoting weight up to three feet.
3. Lifting and transferring patients to accomplish bed-to-chair and chair-to-bed transfers.
4. Applying up to ten pounds of pressure to bleeding sites and in performing CPR.
5. Responding and reacting immediately to auditory instruction, requesting, and/or monitoring equipment, performing auscultation without auditory impairment.
6. Performing up to twelve hours in a clinical laboratory setting.
7. Performing close and distant visual activities which may include but not limited to people, paperwork, objects, depth and color perception.
8. Discriminating between sharp/dull and hot/cold when using hands.
9. Performing mathematical calculations for medication preparation/administration.
10. Communicating effectively, both orally and in writing, using appropriate grammar and vocabulary.
11. Recognizing authority and following the appropriate chain of command.
12. Reacting appropriately and professionally under stressful situations.


Health
2026-2027
Assistant Superintendent, Instruction
Director, Health
Shawna Herell
Executive Director, Student Engagement
Certified Counselor
Jana Cline
Coordinator, Practical Nursing/ Simulation
Lorain McKay
Certified Teacher PN Select –
Chelsea Ince
Adult Program Instructor/ Coordinator, CPR/Flex Med –
Open
Certified Teachers
Medical Assisting -
Crystal Conner
AUA+ –
Karen Petrak
Health Careers Certifications –
Julie Billington
Chris Jones
Physical Therapy Aide –
Frank Romero
Veterinary Assisting –
Chelsey Hollie
Adult Program Instructor/ Coordinator, Diagnostic Medical Sonography –
Heather Stacy
Assistant
Open
Adult Program Instructors
Instructor/Coordinator, Simulation –
Veretta Parker
Instructor, PN Select –
Ashley Scheele
Health Lab/Skills Instructor –
Tracie Singletary
Non-Certified Instructors
Surgical Technology –
Fallan Hammond
Open
Training Coordinator
Tiffany Herndon
Open
Non-Certified Instructor Instructor/Clinical Coordinator – DMS
Chasity Clary
Non-Certified Instructors
Practical Nursing –
Kimberly Anderson
Bonnie Hoyle
Sean Troub
Skills Instructor –
Lauren Duroy
Assistant
Christine Clark
Instructional Assistant
Britney Deal

Statement of Understanding and Acceptance

Moore Norman Technology Center

School of Practical Nursing

_____	**2026-2027**	**Franklin Rd.**
STUDENT NAME (Print Legibly)	*SCHOOL YEAR*	*CAMPUS*

ACKNOWLEDGEMENT OF COUNSELING *AND* RECEIPT OF STUDENT 8HANDBOOK

I have received a copy of, read, and have been counseled by the Practical Nursing Faculty concerning the Practical Nursing Program's rules, policies, procedures, and practices outlined in the Moore Norman Technology Centers School of Practical Nursing Student Handbook, including the Policy on Nursing Student Conduct and Discipline.
My signature and initials below express my complete understanding and acceptance of the rules, policies, procedures, practices, acknowledgments, releases, and permission statements contained within the MNTC School of Practical Nursing Student Handbook.

PRACTICAL NURSING POLICIES:

_____I understand that I must achieve a passing grade of 77% in each course and clinical component of the program before being promoted to the next level.

_____I understand that I must submit to drug and alcohol testing and that if I test positive for drugs or alcohol, or refuse or fail to fully participate or cooperate in the testing process, or take longer than three (3) hours to provide a specimen, I will be dismissed from the program.

_____I have been advised of attendance policies and understand non-compliance can lead to class failure or dismissal.

___I have been made aware that MNTC and clinical facilities are <u>not</u> responsible for students' personal injuries. I understand that I am urged to carry suitable health/hospitalization insurance.

_____I understand that I must submit my current BLS Provider CPR certification, which will not expire before the end of this school year.

_____I agree to protect the privacy of faculty, peers, clients, and family members of clients by not inappropriately disclosing confidential information about faculty, peers, clients, or their family members that is disclosed to me, nor will I inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as an MNTC practical nursing student. In addition, I will not discuss or post any information about faculty, peers, clients, family members, or any clinical facility on any electronic venue (i.e. My Space, Facebook, Twitter, cell phones, etc.). Nor will I leave/save any client, family, faculty, clinical facility, or student information on any open-access desktop or hard drive. (Reference MNTC School of Practical Nursing's "Confidentiality Policy" and "Social Media Policy".)

PHOTO/VIDEO/RECORDED VOICE RELEASE/AUTHORIZATION

__I hereby give and authorize to Moore Norman Technology Centers the absolute and unconditional right to use, publish/post, display, and/or reproduce in any manner, video/recorded voice/photographs, in which I may appear, including the right to edit or

use a portion of such video/recorded voice/photographs that positively promotes the image and benefits of Moore Norman Technology Centers and/or career and technology education through educational, trade materials and/or the Moore Norman Technology Centers' website or social media sites. I understand that we are not to receive payment for any video/recorded voice/photographs, etc. I also understand that photos of myself and or testimonials may be used for mailings such as postcards and brochures that will circulate throughout the MNTC District.

_____**I do not authorize** permission for any of the items mentioned above regarding my video/recorded voice/photographs release/authorization.

AUTHORIZATION TO RELEASE INFORMATION:

In compliance with the Family Educational Rights and Privacy Act (FERPA):

_____I hereby authorize officials of Moore Norman Technology Centers to release information in the records and files of myself, upon request by prospective/current employers, military agencies, other educational institutions, educationally related financial sponsoring agencies, and/or any other government agency. This authorization shall remain in effect while the above-named individual is a student, and thereafter until I give written notice, withdrawing authorization. (Note: Individuals who are 18 years old and older have sole responsibility to make and change authorization.)

_____**I do not authorize** permission for the above release of my records until approved by myself.

MNTC PN STUDENT HANDBOOK ACKNOWLEDGEMENT

A PDF copy of this handbook was given to me at this time; however, I am aware that upon request I can obtain a hard copy of the handbook at no cost. The online electronic copy is available for viewing or printing by visiting the MNTC website at www.MNTC.edu.

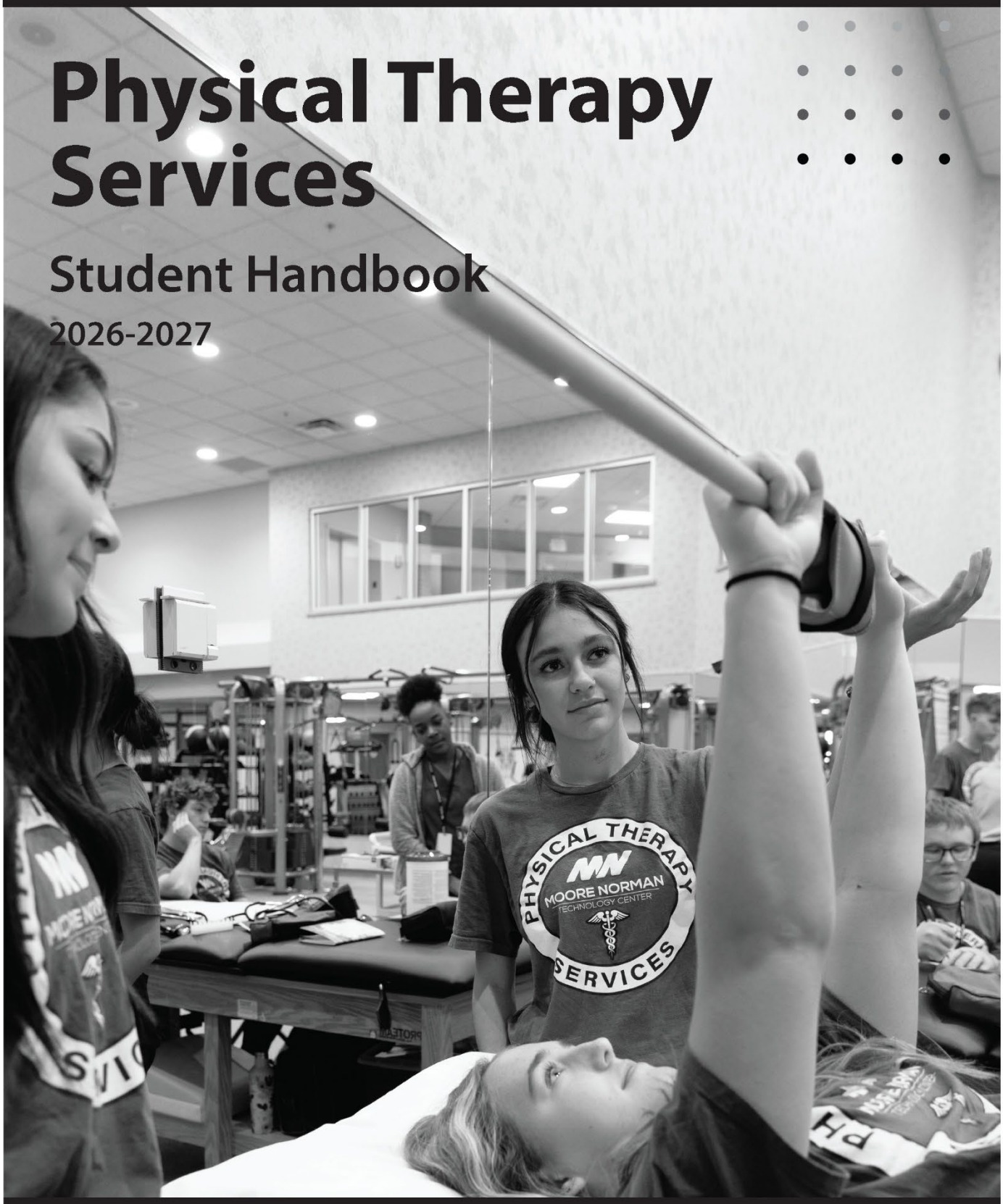
*Signature of Student:*_____ *Date:* _____

*Signature of PN Coordinator:*_____ *Date:* _____

Physical Therapy Services

Student Handbook

2026-2027



MOORE NORMAN
TECHNOLOGY CENTER

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Welcome Letter

Dear Physical Therapy Services Students:

Welcome to Moore Norman Technology Center's Physical Therapy Services Program.

You will be offered the best preparation possible during your classroom and clinical experience. In the following months, you will be exposed to many new and exciting concepts and situations. Many times, it will be difficult, but comes with many personal rewards. At the end of your program, you have the opportunity for completion diplomas in Physical Therapy Services, State Competencies and certifications in CPR Healthcare Provider, First Aid, and an AMCA Physical Therapy Technician/Aide Certification.

It is my hope that you will find satisfaction and happiness during your studies at Moore Norman Technology Center and build the foundation for your professional future.

Sincerely,



Frank Romero, M.Ed., ACSM-CPT

Moore Norman Technology Center
2026-2027 Academic Calendar

- Non-Contract 10 month
- Both Campuses Closed /12mo & 10mo
- Teacher/10mo Work Day

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Independence Day Holiday – 3rd

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	First Day of School – 13th				

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Labor Day – 7th

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Fall Break – 7th – 9th

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thanksgiving Break – 23rd – 27th

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Winter Break – 21st – January 1st

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Winter Break; Teacher/10mo Work Day - 4th MLK Day – 18th					

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Non-Contract /No Classes 15th

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Break – 12th – 19th

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Last Day of School – 25th Memorial Day - 31st				

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Juneteenth – 18th

Moore Norman Technology Center's Vision, Mission, Core Values

Mission	Preparing for Success, Changing Lives, Building Better Tomorrows.
Vision	Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.
Core Values	• Accountability • Data-Driven • Valuing People • Continual Improvement • Collaboration

Non-Discrimination

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

ADA Policy

MNTC is committed to the goal of achieving equal educational opportunities, offering full participation for students with disabilities, and providing assistance that will facilitate students' independence and academic progress.

Students who have disabilities, including those with mobility limitations, speech, hearing or sight impairment, learning, or other disabilities covered by the Rehabilitation Act of 1973 or the ADA Amendments Act of 2008, may receive reasonable educational accommodations. To request accommodations, students with disabilities should go directly to the Disability Coordinator or to a Counselor or Career Advisor. All disabilities must be verified with current supporting documentation from an appropriate professional (licensed physician, licensed psychologist, approved agency, etc). Records of accommodation activity are kept separate from all admissions activity.

Library

The Health Library, located in the MNTC Health Building on the Franklin Road campus, is available to all MNTC students during the school year. Library hours are subject to staffing availability. When open, the Health Library is typically accessible until 4:00 pm, Monday through Thursday. Students are encouraged to check with the Health Administration Office to confirm library availability on any given day.

The library provides a quiet space for studying, along with access to computers and internet connectivity. Visitors are asked to sign in and present their MNTC ID upon arrival.

Attendance

Treat this program like a job. Your success here directly affects your future career and paychecks. Absences and missed work add up quickly. Your attendance and behavior now will affect your future career. This class is designed to prepare you to be a professional, so professional behavior is expected at all times.

This program is preparing you to be a professional, so you are expected to act like one at all times.

During class, you must:

- Stay awake and attentive
- Avoid talking while others are speaking
- Remain in the classroom unless given permission to leave
- Keep your phone put away (no calls, texting, or social media)

Students must avoid:

- Not turning in homework
- Missing class
- Missing clinicals

These can significantly affect your grade and may lead to disciplinary action. Every class and clinical session is important for your certification training.

Please review the **MNTC General Student Handbook** for policies about:

- Absences
- Tardiness
- Leave of absence
- Inclement weather

These policies will also be explained during orientation, where you can ask questions.

When You Are Absent

1. Check what you missed
    - Check the class calendar and/or ask your instructor what you missed.
    - It is your responsibility to find the missed work and complete it.

- If there was a lecture:
    - Get notes from a classmate.
    - Check if there were any handouts given in class.
- If you still have questions after checking the calendar, talk to your instructor.

2. Making up assignments or tests
- You have the same number of days you were absent to make up work.
  Example:
    - If you were absent 3 days, you have 3 days after returning to complete missed tests or assignments.

3. Missed skill check-offs
- If you miss a skill check-off, you must talk to your instructor and schedule a time to make it up.

4. Late work and extensions
- Late work is not the same as an extension.
- Late work will not be accepted unless you communicate with your instructor in a timely manner about why you need an extension.
- Late work is reviewed case by case.
- Extensions may be granted after discussion with the instructor.

5. School activities or assemblies
- If you miss class because of a school assembly or activity, you do not get extra time.
- Work must be turned in at the beginning of class when you return or immediately after the assembly.

Absence Policy
The school attendance policy allows no more than 10 absences per semester before a student may be dismissed from the program.
- 3 tardies = 1 absence

If attendance becomes an issue, students may be required to attend a meeting with:
- The instructor
- The school counselor
- The Director

The attendance policy allows for unexpected events such as:
- Extended illness
- Bereavement leave
- Family emergencies

These days are not vacation days. Missing class means missing important material that may be difficult or impossible to repeat.

In some cases:
- Students may need to make up missed hours

- Graduation may be delayed if absences prevent course completion

This may apply even to some excused absences.

Clinical Absences

If you are absent, you must notify your instructor.

If you are absent on a clinical day, you must call or text both the instructor and the clinical site before the time you are scheduled to report.

Failure to give proper notice may result in:

- A deduction in your employability grade
- Possible removal from the program if the clinical site requests it

Some clinical sites treat a missed shift without notice as an offense that could result in termination.

Exempt Absences

There are very few exempt absences. Refer to the **MNTC Student Handbook** for details.
To request an exempt absence:

- You must submit appropriate documentation to the counselor
- Submit the appropriate documentation within 5 days after returning to school

Tardies and Early Departure

A key goal of this program is to prepare students for employment. Because of this, punctuality is expected.

If you arrive late or leave early, you will be charged leave time.
Your official "time clock" is the classroom clock, so adjust your watch accordingly.

Class is considered in session at:

- 9:15 AM NPS & Adults
- 9:25 AM MPS
- 1:15 PM NPS & Adults
- 1:25 PM MPS

Attendance rules:

- Three tardies or early departures = one absence.
- Missing more than one hour of a class period will count as an absence.
- If a student arrives after class has started, they must sign in and out in the classroom and write the reason for being late or leaving early.
- Students under 18 must have a parent or guardian call the school before leaving early.

(See the **MNTC Student Handbook** for more details.)

Contact Information

If you know you will be absent, you must notify your instructor through Remind or Microsoft Teams. Access to these apps will be provided on the first day of class.

You may also call and leave a message on the attendance line: 405-801-5010.

Notifications may be sent any time of day or night, but you must notify your instructor before class begins.

ID Badges

Students will be issued one ID badge, which must be visible at all times while on campus.

If a badge is lost or needs to be replaced, a new badge may be requested for a $8.00 replacement fee (price subject to change).

Transportation

Students are responsible for arranging reliable transportation to and from campus unless they are riding the local school bus. Students must also have transportation to clinical sites.

Car trouble is not considered an excused absence, so students should plan for alternate transportation if needed.

Students should not expect instructors to arrange clinical rotations with other students due to transportation issues.

Reliable transportation must be arranged before participating in clinical rotations. If a student cannot show consistent transportation, their clinical placement will be delayed until proper arrangements are made.

Use of Tobacco

MNTC is a Tobacco-Free Campus.
Smoking, vaping, E-cigarettes, or the use of tobacco products in any form, including simulated tobacco products, are prohibited on technology center property. This prohibition includes technology center buildings, grounds, and technology center-owned vehicles. Possession of tobacco products or simulated tobacco products by students on technology center property is likewise prohibited.

Any student using, possessing, or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, under the Board's policies regarding student discipline. For additional information, please refer to the **Smoking, Vaping, and the Use of Tobacco Products Policy**.

Students must sign the Safety Practice Form and return it to me. Tobacco products of any form are not allowed at designated clinical sites.

Phone and Electronic Device Use

The Superintendent has authorized students to carry electronic telecommunication devices while attending MNTC under the following conditions:

- The device must be set to silent notification at all times.
- Device use is not allowed in the classroom, during meetings, or during any activity that would disturb others.
- Users may not record audio or video of subjects without first obtaining permission.

For additional information, please refer to the **Personal Wireless Devices and Electronic Accounts Policy**.

Students may not make or receive phone calls during school hours unless there is an emergency. The instructor must be notified before making or accepting a call.
During class:

- Cell phones, smart watches, and Bluetooth headphones must be on silent
- Devices must be stored in the designated area
- Phones must be stored where the instructor can see them
- Students may not take their phones to the bathroom

The only time phones may be used in class is to submit assignments on Moodle.

Students may check their phones:

- During breaks
- Before or after class

If someone needs to reach you during class, they must call the emergency number listed below.

Only the headphones provided by MNTC may be used during class, and only for assigned videos. Students may not listen to music through their phones or laptops during class.

The only exception is noise-canceling headphones used during testing if they are part of an approved 504 Plan or IEP accommodation.

Classroom phones are not for student use.

Emergency Phone Number
The school office will only relay calls to students in true emergencies. For emergencies, you may give this number as a contact number: **405-801-5400**.

Computer Use
All students must read and sign an **Acceptable Computer/Internet Use Agreement** before using MNTC computers. This form must be on file before computer access is allowed.

Students must follow all computer policies. Computer use is monitored by teachers and the Information Technology Department. Failure to follow these rules may result in points being

deducted from the employability grade and possible disciplinary action.

Computer rules include:

- No personal laptops or tablets may be used in class
- Personal devices must be stored in lockers during class
- No games may be played unless they are part of the curriculum
- Email may only be checked before class, after class, or during breaks (except for MNTC email, which may be used for school purposes)

Computer use is monitored through Classroom Cloud.

MNTC Follow-Up

Before graduating from MNTC, you will be asked to provide certain information to your instructor. This information is used for follow-up records and to notify you about advanced training opportunities.

Your instructor will also contact you the following year to complete the State Career Technology follow-up report.

Student Organizations

Career Technology organizations provide students with opportunities to develop career skills, leadership abilities, motivation, and recognition. These organizations are recognized by the **U.S. Department of Education** as an important part of Career Tech programs.

They help students work toward personal goals and become productive and responsible citizens.

HOSA (Future Health Professionals)

HOSA is a national Career Tech student organization for secondary and post-secondary students enrolled in health occupations programs.

The class has its own AM and PM HOSA chapters. The program instructor serves as the advisor, and students participate as officers or active members.

Possible student officer positions include:

- President
- Vice President
- Secretary
- Treasurer
- Historian
- Social Chair

Additional officers may be selected by the advisor.

HOSA committees may include:

- Fundraising Committee
- Service Committee
- Activities Committee
- Program Awareness Committee
- Social Committee
- Hospitality Committee
- Community Awareness Committee

Meetings will be held as needed, minutes will be recorded, and students will vote on how HOSA funds are raised and used. Funds are typically used for:

- Special outings
- State and national competitions
- Class events and parties
- Graduation activities

Students will prepare for and compete in the HOSA Spring Leadership Conference.

For more information, visit hosa.org.

Students may also have opportunities to join professional associations in their career field. These organizations allow students to:

- Attend professional conferences
- Learn about continuing education credits
- Build professional connections
- Develop mentorship relationships

More information will be discussed during the first few weeks of class.

National Technical Honor Society (NTHS)

Students who meet certain requirements may be invited to join the National Technical Honor Society.

Requirements include:

- Teacher recommendation
- Maintaining an "A" average for the semester
- Attending at least 95% of required school and clinical hours
- Having no more than 5 unexcused absences per semester

High school students must also:

- Have at least a "B" average on their high school transcript
- Have no grade lower than a "C"

More details can be found in the **MNTC General Student Handbook**.

Honor Roll

Students who maintain an "A" average and meet attendance requirements at MNTC qualify for the Honor Roll.

Honor Roll students:

- Wear a red cord at graduation
- Must have no more than 10 unexcused absences per semester to qualify.

MNTC Tuition Assistance

MNTC Tuition Assistance may provide tuition-free instruction for high school graduates who meet certain eligibility requirements. More details can be found in the **MNTC General Student Handbook**.

Throughout the year, several scholarship opportunities will be available to students. Your instructor will share information about these when they become available, and you may also see flyers announcing them.

Food and Drink

Food and drinks may be allowed in the classroom at the instructor's discretion.

PHYSICAL THERAPY SERVICES PROGRAM OVERVIEW

Physical Therapy Services Program's Philosophy

To instill the desire for a better future by producing enthusiasm, the spirit of competition and accomplishment in each student.

Classroom Behavior Philosophy

We conduct ourselves with personal accountability:

- We begin on time
- We use our time wisely
- We pick up after ourselves
- We are a team
- We abide by the classroom and MNTC policies

Examples of Expected Behavior at Clinical and in the Classroom

	Professional
Dependability	On time, not tardy, no unnecessary absences, call/message if absent or tardy
Assignments/Work	Completed, turned in, **on time**, neat as instructed
Productivity	Takes active roles in their own learning. Continues to stay on tasks and works efficiently, has initiative. Uses calendar, planning book, & MOODLE.
Housekeeping: ***Classroom *Activity Lab *Clinical Lab *Clinicals**	Cleans up the area, turns off the computer when called for, pushes the chair pushed in, takes items with him/her or puts them in the locker, and tidy.
Professionalism	Uses appropriate language, courtesy, respects diversity, appropriate attire, does not share personal information during class, does not cheat, and phones are not displayed or used during class. Is a team player, respectful to others.
Rules	Follows class, school, and clinical policies

Daily Procedures

Physical Therapy Services

1. Door closes at 9:15(NPS)/9:25(MPS) and 1:15(NPS & MPS) for roll call.
2. Breaks are 10:45- 11:00 and 2:15- 2:30 (subject to change as the teacher/administration sees fit).
3. When returning a laptop, it must be turned completely off.
4. Phones are placed in the designated phone storage area unless approved by the teacher.
5. No food or drinks in the classroom and lab, except bottled water.
6. Have your learning materials ready at the start of class. (Pen, paper, books, water, etc.)
7. Stay on task and be self-directed.
8. Notify the instructor before leaving to go to the bathroom.
9. Abide by all MNTC rules (dress code, computer use, attendance, etc.)
10. Keep your working areas and lockers clean.
11. Printing is with permission only.

College Benefit

Completing 60 hours of clinical experience is highly beneficial for applicants to Physical Therapy and Physical Therapist Assistant programs. These hours can help you earn preference points, build professional connections, secure strong letters of recommendation, and strengthen your application for admission into either program.

Discipline

Cheating and plagiarism are not allowed and may result in disciplinary action.

- Cheating means using unauthorized materials, methods, or information during an assignment, test, or activity. This includes working with others when it is not allowed.
- Plagiarism means using someone else's words or ideas and presenting them as your own.

Students are expected to complete their own work without help from:

- Other students
- Notes (unless allowed)
- Cell phones
- Extra computer windows
- Any unauthorized materials

Ethics are extremely important in the healthcare field. Patients expect their healthcare providers to act honestly and professionally.

If this policy is violated:

- The student will receive an automatic zero
- A parent or guardian will be contacted

See the discipline guidelines posted in the classroom for more information.

Physical Therapy Services Program

This program prepares students to help make physical therapy sessions productive under the direct supervision of a physical therapist or assistant. Students learn how to keep the treatment area clean and organized, secure patients to therapy equipment, assist with therapeutic exercises, treat patients using heat and cold modalities, and transport patients to select areas of the facility. Other duties that may be performed include clerical tasks such as answering phones, scheduling patients, stocking, and ordering supplies.

Credit and Certifications

Expected to be completed during your enrollment in Physical Therapy Services.

1. Anatomy & Physiology for high school science credit
2. Certifications:

   American Heart Association Healthcare Provider CPR-Summer 2026

   Basic First Aid

   AMCA Physical Therapy Technician/Aide Certification

Physical Therapy Services – Plan of Study FY 27

Physical Therapy Services 480 Hours

Courses

Title	Hours
Anatomy & Physiology – Semester 1 and 2	**120**
Physical Therapy Services I – Semester 1	**134**
- Health Science Core	*60*
- Medical Terminology	*24*
- Therapeutic Rehabilitation, Modalities, and Essentials of Physical Therapy	*50*
Physical Therapy Services II – Semester 2	**226**
- Health Science Core	*65*
- Medical Terminology	*24*
- Therapeutic Rehabilitation, Modalities, and Essentials of Physical Therapy	*67*
- Physical Therapy Aide Mentorship.	*60*
Total hours	**480**

Dress Code

Students must wear required uniform, proper footwear, and an approved jacket or sweatshirt in the classroom every day as part of their professional training.

Students must also wear their MNTC name badge at all times while on campus and at clinical sites, visible above the waist and on the outermost layer of clothing (including jackets or sweatshirts). If a student does not have their badge, they will be required to purchase a replacement badge for $8.00. If a student must leave class to get their badge, they will be marked tardy.

The following are **not acceptable**:

- Non-uniform T-shirts worn instead of uniform T-shirt
- Sweatshirts or hoodies (outerwear worn over uniform cannot have a hood)
- Scrub pants worn with non-uniform t-shirts

Students may wear a program-approved jacket or sweatshirt over their uniform top with instructor approval. Approved jackets and sweatshirts will be available for purchase at the beginning of the school year.

Students may also wear a solid black, gray, or white long-sleeve shirt under their uniform top. These shirts cannot have logos, words, or symbols.

Shoes must be:

- Athletic shoes
- Non-skid rubber soles

The following shoes are **not allowed**:

- Crocs
- Birkenstocks
- Flip-flops
- Open-toe shoes
- Clogs
- Hey Dude style shoes

Occasionally, students may be asked to wear professional dress. Clothing and shoes must be appropriate, clean, and polished.
Students **may not wear**:

- Hats
- Earwear
- Headwear of any kind

Additional Dress Code Rules
All rules in the **MNTC General Student Handbook** must be followed.
Students **may not wear** clothing that:

- Contains offensive words or images
- Creates a safety hazard
- Is gang-related or associated with violence
- Would not be appropriate in a workplace

Examples of prohibited clothing include:

- Halter tops
- Tank tops
- Tube tops
- Midriff-baring clothing
- Short skirts or shorts
- Jeans with tears on the upper thigh
- Pajamas or bedroom clothing
- House shoes or slippers

Grooming and Professional Appearance
Professional grooming is extremely important. When entering a clinical site, students should present themselves as they would for a job interview.
Students must:

- Maintain good personal hygiene
- Keep hair and nails clean and professional
- Uniform/scrubs clean, pressed, properly fitted
- Hair pulled back; no necklaces/bracelets or other jewelry
- Cover visible tattoos; one small earring stud per earlobe; no gauging; tongue/nose piercings require spacers

Students must also follow the clinical site's dress code, which may include rules about:

- Tattoos
- Piercings
- Hair color
- Perfume or fragrances
- Facial hair
- Nail length, type, or color
- Other site-specific appearance requirements

Dress Code Violations

Students who are not dressed appropriately will lose points from their weekly employability grade. After the first verbal and written warning, and after parents have been notified, the student will be referred to the Health Director. Repeated dress code violations may result in additional disciplinary action.

Students who arrive at clinical not adhering to the dress code will be dismissed and unable to attend clinical that day. Just like in the workplace, you must be dressed appropriately in order to participate or work.

Students who do not follow the dress code will be sent home to change and marked absent for that time.

Grading System

Our grading system operates on a total points model. With this calculation method, your cumulative grade is determined by dividing the total points earned by the total points possible.

Student's Semester Grade = $\frac{Total\ Points\ Earned}{Total\ Possible\ Points}(100)$

Official Course Grade

Learning Management System (LMS) grades are provided for informational purposes only. In the event of a discrepancy between grades reported in a LMS and grades calculated in Moore Norman's official gradebook (Achademix), the Achademix grade is the official grade for the class. Students can request a copy of their official grade from their teacher at any time.

Grading Categories

Grading is based on the work completed and averaged. Work not completed as assigned by the instructor is not earned and will be recorded as zero "0" points.

Assignments: 25 points
Quizzes: 50 points
Employability: 50 points
Group Projects/Exams/Final Assessments/Skill Checkoffs: 100 points

Mentorship: 200 points

Physical Therapy Services Class Retest and Late Work Policy

Late Work
Late work will not be accepted except for special circumstances, i.e., sickness, school activity, etc. It is **your responsibility to** make arrangements with the instructor.

Retest
No retest will be given.

Make-up work must be made up within two days after the initial test day. Weekends are not counted.

Assignment Due Dates
The instructor will provide assignment due dates in class. They will be written on the whiteboard inside the classroom. It is the student's responsibility to keep up with due dates. Any changes to the due dates will be written on the board, and it is the student's responsibility to make those changes on their calendars. The instructor will provide a reasonable amount of notice of any changes.

CLINICAL AND INTERNSHIP INFORMATION

Laboratory Use

Students will spend a significant amount of time in the classroom laboratory. The lab is designed to simulate the professional medical environment, so it must be treated like a professional medical environment.

After each use:
- The lab must be cleaned
- Supplies must be restocked weekly

Students should maintain a quiet, professional atmosphere while working in the lab and be respectful by sharing space and supplies with others.

If additional supplies are needed, students may retrieve them from the first-floor storage area. However, students may not enter the storage room without permission from the laboratory coordinator, Mrs. Singletary.

Lab Dress Requirements
When working in the lab, students must wear:
- Scrubs
- Athletic shoes
- MNTC name badge

The following are not allowed in the lab:

- Sandals
- Flip-flops
- Open-toed shoes

Safety Requirements
Students must follow all **OSHA and CDC safety guidelines** to protect patients, staff, and other students.

It is especially important to follow standard precautions to prevent the spread of **Bloodborne Pathogens (BBP)**. All students must complete the BBP course and pass the BBP test before they are allowed to use the laboratory.

Clinical and Internship Progression Policy and Service Learning Policy

Your clinical time is class time.

Going to clinicals or into the community for a service-learning project is an awarded privilege, not a student's right. The student must prove him or herself through accountability skills to the teacher. The student's action affects the class's reputation and the other students' opportunities for learning. The teacher must be confident in the student's ability before placing the student out on clinicals or in a service-learning project.

The student's clinical or service-learning performance must remain at a high accountability level while at the site. If the student does not do so, the student will be removed from clinicals or the service-learning site. Not going out on clinicals or service learning, or removal from clinicals or service learning, earns a zero for the student's clinical grade, thus failing a large portion of the
class. The student will be responsible for following the teacher's and clinical site's instructions and filling out the appropriate and required paperwork.

Clinical/ Internship Assignments

All students must be achieving a "C" or better to go to clinicals. Students not achieving a "C" will not be allowed to go to clinics, and thus will not be able to pass the class.

The instructor selects and coordinates your clinical assignments. You will gain 60 hours of valuable hands-on application at rehabilitation facilities. You will be receiving clinical forms with more specific information about policies and assignments to be accomplished during your Clinical/ Internship. **Transportation to your clinical sites is your responsibility. Inability to get to your sites will affect your grades.**

Health Information Portability and Accountability Act (HIPAA)

Students are expected to maintain confidentiality and protect patients' rights to privacy. HIPAA, a federal law, mandates students maintain confidentiality at all times.

You will be trained in a course that professionals in the health field refer to as HIPAA (Health Information Portability and Accountability Act). This course includes information about maintaining the confidentiality of patients, participants, and customer health information. Under no circumstances may you discuss information with others who do not have a need to know.

Background Checks

Background checks are required for Physical Therapy Services clinicals. A national background check will be required to attend clinical. Any background check received with a felony conviction will not be allowed to go to clinical and will be counseled about changing programs.

Drug Testing for Health Education Students

Due to the devastating impact the use of alcohol and/or illegal substances can have on the safety of patients, students, and employees of MNTC and various clinical facilities at which health students may perform clinical practice rotations, MNTC will not tolerate students who use, possess, distribute, purchase, sell, or are under the influence of illegal chemical substances.

All students enrolled in an MNTC Health program or course with a clinical site that requires drug testing are tested for drugs and alcohol prior to their participation in clinical rotations. Reasonable suspicion testing is performed as determined necessary by the supervisor for Health programs or courses. All drug and alcohol testing is conducted in compliance with applicable law.

Any student who tests non-negative or positive for illegal drugs or fails to participate in or cooperate with any part of the testing process will be immediately withdrawn from their clinical rotation and may be dismissed from their Health program or course. The same is true for any student under age 21 who tests positive or non-negative for alcohol. Any student older than age 20 who attends any class, lab, clinical rotation, or any other MNTC function with alcohol in their system is immediately withdrawn from clinical rotations, class, lab, or other function, and may be dismissed from their Health program or course.

Medical Marijuana

Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required

negative drug screen to enroll in the program or participate in the clinical experience.

Immunization/ Screening Requirements

The following vaccinations are required to be able to participate in internships for Physical Therapy Services. Internship clinics WILL NOT accept students who are unvaccinated regarding the required vaccination list.

Measles, Mumps, Rubella (MMR)
You must provide one of the following:

- Documentation of 2 MMR vaccinations, OR
- Positive titers showing immunity to Measles (Rubeola), Mumps, and Rubella

Note: To reduce cost, many students choose to receive another MMR vaccination series instead of completing titers.

Hepatitis B Vaccination

- This vaccine is a series of 3 injections given over 6 months.
- Because healthcare workers may come into contact with infected blood and body fluids, this vaccination is strongly recommended.

Varicella (Chickenpox) Immunization
You must provide one of the following:

- Documentation of 2 varicella vaccinations, OR
- A positive titer showing immunity to chickenpox

Note: Having had chickenpox is no longer accepted as proof of immunity.

Tetanus (DTaP or Tdap)

- You must have received a tetanus booster within the last 10 years.

Annual Flu Shot

- Students must receive a flu shot in the fall when it becomes available.
- This must be completed before attending clinicals.

Tuberculosis (TB) Skin Test
You must have one of the following:

- Two negative TB skin tests (PPD) within the last 365 days, OR
- A negative chest X-ray if you previously tested positive

Additional details:

- Getting two PPD tests takes about 2 weeks to complete.
- TB testing must be completed before receiving an MMR vaccine.
- Another PPD test may be required during the school year if your last test was before May 1, 2026.
- All TB skin tests must be completed by November 1, 2026.

COVID-19 Vaccine

For participation in health programs, MNTC does not require students to be vaccinated

against COVID-19. However, certain healthcare facilities participating in clinical rotations require students to be fully vaccinated prior to participating in clinical rotations at their sites.

If you will be participating in a clinic and/or a facility that requires a COVID-19 vaccination, you will be provided information regarding specific COVID-19 vaccination requirements for the clinic.

Clinical Student Policy for Bloodborne Pathogens & Bodily Fluid Exposure

MNTC is not responsible for safe working conditions at any externship or clinical site. If the student is injured at any externship, school activity, or clinical site, the student should promptly notify the teacher or designated MNTC personnel. Students will be responsible for all costs incurred. If the student becomes aware of any unsafe or unlawful condition at any externship, clinical, or MNTC site, the student shall promptly notify the teacher or designated MNTC personnel.

Prevention of Bloodborne Transmitted Pathogens

The following work practice controls are established to provide a safe environment and an effective means of caring for all patients, and to prevent the exposure of bloodborne pathogens. Students are expected to implement the following work practice controls.

1. Obtain instruction regarding modes of transmission and prevention of bloodborne infections, including the routine use of Standard Precautions for all patients.
2. Use blood and body fluid precautions for all patients and in all situations, since medical history and examination cannot reliably identify all individuals infected with the disease.
3. Use special precautions during prehospital and emergency care since the risk of exposure to health care workers is increased, and the infection status of the patients is usually unknown.
4. Use appropriate barrier precautions when exposure to blood or other body fluids is anticipated.
5. Wear gloves when in contact with blood, body fluids, or mucous membranes, and for handling items or surfaces soiled with blood or body fluids, or for performing/assisting with venipuncture and other vascular access procedures.
6. Wear masks and protective eyewear or face shields to protect exposure of mucous membranes of the mouth, nose, and eyes during procedures that are likely to generate droplets of blood or other body fluids.
7. Wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.
8. Use caution to prevent injuries caused by needles, scalpels, and other sharp instruments. To prevent needle-sticks, contaminated needles must not be recapped, purposely bent, or broken by hand. After use, sharps must be placed in labeled puncture-resistant containers for appropriate disposal.

9. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces, and ventilation devices available in areas in which the need for resuscitation is predictable.
10. Students with weeping dermatitis or oozing lesions shall refrain from all direct patient care and from handling equipment until the condition resolves.
11. Students who have cuts, abrasions, or other types of skin lesions shall ensure that these are covered with a waterproof dressing and that gloves are worn when caring for any patient.
12. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in work areas where there is an increased risk for exposure to blood and body fluids. Students must take a break from the work area in order to do any of these activities.
13. Wash hands prior to and immediately after patient contact. If gloves are worn, hands must still be carefully washed prior to gloving and after gloves are worn.
14. Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
15. Utilize personal protective equipment and supplies necessary to minimize the risk

    of infection with HIV and bloodborne pathogens, i.e., goggles, gloves.
16. Students should refer to the clinical facility's policy and procedure manual for information regarding isolation precautions, handling of equipment and supplies, cleaning up spills, etc.
17. Students should be knowledgeable of each facility's exposure control plan in order to reduce the risk of exposure to bloodborne or other bodily fluid pathogens.
18. Students must comply with recommended protective measures. Follow procedures related to needle sticks or accidental exposure to blood or other body fluids according to the facility's policy or exposure control plan.
19. An accidental exposure is defined as a specific eye, mouth, other mucous membrane, non-intact skin (e.g., cuts, chapped hands), or parenteral (needle stick or other sharps) contact with blood or other potentially infectious body fluids. Body fluids are defined as cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, semen, and breast milk. Feces,

    nasal secretions, sputum, sweat, tears, urine, and vomitus are included if they include visible blood. If a student has an accidental exposure, the following protocol should be followed.

    a. Wash the exposed site as soon as possible. You must also flush exposed mucous membranes with water as soon as possible after exposure.
    b. Notify your instructor, supervisor, or preceptor.
    c. Follow the paperwork protocol at the clinical site for blood or other body fluid exposure. If you seek medical treatment at an emergency room, urgent care clinical site, or other health care facility, you will be responsible for any costs incurred.
    d. A MNTC Exposure Incident Form must be completed at the earliest possible

time, including precautions that were/were not taken at the time of exposure. Students may obtain this form from their instructor or from the MNTC Safety Coordinator.

e. The designated individual at the clinical site will determine from patient information and investigation of records, if possible, the risk factor of the injury and notify the student, instructor, and/or the MNTC Safety Coordinator of the degree of risk involved and any recommendation of exposure follow-up.

f. You will be counseled regarding the risk of infection and recommendations for preventing transmission by your facility site, your instructor, and/or the MNTC Safety Coordinator.

g. You must contact your private health care provider for follow-up and bear any cost incurred should the source patient be HBV or HIV positive or the source unknown.

20. Students enrolled in a health program have the ethical responsibility to inform their instructor when they suspect or know they have a communicable disease. They should be advised and counseled of the necessary modifications/ accommodations in clinical education and/or job function.

21. Students must comply with the school's "Contagious or Communicable Disease or Condition Policy." Any student with a contagious or communicable disease or condition shall be prohibited from having contact with others at the Center (or at a clinical setting) when such contact could result in communicating said disease or condition. Such prohibition shall continue until such time as you are not a risk to others.

22. Students will sign the "Acknowledgement of Procedures for Informed Consent for Venipunctures/Skin Punctures, and Release of Liability" prior to engaging in invasive lab practice.

23. Students must be responsible for maintaining current immunizations, as required to attend clinicals. Some health programs require the hepatitis B vaccine, while other health programs make the vaccine optional upon signing a declination form. Students will **not** be assigned to perform care for patients with suspected or confirmed cases of Tuberculosis (TB) because of the inability to fit students with appropriate personal protective equipment.

Instructor Information

If a student sustains a blood or other body fluid exposure:

1. Assist the student in following the exposure policy/procedure at the clinical site. Inform the student he/she will be responsible for any costs incurred when seeking medical treatment in an emergency room, urgent care clinic, or other health care provider.
2. If a student experiences an exposure during after-hours, weekends, or times when the school is not open, he/she should follow the policy/procedure at the clinical site and contact the instructor/school as soon as possible to report the incident.
3. Provide the student with a Moore Norman Technology Center Incident Form. Assist the

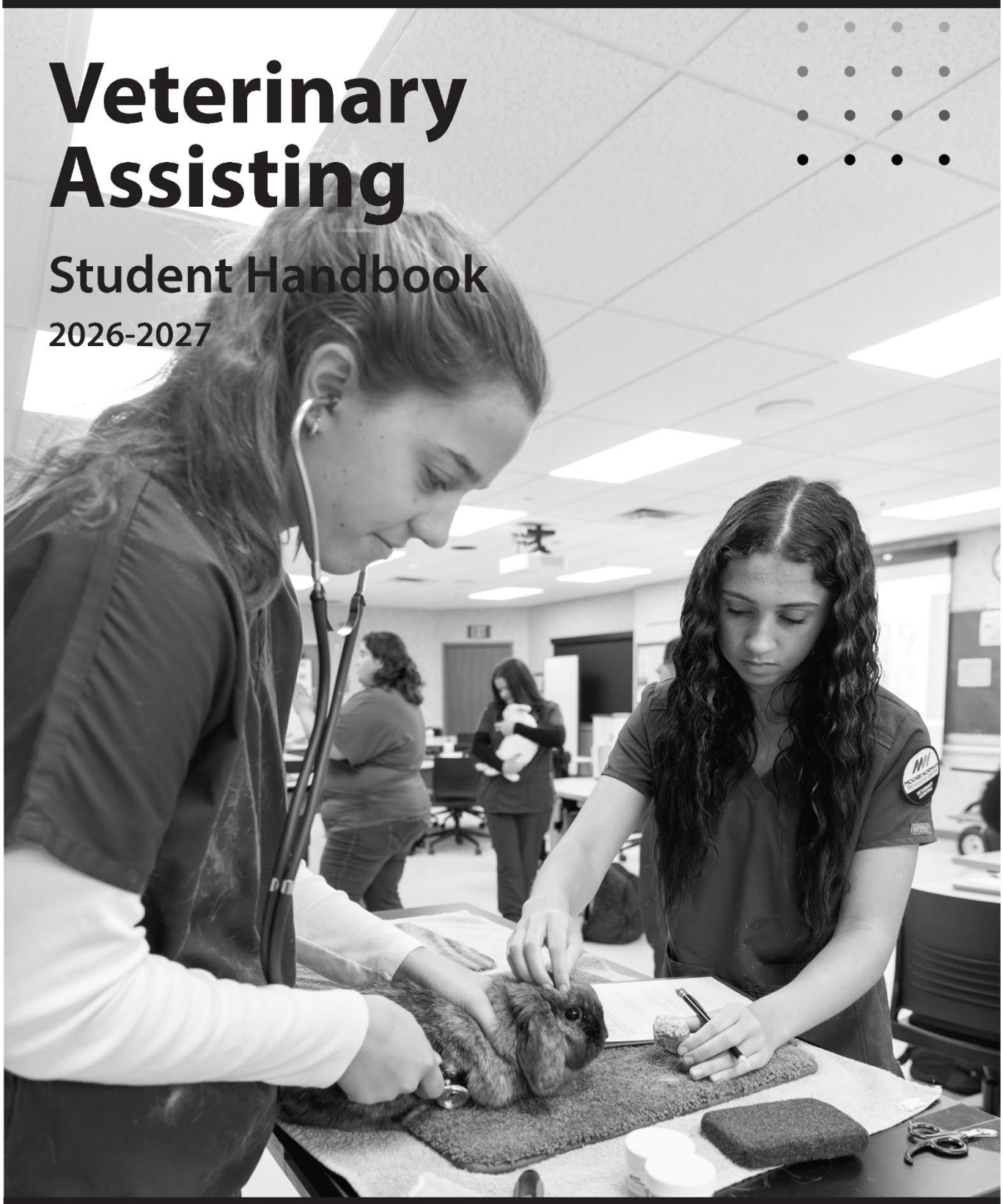
student with completion if necessary.

4. Assist the student in evaluating how the incident occurred and how it can be prevented in the future.
5. Ensure clinical facility policies/procedures have been followed.
6. Forward the original completed MNTC Incident Form to the MNTC Safety Coordinator.
7. Refer the student to the MNTC Safety Coordinator if there are any questions about the completion of the form or if further analysis of the situation is needed.

Veterinary Assisting

Student Handbook

2026-2027



MOORE NORMAN
TECHNOLOGY CENTER

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Welcome Letter

Dear Veterinary Assisting Students:

Welcome to Moore Norman Technology Center's Veterinary Assisting class.

Over the course of the year, you will have the opportunity to gain the essential knowledge, skills, and experiences for employment in the veterinary industry and prepare you for post-secondary education. The program courses are aligned with expectations in the veterinary medical industry.

Upon successful completion of the program, you will receive a completion diploma in Veterinary Assisting, Oklahoma Veterinary Medical Association Veterinary Assistant Certification, and First Aid certifications.

It is my hope that you will be challenged to learn new skills and become passionate about veterinary medicine during your studies at Moore Norman Technology Center as you build the foundation for your professional future.

Sincerely,



Chelsey Hollie, MVCC, RVT
Veterinary Assisting Instructor
Chelsey.Hollie@mntc.edu
405.801.5430

Moore Norman Technology Center
2026-2027 Academic Calendar

- Non-Contract 10 month
- Both Campuses Closed /12mo & 10mo
- Teacher/10mo Work Day

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Independence Day Holiday – 3rd

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First Day of School – 13th

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Labor Day – 7th

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Fall Break – 7th – 9th

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thanksgiving Break – 23rd – 27th

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Winter Break – 21st – January 1st

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Winter Break; Teacher/10mo Work Day - 4th MLK Day – 18th

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Non-Contract /No Classes 15th

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Break – 12th – 19th

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Last Day of School – 25th
Memorial Day - 31st

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Juneteenth – 18th

Moore Norman Technology Center's Vision, Mission, Core Values

Mission	Preparing for Success, Changing Lives, Building Better Tomorrows.
Vision	Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.
Core Values	• Accountability • Data-Driven • Valuing People • Continual Improvement • Collaboration

Non-Discrimination Statement

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

ADA Policy

MNTC is committed to the goal of achieving equal educational opportunities, offering full participation for students with disabilities, and providing assistance that will facilitate students' independence and academic progress.

Students who have disabilities, including those with mobility limitations, speech, hearing or sight impairment, learning or other disabilities covered by the Rehabilitation Act of 1973 or the ADA Amendments Act of 2008, may receive reasonable educational accommodations. To request accommodations, students with disabilities should go directly to the Disability Coordinator or to a Counselor or Career Advisor. All disabilities must be verified with current supporting documentation from an appropriate professional (licensed physician, licensed psychologist, approved agency, etc.). Records of accommodation activity are kept separate from all admissions activity.

Library

The Health Library, located in the MNTC Health Building on the Franklin Road campus, is available to all MNTC students during the school year. Library hours are subject to staffing availability. When open, the Health Library is typically accessible until 4:00 pm, Monday through Thursday. Students are encouraged to check with the Health Administration Office to confirm library availability on any given day.

The library provides a quiet space for studying, along with access to computers and internet connectivity. Visitors are asked to sign in and present their MNTC ID upon arrival.

Attendance

Treat this program like a job. Your success here directly affects your future career and paychecks. Absences and missed work add up quickly. Your attendance and behavior now will affect your future career. This class is designed to prepare you to be a professional, so professional behavior is expected at all times.

This program is preparing you to be a professional, so you are expected to act like one at all times.

During class, you must:

- Stay awake and attentive
- Avoid talking while others are speaking
- Remain in the classroom unless given permission to leave
- Keep your phone put away (no calls, texting, or social media)

Students must avoid:

- Not turning in homework
- Missing class
- Missing clinicals

These can significantly affect your grade and may lead to disciplinary action. Every class and clinical session is important for your certification training.

Please review the **MNTC General Student Handbook** for policies about:

- Absences
- Tardiness
- Leave of absence
- Inclement weather

These policies will also be explained during orientation, where you can ask questions.

When You Are Absent

1. Check what you missed
    - Check the class calendar and/or ask your instructor what you missed.

- It is your responsibility to find the missed work and complete it.
- If there was a lecture:
  - Get notes from a classmate.
  - Check if there were any handouts given in class.
- If you still have questions after checking the calendar, talk to your instructor.

2. Making up assignments or tests
   - You have the same number of days you were absent to make up work.
     Example:
     - If you were absent 3 days, you have 3 days after returning to complete missed tests or assignments.

3. Missed skill check-offs
   - If you miss a skill check-off, you must talk to your instructor and schedule a time to make it up.

4. Late work and extensions
   - Late work is not the same as an extension.
   - Late work will not be accepted unless you communicate with your instructor in a timely manner about why you need an extension.
   - Late work is reviewed case by case.
   - Extensions may be granted after discussion with the instructor.

5. School activities or assemblies
   - If you miss class because of a school assembly or activity, you do not get extra time.
   - Work must be turned in at the beginning of class when you return or immediately after the assembly.

Absence Policy
The school attendance policy allows no more than 10 absences per semester before a student may be dismissed from the program.
- 3 tardies = 1 absence

If attendance becomes an issue, students may be required to attend a meeting with:
- The instructor
- The school counselor
- The Director

The attendance policy allows for unexpected events such as:
- Extended illness
- Bereavement leave
- Family emergencies

These days are not vacation days. Missing class means missing important material that may be difficult or impossible to repeat.

In some cases:

- Students may need to make up missed hours
- Graduation may be delayed if absences prevent course completion

This may apply even to some excused absences.

Clinical Absences

If you are absent, you must notify your instructor.

If you are absent on a clinical day, you must call or text both the instructor and the clinical site before the time you are scheduled to report.

Failure to give proper notice may result in:

- A deduction in your employability grade
- Possible removal from the program if the clinical site requests it

Some clinical sites treat a missed shift without notice as an offense that could result in termination.

Exempt Absences

There are very few exempt absences. Refer to the **MNTC Student Handbook** for details.
To request an exempt absence:

- You must submit appropriate documentation to the counselor
- Submit the appropriate documentation within 5 days after returning to school

Tardies and Early Departure

A key goal of this program is to prepare students for employment. Because of this, punctuality is expected.

If you arrive late or leave early, you will be charged leave time.
Your official "time clock" is the classroom clock, so adjust your watch accordingly.

Class is considered in session at:

- 9:15 AM NPS & Adults
- 9:25 AM MPS
- 1:15 PM NPS & Adults
- 1:25 PM MPS

Attendance rules:

- Three tardies or early departures = one absence.
- Missing more than one hour of a class period will count as an absence.
- If a student arrives after class has started, they must sign in and out in the classroom and write the reason for being late or leaving early.
- Students under 18 must have a parent or guardian call the school before leaving early.

(See the **MNTC Student Handbook** for more details.)

Contact Information
If you know you will be absent, you must notify your instructor through Remind or Microsoft Teams. Access to these apps will be provided on the first day of class.

You may also call and leave a message on the attendance line: 405-801-5010.

Notifications may be sent any time of day or night, but you must notify your instructor before class begins.

ID Badges

Students will be issued one ID badge, which must be visible at all times while on campus. If a badge is lost or needs to be replaced, a new badge may be requested for a $8.00 replacement fee (price subject to change).

Transportation

Students are responsible for arranging reliable transportation to and from campus unless they are riding the local school bus. Students must also have transportation to clinical sites.

Car trouble is not considered an excused absence, so students should plan for alternate transportation if needed.

Students should not expect instructors to arrange clinical rotations with other students due to transportation issues.

Reliable transportation must be arranged before participating in clinical rotations. If a student cannot show consistent transportation, their clinical placement will be delayed until proper arrangements are made.

Use of Tobacco

MNTC is a Tobacco-Free Campus.
Smoking, vaping, E-cigarettes, or the use of tobacco products in any form, including simulated tobacco products, are prohibited on technology center property. This prohibition includes technology center buildings, grounds, and technology center-owned vehicles. Possession of tobacco products or simulated tobacco products by students on technology center property is likewise prohibited.

Any student using, possessing, or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, under the Board's policies regarding student discipline. For additional information, please refer to the **Smoking, Vaping, and the Use of Tobacco Products Policy**.

Students must sign the Safety Practice Form and return it to me. Tobacco products of

any form are not allowed at designated clinical sites.

Phone and Electronic Device Use

The Superintendent has authorized students to carry electronic telecommunication devices while attending MNTC under the following conditions:

- The device must be set to silent notification at all times.
- Device use is not allowed in the classroom, during meetings, or during any activity that would disturb others.
- Users may not record audio or video of subjects without first obtaining permission.

For additional information, please refer to the **Personal Wireless Devices and Electronic Accounts Policy**.

Students may not make or receive phone calls during school hours unless there is an emergency. The instructor must be notified before making or accepting a call.
During class:

- Cell phones, smart watches, and Bluetooth headphones must be on silent
- Devices must be stored in the designated area
- Phones must be stored where the instructor can see them
- Students may not take their phones to the bathroom

The only time phones may be used in class is to submit assignments on Moodle.

Students may check their phones:

- During breaks
- Before or after class

If someone needs to reach you during class, they must call the emergency number listed below.

Only the headphones provided by MNTC may be used during class, and only for assigned videos. Students may not listen to music through their phones or laptops during class.

The only exception is noise-canceling headphones used during testing if they are part of an approved 504 Plan or IEP accommodation.

Classroom phones are not for student use.

Emergency Phone Number

The school office will only relay calls to students in true emergencies. For emergencies, you may give this number as a contact number: **405-801-5400**.

Computer Use

All students must read and sign an **Acceptable Computer/Internet Use Agreement** before using MNTC computers. This form must be on file before computer access is

allowed.

Students must follow all computer policies. Computer use is monitored by teachers and the Information Technology Department. Failure to follow these rules may result in points being deducted from the employability grade and possible disciplinary action.

Computer rules include:

- No personal laptops or tablets may be used in class
- Personal devices must be stored in lockers during class
- No games may be played unless they are part of the curriculum
- Email may only be checked before class, after class, or during breaks (except for MNTC email, which may be used for school purposes)

Computer use is monitored through Classroom Cloud.

MNTC Follow-Up

Before graduating from MNTC, you will be asked to provide certain information to your instructor. This information is used for follow-up records and to notify you about advanced training opportunities.

Your instructor will also contact you the following year to complete the State Career Technology follow-up report.

Student Organizations

Career Technology organizations provide students with opportunities to develop career skills, leadership abilities, motivation, and recognition. These organizations are recognized by the **U.S. Department of Education** as an important part of Career Tech programs.

They help students work toward personal goals and become productive and responsible citizens.

HOSA (Future Health Professionals)
HOSA is a national Career Tech student organization for secondary and post-secondary students enrolled in health occupations programs.

The class has its own AM and PM HOSA chapters. The program instructor serves as the advisor, and students participate as officers or active members.

Possible student officer positions include:

- President
- Vice President
- Secretary
- Treasurer
- Historian

- Social Chair

Additional officers may be selected by the advisor.

HOSA committees may include:

- Fundraising Committee
- Service Committee
- Activities Committee
- Program Awareness Committee
- Social Committee
- Hospitality Committee
- Community Awareness Committee

Meetings will be held as needed, minutes will be recorded, and students will vote on how HOSA funds are raised and used. Funds are typically used for:

- Special outings
- State and national competitions
- Class events and parties
- Graduation activities

Students will prepare for and compete in the HOSA Spring Leadership Conference. For more information, visit hosa.org.

Students may also have opportunities to join professional associations in their career field. These organizations allow students to:

- Attend professional conferences
- Learn about continuing education credits
- Build professional connections
- Develop mentorship relationships

More information will be discussed during the first few weeks of class.

National Technical Honor Society (NTHS)

Students who meet certain requirements may be invited to join the National Technical Honor Society.

Requirements include:

- Teacher recommendation
- Maintaining an "A" average for the semester
- Attending at least 95% of required school and clinical hours
- Having no more than 5 unexcused absences per semester

High school students must also:

- Have at least a "B" average on their high school transcript
- Have no grade lower than a "C"

More details can be found in the **MNTC General Student Handbook**.

Honor Roll
Students who maintain an "A" average and meet attendance requirements at MNTC qualify for the Honor Roll.

Honor Roll students:

- Wear a red cord at graduation
- Must have no more than 10 unexcused absences per semester to qualify.

Scholarships

MNTC Tuition Assistance may provide tuition-free instruction for high school graduates who meet certain eligibility requirements. More details can be found in the **MNTC General Student Handbook**.

Throughout the year, several scholarship opportunities will be available to students. Your instructor will share information about these when they become available, and you may also see flyers announcing them.

BASIC PROGRAM INFORMATION

Veterinary Assisting Program's Philosophy

To instill the desire for a better future by producing enthusiasm, the spirit of competition, and accomplishment in each student.

Classroom Behavior Philosophy

We conduct ourselves with personal accountability:

- We begin on time
- We use our time wisely
- We pick up after ourselves
- We are a team
- We abide by the classroom and MNTC policies

Examples of Expected Behavior at Clinical and in the Classroom

	Professional
Dependability	On time, no tardy, no unnecessary absences, call if absent
Assignments/Work	Completed, turned in, on time, neat as instructed
Productivity	Takes active roles in their own learning. Continues to stay on task and works efficiently. Uses a calendar or planning to help stay on task.
Housekeeping: ***Classroom *Activity Lab *Clinical Lab * Clinicals**	Cleans up the area, turns off the computer when called for, pushes the chair pushed in, takes items with him/her or puts them in the locker, and tidy.
Professionalism	Uses appropriate language, courtesy, respects diversity, appropriate attire, does not share personal information during class, does not cheat, and phones are not displayed or used during class. Is a team player, respectful to others.
Rules	Follows class, school, and clinical policies

Daily Procedures

Veterinary Assisting

1. Door closes 7 minutes after posted arrival times. Tardies will be issued after this time.
2. A break will be given each session, and times will be posted in class. Each session break is 20 minutes and will be about halfway through the session.
3. Phones will be placed in lockers or backpacks and will not be on person during instruction time unless an approved activity requires them.
4. No food or drinks in the classroom, except bottled water, unless the teacher approves.
5. Have your learning materials ready at the start of class.
6. Stay on task and be self-directed.
7. Sign in and out to go to the bathroom, speak with another student, instructor, or administrator.
8. Abide by all MNTC rules (dress code, computer use, attendance, etc.)
9. Keep your working areas and lockers clean.
10. Printing is with permission only.
11. Restroom duties will be done before class, during break, or after class only unless communication has been made with the teacher on why extra bathroom breaks are necessary.

Discipline

Cheating and plagiarism are not allowed and may result in disciplinary action.

- Cheating means using unauthorized materials, methods, or information during an assignment, test, or activity. This includes working with others when it is not allowed.
- Plagiarism means using someone else's words or ideas and presenting them as your own.

Students are expected to complete their own work without help from:

- Other students
- Notes (unless allowed)
- Cell phones
- Extra computer windows
- Any unauthorized materials

Ethics are extremely important in the healthcare field. Patients expect their healthcare providers to act honestly and professionally.

If this policy is violated:

- The student will receive an automatic zero
- A parent or guardian will be contacted

See the discipline guidelines posted in the classroom for more information.

Veterinary Assisting Program

Veterinary assisting students may feed and bathe animals, clean and sanitize kennels, equipment, labs, and surgical areas, understand safe animal handling and behavior, and common companion animal diseases. Students will be responsible for assisting the veterinary team with preventive care, animal nursing care, and post-surgical care. They will assist with diagnostic procedures in the lab or radiological areas. Depending on the facility, the assistant may perform clerical duties such as answering the phone, stocking and ordering supplies, and scheduling.

Credit and Certifications

Expected to be completed during your enrollment in Veterinary Assisting.

1. 3 units of Elective Credit – 1.5 units each semester
2. Certifications:
   Basic First Aid

   Oklahoma Veterinary Medical Association Veterinary Assistant Certification

Veterinary Assisting – Plan of Study FY 27

Veterinary Assisting Program – 480 Hours

Title	Hours
Veterinary Assisting I	200
Veterinary Medical Terminology 1	40
Veterinary Assisting II	90
Veterinary Medical Terminology 2	40
First Aid	10
Supervised Clinical Hours	100
Total	**480**

Dress Code

Students must wear required scrubs, proper footwear, and an approved jacket or sweatshirt in the classroom every day as part of their professional training.

Students must also wear their MNTC name badge at all times while on campus and at clinical sites, visible above the waist and on the outermost layer of clothing (including jackets or sweatshirts). If a student does not have their badge, they will be required to purchase a replacement badge for $8.00. If a student must leave class to get their badge, they will be marked tardy.

The following are **not acceptable**:

- T-shirts worn instead of scrub tops
- Sweatshirts or hoodies (outerwear worn over scrubs cannot have a hood)
- Scrub pants worn with regular shirts

Students may wear a program-approved jacket or sweatshirt over their scrub top with instructor approval. Approved jackets and sweatshirts will be available for purchase at the beginning of the school year.

Students may also wear a solid black, gray, or white long-sleeve shirt under their scrub top. These shirts cannot have logos, words, or symbols.

A lab jacket or scrub jacket that matches the approved scrub color may also be worn, but it must be approved by the instructor first.

Students must wear the MNTC patch (if provided) on their left arm.

Shoes must be:

- Athletic shoes
- Non-skid rubber soles

The following shoes are **not allowed**:

- Crocs
- Birkenstocks
- Flip-flops
- Open-toe shoes
- Clogs
- Hey Dude style shoes

Occasionally, students may be asked to wear professional dress. Clothing and shoes must be appropriate, clean, and polished.
Students **may not wear**:

- Hats
- Earwear
- Headwear of any kind

Additional Dress Code Rules
All rules in the **MNTC General Student Handbook** must be followed.
Students **may not wear** clothing that:

- Contains offensive words or images
- Creates a safety hazard
- Is gang-related or associated with violence
- Would not be appropriate in a workplace

Examples of prohibited clothing include:

- Halter tops
- Tank tops
- Tube tops
- Midriff-baring clothing
- Short skirts or shorts
- Jeans with tears on the upper thigh
- Pajamas or bedroom clothing
- House shoes or slippers

Grooming and Professional Appearance
Professional grooming is extremely important. When entering a clinical site, students should present themselves as they would for a job interview.
Students must:

- Maintain good personal hygiene
- Keep hair and nails clean and professional
- Uniform/scrubs clean, pressed, properly fitted; MNTC patch (if provided) on left upper arm.
- Hair pulled back; no necklaces/bracelets or other jewelry
- Cover visible tattoos; one small earring stud per earlobe; no gauging; tongue/nose piercings require spacers

Students must also follow the clinical site's dress code, which may include rules about:

- Tattoos
- Piercings
- Hair color
- Perfume or fragrances
- Facial hair
- Nail length, type, or color
- Other site-specific appearance requirements

Dress Code Violations

Students who are not dressed appropriately will lose points from their weekly employability grade. After the first verbal and written warning, and after parents have been notified, the student will be referred to the Health Director. Repeated dress code violations may result in additional disciplinary action.

Students who arrive at clinical not adhering to the dress code will be dismissed and unable to attend clinical that day. Just like in the workplace, you must be dressed appropriately in order to participate or work.

Students who do not follow the dress code will be sent home to change and marked absent for that time.

Grading System

The grades will be based on points and converted to percentages. Your grade will be points earned out of points possible. Assignments and some projects will be 50 points each. Employability will be 25 points each, and tests are 100 points each.

Student's Semester Grade = $\frac{Total\ Points\ Earned}{Total\ Possible\ Points}(100)$

The student is expected to achieve a **70%** or greater on each course. The percentage will be compared to the grading scale below, and a letter grade will be recorded.

Grading Scale

Percent	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Official Course Grade

Learning Management System (LMS) grades are provided for informational purposes only. In the event of a discrepancy between grades reported in a LMS and grades calculated in Moore Norman's official gradebook (Achademix), the Achademix grade is the official grade for the class. Students can request a copy of their official grade from their teacher at any time.

Grading Categories

Grading is based on the work completed and averaged. Work not completed as assigned by the instructor is not earned and will be recorded as zero "0" points.

Assignments: 25 points
Quizzes: 50 points
Employability: 50 points
Group Projects/Exams/Final Assessments/Skill Checkoffs: 100 points
Mentorship: 200 points

Veterinary Assisting Class Retest and Late Work Policy

Late Work

Late work will not be accepted except for special circumstances, i.e., sickness, school activity, etc. It is **your responsibility to make arrangements with the instructor prior to missing the assignment due date if extra time is needed**

Retest

There will be no test retakes unless the instructor determines there to be a justifiable cause, and it is at the discretion of the instructor.

ALL tests and make-up work must be made up within the number of days the student missed upon returning to MNTC.

The Class Due Date Schedule

A class calendar will be presented on the online classroom platform, and an agenda may be made with due dates for assignments, tests, and activities that are scheduled. Please utilize the built-in calendar on the online classroom to check due dates. Responsibilities, assignments, and tests that will be expected to be completed will be located on the calendar or agenda. It is the student's responsibility to keep up with due dates. Any changes to the calendar or agenda dates will be updated on the online classroom platform, written on the board, discussed in class, and/or changed in the agenda. It is the student's responsibility to make those changes in their personal calendar.

Forms to Sign

The student will receive a Parent/Student Signature form that will need to be signed by the parent and student. These need to be returned on a date designated by the instructor.

CLINICAL AND INTERNSHIP INFORMATION

Laboratory Use

Students will spend a significant amount of time in the classroom laboratory. The lab is designed to simulate the professional medical environment, so it must be treated like a professional medical environment.

After each use:

- The lab must be cleaned
- Supplies must be restocked weekly

Students should maintain a quiet, professional atmosphere while working in the lab and be respectful by sharing space and supplies with others.

If additional supplies are needed, students may retrieve them from the first-floor storage area. However, students may not enter the storage room without permission from the laboratory coordinator, Mrs. Singletary.

Lab Dress Requirements

When working in the lab, students must wear:

- Scrubs
- Athletic shoes
- MNTC name badge

The following are not allowed in the lab:

- Sandals
- Flip-flops
- Open-toed shoes

Safety Requirements

Students must follow all **OSHA and CDC safety guidelines** to protect patients, staff, and other students.

It is especially important to follow standard precautions to prevent the spread of **Bloodborne Pathogens (BBP)**. All students must complete the BBP course and pass the BBP test before they are allowed to use the laboratory.

Clinical and Internship Progression Policy and Service-Learning Policy

Students will receive a clinical handbook with instructions on the privilege of attending clinicals. The dates of clinicals are subject to change, but typically occur between January and March.

Your clinical time is class time.

Going to clinicals or into the community for a service-learning project is an awarded privilege, not a student's right. The student must prove him or herself through accountability skills to the teacher. The student's action affects the class's reputation and the other students' opportunities for learning. The teacher must be confident in the student's ability before placing the student out on clinicals or in a service-learning project.

The student's clinical or service-learning performance must remain at a high accountability level while at the site. If the student does not do so, the student will be removed from clinicals or the service-learning site. Not going out on clinicals or service learning, or removal from clinicals or service learning, earns a zero for the student's clinical grade, thus failing a large portion of the class. The student will be responsible for following the teacher's and clinical site's instructions and filling out the appropriate and required paperwork. A student who fails or does not complete the clinical portion can still complete the program and get a certificate of completion, but will not be qualified to register for the Oklahoma Veterinary Medical Association Veterinary Assisting Certification Exam and therefore will not receive their certification.

Clinical/ Internship Assignments

All students must be achieving a "C" or better during the fall semester of the program to go to clinicals. Students not achieving a "C" will not be allowed to go to clinics, and thus will return to their sending school for the spring semester.

The instructor selects and coordinates your clinical assignments. You will gain 100 hours of valuable hands-on application at veterinary facilities. You will be receiving clinical forms with more specific information about policies and assignments to be accomplished during your Clinical/ Internship at the beginning of the spring semester. **Transportation to your clinical sites is your responsibility. Inability to get to your site will count as class absences and will affect your grade.**

Health Information Portability and Accountability Act (HIPAA)

Students are expected to maintain confidentiality and protect patients' rights to privacy. HIPAA, a federal law, mandates students maintain confidentiality at all times.

You will be trained in a course that professionals in the health field refer to as HIPAA (Health Information Portability and Accountability Act). This course includes information about maintaining the confidentiality of patients, participants, and customers' health information. Under no circumstances may you discuss information with others who do not have a need to know.

Drug Testing for Health Education Students

Due to the devastating impact the use of alcohol and/or illegal substances can have on the

safety of patients, students, and employees of MNTC and various clinical facilities at which health students may perform clinical practice rotations, MNTC will not tolerate students who use, possess, distribute, purchase, sell, or are under the influence of illegal chemical substances.

All students enrolled in an MNTC Health program or course with a clinical site that requires drug testing are tested for drugs and alcohol prior to their participation in clinical rotations. Reasonable suspicion testing is performed as determined necessary by the supervisor for Health programs or courses. All drug and alcohol testing is conducted in compliance with applicable law.

Any student who tests non-negative or positive for illegal drugs or fails to participate in or cooperate with any part of the testing process will be immediately withdrawn from their clinical rotation and may be dismissed from their Health program or course. The same is true for any student under age 21 who tests positive or non-negative for alcohol. Any student older than age 20 who attends any class, lab, clinical rotation, or any other MNTC function with alcohol in their system is immediately withdrawn from clinical rotations, class, lab, or other function, and may be dismissed from their Health program or course.

Medical Marijuana

Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

Vaccinations

The following vaccinations are required to be able to participate in internships for Veterinary Assisting. Internship clinics WILL NOT accept students who are unvaccinated regarding the required vaccination list.

REQUIRED VACCINATIONS:

Measles, Mumps, Rubella (MMR)
You must provide one of the following:

- Documentation of 2 MMR vaccinations, OR
- Positive titers showing immunity to Measles (Rubeola), Mumps, and Rubella

Note: To reduce cost, many students choose to receive another MMR vaccination series instead of completing titers.

Hepatitis B Vaccination

- This vaccine is a series of 3 injections given over 6 months.
- Because healthcare workers may come into contact with infected blood and body fluids, this vaccination is strongly recommended.

Varicella (Chickenpox) Immunization

You must provide one of the following:

- Documentation of 2 varicella vaccinations, OR
- A positive titer showing immunity to chickenpox

Note: Having had chickenpox is no longer accepted as proof of immunity.

Tetanus (DTaP or Tdap)

- You must have received a tetanus booster within the last 5 years (per clinical sites request).

Annual Flu Shot (optional)

- Students must receive a flu shot in the fall when it becomes available.
- This must be completed before attending clinicals.

Clinical Student Policy for Bloodborne Pathogens & Bodily Fluid Exposure

***MNTC is not responsible for safe working conditions at any externship or clinical site. If the student is injured at any externship, school activity, or clinical site, the student should promptly notify the teacher or designated MNTC personnel. Students will be responsible for all costs incurred. If the student becomes aware of any unsafe or unlawful condition at any externship, clinical, or MNTC site, the student shall promptly notify the teacher or designated MNTC personnel.

Prevention of Bloodborne Transmitted Pathogens

The following work practice controls are established to provide a safe environment and an effective means of caring for all patients, and to prevent the exposure of bloodborne pathogens. Students are expected to implement the following work practice controls.

1. Obtain instruction regarding modes of transmission and prevention of bloodborne infections, including the routine use of Standard Precautions for all patients.
2. Use blood and body fluid precautions for all patients and in all situations, since medical history and examination cannot reliably identify all individuals infected with the disease.
3. Use special precautions during prehospital and emergency care since the risk of exposure to health care workers is increased and the infection status of the patients is usually unknown.
4. Use appropriate barrier precautions when exposure to blood or other body fluids is

anticipated.

5. Wear gloves when in contact with blood, body fluids, or mucous membranes, and for handling items or surfaces soiled with blood or body fluids, or for performing/assisting with venipuncture and other vascular access procedures.
6. Wear masks and protective eyewear or face shields to protect exposure of mucous membranes of the mouth, nose, and eyes during procedures that are likely to generate droplets of blood or other body fluids.
7. Wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.
8. Use caution to prevent injuries caused by needles, scalpels, and other sharp instruments. To prevent needle-sticks, contaminated needles must not be recapped, purposely bent, or broken by hand. After use, sharps must be placed in labeled puncture-resistant containers for appropriate disposal.
9. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces, and ventilation devices available in areas in which the need for resuscitation is predictable.
10. Students with weeping dermatitis or oozing lesions shall refrain from all direct patient care and from handling equipment until the condition resolves.
11. Students who have cuts, abrasions, or other types of skin lesions shall ensure that these are covered with a waterproof dressing and that gloves are worn when caring for any patient.
12. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in work areas where there is an increased risk for exposure to blood and body fluids. Students must take a break from the work area in order to do any of these activities.
13. Wash hands prior to and immediately after patient contact. If gloves are worn, hands must still be carefully washed prior to gloving and after gloves are worn.
14. Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
15. Utilize personal protective equipment and supplies necessary to minimize the risk of infection with HIV and bloodborne pathogens, i.e., goggles, gloves.
16. Students should refer to the clinical facility's policy and procedure manual for information regarding isolation precautions, handling of equipment and supplies, cleaning up spills, etc.
17. Students should be knowledgeable of each facility's exposure control plan in order to reduce the risk of exposure to bloodborne or other bodily fluid pathogens.
18. Students must comply with recommended protective measures. Follow procedures related to needle sticks or accidental exposure to blood or other body fluids according to the facility's policy or exposure control plan.
19. An accidental exposure is defined as a specific eye, mouth, other mucous membrane, non-intact skin (e.g., cuts, chapped hands), or parenteral (needle stick or other sharps)

contact with blood or other potentially infectious body fluids. Body fluids are defined as cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, semen, and breast milk. Feces,

nasal secretions, sputum, sweat, tears, urine, and vomitus are included if they include visible blood. If a student has an accidental exposure, the following protocol should be followed.

a. Wash the exposed site as soon as possible. You must also flush exposed mucous membranes with water as soon as possible after exposure.

b. Notify your instructor, supervisor, or preceptor.

c. Follow the paperwork protocol at the clinical site for blood or other body fluid exposure. If you seek medical treatment at an emergency room, urgent care clinical site, or other health care facility, you will be responsible for any costs incurred.

d. A MNTC Exposure Incident Form must be completed at the earliest possible time, including precautions that were/were not taken at the time of exposure. Students may obtain this form from their instructor or from the MNTC Safety Coordinator.

e. The designated individual at the clinical site will determine from patient information and investigation of records, if possible, the risk factor of the injury and notify the student, instructor, and/or the MNTC Safety Coordinator of the degree of risk involved and any recommendation of exposure follow-up.

f. You will be counseled regarding the risk of infection and recommendations for preventing transmission by your facility site, your instructor, and/or the MNTC Safety Coordinator.

g. You must contact your private health care provider for follow-up and bear any cost incurred should the source patient be HBV or HIV positive or the source unknown.

20. Students enrolled in a health program have the ethical responsibility to inform their instructor when they suspect or know they have a communicable disease. They should be advised and counseled of the necessary modifications/ accommodations in clinical education and/or job function.

21. Students must comply with the school's "Contagious or Communicable Disease or Condition Policy." Any student with a contagious or communicable disease or

condition shall be prohibited from having contact with others at the Center (or at a clinical setting) when such contact could result in communicating said disease or condition. Such prohibition shall continue until such time as you are not a risk to others.

22. Students will sign the "Acknowledgement of Procedures for Informed Consent for Venipunctures/Skin Punctures, and Release of Liability" prior to engaging in invasive lab practice.

23. Students must be responsible for maintaining current immunizations, as required to

attend clinicals. Some health programs require the hepatitis B vaccine, while other

health programs make the vaccine optional upon signing a declination form. Students will **not** be assigned to perform care for patients with suspected or confirmed cases of Tuberculosis (TB) because of the inability to fit students with appropriate personal protective equipment.

Instructor Information

If a student sustains a blood or other body fluid exposure:

1. Assist the student in following the exposure policy/procedure at the clinical site. Inform the student he/she will be responsible for any costs incurred when seeking medical treatment in an emergency room, urgent care clinic, or other health care provider.
2. If a student experiences an exposure during after-hours, weekends, or times when the school is not open, he/she should follow the policy/procedure at the clinical site and contact the instructor/school as soon as possible to report the incident.
3. Provide the student with a Moore Norman Technology Center Incident Form. Assist the student with completion if necessary.
4. Assist the student in evaluating how the incident occurred and how it can be prevented in the future.
5. Ensure clinical facility policies/procedures have been followed.
6. Forward the original completed MNTC Incident Form to the MNTC Safety Coordinator.
7. Refer the student to the MNTC Safety Coordinator if there are any questions about completion of the form or if further analysis of the situation is needed.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Scott Breshears
Director, ITS

DATE: June 15, 2026

SUBJECT: E-rate Management Services Agreement

RECOMMENDED ACTION:
Recommend approval of the Master Services Agreement with Kellogg & Sovereign for Professional E-rate & OUSF Management Services and authorize Kellogg & Sovereign to act on behalf of the district in preparation and submission of documents, solicitation of proposals, and completion of contracts related to e-rate eligible services.

BACKGROUND:
Each year the district receives e-rate credits to subsidize the cost of our internet service and basic telecommunications services. Because of the complexity of the e-rate program application and management process, we contract with Kellogg & Sovereign annually to provide professional e-rate management services. Working with Kellogg & Sovereign helps ensure our compliance with e-rate rules and regulations.

We are asking for approval to contract with Kellogg & Sovereign once again this year to assist us with management of funding for the current year and to facilitate our application for the next funding year. The total cost of services for this year is projected not to exceed $6,500.

KELLOGG & SOVEREIGN CONSULTING

Professional E-Rate Management Services – Fee Schedule
Moore Norman Technology Center, Norman, Oklahoma

Re: E-Rate Consulting Services – Multi Year Renewal Option
E-Rate FY 2027-28

This letter is to confirm that **Moore Norman Technology Center** will exercise the renewal option as stated in the Master Services Agreement. Execution of the annual fee schedule shall be considered mutual ratification.

☑ **4th Renewal, FUNDING YEAR: 2027-2028**

Fees for requests for funding In the Category Two ("C2") categories of service shall be the greater of the Base Filing Fee OR a percentage of the total funding commitment amount issued by the Universal Service Administrative Company ("USAC") on each of the applicant's FY2027 Funding Commitment Decision Letter(s). The Base Filing Fee for C2 services is due in full at the time the application is filed. The amount due in excess of the Base Filing Fee is contingent upon funding and shall be due and payable upon issuance by USAC of the Funding Commitment Decision Letter related to FY2027 C2 Services.

FEES FOR E-RATE FUNDING YEAR 2027 (07/01/2027-06/30/2028)

Category of Service	Description	Amount	Billing Date
Category 1 (C1) Telecommunications & Broadband Services	Pre and Post Funding for C1 Services	**$3,526.29**	January 2027
	Self-Provisioned projects	3% of funding commitment amount	Due upon funding
Category 2 (C2) Internal Broadband Connections, MIBS & Maintenance	Base Filing Fee for C2 Services	**$850.00**	March 2027
	Pre and Post Funding for C2 Services	3.5% of funding commitment amount less base filing fee.	Due upon funding

FEES FOR OUSF COMPLIANCE SERVICES FOR THE PERIOD JULY 1, 2026 – JUNE 30, 2027

OUSF Document, Compliance and Management Services. Includes preparation and submission of applicant affidavit(s), as well as managing disbursements and periodic reports
Annual cost $1,703.21 – billed January 2027 OUSF consulting fee includes up to 12 hours consulting time directly related to OUSF. Additional hours will be billed at $175/hour

Payment terms are net 30 days, unless otherwise noted. Kellogg & Sovereign may charge interest on amounts which are overdue for more than 30 days, with interest to be calculated up to 12% or as applicable by law. If bills are not paid on a timely basis, Kellogg & Sovereign has the right to cease work and communicate it to the applicant. If collection efforts are required, Kellogg & Sovereign Consulting shall be entitled to recover all costs and fees, including reasonable attorneys' and collection agencies' fees and other charges incurred in connection with such collection efforts. **Payments should be remitted to Sigma Technology Fund LLC dba Kellogg & Sovereign Consulting, P.O. Box 222113, Dallas, TX 75222-2113.**

Fees for additional Form 470 filings. After K&S has filed the FCC Form 470 and RFP for the Applicant for FY2023, the applicant may choose to request additional services or make cardinal changes to the services requested. K&S fees are as follows:

(a) Additional Form 470 requested more than 45 days prior to closing the filing window: $750
(b) Additional Form 470 requested less than 45 days prior to closing the filing window: $1,500

Credit card processing fees. If this is the Client's selected payment method, any credit card processing fees will be added to the next invoice.

Out of pocket expenses. In addition to the E-Rate fees defined in this fee schedule, Client shall reimburse K&S for any all reasonable and necessary out-of-pocket costs and expenses (including without limitation legal consultations, postage and other delivery costs and similar expenses) incurred by K&S. Client must be formally informed in advance and must agree in writing with the expenses or costs before it is incurred.

Documentation. K&S will provide E-Rate Documentation on the applicant's Kellogg & Sovereign E-Rate SharePoint folder for online access. E-Rate applicants also have access to their E-Rate documentation on the USAC E-Rate Productivity Center (EPC).

Remittances. Payments should be remitted to Sigma Technology Fund, LLC dba Kellogg & Sovereign Consulting P.O. Box 222113 Dallas, Texas 75222-2113

If fees or expenses are not paid withing 90 days, K&S may elect to terminate the contractual agreement in whole or in part as detailed in the MSA.

Should we encounter any unforeseen problems which will warrant additional time or expense, you will be notified of the situation and of any added cost, and you will have the opportunity to agree to any additional expenses in advance. Our charges for other services will be agreed to separately.

Kellogg & Sovereign® Consulting is not a law firm, and we are not authorized to practice law. Any matters which require an attorney shall be contracted separately with appropriate legal counsel.

Termination

Either party may, upon 30 days written notice to the other party, terminate this contract in whole or in part for convenience. All fees incurred prior to receipt of the termination notice will be due and payable immediately upon termination. K&S will be released from responsibility for the completion of any remaining services listed in this agreement immediately upon receipt of the termination notice.

Liability

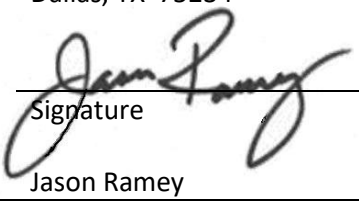
K&S will make every reasonable effort to avoid any errors or omissions in the services or advice that we provide to our clients. However, the rules, regulations, and guidelines for the universal service discount mechanism (E-Rate) are voluminous, ambiguous and constantly changing. Our liability for any errors or omissions will be limited to a full refund of the fees paid and will not include liability for any consequential damages. Any claim for damages will expire within two years of when the final billing is mailed/emailed to you. Our liability is also limited to you and any recommendations provided to you may not be used or relied upon by any other parties. Disputes with the Universal Service Administrative Company (USAC) regarding the interpretation of the rules will not constitute an error or omission if you have been advised of the difference in opinion.

Disclaimer

Due to uncertainties inherent in SLD/USAC's funding process, Kellogg & Sovereign® Consulting does not warrant or guarantee E-Rate funding will be received as a result of this contractual agreement.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the copy enclosed.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR: **Moore Norman Technology Center** PO Box 4701 Norman, OK 73070-4701	FOR: **Kellogg & Sovereign Consulting** 3010 LBJ Freeway, Suite 1200, No. 450 Dallas, TX 75234
Signature	 Signature
Printed Name	Jason Ramey Printed Name
Title	CEO Title
Date	May 8, 2026 Date

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: MNTC Board of Education
Brian Ruttman, Superintendent

FROM: Steve Yadon, Director – Construction Trades

DATE: June 3, 2026

SUBJECT: AGC of Oklahoma Education Foundation, NCCER Sponsorship Agreement

RECOMMENDED ACTION:
Staff recommends approval to enter into an agreement with the AGC of Oklahoma to establish a NCCER Accredited Training and Education Facility at Moore Norman Technology Center's Construction Trades program.

BACKGROUND:
Moore Norman Technology Center's Carpentry program offers credentials through the National Center for Construction Education and Research. These credentials for the Carpentry program are portable and recognized nationally.

The Associated General Contractors of Oklahoma Education Foundation (AOEF) is the sponsor for NCCER which includes technical support and representation for all NCCER-related issues.

AGC of Oklahoma Education Foundation
NCCER Sponsorship Agreement

This Agreement is entered into by and between the Associated General Contractors of Oklahoma Education Foundation (hereinafter referred to as "AOEF"), 605 NW 13th Street, Oklahoma City, Oklahoma 73103 and **Moore Norman Technology Center**, (hereinafter referred to as "Tech Center") located at **4701 12th Avenue N.W., Norman, Oklahoma 73069**.

WHEREAS, AOEF and the Tech Center are entering into an agreement to establish an AOEF sponsored NCCER Accredited Training and Education Facility (ATEF) at the following sites:

Construction Trades: William (Bill) Hardy
Total: $520.00

WHEREAS, both AOEF and the Tech Center desire to reach an agreement for their separate and mutual interests:

THEREFORE, in consideration of their mutual interests, AOEF and the Tech Center hereby agree to the following:

1. AOEF will provide sponsorship of the Accredited Training and Educational Facility (ATEF) for a non-refundable annual fee of **$520 per program.** The annual fee is not prorated and is due on or before the annual renewal date. Sponsorship includes technical support and representation for all NCCER related issues, administrative oversight of training activities, processing of student module completion submissions (form 200), NCCER required auditing and certified mailing of student and instructor credentials.
2. Sponsorship, under this agreement, will begin July 1, 2026, and will continue until June 30, 2027.
3. The Tech Center agrees to provide AOEF proof of liability insurance coverage in amounts commensurate with the Tech Center's liability under the Oklahoma Governmental Tort Claims Act.
4. The Tech Center and sponsored program instructor agree to abide by all NCCER Accreditation Guidelines (20th Edition) regarding training, instructor certification, assessments and credentialing. Note: guidelines can be downloaded from the NCCER website at: https://nccer.app.box.com/s/m6yltis5zpwfqje5d5dbqpqnx9ilufaq
5. The Tech Center and sponsored program instructor agree to cooperate with all reasonable inquiries, audits and investigations into sponsored activities under this agreement.

6. To the extent allowable by law, the Tech Center shall indemnify AOEF from all liability, loss, damage, cost and expense of whatever nature or type that AOEF may suffer, incur or be required to pay as a result of the negligence or partial negligence of the Tech Center or the sponsored program instructor.
7. This agreement is effective when signed and approved by both parties and shall continue in effect until the termination date of June 30, 2027. Nothing in this agreement should be construed as continuing beyond the aforementioned termination date.
8. This agreement can be terminated with 30 days' written notice by either party.
9. Sponsorship fees are non-prorated and non-refundable.

By affixing their signatures, the parties thus agree:

AGC of Oklahoma Education Foundation

Douglas Tapp

Douglas Tapp – Primary NCCER Administrator

Moore Norman Technology Center

X _____

(Print Name & Title)

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Shawna Herell, Director
Health Careers

AUTHOR: Christine Clark, Assistant
Health Careers

DATE: June 15, 2026

SUBJECT: Clinical Rotation Agreement-Annual Renewal: Norman Veterans Center

RECOMMENDED ACTION:
Staff recommends the Board of Education approve the Clinical Rotation Agreement renewal with Norman Veterans Center for Moore Norman Technology Center health students.

BACKGROUND:
The Clinical Rotation Agreement is for Moore Norman Technology Center students. Norman Veterans Center will provide arranged clinical rotation experience for MNTC health students. MNTC Faculty and the Norman Veterans Center staff shall mutually determine the scope of the clinical rotation programs, the schedule of the student assignments and the number of students who may participate in the clinical rotations.

This is an annual renewal of our standard MNTC contract with only date changes. The facility requests that MNTC signs the agreement first before they will send to their Central Office for required signatures.

MOORE NORMAN TECHNOLOGY CENTER
HEALTH CAREERS

CLINICAL ROTATION AGREEMENT

THIS AGREEMENT is made and entered into as of June 15, 2026 between Moore Norman Technology Center School District No. 17 (the "School") and Norman Veterans Center (the "Facility"). There is no consideration due to or from either party for services or participation under this Agreement.

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Moore Norman Technology Center students ("Students"). The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall parallel the District's fiscal year and for the period of the Clinical Rotation or Rotations, commencing June 16, 2026 and ending June 30, 2027 ("Term"), unless terminated earlier as provided in this Agreement. Notification by a party of its intent to terminate this Agreement shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "School Coordinator") to serve as the coordinator for the Clinical Rotations and to work directly with Facility personnel to coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster which includes the names of the course teacher, Instructors, and Students (the "Roster"), along with a rotation schedule, to the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of immunizations and tests pursuant to the *CDC Guidelines for Healthcare Workers* or any standards acceptable to the Facility. The following immunizations and tests are required by the Facility: A complete Hepatitis B vaccination series, or waiver; negative PPD, chest X-ray, or Quantiferon Test (QFT); two MMR vaccinations or positive titer; two varicella vaccinations or a varicella titer; TB skin test; flu shot vaccine; negative drug screen; and negative background check.

e. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide the Facility verification of a national background check verifying that students meet the standards acceptable to the Facility.

f. The School shall require that each Student, before beginning the Clinical Rotations, have undergone a substance abuse test and meet the standards acceptable to the Facility.

g. The School shall require that each Student and Instructor have current CPR certification that meets standards acceptable to the Facility before beginning the Clinical Rotations.

h. The school shall instruct Students that they are not permitted to perform any procedures that they have not been educated on or had previous practice in or that fall outside the scope of the Student's professional license, if applicable, except as directly supervised by the designated Facility staff. Such procedures include, but are not limited to, double-checking medications or blood products, chemotherapy, or experimental drugs and therapies.

i. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly, and to park in areas designated by the Facility.

j. The School shall be responsible for all actions, activities and affairs of Students, the School Coordinator and all Instructors during the Clinical Rotations, to the extent required by law.

k. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references and all other academic aspects of the Clinical Rotation programs.

l. The School shall instruct Students that any communication regarding a patient with other health care providers should always include the designated Facility staff.

m. The School shall complete a Student Acknowledgement and Release form for each Student participating in the clinical experience. A copy of the completed forms shall be provided to the Facility.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the School Coordinator and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Facility Instructors.

b. The Facility shall provide the School Coordinator with copies of the Facility's policies, rules, regulations, and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the School Coordinator that includes a tour of the Facility and addresses particular procedures of the Facility or any department pertinent to the Clinical Rotations.

d. The Facility may permit Students, in its sole discretion, to assist in the provision of medical and nursing care or other ancillary health care services to patients seen at the Facility under an appropriate Facility employee's guidance and supervision. The Facility may, in its sole discretion, restrict Student activities, including any patient care activities,

at the Facility. Notwithstanding any provision to the contrary, the parties do not intend Students or School staff, nor shall Students or School staff be considered, borrowed servants or volunteers, or some other similar capacity, of the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's sites and records relating to the Clinical Rotations on reasonable notice. These activities shall occur during the Facility administration's regular business hours, shall be subject to requirements of patient confidentiality, comply with the Facility's legal obligations, and minimize disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

i. The Facility shall, in its sole discretion, maintain responsibility for the care of patients residing, or receiving treatment, at the Facility.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility and an Instructor or Student the Clinical Coordinator and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. This requirement must be made in writing and given to the Clinical Coordinator.

The Facility, in its sole discretion, may refuse to allow any Student or Instructor to participate in the clinical experience if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation, or any other reason. The Facility has the ability to terminate participation of a student participant or Instructor for misconduct, unprofessional behavior, or failure to abide by one or more terms of the Student Acknowledgement and Release form to include Facility's policies, procedures, and SOPs.

The following procedures shall be followed when a Student is suspected of impairment due to substance abuse:

a. The Instructor will confront the Student with the suspicion that the Student is under the influence of a chemical substance (drugs/alcohol) which may include prescription drugs that are impairing the student's ability to perform. The specific observations that led to the suspicion will be shared with the Student by the professor.

b. If the Student admits s/he is under the influence of a chemical substance, s/he will be required to leave the clinical setting immediately and will not be allowed to return to the clinical setting until assessed by a licensed mental health professional and the treatment plan, if recommended, has been initiated.

6. Representations and Warranties of the School. The School represents and warrants to the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under eighteen (18) years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. Students may perform only duties and procedures for which they have been prepared academically. Medical procedures for which the Student has been academically prepared may be performed only under direct supervision of designated Facility staff.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who is not competent or qualified to participate in the Clinical Rotation.

e. The Instructors (including the School Coordinator) are duly licensed to practice in Oklahoma in the health career area for which the Clinical Rotation is conducted; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the School Coordinator, Instructors, and Students with training on the Facility's policies and procedures regarding protected health information. This training was adequate for them to carry out the activities contemplated by this Agreement and to comply with the applicable provisions of the Health Information Portability and Accountability Act of 1996 and its amendments and regulations (HIPAA) including HITECH Act.

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students, Coordinator and Instructors is true and correct in all respects, to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, to the best of the School's knowledge and information, the School shall immediately notify the Facility.

7. Employees of the School. Other than any Facility employee designated as a Facility Instructor or Facility Coordinator as permitted in this Agreement, the School, and not the Facility, shall be the employer of the School's Instructors and its School Coordinator. The School shall be responsible for (a) the compensation and benefits payable and made available to its Instructors and School Coordinator, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law. The Facility shall be responsible for (a) the compensation and benefits payable and made available to the Facility's designated Instructors and Coordinator, and (b) withholding any applicable federal and state taxes and other payroll deduction as required by law.

8. Insurance Coverage. This provision is applicable to Schools that are owned and operated by the State of Oklahoma or its political subdivisions. The School and its personnel qualify for the liability limitations and immunity provisions included in the Governmental Tort Claims Act (GCTA). The School shall furnish, upon request, verification of its insurance. The School's insurance shall provide coverage that is no less than the liability limits included in the GCTA and the School shall have no insurance obligations other than those in the GCTA. The School shall furnish, upon request, verification of professional liability insurance covering the participating Students.

During the term of this Agreement the School shall require Students to maintain, and each Student shall continuously maintain professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverage as may be acceptable to the Facility. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. Facility shall maintain insurance in amounts consistent with the GCTA.

To the extent allowed by law, it is agreed and understood that the Practice Site will not assume risk of liability including damage to property or personal injury to any Student, Instructor, or other personnel of the School while on the premises of the Practice Site, which shall include but not be limited to parking areas, walkways, and all grounds owned by and surrounding the Practice Site building, to the extent such injury was caused by acts of god or nature or the negligent or intentional acts of the student, instructor, or other School personnel.

The School shall maintain Worker's Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over the School's faculty and staff engaged in the performance of the work or services required by this Agreement. Exceptions and exemptions can only be made if they are in accordance with Oklahoma Statute. The School specifically agrees to require that students maintain liability coverage, in amounts that are reasonable and customary in the community for the appropriate specialty.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School in writing to remove a Student for reasons permitted under this Agreement.

b. Termination Without Cause. Either party may terminate this Agreement without cause upon ninety (90) days prior written notice to the other party.

c. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least thirty (30) days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the thirty (30) day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

d. Avoidance of Interruption of Clinical Rotation. The School and Facility will make every effort to avoid termination of this Agreement if the effective date of the termination would disrupt Students' completion of a Clinical Rotation in progress at the time termination is initiated by the School or Facility.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency, institution or political sub-division of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Responsibility for Action of Students. The School and the Facility intend that each shall be responsible for its own negligent acts or omissions to act. The Facility shall be responsible for the acts of its officers and employees while acting within the scope of their employment according to the Government Tort Claims Act, 51 O.S. §§ 151 *et seq*.

The School shall be responsible for any damages or personal injury caused by the intentional or negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment while onsite at the Facility.

12. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or otherwise engaged in a joint venture. Neither party shall incur any financial obligation on behalf of the other.

13. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

14. Confidentiality. The School shall require School Coordinators, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary or confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, School Coordinators, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations. Likewise, the Facility and its Coordinator, Instructors and other officials associated with Clinical Rotations shall keep confidential and not divulge to anyone else

any of the confidential information of the School, including Student information, unless such information is required to be disclosed by law or by a judicial, administrative or regulatory authority.

15. HIPAA Compliance.

a. The School shall require the School Coordinators, Instructors and Students to, appropriately safeguard the protected health information of patients, in accordance with applicable provisions of HIPAA and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

16. FERPA Compliance. Facility agrees to comply with applicable provisions of the Family Educational Rights and Privacy Act (FERPA), as well as other relevant laws and regulations applicable to the confidentiality of student education information and records. Facility acknowledges that during the course of Clinical Rotations it may have or obtain access to confidential education records, as defined by FERPA, and Facility agrees that it will not disclose any such education information or records except to perform its duties under this agreement or as required by law.

17. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

18. Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability, genetic information or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 C.F.R. Part 60 et. seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability, genetic information or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. Section 4212.

19. Facility Policies and Procedures. The School shall require Instructors and Students to comply with the policies, rules, and regulations of the Facility as provided to the School by the Facility.

20. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

21. No Assignment. Neither party may assign its rights nor delegate its duties under this Agreement without the prior written consent of the other.

22. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

23. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

24. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

25. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

26. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

27. Audits and Document Retention. Notwithstanding any provision or obligation contained or required herein to the contrary, the School shall keep and maintain appropriate books and records reflecting the services performed and costs and expenses incurred in connection with its performance of the services for a period of seven (7) years from the ending date of this Agreement. Upon reasonable notice, the Facility, the State Auditor's Office, or their representatives shall be entitled to access any books, records, and other documents and items directly pertaining to charges to the Facility hereunder for purpose of audit and examination, at School's premises during normal business hours. The School shall provide appropriate access by the aforementioned parties to any sub-contractor's associated records. In the event any audit, litigation, or other action involving these pertinent records is started before the end of the ~~five (5)~~ seven (7) year period, the School shall retain these records until all issues arising out of the action are resolved or until the end of the seven (7) year period, whichever is later.

28. Non-Collusion. The School certifies that neither it nor anyone subject to its direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this Agreement.

29. Outside Communications. Neither School nor any of its Students, employees or any other person assisting with the performance of this Agreement, shall publish any material, including on-line publications, or speak to or otherwise communicate with any representative of a television station, radio station, newspaper, magazine, website, blog, or any other media outlet concerning the work outlined or contemplated by this Agreement without first obtaining approval of the Agency's Executive Director.

The School shall not state or imply in any manner, including in commercial advertising, that its services are endorsed by the Facility. The Facility may not be used as a reference for the School without the Facility's prior express, written approval.

FACILITY: Norman Veterans Center
P.O. Box 1668,
Norman, OK 73069

Oklahoma Department Veterans Affairs
Norman Veteran Center
Norman, OK

_____ _____
Administrator Date

Oklahoma Department Veterans Affairs
Central Office
Oklahoma City, OK

_____ _____
Executive Director Date

SCHOOL: Moore Norman Technology Center
Attn: Brian Ruttman, Superintendent
4701 12th Avenue NW
Norman, OK 73069

By _____ _____
President, Board of Education Date

By _____ _____
Clerk, Board of Education Date

By _____ _____
(School representative name & title) Date

MOORE NORMAN TECHNOLOGY CENTER
HEALTH CAREERS

CLINICAL CONTRACT ADDENDUM

Addendum to Contract with Norman Veterans Center

This addendum is to serve as an agreement with both parties understanding and agreeing that Moore Norman Technology Center Health Careers Certification students do not receive national background checks. These students will receive background checks through the Oklahoma State Bureau of Investigations. Further, the OSBI will serve as sufficient background check source for the purpose of participating in clinical at Norman Veterans Center.

_____
School Board President

_____
Norman Veterans Center Representative

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Shawna Herell, Director of Health Programs

AUTHOR: Lorain McKay, PN/SIM Coordinator, Health Programs

DATE: June 15, 2026

SUBJECT: Nursing Central Site License Agreement Renewal

RECOMMENDED ACTION:

Approve the renewal of the contract with Nursing Central for $2,847.72 for MNTC PN Select Students and $7,831.23 for MNTC Practical Nursing Students for a total of $10,678.95.

BACKGROUND:

With the purchase of this software package renewal, the PN/PN Select students will have continued access to online resources with the Davis Drug Guide, Taber's Medical Dictionary, Diseases and Disorders, Davis's Laboratory and Diagnostic Tests, Nurse's Pocket Guides, NCLEX-PN Quest, and other Unbound Scenarios. Many of these resources are utilized during clinicals on their cell phones. The convenience of having critical information at their fingertips increases knowledge and productivity in clinicals and the classroom. The length of the agreement would be for one year, beginning on July 1, 2026, and ending June 30, 2027. The price is based on a uniform per-student cost of $237.31 (calculated as $10,678.95 / 45 total students: 12 PN Select & 33 PN students).

As long as the site license is active, students will have uninterrupted access during their time in the program, and graduates will enjoy six months of full access to

Nursing Central post-graduation. All faculty members, including adjuncts, can access Nursing Central on the web and mobile devices. There are no warranties with this agreement.

Proposal for

Moore Norman Technology Center - Nursing Program - Oklahoma Career Tech

May 20, 2026

Nursing Central Site License

July 01, 2026 - June 30, 2027

About Unbound Medicine

Innovating with Care

Driven by compassion and joy, Unbound Medicine innovates at the intersection of healthcare, technology, and education. Combining emerging technology, thoughtful guidance, and decades of expertise, we empower the healthcare community to provide the best care and improve lives.

Pricing

PNS Student Price (12 students)	**$2,847.72**
PN Student Price (33 students)	**$7,831.23**
Total for Nursing Central for Institutions *Developed by Unbound Medicine*	**$10,678.95**

Description

Includes Davis's Drug Guide, Taber's Medical Dictionary, Diseases & Disorders, Davis's Laboratory and Diagnostic Tests, Nurse's Pocket Guide, NCLEX-PN Quest, Unbound Scenarios, and Assist.

The price is based on a uniform per-student cost of $237.31 (calculated as $10,678.95 / 45 total students).

Notes

Prices valid through July1. All prices in US dollars. Prices do not include sales tax. All sales final.
Credit card sales are an additional 3.5%. Terms: Net 45
FEIN: 54-1964312

Unbound Medicine
22 West State Street - Suite 200
Media, PA 19063 USA
(610) 627-9090
fax (610) 627-4951
www.unboundmedicine.com

unbound®
MEDICINE

Nursing Central

Nursing Central is the premier teaching and learning platform for institutions preparing next-generation student nurses for professional practice. Nursing Central for Institutions includes an education system, trusted references, and powerful tools.

Education



Unbound Scenarios™

Unbound Scenarios helps nurse educators teach clinical judgment using case-based learning to prepare practice-ready nurses. This diverse set of clinical scenarios takes students on a guided journey to gain the experience and confidence required to be a trusted nurse.

- **Develop clinical judgment** through repetitive practice and diverse patient scenarios
- **Increase confidence** for NCLEX and nursing practice with NGN-style questions
- **Engage students** with interactive activities that guide, empower, and encourage
- **Apply proven teaching models** to construct a well-rounded nursing mindset
- **Adapt teaching strategies** with out-of-the-box activities for lecture or asynchronous learning



Assist™

Powered by Unbound Intelligence™, Assist leads educators through a series of questions to quickly generate personalized teaching materials with links to trusted Nursing Central resources.

- **Create customized case studies** with NGN questions and rationales to support your students' clinical judgment development.
- **Generate test questions** that help you identify and fill specific knowledge gaps to improve educational outcomes.
- **Build lesson plans** that adhere to accreditation standards while being customized to fit the unique needs of your curriculum.

Clinical References



Davis's Drug Guide

Davis's Drug Guide delivers up-to-date, comprehensive, and practical information on over 5,000 trade names and generic drugs. This powerful resource contains everything you need to provide premium care to your patients including information on dosing and administration, safety, interactions, patient teaching, and much more.



Taber's Medical Dictionary

The new 24th edition of Taber's Medical Dictionary is the most complete health science dictionary available today. Taber's features over 75,000 entries, 1,300 illustrations, 130 videos, and 33,000+ integrated audio pronunciations.



Diseases & Disorders

Diseases and Disorders is a "must have" reference for every nurse. Complete coverage of more than 240 medical conditions encountered in nursing practice provides the necessary information to effectively plan and deliver patient care.



Davis's Laboratory and Diagnostic Tests

Davis's Laboratory and Diagnostic Tests contains hundreds of useful laboratory and diagnostic test monographs to help understand and implement critical test procedures. Each entry delivers details on how the test works, how to accurately interpret results, and how to prepare and instruct your patients. With recommendations on pretest requirements, intra-test procedures, and post-test care, this mobile resource is the perfect companion for practicing nurses, nursing students, and other health care professionals.



Nurse’s Pocket Guide

Nurse’s Pocket Guide is a quick-reference resource that includes the latest NANDA-approved nursing diagnoses and interventions. Each diagnosis includes a definition, desired outcomes, risk factors, actions/interventions, documentation focus, and more. Nurse’s Pocket Guide also includes information on the basics of the nursing process and its application, as well as sample care plans and tips for creating them.



NCLEX-PN Quest

NCLEX-PN Quest is the easiest, most convenient way to study for the NCLEX-PN exam. Different test modes allow students to choose a form of study that works best for them. Rationales are provided for both correct and incorrect answers enhancing knowledge of the NCLEX content. Give your students access to 1,000 NCLEX-style questions inside of their personalized bundle.

Tools



Calculators

Integrated calculators for quick and easy calculations. Clinical users can access dozens of essential clinical, conversion, dosage, and IV calculators without leaving the Nursing Central app. Each calculator includes full equation descriptions and PubMed links to the supporting evidence within the literature.



Notes

Make custom notes and highlights within resources. Notes automatically sync between mobile devices and the web.

PRIME PubMed Search, Journals, and ForYou

Quickly search over 32 million citations and abstracts from the PubMed database and leverage your institution's existing journal collection with full-text access to local holdings.

Grasp™

A flashcard study system designed to meet your students where they are. Create decks for students or have them create their own. *Grasp* is an on-device and on-demand spaced repetition learning system–a proven factor in knowledge retention.

Glimpse™

Compatible with Taber's and Davis's Drug Guide

Save valuable time using *Glimpse*, an in-text discovery tool to instantly define unfamiliar medical terms and search drug information.

Features of Nursing Central

Favorites

Revisit important information by setting bookmarks in any of the resources. *Favorites* sync across all mobile devices and the web.

Multi-Search Capability

The *Universal Search* feature will conduct searches across all available resources in your bundle and offers Index and Full-text search functionality.

Cross Links

Locate related information with *Cross Links*.

Update Notifications

Know when updated information and new resource editions have been made available.

Implementation & Training

Support

Unbound Medicine is there for you with free support for all our products. We will answer questions and troubleshoot issues, taking the burden off of your IT department.

Training

Free Nursing Central training is available for all faculty and students. Training includes an introduction to all of the resources and features in Nursing Central and how they might be applied in the classroom, lab, and/or clinicals.

Mobile and Web Access

Access resources, integrated tools, study aids, wellness programs, and more on the web or mobile devices.

Statistics

Nursing Central usage reports identify which resources and features are most used by your institution.

Site License Summary

Our site license for Nursing Central offers numerous benefits, including simplified administration, access on multiple devices, regular updates, faculty access, and complimentary training. The following points provide more information on these advantages:

- **Continuous Program Access:** As long as the site license is active, students will have uninterrupted access during their time in the nursing program. Faculty

associated with the program have ongoing access to Nursing Central with an active site license. Effectively this is a free yearly renewal, which is valued at $99.99 or more per year per user.

- **Simplified Administration:** With our IP-authentication and Single Sign On (SSO) options there's no need to track serial numbers (unless purchased through the bookstore).
- **Multi-Device Access:** Users can access Nursing Central at https://nursing.unboundmedicine.com and download the app on one phone and one tablet.
- **Free Regular Updates:** Resources are continuously updated and any new content is delivered instantly.
- **Faculty Access:** All faculty members, including adjuncts, can access Nursing Central on the web and mobile devices.
- **Complimentary Training:** Student and faculty training on the software is included with every site license.
- **New Graduate Access:** Graduates will enjoy six months of full access to Nursing Central post-graduation. Following this, they will be transitioned off the institutional site license. At this juncture, we will directly provide individuals with options to restore access, ensuring they have the necessary resources for continued professional development.

The annual site license begins at the agreed upon date and is scheduled to renew every 365 days. Should your institution end its site license the following events will take place:

- Nursing Central will remain on any phone or tablet on which it is installed.
- The app content will not be updated and cannot be transferred to another device.
- Students will maintain access to content until the conclusion of their program, plus a six month grace period. After the six month grace period, students will be given an option to renew as an individual user.
- Faculty will lose access to Nursing Central on their mobile devices. They will have the opportunity to renew as an individual user.
- Access to https://nursing.unboundmedicine.com will cease for all students and faculty.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Sarah Carper, Director, Compliance and Grants

AUTHOR: Sarah Carper

DATE: October 20, 2025

SUBJECT: Compliance Training Rotation

RECOMMENDED ACTION:

Review and approve the proposed rotation schedule for required compliance trainings for which the training frequency is determined by the local Board of Education.

BACKGROUND:

The Oklahoma State Department of Education allows local boards of education to determine the training frequency for certain required compliance trainings. Administration recommends implementing a two-year and four-year rotation schedule for these trainings based on the relevance, importance, risk level, and applicable accreditation or regulatory requirements associated with each topic. This approach will support continued compliance with state, agency, and accreditation expectations while ensuring staff remain informed of critical compliance responsibilities. Compliance training topics not included in this proposed rotation schedule will continue to be provided annually as required.

Proposed Compliance Training Frequency

Topic	MNTC Personnel	MNTC Rotation	Guiding Rule or Law
Digital Teaching and Learning	Certified Teachers and Certified Administrators	2 years	70 O.S. 6-192
Ethics	Everyone	2 years	ODCTE Accreditation
Family & Community Engagement	Everyone	4 years	70 O.S. 6-192
FERPA (Family Educational Rights & Privacy Act)	Everyone	2 years	70 O.S. 6-192
Hazardous Communications	Everyone	2 years	70 O.S. 6-192 29 CFR 1910.1200
Human Trafficking	Everyone	2 years	70 O.S. § 24-100.5
Password Security Basics	Everyone	Annually	Request from ITS
Student Communication	Everyone	Upon hire*; 2 years	70 O.S. 6-401 70 O.S. 6-194
Title IX	Everyone	4 years	34 C.F.R. § 106.8(a)
Title IX, Part A Education for the Homeless & Other Laws	Everyone	4 years	Title 42 U.S.C. §11432(g)(1)(D) & (g)(6)(A)(ix) 70 O.S. 6-194
Title IX Coordinator Training	Terri & Stephania	Upon hire*; 4 years	34 C.F.R. § 106.8(a)

*Upon hire is a requirement, then it can be determined by BOE

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Christa Simmons, Assistant Superintendent, Instruction

DATE: June 15, 2026

SUBJECT: Employee Evaluation Systems, Inc. License Agreement

RECOMMENDED ACTION:
Staff recommends that the Board of Education approve the License Agreement with Employee Evaluation Systems, Inc. for the 2026-2027 school year in the amount of $1980.00.

BACKGROUND:
Employee Evaluation Systems, Inc. provides the Oklahoma Teacher and Leader Effectiveness (OKTLE) evaluation software. This state-approved, web-based platform is used by Moore Norman Technology Center to evaluate all certified teachers. Evaluators use the system to document classroom observations, complete evaluations, and manage professional development plans when necessary.

The annual cost for the software is $27.50 per teacher for 72 teachers, for a total cost of $1,980.00.

OKTLE

Oklahoma Teacher & Leader Effectiveness

Please Scan and Email a signed copy to info@OKTLE.com

or

Mail to: **OKTLE**
2801 N. Lincoln Blvd., Suite 226
Oklahoma City, OK 73105

or

Fax to: 405-495-2610

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (the "Agreement"), dated as of June 15th, 2026, is made and entered into by and between **EMPLOYEE EVALUATION SYSTEMS, INC. ("EES")**, whose notice address is 2801 N. Lincoln Blvd., suite 226, Oklahoma City, Oklahoma 73105, and **CAREER TECHNOLOGY CENTER NO. 17 OF** Cleveland **COUNTY, OKLAHOMA, a/k/a** Moore Norman **TECHNOLOGY CENTER ("District")**.

RECITALS:

A. EES has developed a web application known as OKTLE for use with the teacher evaluation framework known as the Tulsa TLE Observation and Evaluation System. EES has developed a web application known as SEES for use in support employee evaluation. EES has also developed a web application for use with the McREL principal/leader evaluation system.

B. EES and the District desire to license the use of EES's OKTLE, SEES, and/or McREL web-based Systems to the District for use in teacher, support employee and/or principal/leader evaluations for the 2026-2027 school year and thereafter.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, EES and District agree as follows:

1. **Grant of License.** Subject to the terms and conditions of this Agreement, EES hereby grants to District a non-exclusive, non-transferable license to use the OKTLE, SEES, and/or McREL web-based Systems (the "License").

2. **Term**. The term of this Agreement shall be for one year, beginning July 1, 2026 and ending June 30, 2027.

3. **Support, Training and Services**. District's license of the OKTLE, SEES, and/or McREL web-based Systems includes online access to the web-based teacher, support employee and principal/leader evaluation systems, online users guides, unlimited technical support, reports of observation and evaluation data, and training related to the operation of the web-based systems. State mandated training for evaluators on the Tulsa TLE Observation and Evaluation System or McREL principal/leader system is not included with this license, and may be obtained from the State or State licensed vendors according to the requirements of the Oklahoma State Department of Education.

4. **License Fee**.

OKTLE – Teacher Evaluation
$27.50 per teacher
$24.75 per teacher for members of OROS, ORES or USSA
For the 2026-2027 school year, the District will have
72 teachers
X $27.50 per teacher

OKTLE TOTAL $1,980.00

McRel – Leader Evaluation
~~$200.00 per Leader/Principal~~
$160.00 per Leader/Principal for OKTLE districts
For the 2026-2027 school year, the District will have
_____ Leaders/Principals,
X $160.00 per Leader/Principal

McREL TOTAL _____

SEES - Support Employee Evaluation
~~$20.00 per employee~~
$16.00 per employee for OKTLE districts
For the 2026-2027 school year, the District will have
_____ support employees
X $16.00 per employee

SEES TOTAL _____

TOTAL 2026-2027 SCHOOL YEAR COST $1,980.00

5. **Release by District**. District, in consideration for the grant of the License and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby releases EES, its officers, agents and employees, from any and all liability or expense, including, without limitation, reasonable attorneys' fees, expenses, costs, judgments, settlements, or other costs to the extent arising out of or relating to (1) District's use, misuse or modification of the OKTLE, SEES, and/or McREL web-based Systems; or (2) District's failure to use corrections or enhancements to the OKTLE, SEES, and/or McREL web-based Systems provided to District by EES.

6. **District's Remedies**. District's exclusive remedy hereunder is termination of this Agreement.

7. **Limitation of Liability**. To the maximum extent permitted by law, under no circumstances shall either party be liable to the other for indirect, incidental, consequential, special or exemplary damages arising from this agreement or the breach hereof.

8. **Miscellaneous**.

(a) **Entire Agreement**. This Agreement constitutes the entire agreement of the parties relative to the licensing of use of the OKTLE, SEES, and/or McREL web-based Systems and supersedes all oral or written proposals or understandings concerning such subject matter. This Agreement may be modified only pursuant to a writing executed by both parties.

(b) **Severability**. If any of the provisions of this Agreement are held by a court of competent jurisdiction to be invalid or unenforceable under any applicable statute or rule of law, such provision shall, to that extent, be deemed omitted and the remaining portions of this Agreement shall remain in full force and effect.

(c) **Survivability**. The obligations set forth herein shall survive any termination of this Agreement.

(d) **Waiver**. No term or provision of this Agreement shall be deemed to be waived and no consent to any breach or default shall be deemed to have been made unless such waiver or consent shall be in writing signed by the party against whom the waiver or consent is asserted. The waiver of one breach or default or any delay in exercising any rights under this Agreement shall not constitute a waiver of any subsequent breach or default.

(e) **Construction**. Descriptive headings or captions in this Agreement are for convenience only and shall not affect the construction or application of this Agreement. No rule of construction requiring interpretation against the drafting party shall be applied or given effect.

(f) **Intellectual Property**. District shall cooperate fully with EES in the maintenance and protection by EES of any rights or interests of EES in the OKTLE, SEES, and/or McREL web-based Systems or other intellectual property or interests therein that are the subject matter of this License.

IN WITNESS WHEREOF, EES and District have executed this Agreement as of the _____ day of _____, 2026.

EMPLOYEE EVALUATION SYSTEMS, INC.

By: _____
President

"EES"

CAREER TECHNOLOGY CENTER NO. ___
OF _____COUNTY, OKLAHOMA,
a/k/a _____ TECHNOLOGY CENTER

By: _____
For the District

"DISTRICT"

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jennifer Tupper

DATE: May 27, 2026

SUBJECT: Database Contract Renewal with Thomson Reuters

RECOMMENDED ACTION: Approve the renewal agreement with Thomson Reuters for the West Proflex legal research platform, supporting the Legal Office Administration program, in the amount of $3,780.00.

BACKGROUND: The **West Proflex** legal research platform is widely used in the legal field and offers access to a vast legal database, allowing students to analyze case law, review federal and state statutes and regulations, and explore various legal briefs and articles. The renewal contract, in the amount of $3,780.00, will serve FY27.

Order Form Order ID: Q-11632816

Contact your representative daron.grefthen@thomsonreuters.com with any questions. Thank you.

Sold To Account Address
Account #: 1002056189
MOORE NORMAN TECH CENTER
101184455
PO BOX 4701 4701 12TH AVE NW
NORMAN OK 73069-8308 US

"Customer"

Shipping Address
Account #: 1002056189
MOORE NORMAN TECH CENTER
101184455
PO Box 4701
4701 12TH AVE NW
NORMAN OK 73069-8308 US

Billing Address
Account #: 1002056189
MOORE NORMAN TECH CENTER
101184455
PO Box 4701
4701 12TH AVE NW
NORMAN, OK 73069-8308
US

This Order Form is a legal document between Customer and

A. West Publishing Corporation to the extent that products or services will be provided by West Publishing Corporation, and/or
B. Thomson Reuters Enterprise Centre GmbH to the extent that products or services will be provided by Thomson Reuters Enterprise Centre GmbH.

A detailed list of products and services that are provided by Thomson Reuters Enterprise Centre GmbH and current applicable IRS Certification forms are available at: https://www.tr.com/trorderinginfo

West Publishing Corporation may also act as an agent on behalf of Thomson Reuters Enterprise Centre GmbH solely with respect to billing and collecting payment from Customer. Thomson Reuters Enterprise Centre GmbH and West Publishing Corporation will be referred to as "Thomson Reuters", "we" or "our," in each case with respect to the products and services it is providing, and Customer will be referred to as "you", or "your" or "Client".

For Federal Customers the following shall apply: Thomson Reuters General Terms and Conditions (available here: http://tr.com/federal-general-terms-and-conditions apply to the purchase and use of all products, except print, and together with any applicable Product Specific Terms (set forth below) are incorporated into this Order Form by this reference. In the event that there is a conflict of terms among the General Terms and Conditions, the Product Specific Terms and this Order Form, the order of precedence shall be Order Form, the Product Specific Terms, and last the General Terms and Conditions.

For non-federal customers the following shall apply: Thomson Reuters General Terms and Conditions (http://tr.com/us-general-terms-and-conditions) apply to the purchase and use of all products, except print, and together with any applicable Product Specific Terms (set forth below) are incorporated into this Order Form by this reference. In the event that there is a conflict of terms among the General Terms and Conditions, the Product Specific Terms and this Order Form, the order of precedence shall be Order Form, the Product Specific Terms, and last the General Terms and Conditions.

ProFlex Products
See Attachment for details

Material #	Product	Monthly Charges	Minimum Terms (Months)
40757482	West Proflex	$315.00	12

Minimum Terms

Your subscription is effective upon the date we process your order ("Effective Date") and Monthly Charges will be prorated for the number of days remaining in that month, if any. Your subscription will continue for the number of months listed in the Minimum Term column above plus any Bridge Term that may be outlined above counting from the first day of the month following the Effective Date. Your Monthly Charges during the first twelve (12) months of the Minimum Term are as set forth above. If your Minimum Term is longer than 12 months, then your Monthly Charges for each year of the Minimum Term are displayed in the Attachment to the Order Form.

Post Minimum Terms

Your subscription will automatically renew at the end of the Minimum Term for successive 12-month renewal terms (each, an "Automatic Renewal Term"), unless either party provides written notice of its intent to not renew at least 30 days prior to the beginning of an Automatic Renewal Term. We will notify you of any change in the Annual Charges at least 60 days before each Automatic Renewal Term begins. Submit your notice of nonrenewal to: https://www.thomsonreuters.com/en-us/help/account-management/legal/orders/request-a-subscription-cancellation.html or via postal mail to Customer Service, 2900 Ames Crossing Rd, Eagan, MN 55121.

For Federal government subscribers that chose a multi-year Minimum Term, those additional years will be implemented at your option pursuant to federal law.

Banded Product Subscriptions. You certify your total number of attorneys (full-time and part-time partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students is indicated in this Order Form. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater or increases at any time, we reserve the right to increase your charges to the market rate for all of your attorneys.

Miscellaneous

Material Change. If, at any time during the Minimum Term or the Renewal Term, there is a material change in your organizational structure including, but not limited to merger, acquisitions, combination, significant increase in the number of attorneys at a location covered by the agreement, divestitures, downsizing or dissolution, we will modify your rates proportionally. If you acquire the assets of, or attorneys from, another entity that is a current subscriber, you assume all obligations under the agreements that apply to those assets and attorneys, and you will pay the invoiced charges on both those agreements as they become due, until a superseding agreement is negotiated in good faith.

Charges, Payments & Taxes. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government customer and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

Excluded Charges And Schedule A Rates. If you access products or services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located in the below link. Excluded Charges may change from time-to-time upon 30 days written or online notice. We may, at our option, make certain products and services Excluded Charges if we are contractually bound or otherwise required to do so by a third party provider or if products or services are enhanced or if new products or services are released after the effective date of this ordering document. Modification of Excluded Charges or Schedule A rates is not a basis for termination under paragraph 9 the General Terms and Conditions.

https://legal.thomsonreuters.com/content/dam/ewp-m/documents/legal/en/pdf/other/plan-2-pro-govt-agencies.pdf

http://static.legalsolutions.thomsonreuters.com/static/agreement/plan-2-pro-govt-agencies.pdf

eBilling Contact. All invoices for this account will be emailed to your e-Billing Contact(s) unless you have notified us that you would like to be exempt from e-Billing.

Product Specific Terms

Document Intelligence Product Specific Terms: The following product specific terms shall apply to the Document Intelligence products on this order form, and are incorporated by reference: http://www.thomsonreuters.com/document-intelligence-PST.

Additional Terms for Services with Generative AI Skills: The following additional terms shall apply to Thomson Reuters Products with Generative AI Skills (including but not limited to all CoCounsel branded Products; all Products with AI Assisted Research; Contract Express, CLEAR Investigate, Westlaw Advantage; Practical Law or Practical Law Connect, with Dynamic Tool Set; Practical Law UK Premium; Practical Law Global Premium; HighQ), listed on this order form, and are incorporated into this order form by reference: https://www.tr.com/legal-services-ai-terms.

CoCounsel Core and CoCounsel Drafting Product Specific Terms: The following product specific terms shall apply to CoCounsel Core and CoCounsel Drafting and are incorporated into this order form by reference: http://tr.com/cocounselcore-and-drafting-product-specific-terms.

Product Specific Terms and Service Levels: The following product specific terms and service levels shall apply to the HighQ products on this order form, and are incorporated by reference:

- HighQ Product Specific Terms http://tr.com/HighQ-PST
- HighQ Service Level**s:** Thomson Reuters shall provide service availability, maintenance and support for the term of the Agreement. Details are available at: http://tr.com/HighQ-SLA. Note that Sections 3.3 of the SLA does not apply to any HighQ Light packages

The Federal Product Specific Terms can be found here: http://tr.com/federal-product-specific-terms

Product Specific Terms. The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions-PST.pdf. If the product is not part of your order, the product specific terms do not apply.

- Campus Research
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km Software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

Drafting Tools Product Specific Terms: The following product specific terms shall apply to the Drafting Tools products (Drafting Assistant, Clause Finder, Clause Finder: Internal Agreements) on this order form, and are incorporated by reference: https://www.thomsonreuters.com/draftingassistant-and-clausefinder-pst.

Amended Terms and Conditions

Government Non-Availability of Funds for Online, Practice Solutions or Software Products

You may cancel a product or service with at least 30 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document, (e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

For Law Enforcement Agencies and Correctional Facilities Only – No Inmate Westlaw or CLEAR Access (direct or indirect)

I certify, on behalf of Subscriber, that I understand and accept the security limits of Westlaw or CLEAR ; Subscriber's responsibility for controlling Westlaw, CLEAR, internet and network access; and, how Subscriber will be using Westlaw or CLEAR. I acknowledge Subscriber's responsibility for providing West with prompt written notice if Subscriber's type of use changes.

Only non-inmates/administrative staff will access Westlaw or CLEAR with no direct Westlaw research results provided to inmates (including work product created as part of inmates' legal representation) In no event shall anyone other than Subscriber's approved employees be provided access to or control of any terminal with access to Westlaw or Westlaw Data.

Functionality of Westlaw or CLEAR cannot and does not limit access to non-West internet sites. It is Subscriber's responsibility to control access to the internet.

Subscriber will provide its own firewall, proxy servers or other security technologies as well as desktop security to limit access to the Westlaw Or CLEAR URL and West software (including CD-ROM orders). Subscriber will design, configure and implement its own security configuration.

Subscriber will not use any data nor distribute any data to a third party for use, in a manner contrary to or in violation of any applicable federal, state, or local law, rule or regulation or in any manner inconsistent with the General Terms and Conditions.

Subscriber will maintain the most current version of the West software to access CD-ROM Products for security purposes.

Acknowledgement: Order ID: Q-11632816

Signature of Authorized Representative for order	**Title**
Printed Name	**Date**

This Order Form will expire and will not be accepted after 9/9/2026.

Attachment Order ID: Q-11632816

Contact your representative daron.grefthen@thomsonreuters.com with any questions. Thank you.

Payment, Shipping, and Contact Information

Payment Method:
Payment Method: Bill to Account
Account Number: 1002056189
This order is made pursuant to:

Shipping Information:
Shipping Method: Ground Shipping - U.S. Only

Order Confirmation Contact (#28)
Contact Name: Crowley-Woodard, Christine
Email: christine.woodard@mntc.edu

eBilling Contact
Contact Name Christine Crowley-Woodard
Email **christine.woodard@mntc.edu**

ProFlex Multiple Location Details

Account Number	Account Name	Account Address	Action
1002056189	MOORE NORMAN TECH CENTER	4701 12TH AVE NW NORMAN OK 73069-8308 US	New

ProFlex Product Details

Quantity	Unit	Service Material #	Description
1	Each	40757482	West Proflex
5	Attorneys	43113208	Westlaw Precision with CoCounsel Paralegal Premier, Enterprise access, Government

Account Contacts

Account Contact First Name	Account Contact Last Name	Account Contact Email Address	Account Contact Customer Type Description
Christine	Crowley-Woodard	christine.woodard@mntc.edu	EML PSWD CONTACT

Lapsed Products

Sub Material	Active Subscription to be Lapsed
40757481	West Proflex

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jay McCaskill, Director of Facilities Management

AUTHOR: Katie Waibel, Assistant

DATE: June 15, 2026

SUBJECT: Moore Norman Technology Center and TurnPro Aquatics Pond Specialist water management services for campus ponds

RECOMMENDED ACTION:
Approve the agreement with Turn Pro Aquatics Pond Specialist for water management services for the campus ponds for $2,808.00.

BACKGROUND:
Moore Norman Technology Center has an ongoing need for professional water management services to maintain the health and aesthetics of our campus ponds. Turn Pro Aquatics Pond Specialist agrees to provide the labor, treatments, and materials to manage certain waterways for 9 months from the date of execution of this agreement. The agreement covers the two ponds associated with the campus on Franklin Road.

TurnPro Aquatics.
22995 Cove Wood Circle
Edmond Ok 73025
www.turnproaquatics.com
Jturner26@cox.net
877-820-6677
405-513-0088

Pond Specialists

Water Management Agreement

This Agreement, made this _____ day of _____ is between Ponds Rx OK inc DBA TurnPro Aquatics. hereinafter called **(TurnPro)** and

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE ( ) _____

EMAIL _____ POND SIZES .4, 1.1

Hereinafter called **(CUSTOMER):**

The parties hereto agree to follows:
TURNPRO agrees to provide the labor, treatments and material to manage certain lakes and/or waterways for a period of 9 months from the date of execution of this Agreement, or **March to November**, in accordance with the terms and conditions of this Agreement in the following location(s) 2 **ponds associated** Moore/Norman Technology Center

1. **TURNPRO** agrees to provide a minimum of 18 inspections and treatments, as necessary, for control and prevention of noxious aquatic weeds and algae-excluding Watermeal.

2. **CUSTOMER** agrees to pay **TURNPRO** the following sum for specified aquatic management services:

a.	Underwater and Floating Vegetation Control Program	$	312 **Monthly**
b.	Shoreline Grass and Brush Control Program-creeping primrose	$	**INCLUDED**
c.	Free Call back service	$	**INCLUDED**
d.	Written Monthly Service Reports	$	**INCLUDED**
e.	Mosquito Control	$	**INCLUDED**
f.	Dye	$	**INCLUDED**
g.	Startup Fee	$	0
	Total of Services Accepted	$	~~2808~~ **Season Total**

CUSTOMER shall pay **TURNPRO** the sum of 312 due and payable upon the first month of treatment, and 8 monthly installments of $ 312 plus any taxes, including sales use taxes, fees or charges that are imposed by any governmental body relating to the service provided under this Agreement.

3. **TURNPRO** uses products which, in its sole discretion, will provide effective and safe results.

4. **TURNPRO** agrees to commence treatment within **fifteen (15)** days with receipt of this executed Agreement, or March 1st, and/or required government permits, weather permitting.

5. The offer contained herein is withdrawn and this Agreement shall have no further force and effect unless executed and returned by CUSTOMER to **TURNPRO** on or before 6/26/26.

6. The terms and conditions appearing on the reverse side form an integral part of this Agreement, and CUSTOMER hereby acknowledges that s/he has read and is familiar with the contents thereof.

Signed: J Turner Date: 5/26/26
Name: John Turner **TurnPro Aquatics.**

Signed: _____ Date: _____
Name: _____

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Kristen Sublett, Director, IDD

AUTHOR:

DATE: 6/15/2026

SUBJECT: Renewal of Agreement with YuJa Inc. for Lumina Video Platform License

RECOMMENDED ACTION:
Approve agreement with YuJa Inc. for Lumina Video Platform License to be used by Instructional Design and Development for the amount of $10,694.65.

BACKGROUND:
Lumina by YuJa Inc. provides instructional video hosting and streaming services that are widely used across the district, with approximately 75 faculty, staff, and adjuncts actively utilizing the platform. Video remains an important instructional tool, allowing students to access lectures, demonstrations, skills training, and other course content in both face-to-face and online learning environments. The platform offers enhanced functionality, including Moodle integration, AI-powered tools, multilingual captioning, and accessibility features that support diverse learner needs. Additionally, Lumina integrates seamlessly with Panorama by YuJa Inc., the district's accessibility platform, helping maintain a cohesive and accessible digital learning environment. Renewing Lumina will ensure continued access to instructional video resources. The agreement begins July 1, 2026, and ends June 30, 2027.

RENEWAL PROPOSAL TO

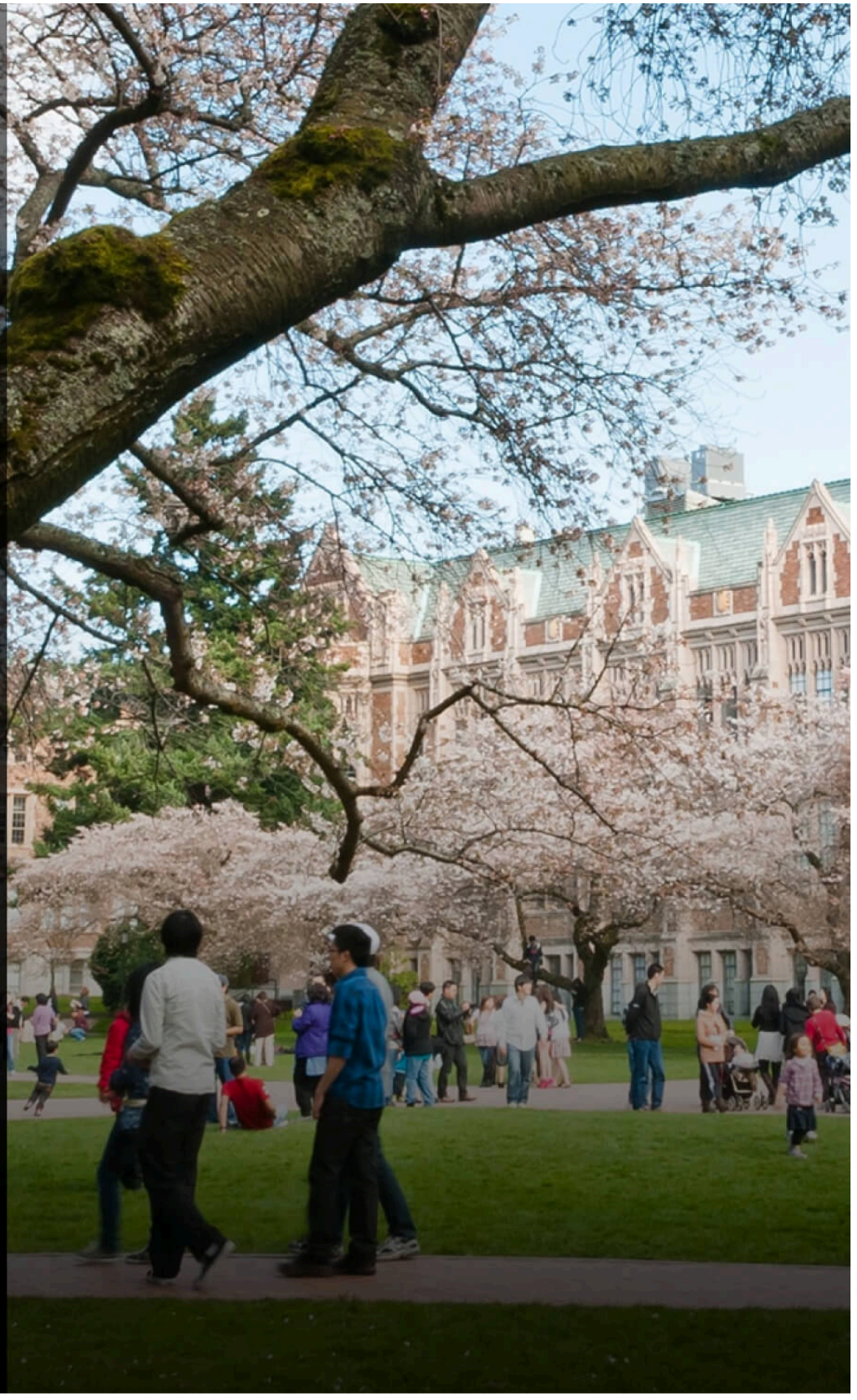
Moore Normal Technology Center

PREPARED ON MAY 11, 2026
TERM START DATE: 7/1/2026
TERM END DATE: 6/30/2027

CONTACT INFORMATION

Diana Hernandez
Client Success Manager
diana.hernandez@yuja.com
(408) 520-4932

Nathan Arora
Chief Executive Officer
nathan.arora@yuja.com
(408) 663-6628



PRICING PROPOSAL

We are confident our proposal offers your organization the best value, while being transparent on total cost.



QTY	ITEM	SKU	FTE	SUB-TOTAL
1.00	Lumina Video Platform License	EVP-VIDEO-COREPLATFORM	779	USD 10,694.65
1.00	Unlimited Media Storage	EVP-UNLIMCLOUDSTORAGE	Included	USD 0.00
1.00	Unlimited Automatic ASR-based Captioning	EVP-UNLIM-ASR-CAPTIONING	Included	USD 0.00
1.00	Unlimited Views and CDN Video Streaming	EVP-UNLIMSTREAMING	Included	USD 0.00

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Kyle Williams
Assoc. Superintendent, Business & Operations

DATE: June 10, 2026

SUBJECT: Renewal of Representation Agreement with Rieger Sadler Joyce, LLC

RECOMMENDED ACTION:
Approve the renewal agreement with Rieger Sadler Joyce, LLC. to provide the district with legal services for fiscal year 2027.

BACKGROUND:
Rieger Sadler Joyce, LLC. provides legal services for the district, commonly related to real estate matters. This agreement establishes a formal relationship between the firm and MNTC for ongoing legal representation as needed and sets forth the billing rates for the current fiscal year. This agreement does not require an annual participation fee.

RIEGER
SADLER JOYCE
ATTORNEYS AT LAW

FIRM/CLIENT ENGAGEMENT AND
REPRESENTATION AGREEMENT

Date: _____, 2026
Referred by? Or how did you hear about our Firm?

_____

Client identification – please list all client affiliated names (including spouses, co-owners, partners, etc.):

_____ _____
_____ _____

If Client(s) is a company, please list all associated legal entities, and all officers/titles:

_____ _____
_____ _____

Client's primary postage mailing address and street address:

_____ _____
_____ _____
_____ _____

The primary Client email address that you direct us to send our monthly legal invoices to you for payment:

_____

All other Client email addresses that you want us to communicate through:

_____ _____

May we email confidential legal correspondence to this address(s)? Yes ___ No ___

Client's text and mobile phone numbers that you want us to communicate through:

_____ _____

May we text confidential legal messages to the above text numbers? Yes ___ No ___

List all known opposing/adverse persons or entities:

_____ _____
_____ _____
_____ _____

Briefly describe what you wish us to do for you currently and your ultimate goals and objectives:

_____
_____
_____
_____
_____

You have asked RIEGER SADLER JOYCE LLC (the "**Firm**") to represent you in connection with legal matters, whether it is counseling, transactions, litigation, and/or other general legal issues important to you. Upon signature and return of this letter by you, and affirmative acceptance by the Firm, through signature or proceeding forward with the work, the Firm agrees to represent you CONDITIONAL upon all the terms and conditions herein:

1. Fee for Legal Services. The Firm's fees for legal services rendered will be calculated based on the Firm's hourly rates, as you agree may be adjusted from time to time, such as typically done at the start of each calendar year, for the attorneys and support staff that work on the matter in any way. The hourly rates set by the Firm do not include the expenses described in paragraph 2 below. Currently, the hourly rate set by the Firm for each attorney is as follows:

Sean Paul Rieger:	$485/hour	Managing Attorney/Founding Partner
Daniel Sadler:	$435/hour	Partner
Gunner Joyce:	$395/hour	Partner
Keith Barrett:	$375/hour	Associate
Sally Griffin:	$340/hour	Associate
Libby Smith:	$300/hour	Associate
Matthew Welborn:	$260/hour	Associate

For legal clerks and interns, the hourly rate is $150 per hour, each billed to the tenth of an hour increment. Currently, the hourly rate set by the Firm for the Firm's legal assistants and office support staff services is $125 per hour, billed to the tenth of an hour increment. Unlike most law firms, we rarely charge for consumables of copies, office supplies, and other expenses such as our legal research expenses and legal subscriptions for necessary technology and tools we use on your matters. Instead, additionally, each amount of labor invoiced will have a flat administrative/consumable fee of four percent (4%) added to it, which will help to offset expenses incurred in your matters, such as purely administrative tasks, copying, printing, consumables, our cost to subscribe to and conduct Westlaw research, document management software, Adobe, and other necessary computer licenses, etc. Additionally, the Firm will charge a fee of two percent (2%) per payment of any fees that are paid with a credit card, as the Firm is charged more than that amount by its banking providers for the Firm to process such a payment. At times, the Firm reserves the right to employ and/or contract additional attorneys, law clerks, legal assistants, support staff, or contract support when necessary to effectively represent your interest. Such person's time will be billed at the respective same rates. The Firm's minimum billing time for any one file/matter/case/transaction is one full hour. The Firm's minimum billing time entry for any one action will be at least two-tenths of one hour (12 minutes); therefore, every phone call, email, fax, text, message, meeting, letter, etc., may be charged for at least two-tenths of one hour each. We appreciate the contact we have with our clients, and we do not seek to discourage that. However, please understand that every contact redirects the attorney or staff member's attention and focus to your matter and thus must be billed accordingly. The Firm reserves the right to adjust the hourly rates and fees upward at any time, such as but not limited to, annually. You understand that in no way does the Firm estimate or convey to you what the total amount of fees will be for handling your matter, as it is impossible to speculate as to what amount of time will be needed to handle your issues. The Firm retains the flexibility and sole right to assign which attorneys and staff members they wish to handle the matter.

2. Expenses. During the course of the Firm's representation of your matters, it may be necessary for the Firm to incur additional more significant and specifically related expenses, including, but not limited to, postage, overnight or expedited delivery services, courier service, mileage/travel expenses, photocopying, graphics and exhibits development, phone charges, video meeting or production expenses, court or government filing fees, deposition fees, expert witness fees, contract labor fees, consultant fees, and other expenses. In addition, the Firm may, with your consent, engage accountants, investigators, appraisers, and/or professionals or experts in various locales and areas of expertise to assist in the Firm's representation. You agree to reimburse the Firm, or upon the Firm's request you agree to promptly pay directly, any such expenses incurred in relation to your matters. Such expenses will be charged in an amount equal to that incurred by the Firm. Mileage may be charged at the federal

IRS rate per mile for transportation expenses incurred for business purposes (as changed by the IRS from time to time), for any vehicular travel related to your matters. Internal copies of documents for large print jobs may be charged at ten cents (10¢) a page.

3. Statements. The Firm's fees for legal services together with all expenses are due and payable at our Norman, OK office strictly within thirty (30) days of your receipt of a statement. Such statements ordinarily will be mailed or emailed to you on a roughly monthly interval. If you choose to make payment with a credit card, or debit card, or through any means that charges the Firm a processing fee to make the payment in that manner, then the Firm reserves the right to charge you for the processing fee that is invoked by the Firm. If you are paid any settlement or award in this matter, the Firm may first deduct all amounts owed to the Firm or other parties, such as but not limited to expert witness fees, from the settlement award and then transmit the remainder, if any, to you.

4. Interest. Any amounts not received by the Firm within thirty (30) days after your receipt of our statement will accrue interest at the rate of at least twelve percent (12%) per annum, or the maximum legally allowed interest rate, whichever is lesser, calculated to the day based on a 365-day year. You agree to pay all such interest, and the Firm shall have the right to collect such interest even if the Firm has accepted payments that do not include such interest.

5. Retainer and Clients' Trust Account. The Firm may or may not choose to require an Initial Billing Advance in any amount the Firm chooses in its sole and absolute discretion, which you should anticipate could be many thousands of dollars, as a standing security deposit for your timely payment of fees in all matters, together with a signed copy of this letter, as a condition precedent to the Firm's acceptance of the engagement upon the terms and conditions herein expressed. The Firm reserves further the right to require you to replenish the Initial Billing Advance at any time that it is drawn upon to pay outstanding amounts due. The Firm reserves the right to not begin any work on your matters until these items are received in full. The Initial Billing Advance acts as security deposit for the Client's promise to pay the fees owed and will be deposited in the Clients' Trust Account maintained by the Firm. The Initial Billing Advance is *NOT* used to pay the Client's regular monthly invoices unless the Client becomes delinquent in their payment of an invoice. The Client shall continue to pay all monthly invoices timely in addition to, and independent of, the Initial Billing Advance, which shall remain in the Client's Trust Account until the end of the representation. However, in the event that you become late in making any payment on amounts due for fees or expenses, you hereby authorize the Firm, without any further notice to you, to withdraw from the Initial Billing Advance, and such other sum(s), if any, received from you, or on your behalf, which are deposited to the Clients' Trust Account, such amounts as are necessary to pay the Firm's statements for services rendered and costs and expenses incurred. The Initial Billing Advance may be applied to your last bill from the Firm and any unearned balance remaining of your Initial Billing Advance in the Clients' Trust Account at the termination of the Firm's representation, if any, will be refunded to you.

6. Additional Billing Advances (and Trial Billing Advances). The Firm reserves the right to require from time to time, as a condition to continuing the representation of you, additional advances by you to our Clients' Trust Account in such amounts as the Firm determines in its sole and absolute discretion necessary to maintain a balance adequate to cover future services (such as services to be rendered in connection with trial and trial preparation, advocacy of zoning items, or other advocacy matters, as these types of services can reach very large sums). You agree to pay such additional advances as may be requested within thirty (30) days after your receipt of a statement for such an advance.

7. Continuing Agreement; Declination of Representation; Termination. This Agreement shall be deemed to be a continuing agreement in that if at any time the Firm again advises or represents you, or closely held affiliates of you, in connection with any matters other than those set forth above, said representation in connection with such other matters shall be upon the same terms, conditions, provisions, and fee arrangements as those expressed herein, unless a separate arrangement is made in writing with respect thereto. You consent to allow the

Firm to consult, or associate with, another attorney and/or law firm regarding your legal problem/case. Either party may terminate the Firm's services and representation under this Agreement at any time, upon written notice to the other party sent to the other party at its last known address (may be sent via email, text, fax, or letter). A few non-exhaustive examples of when this representation agreement may be immediately terminated by the Firm include instances such as, but not limited to:

a) Failure on your part to remain current with the payment of all fees and expense owed (current within 30 days of the date payment is due);
b) Failure on your part to provide payment of an additional billing advance upon request of the Firm when the Firm deems it reasonably necessary;
c) The Firm becoming aware of any potential conflict of interest that our representation of you results in;
d) A failure on your part to provide timely and accurate information to the Firm as requested by the Firm and as needed in your representation;
e) The Firm becoming aware that you have been dishonest in representing any relevant fact to the Firm;
f) The attorney-client relationship between us is deteriorating to a point that renders our working together unworkable and unproductive.
g) The client persists in a course of action involving the lawyer's services that the lawyer reasonably believes is criminal or fraudulent;
h) The client has used the lawyer's services to perpetrate a crime or fraud;
i) The client insists upon taking action that the lawyer considers repugnant or with which the lawyer has a fundamental disagreement;
j) The client fails substantially to fulfill an obligation to the lawyer regarding the lawyer's services and has been given reasonable warning that the lawyer will withdraw unless the obligation is fulfilled;
k) The representation will result in an unreasonable financial burden on the lawyer or has been rendered unreasonably difficult by the client; and/or
l) Other good cause for withdrawal exists.

You will remain liable for all fees and expenses incurred up to the date of withdrawal or the Firm's receipt of written notice from you of termination. You further agree that in the event of failure to pay, that you hereby consent to the Firm placing a lien on your real property for payment of services due. You hereby consent to the Firm proceeding with any zoning matters in the future under the representation of any other clients of the Firm, even where you may own property within the notice radius of the zoning matter, and that such representation by the Firm shall not be considered by you as a conflict of interest.

8. Withdrawal; No Waiver. You agree that if within thirty (30) days after you receive a statement or notice from the Firm, you fail to make any payment, whether for legal services, expenses or billing advance, the Firm may, at its sole option and discretion, absolutely terminate all or any part of our representation, withhold further legal services, and withdraw from all litigation, if any, and you agree to cooperate and perform all acts necessary to assist the Firm's withdrawal. In such event, the Firm shall have no further responsibility to advise you or represent you in any manner.

9. No Estimate of Fees; No Warranty of Results. You agree and understand that absolutely no representations, assurances, warranties, estimates, predictions, expectations, or guarantees, have been provided by the Firm regarding the amount of fees, time involved, outcome, results, or any consequences connected with the representation, and that there are no implied or expressed warranties given of any kind. You agree and understand that the inherent nature of legal work, such as but not limited to, litigation, zoning and land use, governmental approvals and issuances, and transactional services, is that there is no possible way for the Firm to predict or estimate what the result will be of the Firm's work. Consequently, the risk of not obtaining the desired result falls upon you only, and thus you understand and accept the possibility that your desired result may not ever be realized. Furthermore, you understand and agree that even if the result of the Firm's services is not what you

desired, you will still be responsible for all fees and expenses charged under this agreement and incurred by the Firm on your behalf. YOU UNDERSTAND THAT WE ARE ***NOT*** AGREEING TO REPRESENT YOU ON A CONTINGENCY BASIS UNLESS OTHERWISE AGREED IN SEPARATE WRITING BY US AND THAT YOUR OBLIGATION TO PAY US LEGAL FEES DOES ***NOT*** CHANGE WHETHER WE WIN OR LOSE OR WHETHER WE ACHIEVE THE RESULT YOU DESIRED. Additionally, as it concerns civil litigation, you understand and acknowledge that:

a) You may likely spend enormous sums of money in attorneys' fees, depositions, expert witness fees, and/or other litigation expenses in civil district court litigation. It is common for civil litigation to cost MANY tens of thousands of dollars as a bare minimum and can easily cost well into six figures before finality.

b) You may be in civil litigation for many years before there is any resolution to the case, and then any outcome may be appealed by the other party for additional years thereafter.

c) A vast majority of lawsuits end in settlement without ever going to trial, thus the Client should consider compromise settlement positions that might be acceptable, and typically the earlier a litigant settle then the less expense incurred in extended litigation and attorneys' fees.

d) You may not ever collect on a successful judgment, as a judgment is only worth whatever the party that owes it is able to pay from their non-exempt, unleveraged, assets - if they have any.

e) You may not be granted an award for reimbursement of your attorneys' fees, as such an award is up to the Judge's sole discretion and sometimes, they may decide that either no attorney fees should be awarded to the winning party, or they may award significantly less than the amount spent. And attorneys' fees are not even considered to be reimbursable unless you go all the way through trial and appeal, which is uncommon and can be many years later.

f) Civil lawsuits are inherently risky as it is difficult to predict what a random jury or judge will decide after hearing the evidence that is allowed to be presented. There is always the risk that you lose on all counts.

g) If the lawsuit is unsuccessful, you may be required to pay the attorneys' fees and court costs of the opposing parties if the Judge decides as such.

h) Most civil lawsuits are slow in going through the process, as it is easy for the opposing party to delay the case through extensive motions and discovery.

10. Cooperation; Ownership of Work Product; Disposal of Closed Files. You agree to keep the Firm advised as to how you may be contacted at all times, and agree to cooperate in the representation and to appear upon reasonable notice at our offices, other designated meeting places, and/or any courts in which various matters may be pending, and to comply with all reasonable requests of this Firm in connection with the representation, including your prompt response to request for information from you by the Firm or its attorneys. You agree to be thorough and honest in all representations of facts that you make to the Firm regarding the specifics of your matters. You understand that the Firm will control the scheduling of the representation consistent with its schedule and availability. The Firm's entire work product is hereby copyrighted, and all copies will be owned by the Firm. Copies of all documentation related to the matter(s) subject hereto coming into the Firm's possession or control may be made and retained by the Firm. The Firm shall have no obligation to retain any file that has not been worked for more than two (2) years. You agree that the Firm may act upon your oral authorization with respect to matters requiring your consent or direction.

11. Liability for Fees; Disputes Regarding Agreement or Fees. As a signator to this document, regardless of whether your signature is in a representative capacity or as an individual, you agree to be individually and personally and, where more than one person or entity are involved, jointly and severally, responsible and liable for payment of all of the fees and expenses incurred pursuant to this Agreement, including, but not limited to, all fees and expenses which may be incurred in connection with the representation of any partnership, joint venture, corporation, trust, or other entity or person other than yourself. Unless the Firm otherwise agrees in writing, the Firm will first look solely to each signator to pay our fees and expenses. If you have made, or hereafter make, arrangements with another person or entity to pay our fees and expenses, it will be your responsibility, and not the

Firm's, to collect any amounts from the third party. You will be expected to pay our fees and expenses timely even if the third party delays, fails or refuses to pay. Likewise, if you have set a limit on the amount of fees and expenses that you or the third party will have to bear, the Firm is not bound by that limit unless the Firm so agrees in writing.

12. Miscellaneous. This Agreement supersedes all prior agreements between the Firm and you relating to the matters covered by this Agreement. This Agreement contains the entire agreement between you and the Firm. This Agreement shall be binding upon and shall benefit the parties hereto and their respective heirs, executors, administrators, representatives, successors, and assigns. This Agreement may be assigned in whole in part by the Firm. This Agreement may only be modified by a written agreement signed by you and the Firm. You consent and agree to the Firm listing you as a client on marketing material of the Firm, such as but not limited to marketing fliers, website, and social media. You agree and consent to the Firm using third party shredding companies to discard and destroy documents related to your matters that are no longer needed. YOU UNDERSTAND THAT YOU HAVE THE OPPORTUNITY TO ENGAGE US OR ANY OTHER ATTORNEY(S) ELSEWHERE OF YOUR CHOOSING, OR NO ATTORNEY(S) AT ALL, AND THAT WE WOULD ***NOT*** HAVE AGREED TO REPRESENT YOU UNDER ANY TERMS DIFFERENT THAN HEREIN.

If this letter correctly reflects the agreement between you and the Firm, please sign where indicated below and return it to me, together with any Initial Billing Advance specified above. You understand that time is of the essence regarding this Agreement and the Firm shall have absolutely no obligation to represent you in any way until the Initial Billing Advance and this signed letter are received by the Firm.

Rieger Sadler Joyce LLC
301 NW 13th St., Suite 202
Oklahoma City, OK. 73103

136 Thompson Drive
Norman, OK 73069-5245

Phone: 405.310.5274
Email: sp@riegerllc.com

Agreed by: _____
Sean Paul Rieger, Manager
Attorney • Architect • Broker

Date: _____, 2026

ACCEPTANCE OF TERMS

I, and/or we, have read and understand the above terms and provisions, and hereby agree to be bound by them with respect to the representation by the Firm. The Firm may proceed with representation of me and/or us pursuant to the terms in this Agreement. Each represented client, individual and entity, much consent by signing below:

Authorized client signature:

_____ Date: _____, 2026
Printed Name: _____

Authorized client signature:

_____ Date: _____, 2026
Printed Name: _____
Title: _____

Authorized client signature:

_____ Date: _____, 2026
Printed Name: _____
Title: _____

Authorized client signature:

_____ Date: _____, 2026
Printed Name: _____
Title: _____

Authorized client signature:

_____ Date: _____, 2026
Printed Name: _____
Title: _____

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent;
Board of Education

FROM: Terri Helvey Associate Superintendent, Instruction

DATE: June 1, 2026

SUBJECT: Norman Police Department Memorandum of Understanding Facility Use Agreement

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the Norman Police Department and Moore Norman Technology Center for Facility Use Agreement.

BACKGROUND:

This Memo of Understanding formalizes the agreement of terms and conditions for use of Moore Norman Technology Center facilities which include the following public safety facilities.
Law Enforcement Driver Training Course (LEDT)
Gun Range & Classroom in the Gun Range
Defensive Tactics (DT) training facility & Classroom in the DT facility.

MOORE NORMAN TECHNOLOGY CENTER

Facility Use Agreement

For MNTC Public Safety Facilities

This Memorandum of Understanding ("MOU") is entered into this_____day of_____, 2026, by and between Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma ("MNTC") and _____ to establish a Facility Use Agreement. Together _____ and MNTC shall be referred to as "Parties."

I. Purpose

The purpose of this MOU is to establish a partnership between MNTC and _____to provide facility usage of MNTC's Public Safety Facilities to meet _____'s employee development and operational needs. This agreement outlines the general framework, responsibilities, and financial arrangements for the use of MNTC's Public Safety Gun Range, Law Enforcement Driver Training (LEDT) Course, Defensive Tactics (DT) Facility, the classroom in the DT Facility and the classroom in the Gun Range.

II. Term of Agreement

The term of this MOU shall commence on July 1, 2026, and remain in effect through June 30, 2027, unless terminated earlier in accordance with the provisions of this MOU. The Parties may renew this MOU for additional terms upon mutual written agreement.

III. Scope

Permission is hereby granted for the use of MNTC's Public Safety Facilities including: Indoor Gun Range, LEDT Course, DT Facility, Classroom in the DT Facility and Classroom in the Gun Range.

IV. Class Size and Enrollment

Class size and enrollment will be set by MNTC to meet the requirements of CLEET and to meet all safety standards.

V. Training Costs

There shall be no cost to _____ if the Memorandum of Understanding (MOU) for Coordination of Law Enforcement Training is in place and valid during the use of the MNTC's Public Safety Facilities. If no MOU is in place and valid during the use of MNTC's Public Safety Facilities, charges will be assessed according to the fee schedule in place at that time.

VI. Agreed Conditions

1. MNTC reserves the right to cancel or restrict any facility use at its discretion. This includes but is not limited to potential damage to property or facilities and groups with prior financial obligations to MNTC or its entities.
2. All events must end by 10:00 p.m. and the facility will be closed.

3. The Public Safety Facilities are to be used only for MNTC coordinated and approved training courses.
4. Courses must be scheduled through the MNTC Public Safety Department.
5. MNTC Range Master must be present for all shooting related activities.
6. MNTC LEDT Driving Instructor must be present for all driving-related activities.
7. MNTC will supply target backers and clips for use in the gun range.
8. Client, as well as each individual participating in any training on any of the MNTC Public Safety Facilities, will sign the Waiver of Liability and Assumption of risk prior to being allowed to participate in any training.
9. Restroom facilities will be made accessible.
10. To the Extent permitted by Oklahoma law, _____ will be held responsible for any negligent or intentional damage to MNTC's equipment or property. Any such damage occurring during scheduled training will be charged to the client.
11. Client will be held responsible for cleaning up after their event. Any such clean up that must be done by MNTC will be charged to the client at a rate of $35.00 per hour.
12. MNTC will make reasonable efforts to accommodate requests made within an appropriate timeframe.
13. The possession and/or consumption of alcoholic beverages, controlled or dangerous substance, firearms (except when carried by CLEET certified peace officers), or weapons on MNTC property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to campus security. Prohibited items are subject to confiscation by campus security.
14. All signs and decorations must be approved in advance by an authorized MNTC representative. No flammable materials or confetti may be used for decorations. The use of tape, tacks, staples, glue or nails on doors or walls is prohibited. Individuals or organizations will be held responsible for any negligent or intentional damage to MNTC equipment and property. Any such damage or excessive cleaning will be charged to the client. The facility must be returned to the same condition as before the event.
15. MNTC is not responsible for lost or stolen items while on the MNTC campus. Items found will be turned into campus security.
16. MNTC does not carry insurance coverage for off-campus participants and, therefore, is not held liable for accidents or injuries that may occur while using any facilities. As a result, MNTC requires each organization to carry its own insurance.
17. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
18. Ordinary courtesy will be expected at all times. All events must maintain a noise level that is not disruptive to other activities taking place. Business solicitation is prohibited on campus unless an exhibit table has been rented.
19. Fishing and/or swimming is prohibited in all MNTC ponds.

VII. Smoking Policy:

Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, is prohibited on technology center property.

VIII. Self-insurance

If your agency is a state entity, and its employees are self-insured for liability protection, including general liability, auto liability and professional liability, by the State of Oklahoma and in accordance with the terms of the Oklahoma Governmental Tort Claims Act, 51 Okla. §151, et seq., as administered by the State of Oklahoma Office of Management and Enterprise Services (OMES), State Risk

Management Department. This means that by law the agency's liability limits are capped as indicated in the OGTCA. Seventy five thousand dollars ($75,000) for any claim for loss of property arising out of a single act, accident, or occurrence. Three Hundred and Seventy Five Thousand dollars ($375,000) to any claimant for a claim for any other loss arising out of a single act, accident or occurrence (this includes claims for bodily damage). Two million dollars ($2,000,00) aggregate in liability for any number of claims arising out of a single occurrence or accident. The agency may also be self-insured for Workers' Compensation per statutory requirement.

IX. Facilities, Equipment, and Materials

Training will be conducted at MNTC Public Safety Facilities. Responsibility for specialized equipment or consumable materials beyond standard instructional materials will be determined in writing prior to course delivery.

X. Scheduling

Training schedules will be coordinated prior to the start of each class. Any schedule changes must be mutually agreed upon in writing.

XI. Independent Contractors

The Parties are independent contractors, and nothing in this MOU shall be construed as creating an employer-employee relationship, joint venture, or partnership.

XII. Assignment

Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

XIII. Termination

Either Party may terminate this MOU with or without cause upon sixty (60) days' written notice. Any training already scheduled or in progress at the time of termination shall be completed under the agreed terms unless otherwise mutually agreed.

XIV. Liability

Each Party agrees to be responsible for the acts and omissions of its own employees, officers, and agents to the extent permitted by Oklahoma law.

XV. Non-Discrimination

The Parties agree that they will not discriminate on the basis of race, color, religion, age, sex national origin, disability, or any other protected class in relation to this MOU and any training conducted by the Parties in connection with this MOU.

XVI. Governing Law

This MOU shall be governed by the laws of the State of Oklahoma. The venue for any legal action shall be in Cleveland County, Oklahoma.

XVII. Entire Agreement

This MOU constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by both Parties.

MOORE NORMAN TECHNOLOGY CENTER

Signatures

Executed this_____day of_____, 2026.

MOORE NORMAN TECHNOLOGY CENTER School District No. 17 of

Cleveland County, Oklahoma

Name:_____

Title: _____

Signature:_____

Date: _____

Agency Representative

Name: _____

Title:_____

Signature:_____

Date: _____

There will be no discrimination in the technology center on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy, including 504, ADA, Title IX: Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent;
Board of Education

FROM: Terri Helvey Associate Superintendent, Instruction

DATE: June 1, 2026

SUBJECT: ABLE Commission Memorandum of Understanding Facility Use Agreement, Public Safety Facilities

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the ABLE Commission and Moore Norman Technology Center for Facility Use of the Public Safety Facilities at MNTC.

BACKGROUND:

This Memo of Understanding formalizes the agreement of terms and conditions for use of Moore Norman Technology Center facilities which include the following public safety facilities.

Law Enforcement Driver Training Course (LEDT)
Gun Range & Classroom in the Gun Range
Defensive Tactics (DT) training facility & Classroom in the DT facility.

MOORE NORMAN TECHNOLOGY CENTER

Facility Use Agreement

For MNTC Public Safety Facilities

This Memorandum of Understanding ("MOU") is entered into this_____day of_____, 2026, by and between Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma ("MNTC") and _____ to establish a Facility Use Agreement. Together _____ and MNTC shall be referred to as "Parties."

I. Purpose

The purpose of this MOU is to establish a partnership between MNTC and _____to provide facility usage of MNTC's Public Safety Facilities to meet _____'s employee development and operational needs. This agreement outlines the general framework, responsibilities, and financial arrangements for the use of MNTC's Public Safety Gun Range, Law Enforcement Driver Training (LEDT) Course, Defensive Tactics (DT) Facility, the classroom in the DT Facility and the classroom in the Gun Range.

II. Term of Agreement

The term of this MOU shall commence on July 1, 2026, and remain in effect through June 30, 2027, unless terminated earlier in accordance with the provisions of this MOU. The Parties may renew this MOU for additional terms upon mutual written agreement.

III. Scope

Permission is hereby granted for the use of MNTC's Public Safety Facilities including: Indoor Gun Range, LEDT Course, DT Facility, Classroom in the DT Facility and Classroom in the Gun Range.

IV. Class Size and Enrollment

Class size and enrollment will be set by MNTC to meet the requirements of CLEET and to meet all safety standards.

V. Training Costs

There shall be no cost to _____ if the Memorandum of Understanding (MOU) for Coordination of Law Enforcement Training is in place and valid during the use of the MNTC's Public Safety Facilities. If no MOU is in place and valid during the use of MNTC's Public Safety Facilities, charges will be assessed according to the fee schedule in place at that time.

VI. Agreed Conditions

1. MNTC reserves the right to cancel or restrict any facility use at its discretion. This includes but is not limited to potential damage to property or facilities and groups with prior financial obligations to MNTC or its entities.
2. All events must end by 10:00 p.m. and the facility will be closed.

3. The Public Safety Facilities are to be used only for MNTC coordinated and approved training courses.
4. Courses must be scheduled through the MNTC Public Safety Department.
5. MNTC Range Master must be present for all shooting related activities.
6. MNTC LEDT Driving Instructor must be present for all driving-related activities.
7. MNTC will supply target backers and clips for use in the gun range.
8. Client, as well as each individual participating in any training on any of the MNTC Public Safety Facilities, will sign the Waiver of Liability and Assumption of risk prior to being allowed to participate in any training.
9. Restroom facilities will be made accessible.
10. To the Extent permitted by Oklahoma law, _____ will be held responsible for any negligent or intentional damage to MNTC's equipment or property. Any such damage occurring during scheduled training will be charged to the client.
11. Client will be held responsible for cleaning up after their event. Any such clean up that must be done by MNTC will be charged to the client at a rate of $35.00 per hour.
12. MNTC will make reasonable efforts to accommodate requests made within an appropriate timeframe.
13. The possession and/or consumption of alcoholic beverages, controlled or dangerous substance, firearms (except when carried by CLEET certified peace officers), or weapons on MNTC property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to campus security. Prohibited items are subject to confiscation by campus security.
14. All signs and decorations must be approved in advance by an authorized MNTC representative. No flammable materials or confetti may be used for decorations. The use of tape, tacks, staples, glue or nails on doors or walls is prohibited. Individuals or organizations will be held responsible for any negligent or intentional damage to MNTC equipment and property. Any such damage or excessive cleaning will be charged to the client. The facility must be returned to the same condition as before the event.
15. MNTC is not responsible for lost or stolen items while on the MNTC campus. Items found will be turned into campus security.
16. MNTC does not carry insurance coverage for off-campus participants and, therefore, is not held liable for accidents or injuries that may occur while using any facilities. As a result, MNTC requires each organization to carry its own insurance.
17. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
18. Ordinary courtesy will be expected at all times. All events must maintain a noise level that is not disruptive to other activities taking place. Business solicitation is prohibited on campus unless an exhibit table has been rented.
19. Fishing and/or swimming is prohibited in all MNTC ponds.

VII. Smoking Policy:

Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, is prohibited on technology center property.

VIII. Self-insurance

If your agency is a state entity, and its employees are self-insured for liability protection, including general liability, auto liability and professional liability, by the State of Oklahoma and in accordance with the terms of the Oklahoma Governmental Tort Claims Act, 51 Okla. §151, et seq., as administered by the State of Oklahoma Office of Management and Enterprise Services (OMES), State Risk

Management Department. This means that by law the agency's liability limits are capped as indicated in the OGTCA. Seventy five thousand dollars ($75,000) for any claim for loss of property arising out of a single act, accident, or occurrence. Three Hundred and Seventy Five Thousand dollars ($375,000) to any claimant for a claim for any other loss arising out of a single act, accident or occurrence (this includes claims for bodily damage). Two million dollars ($2,000,00) aggregate in liability for any number of claims arising out of a single occurrence or accident. The agency may also be self-insured for Workers' Compensation per statutory requirement.

IX. Facilities, Equipment, and Materials

Training will be conducted at MNTC Public Safety Facilities. Responsibility for specialized equipment or consumable materials beyond standard instructional materials will be determined in writing prior to course delivery.

X. Scheduling

Training schedules will be coordinated prior to the start of each class. Any schedule changes must be mutually agreed upon in writing.

XI. Independent Contractors

The Parties are independent contractors, and nothing in this MOU shall be construed as creating an employer-employee relationship, joint venture, or partnership.

XII. Assignment

Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

XIII. Termination

Either Party may terminate this MOU with or without cause upon sixty (60) days' written notice. Any training already scheduled or in progress at the time of termination shall be completed under the agreed terms unless otherwise mutually agreed.

XIV. Liability

Each Party agrees to be responsible for the acts and omissions of its own employees, officers, and agents to the extent permitted by Oklahoma law.

XV. Non-Discrimination

The Parties agree that they will not discriminate on the basis of race, color, religion, age, sex national origin, disability, or any other protected class in relation to this MOU and any training conducted by the Parties in connection with this MOU.

XVI. Governing Law

This MOU shall be governed by the laws of the State of Oklahoma. The venue for any legal action shall be in Cleveland County, Oklahoma.

XVII. Entire Agreement

This MOU constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by both Parties.

MOORE NORMAN TECHNOLOGY CENTER

Signatures

Executed this_____day of_____, 2026.

MOORE NORMAN TECHNOLOGY CENTER School District No. 17 of

Cleveland County, Oklahoma

Name:_____

Title: _____

Signature:_____

Date: _____

Agency Representative

Name: _____

Title:_____

Signature:_____

Date: _____

There will be no discrimination in the technology center on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy, including 504, ADA, Title IX: Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent;
Board of Education

FROM: Terri Helvey Associate Superintendent, Instruction

DATE: June 1, 2026

SUBJECT: University of Oklahoma Police Department Memorandum of Understanding Facility Use Agreement, Public Safety Facilities

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the University of Oklahoma Police Department and Moore Norman Technology Center for Facility Use of the Public Safety Facilities at MNTC.

BACKGROUND:

This Memo of Understanding formalizes the agreement of terms and conditions for use of Moore Norman Technology Center facilities which include the following public safety facilities.

Law Enforcement Driver Training Course (LEDT)
Gun Range & Classroom in the Gun Range
Defensive Tactics (DT) training facility & Classroom in the DT facility.

MOORE NORMAN TECHNOLOGY CENTER

Facility Use Agreement

For MNTC Public Safety Facilities

This Memorandum of Understanding ("MOU") is entered into this_____day of_____, 2026, by and between Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma ("MNTC") and _____ to establish a Facility Use Agreement. Together _____ and MNTC shall be referred to as "Parties."

I. Purpose

The purpose of this MOU is to establish a partnership between MNTC and _____to provide facility usage of MNTC's Public Safety Facilities to meet _____'s employee development and operational needs. This agreement outlines the general framework, responsibilities, and financial arrangements for the use of MNTC's Public Safety Gun Range, Law Enforcement Driver Training (LEDT) Course, Defensive Tactics (DT) Facility, the classroom in the DT Facility and the classroom in the Gun Range.

II. Term of Agreement

The term of this MOU shall commence on July 1, 2026, and remain in effect through June 30, 2027, unless terminated earlier in accordance with the provisions of this MOU. The Parties may renew this MOU for additional terms upon mutual written agreement.

III. Scope

Permission is hereby granted for the use of MNTC's Public Safety Facilities including: Indoor Gun Range, LEDT Course, DT Facility, Classroom in the DT Facility and Classroom in the Gun Range.

IV. Class Size and Enrollment

Class size and enrollment will be set by MNTC to meet the requirements of CLEET and to meet all safety standards.

V. Training Costs

There shall be no cost to _____ if the Memorandum of Understanding (MOU) for Coordination of Law Enforcement Training is in place and valid during the use of the MNTC's Public Safety Facilities. If no MOU is in place and valid during the use of MNTC's Public Safety Facilities, charges will be assessed according to the fee schedule in place at that time.

VI. Agreed Conditions

1. MNTC reserves the right to cancel or restrict any facility use at its discretion. This includes but is not limited to potential damage to property or facilities and groups with prior financial obligations to MNTC or its entities.
2. All events must end by 10:00 p.m. and the facility will be closed.

3. The Public Safety Facilities are to be used only for MNTC coordinated and approved training courses.
4. Courses must be scheduled through the MNTC Public Safety Department.
5. MNTC Range Master must be present for all shooting related activities.
6. MNTC LEDT Driving Instructor must be present for all driving-related activities.
7. MNTC will supply target backers and clips for use in the gun range.
8. Client, as well as each individual participating in any training on any of the MNTC Public Safety Facilities, will sign the Waiver of Liability and Assumption of risk prior to being allowed to participate in any training.
9. Restroom facilities will be made accessible.
10. To the Extent permitted by Oklahoma law, _____ will be held responsible for any negligent or intentional damage to MNTC's equipment or property. Any such damage occurring during scheduled training will be charged to the client.
11. Client will be held responsible for cleaning up after their event. Any such clean up that must be done by MNTC will be charged to the client at a rate of $35.00 per hour.
12. MNTC will make reasonable efforts to accommodate requests made within an appropriate timeframe.
13. The possession and/or consumption of alcoholic beverages, controlled or dangerous substance, firearms (except when carried by CLEET certified peace officers), or weapons on MNTC property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to campus security. Prohibited items are subject to confiscation by campus security.
14. All signs and decorations must be approved in advance by an authorized MNTC representative. No flammable materials or confetti may be used for decorations. The use of tape, tacks, staples, glue or nails on doors or walls is prohibited. Individuals or organizations will be held responsible for any negligent or intentional damage to MNTC equipment and property. Any such damage or excessive cleaning will be charged to the client. The facility must be returned to the same condition as before the event.
15. MNTC is not responsible for lost or stolen items while on the MNTC campus. Items found will be turned into campus security.
16. MNTC does not carry insurance coverage for off-campus participants and, therefore, is not held liable for accidents or injuries that may occur while using any facilities. As a result, MNTC requires each organization to carry its own insurance.
17. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
18. Ordinary courtesy will be expected at all times. All events must maintain a noise level that is not disruptive to other activities taking place. Business solicitation is prohibited on campus unless an exhibit table has been rented.
19. Fishing and/or swimming is prohibited in all MNTC ponds.

VII. Smoking Policy:

Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, is prohibited on technology center property.

VIII. Self-insurance

If your agency is a state entity, and its employees are self-insured for liability protection, including general liability, auto liability and professional liability, by the State of Oklahoma and in accordance with the terms of the Oklahoma Governmental Tort Claims Act, 51 Okla. §151, et seq., as administered by the State of Oklahoma Office of Management and Enterprise Services (OMES), State Risk

Management Department. This means that by law the agency's liability limits are capped as indicated in the OGTCA. Seventy five thousand dollars ($75,000) for any claim for loss of property arising out of a single act, accident, or occurrence. Three Hundred and Seventy Five Thousand dollars ($375,000) to any claimant for a claim for any other loss arising out of a single act, accident or occurrence (this includes claims for bodily damage). Two million dollars ($2,000,00) aggregate in liability for any number of claims arising out of a single occurrence or accident. The agency may also be self-insured for Workers' Compensation per statutory requirement.

IX. Facilities, Equipment, and Materials

Training will be conducted at MNTC Public Safety Facilities. Responsibility for specialized equipment or consumable materials beyond standard instructional materials will be determined in writing prior to course delivery.

X. Scheduling

Training schedules will be coordinated prior to the start of each class. Any schedule changes must be mutually agreed upon in writing.

XI. Independent Contractors

The Parties are independent contractors, and nothing in this MOU shall be construed as creating an employer-employee relationship, joint venture, or partnership.

XII. Assignment

Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

XIII. Termination

Either Party may terminate this MOU with or without cause upon sixty (60) days' written notice. Any training already scheduled or in progress at the time of termination shall be completed under the agreed terms unless otherwise mutually agreed.

XIV. Liability

Each Party agrees to be responsible for the acts and omissions of its own employees, officers, and agents to the extent permitted by Oklahoma law.

XV. Non-Discrimination

The Parties agree that they will not discriminate on the basis of race, color, religion, age, sex national origin, disability, or any other protected class in relation to this MOU and any training conducted by the Parties in connection with this MOU.

XVI. Governing Law

This MOU shall be governed by the laws of the State of Oklahoma. The venue for any legal action shall be in Cleveland County, Oklahoma.

XVII. Entire Agreement

This MOU constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by both Parties.

MOORE NORMAN TECHNOLOGY CENTER

Signatures

Executed this_____day of_____, 2026.

MOORE NORMAN TECHNOLOGY CENTER School District No. 17 of

Cleveland County, Oklahoma

Name:_____

Title: _____

Signature:_____

Date: _____

Agency Representative

Name: _____

Title:_____

Signature:_____

Date: _____

There will be no discrimination in the technology center on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy, including 504, ADA, Title IX: Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent;
Board of Education

FROM: Terri Helvey Associate Superintendent, Instruction

DATE: June 1, 2026

SUBJECT: Mustang Police Department Memorandum of Understanding Facility Use Agreement, Public Safety Facilities

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the Mustang Police Department and Moore Norman Technology Center for Facility Use of the Public Safety Facilities at MNTC.

BACKGROUND:

This Memo of Understanding formalizes the agreement of terms and conditions for use of Moore Norman Technology Center facilities which include the following public safety facilities.

Law Enforcement Driver Training Course (LEDT)
Gun Range & Classroom in the Gun Range
Defensive Tactics (DT) training facility & Classroom in the DT facility.

MOORE NORMAN TECHNOLOGY CENTER

Facility Use Agreement

For MNTC Public Safety Facilities

This Memorandum of Understanding ("MOU") is entered into this_____day of_____, 2026, by and between Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma ("MNTC") and _____ to establish a Facility Use Agreement. Together _____ and MNTC shall be referred to as "Parties."

I. Purpose

The purpose of this MOU is to establish a partnership between MNTC and _____to provide facility usage of MNTC's Public Safety Facilities to meet _____'s employee development and operational needs. This agreement outlines the general framework, responsibilities, and financial arrangements for the use of MNTC's Public Safety Gun Range, Law Enforcement Driver Training (LEDT) Course, Defensive Tactics (DT) Facility, the classroom in the DT Facility and the classroom in the Gun Range.

II. Term of Agreement

The term of this MOU shall commence on July 1, 2026, and remain in effect through June 30, 2027, unless terminated earlier in accordance with the provisions of this MOU. The Parties may renew this MOU for additional terms upon mutual written agreement.

III. Scope

Permission is hereby granted for the use of MNTC's Public Safety Facilities including: Indoor Gun Range, LEDT Course, DT Facility, Classroom in the DT Facility and Classroom in the Gun Range.

IV. Class Size and Enrollment

Class size and enrollment will be set by MNTC to meet the requirements of CLEET and to meet all safety standards.

V. Training Costs

There shall be no cost to _____ if the Memorandum of Understanding (MOU) for Coordination of Law Enforcement Training is in place and valid during the use of the MNTC's Public Safety Facilities. If no MOU is in place and valid during the use of MNTC's Public Safety Facilities, charges will be assessed according to the fee schedule in place at that time.

VI. Agreed Conditions

1. MNTC reserves the right to cancel or restrict any facility use at its discretion. This includes but is not limited to potential damage to property or facilities and groups with prior financial obligations to MNTC or its entities.
2. All events must end by 10:00 p.m. and the facility will be closed.

3. The Public Safety Facilities are to be used only for MNTC coordinated and approved training courses.
4. Courses must be scheduled through the MNTC Public Safety Department.
5. MNTC Range Master must be present for all shooting related activities.
6. MNTC LEDT Driving Instructor must be present for all driving-related activities.
7. MNTC will supply target backers and clips for use in the gun range.
8. Client, as well as each individual participating in any training on any of the MNTC Public Safety Facilities, will sign the Waiver of Liability and Assumption of risk prior to being allowed to participate in any training.
9. Restroom facilities will be made accessible.
10. To the Extent permitted by Oklahoma law, _____ will be held responsible for any negligent or intentional damage to MNTC's equipment or property. Any such damage occurring during scheduled training will be charged to the client.
11. Client will be held responsible for cleaning up after their event. Any such clean up that must be done by MNTC will be charged to the client at a rate of $35.00 per hour.
12. MNTC will make reasonable efforts to accommodate requests made within an appropriate timeframe.
13. The possession and/or consumption of alcoholic beverages, controlled or dangerous substance, firearms (except when carried by CLEET certified peace officers), or weapons on MNTC property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to campus security. Prohibited items are subject to confiscation by campus security.
14. All signs and decorations must be approved in advance by an authorized MNTC representative. No flammable materials or confetti may be used for decorations. The use of tape, tacks, staples, glue or nails on doors or walls is prohibited. Individuals or organizations will be held responsible for any negligent or intentional damage to MNTC equipment and property. Any such damage or excessive cleaning will be charged to the client. The facility must be returned to the same condition as before the event.
15. MNTC is not responsible for lost or stolen items while on the MNTC campus. Items found will be turned into campus security.
16. MNTC does not carry insurance coverage for off-campus participants and, therefore, is not held liable for accidents or injuries that may occur while using any facilities. As a result, MNTC requires each organization to carry its own insurance.
17. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
18. Ordinary courtesy will be expected at all times. All events must maintain a noise level that is not disruptive to other activities taking place. Business solicitation is prohibited on campus unless an exhibit table has been rented.
19. Fishing and/or swimming is prohibited in all MNTC ponds.

VII. Smoking Policy:

Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, is prohibited on technology center property.

VIII. Self-insurance

If your agency is a state entity, and its employees are self-insured for liability protection, including general liability, auto liability and professional liability, by the State of Oklahoma and in accordance with the terms of the Oklahoma Governmental Tort Claims Act, 51 Okla. §151, et seq., as administered by the State of Oklahoma Office of Management and Enterprise Services (OMES), State Risk

Management Department. This means that by law the agency's liability limits are capped as indicated in the OGTCA. Seventy five thousand dollars ($75,000) for any claim for loss of property arising out of a single act, accident, or occurrence. Three Hundred and Seventy Five Thousand dollars ($375,000) to any claimant for a claim for any other loss arising out of a single act, accident or occurrence (this includes claims for bodily damage). Two million dollars ($2,000,00) aggregate in liability for any number of claims arising out of a single occurrence or accident. The agency may also be self-insured for Workers' Compensation per statutory requirement.

IX. Facilities, Equipment, and Materials

Training will be conducted at MNTC Public Safety Facilities. Responsibility for specialized equipment or consumable materials beyond standard instructional materials will be determined in writing prior to course delivery.

X. Scheduling

Training schedules will be coordinated prior to the start of each class. Any schedule changes must be mutually agreed upon in writing.

XI. Independent Contractors

The Parties are independent contractors, and nothing in this MOU shall be construed as creating an employer-employee relationship, joint venture, or partnership.

XII. Assignment

Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

XIII. Termination

Either Party may terminate this MOU with or without cause upon sixty (60) days' written notice. Any training already scheduled or in progress at the time of termination shall be completed under the agreed terms unless otherwise mutually agreed.

XIV. Liability

Each Party agrees to be responsible for the acts and omissions of its own employees, officers, and agents to the extent permitted by Oklahoma law.

XV. Non-Discrimination

The Parties agree that they will not discriminate on the basis of race, color, religion, age, sex national origin, disability, or any other protected class in relation to this MOU and any training conducted by the Parties in connection with this MOU.

XVI. Governing Law

This MOU shall be governed by the laws of the State of Oklahoma. The venue for any legal action shall be in Cleveland County, Oklahoma.

XVII. Entire Agreement

This MOU constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by both Parties.

MOORE NORMAN TECHNOLOGY CENTER

Signatures

Executed this_____day of_____, 2026.

MOORE NORMAN TECHNOLOGY CENTER School District No. 17 of

Cleveland County, Oklahoma

Name:_____

Title: _____

Signature:_____

Date: _____

Agency Representative

Name: _____

Title:_____

Signature:_____

Date: _____

There will be no discrimination in the technology center on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy, including 504, ADA, Title IX: Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent;
Board of Education

FROM: Terri Helvey Associate Superintendent, Instruction

DATE: June 1, 2026

SUBJECT: Midwest City Police Department Memorandum of Understanding
Facility Use Agreement, Public Safety Facilities

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the Midwest City Police Department and Moore Norman Technology Center for Facility Use of the Public Safety Facilities at MNTC.

BACKGROUND:

This Memo of Understanding formalizes the agreement of terms and conditions for use of Moore Norman Technology Center facilities which include the following public safety facilities.

Law Enforcement Driver Training Course (LEDT)
Gun Range & Classroom in the Gun Range
Defensive Tactics (DT) training facility & Classroom in the DT facility.

MOORE NORMAN TECHNOLOGY CENTER

Facility Use Agreement

For MNTC Public Safety Facilities

This Memorandum of Understanding ("MOU") is entered into this_____day of_____, 2026, by and between Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma ("MNTC") and _____ to establish a Facility Use Agreement. Together _____ and MNTC shall be referred to as "Parties."

I. Purpose

The purpose of this MOU is to establish a partnership between MNTC and _____to provide facility usage of MNTC's Public Safety Facilities to meet _____'s employee development and operational needs. This agreement outlines the general framework, responsibilities, and financial arrangements for the use of MNTC's Public Safety Gun Range, Law Enforcement Driver Training (LEDT) Course, Defensive Tactics (DT) Facility, the classroom in the DT Facility and the classroom in the Gun Range.

II. Term of Agreement

The term of this MOU shall commence on July 1, 2026, and remain in effect through June 30, 2027, unless terminated earlier in accordance with the provisions of this MOU. The Parties may renew this MOU for additional terms upon mutual written agreement.

III. Scope

Permission is hereby granted for the use of MNTC's Public Safety Facilities including: Indoor Gun Range, LEDT Course, DT Facility, Classroom in the DT Facility and Classroom in the Gun Range.

IV. Class Size and Enrollment

Class size and enrollment will be set by MNTC to meet the requirements of CLEET and to meet all safety standards.

V. Training Costs

There shall be no cost to _____ if the Memorandum of Understanding (MOU) for Coordination of Law Enforcement Training is in place and valid during the use of the MNTC's Public Safety Facilities. If no MOU is in place and valid during the use of MNTC's Public Safety Facilities, charges will be assessed according to the fee schedule in place at that time.

VI. Agreed Conditions

1. MNTC reserves the right to cancel or restrict any facility use at its discretion. This includes but is not limited to potential damage to property or facilities and groups with prior financial obligations to MNTC or its entities.
2. All events must end by 10:00 p.m. and the facility will be closed.

3. The Public Safety Facilities are to be used only for MNTC coordinated and approved training courses.
4. Courses must be scheduled through the MNTC Public Safety Department.
5. MNTC Range Master must be present for all shooting related activities.
6. MNTC LEDT Driving Instructor must be present for all driving-related activities.
7. MNTC will supply target backers and clips for use in the gun range.
8. Client, as well as each individual participating in any training on any of the MNTC Public Safety Facilities, will sign the Waiver of Liability and Assumption of risk prior to being allowed to participate in any training.
9. Restroom facilities will be made accessible.
10. To the Extent permitted by Oklahoma law, _____ will be held responsible for any negligent or intentional damage to MNTC's equipment or property. Any such damage occurring during scheduled training will be charged to the client.
11. Client will be held responsible for cleaning up after their event. Any such clean up that must be done by MNTC will be charged to the client at a rate of $35.00 per hour.
12. MNTC will make reasonable efforts to accommodate requests made within an appropriate timeframe.
13. The possession and/or consumption of alcoholic beverages, controlled or dangerous substance, firearms (except when carried by CLEET certified peace officers), or weapons on MNTC property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to campus security. Prohibited items are subject to confiscation by campus security.
14. All signs and decorations must be approved in advance by an authorized MNTC representative. No flammable materials or confetti may be used for decorations. The use of tape, tacks, staples, glue or nails on doors or walls is prohibited. Individuals or organizations will be held responsible for any negligent or intentional damage to MNTC equipment and property. Any such damage or excessive cleaning will be charged to the client. The facility must be returned to the same condition as before the event.
15. MNTC is not responsible for lost or stolen items while on the MNTC campus. Items found will be turned into campus security.
16. MNTC does not carry insurance coverage for off-campus participants and, therefore, is not held liable for accidents or injuries that may occur while using any facilities. As a result, MNTC requires each organization to carry its own insurance.
17. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
18. Ordinary courtesy will be expected at all times. All events must maintain a noise level that is not disruptive to other activities taking place. Business solicitation is prohibited on campus unless an exhibit table has been rented.
19. Fishing and/or swimming is prohibited in all MNTC ponds.

VII. Smoking Policy:

Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, is prohibited on technology center property.

VIII. Self-insurance

If your agency is a state entity, and its employees are self-insured for liability protection, including general liability, auto liability and professional liability, by the State of Oklahoma and in accordance with the terms of the Oklahoma Governmental Tort Claims Act, 51 Okla. §151, et seq., as administered by the State of Oklahoma Office of Management and Enterprise Services (OMES), State Risk

Management Department. This means that by law the agency's liability limits are capped as indicated in the OGTCA. Seventy five thousand dollars ($75,000) for any claim for loss of property arising out of a single act, accident, or occurrence. Three Hundred and Seventy Five Thousand dollars ($375,000) to any claimant for a claim for any other loss arising out of a single act, accident or occurrence (this includes claims for bodily damage). Two million dollars ($2,000,00) aggregate in liability for any number of claims arising out of a single occurrence or accident. The agency may also be self-insured for Workers' Compensation per statutory requirement.

IX. Facilities, Equipment, and Materials

Training will be conducted at MNTC Public Safety Facilities. Responsibility for specialized equipment or consumable materials beyond standard instructional materials will be determined in writing prior to course delivery.

X. Scheduling

Training schedules will be coordinated prior to the start of each class. Any schedule changes must be mutually agreed upon in writing.

XI. Independent Contractors

The Parties are independent contractors, and nothing in this MOU shall be construed as creating an employer-employee relationship, joint venture, or partnership.

XII. Assignment

Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

XIII. Termination

Either Party may terminate this MOU with or without cause upon sixty (60) days' written notice. Any training already scheduled or in progress at the time of termination shall be completed under the agreed terms unless otherwise mutually agreed.

XIV. Liability

Each Party agrees to be responsible for the acts and omissions of its own employees, officers, and agents to the extent permitted by Oklahoma law.

XV. Non-Discrimination

The Parties agree that they will not discriminate on the basis of race, color, religion, age, sex national origin, disability, or any other protected class in relation to this MOU and any training conducted by the Parties in connection with this MOU.

XVI. Governing Law

This MOU shall be governed by the laws of the State of Oklahoma. The venue for any legal action shall be in Cleveland County, Oklahoma.

XVII. Entire Agreement

This MOU constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by both Parties.

MOORE NORMAN TECHNOLOGY CENTER

Signatures

Executed this_____day of_____, 2026.

MOORE NORMAN TECHNOLOGY CENTER School District No. 17 of

Cleveland County, Oklahoma

Name:_____

Title: _____

Signature:_____

Date: _____

Agency Representative

Name: _____

Title:_____

Signature:_____

Date: _____

There will be no discrimination in the technology center on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy, including 504, ADA, Title IX: Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent;
Board of Education

FROM: Terri Helvey Associate Superintendent, Instruction

DATE: June 1, 2026

SUBJECT: Cleveland County Sheriff's Office Memorandum of Understanding
Facility Use Agreement, Public Safety Facilities

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the Cleveland County Sheriff's Department and Moore Norman Technology Center for Facility Use of the Public Safety Facilities at MNTC.

BACKGROUND:

This Memo of Understanding formalizes the agreement of terms and conditions for use of Moore Norman Technology Center facilities which include the following public safety facilities.

Law Enforcement Driver Training Course (LEDT)
Gun Range & Classroom in the Gun Range
Defensive Tactics (DT) training facility & Classroom in the DT facility.

MOORE NORMAN TECHNOLOGY CENTER

Facility Use Agreement

For MNTC Public Safety Facilities

This Memorandum of Understanding ("MOU") is entered into this_____day of_____, 2026, by and between Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma ("MNTC") and _____ to establish a Facility Use Agreement. Together _____ and MNTC shall be referred to as "Parties."

I. Purpose

The purpose of this MOU is to establish a partnership between MNTC and _____to provide facility usage of MNTC's Public Safety Facilities to meet _____'s employee development and operational needs. This agreement outlines the general framework, responsibilities, and financial arrangements for the use of MNTC's Public Safety Gun Range, Law Enforcement Driver Training (LEDT) Course, Defensive Tactics (DT) Facility, the classroom in the DT Facility and the classroom in the Gun Range.

II. Term of Agreement

The term of this MOU shall commence on July 1, 2026, and remain in effect through June 30, 2027, unless terminated earlier in accordance with the provisions of this MOU. The Parties may renew this MOU for additional terms upon mutual written agreement.

III. Scope

Permission is hereby granted for the use of MNTC's Public Safety Facilities including: Indoor Gun Range, LEDT Course, DT Facility, Classroom in the DT Facility and Classroom in the Gun Range.

IV. Class Size and Enrollment

Class size and enrollment will be set by MNTC to meet the requirements of CLEET and to meet all safety standards.

V. Training Costs

There shall be no cost to _____ if the Memorandum of Understanding (MOU) for Coordination of Law Enforcement Training is in place and valid during the use of the MNTC's Public Safety Facilities. If no MOU is in place and valid during the use of MNTC's Public Safety Facilities, charges will be assessed according to the fee schedule in place at that time.

VI. Agreed Conditions

1. MNTC reserves the right to cancel or restrict any facility use at its discretion. This includes but is not limited to potential damage to property or facilities and groups with prior financial obligations to MNTC or its entities.
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9. Restroom facilities will be made accessible.
10. To the Extent permitted by Oklahoma law, _____ will be held responsible for any negligent or intentional damage to MNTC's equipment or property. Any such damage occurring during scheduled training will be charged to the client.
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VIII. Self-insurance

If your agency is a state entity, and its employees are self-insured for liability protection, including general liability, auto liability and professional liability, by the State of Oklahoma and in accordance with the terms of the Oklahoma Governmental Tort Claims Act, 51 Okla. §151, et seq., as administered by the State of Oklahoma Office of Management and Enterprise Services (OMES), State Risk

Management Department. This means that by law the agency's liability limits are capped as indicated in the OGTCA. Seventy five thousand dollars ($75,000) for any claim for loss of property arising out of a single act, accident, or occurrence. Three Hundred and Seventy Five Thousand dollars ($375,000) to any claimant for a claim for any other loss arising out of a single act, accident or occurrence (this includes claims for bodily damage). Two million dollars ($2,000,00) aggregate in liability for any number of claims arising out of a single occurrence or accident. The agency may also be self-insured for Workers' Compensation per statutory requirement.

IX. Facilities, Equipment, and Materials

Training will be conducted at MNTC Public Safety Facilities. Responsibility for specialized equipment or consumable materials beyond standard instructional materials will be determined in writing prior to course delivery.

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Training schedules will be coordinated prior to the start of each class. Any schedule changes must be mutually agreed upon in writing.

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The Parties are independent contractors, and nothing in this MOU shall be construed as creating an employer-employee relationship, joint venture, or partnership.

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Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

XIII. Termination

Either Party may terminate this MOU with or without cause upon sixty (60) days' written notice. Any training already scheduled or in progress at the time of termination shall be completed under the agreed terms unless otherwise mutually agreed.

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Each Party agrees to be responsible for the acts and omissions of its own employees, officers, and agents to the extent permitted by Oklahoma law.

XV. Non-Discrimination

The Parties agree that they will not discriminate on the basis of race, color, religion, age, sex national origin, disability, or any other protected class in relation to this MOU and any training conducted by the Parties in connection with this MOU.

XVI. Governing Law

This MOU shall be governed by the laws of the State of Oklahoma. The venue for any legal action shall be in Cleveland County, Oklahoma.

XVII. Entire Agreement

This MOU constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by both Parties.

MOORE NORMAN TECHNOLOGY CENTER

Signatures

Executed this_____day of_____, 2026.

MOORE NORMAN TECHNOLOGY CENTER School District No. 17 of

Cleveland County, Oklahoma

Name:_____

Title: _____

Signature:_____

Date: _____

Agency Representative

Name: _____

Title:_____

Signature:_____

Date: _____

There will be no discrimination in the technology center on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy, including 504, ADA, Title IX: Associate Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent;
Board of Education

FROM: Jennifer Tupper, Director of BIT

DATE: June 1, 2026

SUBJECT: AVID Learning Partner Agreement renewal in the amount of $1,875.00

RECOMMENDED ACTION:

Approve Fiscal Year 2027 Renewal of the Learning Partner Agreement with AVID for the Digital Cinema Program, for the Amount of $1,875.00

BACKGROUND:

This is an annual academic agreement between Avid and Moore Norman Technology Center in the amount of $1,875.00. The AVID Learning partner agreement recognizes that the Digital Cinema instructors are Avid certified and therefore may administer the Avid Certified Specialist: Media Composer certification exam. This agreement also authorizes the licenses for twenty-five (25) Media Composer updates that include the training courses Media Composer Fundamentals I and Media Composer Fundamentals II.

Avid Technology, Inc. QUOTE PREPARED FOR
Moore Norman Technology Center

Bill To:		Ship To:	
Bill-To Company:	Moore Norman Technology Center	**Ship To Company:**	Moore Norman Technology Center
Bill To Address:	4701 12th Ave NW Norman OK United States 73069-8308	**Ship To Address:**	4701 12th Ave NW Norman OK United States 73069-8308

Sold To:		End User:	
Sold To Company:	Moore Norman Technology Center	**End User Company:**	Moore Norman Technology Center
Sold To Address:	4701 12th Ave NW Norman OK United States 73069-8308	**End User Address:**	4701 12th Ave NW Norman OK United States 73069-8308

Avid Sales Manager : JoLaine Hamwey
Term Start Date : Aug 01, 2026
Term End Date : Jul 31, 2027
Billing Frequency : Annual
Quote Number : Q-75387

InCoTerm : Free on Board
InCo Term Location : Origin
Payment Terms : Net 45
Quote Expiration : Jul 31, 2026

#	Qty	Item Number	Description	Unit List Price	List Price	Unit Net Price	Net Price
1	25	2551-00001-00	Avid Learning Partner (ALP) Annual Program Subscription, New	**$85.00**	**$2,125.00**	**$75.00**	**$1,875.00**
2	25	4935-00017-00_ER	Media Composer Ultimate Annual Subscription	Included	Included	Included	Included
						SUB TOTAL(IN USD)	$1,875.00

System Price By Year (IN USD)

Total System Year 1	
Avid Learning Partner (ALP) Annual Program Subscription, New	$1,875.00
TOTAL (Excluding Tax)	**$1,875.00**

	AMOUNT (IN USD)
TOTAL LIST PRICE	$2,125.00
DISCOUNT	($250.00)
CUSTOMER PRICE	$1,875.00
TOTAL NET PRICE	$1,875.00

Notes : Media Composer Ultimate System IDs to renew:

10470087010
10470087137
10470087264
10470087391
10470087518
10470087645
10470087772
10470087899
10470088026
10470088153
10470088280
10470088407
10470088534
10470088661
10470088788
10470088915
10470089042
10470089169
10470089423
10470089677
10470089931
10470090058
10470090185
10470090312
10470090439

Note: Once you have converted perpetual licenses to subscription, Avid does not allow a reverse conversion. Converted perpetual licenses are “frozen” and can no longer be covered under a support or maintenance contract, or be resold to another entity. Subscription license term commitments are non-cancellable and non-refundable.

TERMS: For Avid Graphics products a 25% non-refundable deposit is due on signing. By signing below, Purchaser accepts the Quote and that the Quote will be a valid and irrevocable order. Payments are not dependent on installation. All prices are quoted in U.S. dollars (or local currency as noted above) and exclusive of all taxes and duties. All taxes and duties imposed by governmental authorities, all freight and shipping charges, and

any insurance premiums shall be paid by Purchaser. Overdue amounts may bear default interest at the rate of 1.5% per month (equivalent to 18% per annum), or such lower rate as is the highest rate permitted by law. To secure prompt payment and performance of all obligations owed by Purchaser to Avid, Purchaser hereby grants to Avid a security interest in and lien on all equipment and/or inventory (including, without limitation, all systems, software, and hardware) sold to Purchaser by Avid and all products and proceeds of the foregoing until full payment has been made by Purchaser. Purchaser agrees to accept partial order shipments, and for such shipments, shall be responsible for paying the partial amount due. Unless otherwise noted above, shipping terms are FOB Origin/CIP with any stated delivery dates noted to be considered shipment required 'on or before.' Neither this agreement nor Purchaser's rights hereunder may be assigned to any third party without Avid's prior written consent. Avid part numbers are subject to change without notice, provided product descriptions remain the same. Warranty or Support replacement products may include used or refurbished hardware or parts. Quoted days for professional services are estimates and based upon an 8 hour day. Professional services will be invoiced on a time and materials basis as services are performed. While Purchaser understands that it is entitled to any updates and upgrades, on a when and if available basis, as an Avid support customer in good standing, Purchaser has not relied upon the availability of any future version of the purchased products or any future products in executing this agreement and
Purchaser accepts the products on this order in their current form. Support commences upon shipment. Purchaser acknowledges that discounts offered in connection with an Avid exchange program are contingent upon Purchaser's surrender of the products to be exchanged as instructed by Avid.

If Purchaser fails to surrender such products in accordance with Avid's instructions, Purchaser agrees to pay the difference between the discounted price and full price for the Avid product that is subject to the exchange program. Avid may identify or feature Purchaser as an Avid customer in marketing and promotional materials. Purchaser acknowledges that (a) all Avid products are subject to separate software license agreements, (b) the subscription based software service requires an Internet connection. Upon expiration of the subscription period or non-payment of the subscription fee, the software may become inactive without notice and will not be reactivated until the subscription is renewed, Avid receives payment, or a new subscription is purchased. Use of Software on a subscription basis is subject to additional terms and conditions available at www.avid.com/subscription. (c) all Avid professional services are subject to the Professional Services terms and conditions;(d) all Avid support is subject to the Support Plan terms and conditions; and (e) Education Credits are subject to the Avid Education Credits Terms and Conditions. The foregoing documents are all available at https://www.avid.com/legal/end-user-license-terms-for-avid-software (collectively the "Additional Terms") and are incorporated by reference into and form part of these terms. Unless otherwise expressly agreed in writing by both parties, Purchaser agrees to be bound by the foregoing terms and the Additional Terms as applicable. Purchaser's attention is drawn to the clauses in the Additional Terms which limit the warranties and liabilities of Avid and exclude Avid's liability for indirect losses. Together with the Additional Terms, these terms represent the entire agreement between the parties relating to this sale; any additional or inconsistent terms issued by Purchaser shall not be binding upon Avid.

Resellers only: Indirect sales are governed by the relevant Avid Channel Partner Agreement. Providing a customer or end user name above indicates that Reseller has a firm order from this customer or end user.

BY SIGNING BELOW, PURCHASER ACKNOWLEDGES THAT THIS PURCHASE IS NON-CANCELLABLE AND THAT IT HAS REVIEWED AND AGREES TO BE BOUND BY THE FOREGOING TERMS AND APPLICABLE ADDITIONAL TERMS.

Signature:_____ Date:_____
Name:_____ Title:_____

This is a Sales Quotation. If you are ready to place an order, please contact your Avid Sales Manager. Thank you

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Terri Helvey
Associate Superintendent, Instruction

DATE: June 8, 2026

SUBJECT: Memorandum of Understanding – Alcoholic Beverage Laws Enforcement Commission (ABLE) – BPOC

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the ABLE Commission and Moore Norman Technology Center for Basic Peace Officer Certification training.

BACKGROUND:

This Memo of Understanding formalizes training for the ABLE Commission for Basic Peace Officer Certification with Moore Norman Technology Center.

MEMORANDUM OF UNDERSTANDING
FOR COORDINATION OF LAW ENFORCEMENT TRAINING

This Memorandum of Understanding ("MOU") is entered into this 01 day of July, 2026 by and between the Oklahoma Alcoholic Beverage Laws Enforcement Commission (hereinafter referred to as the "ABLE Commission"), and Moore Norman Technology Center School District No. 17 of County, Oklahoma (hereinafter "MNTC") to establish a training agreement. Together the ABLE Commission and MNTC shall be referred to as the "Parties."

I. RECITALS

WHEREAS, MNTC is offering a Basic Peace Officer Academy for individuals pursuing a career in law enforcement;

WHEREAS, MNTC is authorized by the Council on Law Enforcement Education and Training ("CLEET") and will provide training space and support for the ABLE Commission in accordance with CLEET standards and rules. MNTC may provide curriculum development, information technology support, and instructor support services on as-needed basis to the ABLE Commission while training at MNTC;

WHEREAS, the ABLE Commission is a law enforcement agency.

WHEREAS, the ABLE Commission sends its officers who are in training to MNTC so that they may receive certain trainings and education through MNTC's Basic Peace Officer Academy;

WHEREAS, the Parties desire, through this MOU, to coordinate their efforts, expertise, resources, and established technical standards so that they may design and deliver trainings that best serve the law enforcement community throughout the metro area with a broader, more accessible and cost-effective delivery system; and

WHEREAS, the Parties agree to establish a framework that sets forth the roles and responsibilities of each Party in order to provide easy access to quality training for law enforcement personnel through centralized resources.

II. TRAINING

As used in this Agreement, training means specifically and is limited to training conducted through MNTC's Basic Peace Officer Academy held in compliance with CLEET rules and regulations. Under no circumstances shall training mean practice or other activity conducted by the ABLE Commission, its employees, volunteers, agents, representatives, trainees, and/or students outside of or independent of MNTC's sanctioned Basic Peace Officer Academy.

III. RESPONSIBILITIES

A. Responsibilities of MNTC

MNTC agrees to:

1. Provide a basic Peace Officer Academy for people pursuing a career in law enforcement.
2. Ensure that the curriculum meets all CLEET-mandated basic peace officer requirements of the Parties;
3. Provide training space and support for the Parties to provide curriculum development, information technology support, and instructor support services on an as-needed basis;
4. Provide scheduling for facility usage in continuing educational initiatives of partnering agencies pursuant to facilities use agreement, proof of proper insurance, and satisfaction of any other prerequisites for use as established by the MNTC;
5. Have the exclusive authority to permit use of the facilities, whether such use is through the Basic Peace Officer Academy or otherwise;
6. Have the authority to ask users to leave MNTC premises;
7. Provide free tuition for ABLE Commission sponsored police officer students that have been hired by the partner agencies prior to the beginning of the BPOC Academy.
8. To cooperate with any audits regarding state or federal accreditation standards for the parties involved in this agreement;
9. Require employees and cadets under MNTC authority to abide by the policies adopted by the Parties and any federal, state or city laws concerning weapons and any other applicable laws.

B. Responsibilities of the ABLE Commission

The ABLE Commission agrees to:

1. Strictly comply and ensure its employees, volunteers, agents, representatives, trainees, and students strictly comply with any Code of Conduct for the Basic Peace Officer Academy and facility rules, including, but not limited to, those related to hours of use, conditions of use, and safety, which are fully incorporated herein by reference.
2. Provide personnel to the BPOC Advisory Committee assigned to establish effective and current training standards, to provide clear collaboration between the parties on the educational environment and standards.
3. Ensure that all ABLE Commission users of the facilities execute a voluntary release of liability in favor of MNTC in connection with their use and/or training.
4. Coordinate efforts among Parties to ensure training objectives are consistent with law enforcement needs;
5. Authorize points of contact and other appropriate individuals to participate, facilitate, coordinate and/or provide assistance to Parties' conferences and training exercises upon invitation and/or request, as practical, available, and appropriate, and consistent with any applicable statutes, regulations, and policies;

6. Provide a professional and relevant training experience to the law enforcement audience;
7. Coordinate efforts to better accomplish organizational missions and create efficiencies;
8. Share training related resources and best practices;
9. Provide surplus equipment and training aids, when possible, for facilitating academy training, which includes, but is not limited to: surplus vehicles, and training aids; and
10. Require and ensure that employees attending training at MNTC campuses will abide by any rules, and any federal, state or city laws concerning weapons and any other applicable laws.

IV. GENERAL PROVISIONS

1. Term/Renewal. The term of this MOU shall commence on July 1, 2026 and shall end on June 30, 2027. The parties may renew this MOU for additional one-year periods coinciding with MNTC's fiscal year.

2. Termination. This MOU may be terminated by either Party with or without cause upon sixty (60) days' written notice to the other Party.

3. Assignment. Neither Party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

4. Notices. All notices required under this MOU shall be in writing and shall be mailed by certified mail, return receipt requested, to the NPD and MNTC at the following addresses:

To MNTC:

Attn: Brian Ruttman
Moore Norman Technology Center
4701 12th Avenue NW
Norman, OK 73069

To Oklahoma ABLE Commission:

Attn: Director Brandon Clabes
Oklahoma ABLE Commission
50 NE 23rd Street,
Oklahoma City, OK 73105

5. Applicable Laws and Policies. The ABLE Commission will ensure that its employees attending training at MNTC will abide by the policies adopted by the MNTC Board of Education, and any federal, state or local applicable laws, including but not limited to, those concerning weapons, firearms, and dangerous instruments.

7. Compensation. Nothing in the MOU shall require the Parties to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services or property among the various agencies and offices of the Parties will require execution of separate agreements and be contingent upon the availability of appropriated funds.

8. Independent Contractor. MNTC and the ABLE Commission shall at all times be deemed independent contractors and shall be wholly responsible for the way they perform the services required by the terms of the MOU. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the ABLE Commission and MNTC. The ABLE Commission and MNTC assume exclusive responsibility for the acts of their respective employees as they relate to the services provided or facilities utilized during the

course and scope of their employment. The ABLE Commission, its agents and employees, shall not be entitled to any rights or privileges of MNTC employees, and shall not be considered in any manner to be MNTC employees. MNTC, its agents and employees, shall not be entitled to any rights or privileges of ABLE Commission employees, and shall not be considered in any manner to be ABLE Commission employees. The ABLE Commission and MNTC will work cooperatively to provide the best working relationship possible between the Parties to ensure that the needs of both Parties are met. This includes meeting, as needed, to facilitate the scheduling and operation of the program.

9. Hold Harmless Clause.

To the extent allowed by Oklahoma law, MNTC does hereby agree to waive all claims against, release, and hold harmless the ABLE Commission and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

To the extent allowed by Oklahoma law, the ABLE Commission does hereby agree to waive all claims against, release, and hold harmless MNTC and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

It is the intention of both Parties that this mutual hold harmless clause shall be interpreted to mean that each party shall only be responsible for the actions of each party's own employees, officials, officers, and agents. The Parties agree that they have not waived their sovereign immunity by entering into and performing their respective obligations under this MOU.

10. Severability. If any provisions of this MOU, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this MOU shall remain in full force and effect.

11. Entire Agreement. This MOU shall be binding upon the parties hereto, their successors and assigns, and constitutes the entire MOU between the parties. No other MOUs, oral or written, pertaining to the performance of this MOU exists between the parties. This MOU can be modified only by an MOU in writing, signed by both of the parties.

12. Modifications. Modifications to this MOU may be initiated by any Party. The modifications shall not take effect until documented and signed by all Parties. Each Party will receive an original signature copy of the MOU and any subsequent modification(s). MNTC is designated as the ABLE Commission responsible party for all administrative oversight of modifications to this MOU.

13. Costs Associated with Execution of MOU. Parties and their respective offices are responsible to manage their own activities and costs, and will utilize their own resources, including the expenditure of their own funds, in pursuing the objectives of this MOU. Each Party will carry out its respective separate activities in a coordinated and mutually beneficial manner.

14. Conflict with Laws. Nothing in the MOU is intended to conflict with current laws, regulations or policies of Parties. If the terms of this MOU are inconsistent with existing policies of the Parties entering into this MOU, then those portions of the MOU that are determined to be inconsistent shall be invalid, but the remaining terms and conditions not affected by the inconsistency shall remain in full force and effect. At the first opportunity for review of the MOU, all necessary changes will be accomplished either by a modification to this MOU or by entering into a new MOU, whichever is deemed expedient to the interest of all Parties.

15. Oklahoma's Governmental Tort Claims Act. The ABLE Commission and MNTC are all political subdivisions of the State of Oklahoma and covered under the Oklahoma Governmental Tort Claims at Title 51 of the Oklahoma Statutes, Section 151 *et seq*. Any claims filed against any of the political subdivisions of the State of Oklahoma, must comply with the requirements of the Oklahoma Governmental Tort Claims Act. Each Party agrees to maintain general liability insurance in amounts consistent with the Oklahoma Governmental Tort Claims Act.

16. Non-Discrimination. The ABLE Commission and MTNC agree that they will not discriminate on the basis of race, color, religion, age, sex, national origin, genetic information, disability, or any other protected class in relation to this MOU and any law enforcement training conducted by the Parties in connection with this MOU.

17. Venue/Governing Law. This MOU will be governed by and construed in accordance with the laws of the State of Oklahoma. Any lawsuit related to or arising out of this Agreement shall only be brought in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma, where a basis for federal court jurisdiction exists.

Executed this _____ day of _____, 2026.

Dr. James Griffith	Brandon Clabes
President, MNTC Board of Education **MOORE NORMAN TECHNOLOGY CENTER NO. 17 OF CLEVELAND COUNTY**	Director **Oklahoma ABLE Commission**

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Terri Helvey
Associate Superintendent, Instruction

DATE: June 8, 2026

SUBJECT: Memorandum of Understanding – Cleveland County Sheriff's Office – BPOC

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the Cleveland County Sheriff's Office and Moore Norman Technology Center for Basic Peace Officer Certification training.

BACKGROUND:

This Memo of Understanding formalizes training for the Cleveland County Sheriff's Office for Basic Peace Officer Certification with Moore Norman Technology Center.

MEMORANDUM OF UNDERSTANDING
FOR COORDINATION OF LAW ENFORCEMENT TRAINING

This Memorandum of Understanding ("MOU") is entered into this 1st day of July 2026, by and between the Cleveland County Sheriff's Office, (hereinafter referred to as the "CCSO"), and Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma (hereinafter "MNTC") to establish a training agreement. Together the CCSO and MNTC shall be referred to as the "Parties."

I. RECITALS

WHEREAS, MNTC is offering a Basic Peace Officer Academy for individuals pursuing a career in law enforcement;

WHEREAS, MNTC is authorized by the Council on Law Enforcement Education and Training ("CLEET") and will provide training space and support for the CCSO in accordance with CLEET standards and rules. MNTC may provide curriculum development, information technology support, and instructor support services on as-needed basis to the CCSO while training at MNTC;

WHEREAS, the CCSO is a law enforcement department.

WHEREAS, the CCSO sends its officers who are in training to MNTC so that they may receive certain trainings and education through MNTC.

WHEREAS, the Parties desire, through this MOU, to coordinate their efforts, expertise, resources, and established technical standards so that they may design and deliver trainings that best serve the law enforcement community throughout the metro area with a broader, more accessible and cost-effective delivery system; and

WHEREAS, the Parties agree to establish a framework that sets forth the roles and responsibilities of each Party in order to provide easy access to quality training for law enforcement personnel through centralized resources.

II. TRAINING

As used in this Agreement, training means specifically and is limited to training conducted through MNTC's Basic Peace Officer Academy held in compliance with CLEET rules and regulations. Under no circumstances shall training mean practice or other activity conducted by the CCSO, its employees, volunteers, agents, representatives, trainees, and/or students outside of or independent of MNTC's approved training programs.

III. RESPONSIBILITIES

A. Responsibilities of MNTC

MNTC agrees to:

1. Provide a basic Peace Officer Academy for people pursuing a career in law enforcement.
2. Ensure that the curriculum meets all CLEET-mandated basic peace officer requirements of the Parties.
3. Provide training space and support for the Parties to provide curriculum development, information technology support, and instructor support services on an as-needed basis.
4. Provide scheduling for facility usage in continuing educational initiatives of partnering agencies pursuant to facilities use agreement, proof of proper insurance, and satisfaction of any other prerequisites for use as established by the MNTC.
5. Have the exclusive authority to permit use of the facilities, whether such use is through the Basic Peace Officer Academy or otherwise.
6. Have the authority to ask users to leave MNTC premises.
7. Provide free tuition for CCSO sponsored police officer students that have been hired by the partner agencies prior to the beginning of the BPOC Academy.
8. To cooperate with any audits regarding state or federal accreditation standards for the parties involved in this agreement.
9. Require employees and cadets under MNTC authority to abide by the policies adopted by the Parties and any federal, state or city laws concerning weapons and any other applicable laws.

B. Responsibilities of the CCSO

The CCSO agrees to:

1. Provide personnel to the BPOC Academy to teach, train, or assist with training as needed and as agreed upon by MNTC and CCSO.
2. Strictly comply and ensure its employees, volunteers, agents, representatives, trainees, and students strictly comply with any Code of Conduct for the Basic Peace Officer Academy and facility rules, including, but not limited to, those related to hours of use, conditions of use, and safety, which are fully incorporated herein by reference.
3. Provide personnel to the BPOC Advisory Committee assigned to establish effective and current training standards, to provide clear collaboration between the parties on the educational environment and standards.
4. Provide personnel to the BPOC Academy to teach, train, or assist with training as needed ans as agreed upon by MNTC and CCSO.
5. Coordinate efforts among Parties to ensure training objectives are consistent with law enforcement needs.
6. Authorize points of contact and other appropriate individuals to participate, facilitate, coordinate and/or provide assistance to Parties' conferences and training exercises upon invitation and/or request, as practical, available, and appropriate, and consistent with any applicable statutes, regulations, and policies.
7. Provide professional and relevant training experiences to the law enforcement

audience;

8. Coordinate efforts to better accomplish organizational missions and create efficiencies.
9. Share training related resources and best practices to the extent not prohibited by law or by contract.
10. As permitted by Oklahoma law, provide surplus equipment and training aids, when possible, for facilitating academy training, which includes, but is not limited to: surplus vehicles, and training aids; and
11. Require and ensure that employees attending training at MNTC campuses will abide by any rules, and any federal, state or city laws concerning weapons and any other applicable laws.

IV. GENERAL PROVISIONS

1. Term/Renewal. The term of this MOU shall commence on July 1, 2026 and shall end on June 30, 2027. The parties may renew this MOU for additional one-year periods coinciding with MNTC's fiscal year.

2. Termination. This MOU may be terminated by either Party with or without cause upon sixty (60) days' written notice to the other Party.

3. Assignment. Neither Party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

4. Notices. All notices required under this MOU shall be in writing and shall be mailed by certified mail, return receipt requested, to the CCSO and MNTC at the following addresses:

To MNTC:
Attn: Brian Ruttman
Moore Norman Technology Center
4701 12th Avenue NW
Norman, OK 73069

To CCSO:
Attn: Acting Sheriff Michael Finley
Cleveland County Sheriff's Office
2600 W. Franklin Road
Norman, OK. 73069

5. Applicable Laws and Policies. The CCSO will ensure that its employees attending training at MNTC will abide by the policies adopted by the MNTC Board of Education, and any federal, state or local applicable laws, including but not limited to, those concerning weapons, firearms, and dangerous instruments.

7. Compensation. Nothing in the MOU shall require the Parties to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services or property among the various agencies and offices of the Parties will require execution of separate agreements and be contingent upon the availability of appropriated funds.

8. Independent Contractor. MNTC and the CCSO shall at all times be deemed independent contractors and shall be wholly responsible for the way they perform the services required by the terms of the MOU. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the CCSO and MNTC. The CCSO and MNTC assume exclusive responsibility for the acts of their respective employees as they relate to

the services provided or facilities utilized during the course and scope of their employment. The CCSO, its agents and employees, shall not be entitled to any rights or privileges of MNTC employees, and shall not be considered in any manner to be MNTC employees. MNTC, its agents and employees, shall not be entitled to any rights or privileges of CCSO employees, and shall not be considered in any manner to be CCSO employees. The CCSO and MNTC will work cooperatively to provide the best working relationship possible between the Parties to ensure that the needs of both Parties are met. This includes meeting, as needed, to facilitate the scheduling and operation of the program.

9. Hold Harmless Clause.

MNTC agrees to be responsible for its own negligent acts and omissions and those of its employees and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, § 151, et seq., as amended. To the extent allowed by Oklahoma law, MNTC does hereby agree to hold harmless the CCSO and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU caused by the negligent acts or omissions of MNTC and those of its employees and agents for whom MNTC has accepted responsibility.

CCSO agrees to be responsible for its own negligent acts and omissions and those of its employees and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, § 151, et seq., as amended. To the extent allowed by Oklahoma law, the CCSO does hereby agree to hold harmless MNTC and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU caused by the negligent acts or omissions of CCSO and those of its employees and agents for whom CCSO has accepted responsibility.

It is the intention of both Parties that this mutual hold harmless clause shall be interpreted to mean that each party shall only be responsible for the actions of each party's own employees, officials, officers, and agents. The Parties agree that they have not waived their sovereign immunity by entering into and performing their respective obligations under this MOU.

10. Severability. If any provisions of this MOU, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this MOU shall remain in full force and effect.

11. Entire Agreement. This MOU shall be binding upon the parties hereto, their successors and assigns, and constitutes the entire MOU between the parties. No other MOUs, oral or written, pertaining to the performance of this MOU exists between the parties. This MOU can be modified only by an MOU in writing, signed by both of the parties.

12. Modifications. Modifications to this MOU may be initiated by any Party. The modifications shall not take effect until documented and signed by all Parties. Each Party will receive an original signature copy of the MOU and any subsequent modification(s). MNTC is designated as the CCSO responsible for all administrative oversight of modifications to this MOU.

13. Costs Associated with Execution of MOU. Parties and their respective offices are responsible for managing their own activities and costs, and will utilize their own resources, including the expenditure of their own funds, in pursuing the objectives of this MOU. Each Party will carry out its respective separate activities in a coordinated and mutually beneficial manner.

14. Conflict with Laws. Nothing in the MOU is intended to conflict with current laws, regulations or policies of Parties. If the terms of this MOU are inconsistent with existing policies of the Parties entering into this MOU, then those portions of the MOU that are determined to be inconsistent shall be invalid, but the remaining terms and conditions not affected by the inconsistency shall remain in full force and effect. At the first opportunity for review of the MOU, all necessary changes will be accomplished either by a modification to this MOU or by entering into a new MOU, whichever is deemed expedient to the interest of all Parties.

15. Oklahoma's Governmental Tort Claims Act. The CCSO and MNTC are each either a constitutional state entity or political subdivision of the State of Oklahoma and covered under the Oklahoma Governmental Tort Claims at Title 51 of the Oklahoma Statutes, Section 151 *et seq*. Any claims filed against either of them must comply with the requirements of the Oklahoma Governmental Tort Claims Act. Each Party agrees to maintain general liability insurance or be self-insured in amounts consistent with the Oklahoma Governmental Tort Claims Act.

16. Non-Discrimination. The CCSO and MTNC agree that they will not discriminate on the basis of race, color, religion, age, sex, national origin, genetic information, disability, or any other protected class in relation to this MOU and any law enforcement training conducted by the Parties in connection with this MOU.

17. Venue/Governing Law. Without waiving any right to sovereign or Eleventh Amendment immunity, this MOU will be governed by and construed in accordance with the laws of the State of Oklahoma. Any lawsuit related to or arising out of this Agreement shall only be brought in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma, where a basis for federal court jurisdiction exists.

Executed this_____day of_____, 2026.

_____	_____
Dr. James Griffith, President, MNTC Board of Education	Michael Finley Acting Sheriff, Cleveland County

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Terri Helvey
Associate Superintendent, Instruction

DATE: June 8, 2026

SUBJECT: Memorandum of Understanding – Mustang Police Department – BPOC

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the Mustang Police Department and Moore Norman Technology Center for Basic Peace Officer Certification training.

BACKGROUND:

This Memo of Understanding formalizes training for the Mustang Police Department for Basic Peace Officer Certification with Moore Norman Technology Center.

MEMORANDUM OF UNDERSTANDING
FOR COORDINATION OF LAW ENFORCEMENT TRAINING

This Memorandum of Understanding ("MOU") is entered into this 1 day of July, 2026, by and between the Mustang Police Department, (hereinafter referred to as the "MPD"), and Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma (hereinafter "MNTC") to establish a training agreement. Together the MPD and MNTC shall be referred to as the "Parties."

I. RECITALS

WHEREAS, MNTC is offering a Basic Peace Officer Academy for individuals pursuing a career in law enforcement;

WHEREAS, MNTC is authorized by the Council on Law Enforcement Education and Training ("CLEET") and will provide training space and support for the MPD in accordance with CLEET standards and rules. MNTC may provide curriculum development, information technology support, and instructor support services on as-needed basis to the MPD while training at MNTC;

WHEREAS, the MPD is a law enforcement department.

WHEREAS, the MPD sends its officers who are in training to MNTC so that they may receive certain trainings and education through MNTC's Basic Peace Officer Academy;

WHEREAS, the Parties desire, through this MOU, to coordinate their efforts, expertise, resources, and established technical standards so that they may design and deliver trainings that best serve the law enforcement community throughout the metro area with a broader, more accessible and cost-effective delivery system; and

WHEREAS, the Parties agree to establish a framework that sets forth the roles and responsibilities of each Party in order to provide easy access to quality training for law enforcement personnel through centralized resources.

II. TRAINING

As used in this Agreement, training means specifically and is limited to training conducted through MNTC's Basic Peace Officer Academy held in compliance with CLEET rules and regulations. Under no circumstances shall training mean practice or other activity conducted by the MPD, its employees, volunteers, agents, representatives, trainees, and/or students outside of or independent of MNTC's sanctioned Basic Peace Officer Academy.

III. RESPONSIBILITIES

A. Responsibilities of MNTC

MNTC agrees to:

1. Provide a basic Peace Officer Academy for people pursuing a career in law enforcement.
2. Ensure that the curriculum meets all CLEET-mandated basic peace officer requirements of the Parties;
3. Provide training space and support for the Parties to provide curriculum development, information technology support, and instructor support services on an as-needed basis;
4. Provide scheduling for facility usage in continuing educational initiatives of partnering agencies pursuant to facilities use agreement, proof of proper insurance, and satisfaction of any other prerequisites for use as established by the MNTC;
5. Have the exclusive authority to permit use of the facilities, whether such use is through the Basic Peace Officer Academy or otherwise;
6. Have the authority to ask users to leave MNTC premises;
7. Provide free tuition for MPD sponsored police officer students that have been hired by the partner agencies prior to the beginning of the BPOC Academy.
8. To cooperate with any audits regarding state or federal accreditation standards for the parties involved in this agreement;
9. Require employees and cadets under MNTC authority to abide by the policies adopted by the Parties and any federal, state or city laws concerning weapons and any other applicable laws.

B. Responsibilities of the MPD

The MPD agrees to:

1. Strictly comply and ensure its employees, volunteers, agents, representatives, trainees, and students strictly comply with any Code of Conduct for the Basic Peace Officer Academy and facility rules, including, but not limited to, those related to hours of use, conditions of use, and safety, which are fully incorporated herein by reference.
2. Provide personnel to the BPOC Advisory Committee assigned to establish effective and current training standards, to provide clear collaboration between the parties on the educational environment and standards.
3. Provide Personnel to the BPOC Academy to teach, train, or assist with training as needed and as agreed upon by MNTC and MPD.
4. Ensure that all of MPD's users of the facilities execute a voluntary release of liability in favor of MNTC in connection with their use and/or training.
5. Coordinate efforts among Parties to ensure training objectives are consistent with law enforcement needs;
6. Authorize points of contact and other appropriate individuals to participate, facilitate, coordinate and/or provide assistance to Parties' conferences and training exercises upon invitation and/or request, as practical, available, and appropriate, and consistent with any applicable statutes, regulations, and policies;

7. Provide a professional and relevant training experience to the law enforcement audience;
8. Coordinate efforts to better accomplish organizational missions and create efficiencies;
9. Share training related resources and best practices;
10. As permitted by Oklahoma law provide surplus equipment and training aids, when possible, for facilitating academy training, which includes, but is not limited to: surplus vehicles, and training aids; and
11. Require and ensure that employees attending training at MNTC campuses will abide by any rules, and any federal, state or city laws concerning weapons and any other applicable laws.

IV. GENERAL PROVISIONS

1. Term/Renewal. The term of this MOU shall commence on July 1, 2026 and shall end on June 30, 2027. The parties may renew this MOU for additional one-year periods coinciding with MNTC's fiscal year.

2. Termination. This MOU may be terminated by either Party with or without cause upon sixty (60) days' written notice to the other Party.

3. Assignment. Neither Party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

4. Notices. All notices required under this MOU shall be in writing and shall be mailed by certified mail, return receipt requested, to the MPD and MNTC at the following addresses:

To MNTC:

Attn: Brian Ruttman
Moore Norman Technology Center
4701 12th Avenue NW
Norman, OK 73069

To MPD:

Attn: Chief Mike Wallace
Mustang Police Department
650 E. Highway 152
Mustang, OK. 73064

5. Applicable Laws and Policies. The MPD will ensure that its employees attending training at MNTC will abide by the policies adopted by the MNTC Board of Education, and any federal, state or local applicable laws, including but not limited to, those concerning weapons, firearms, and dangerous instruments.

7. Compensation. Nothing in the MOU shall require the Parties to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services or property among the various agencies and offices of the Parties will require execution of separate agreements and be contingent upon the availability of appropriated funds.

8. Independent Contractor. MNTC and the MPD shall at all times be deemed independent contractors and shall be wholly responsible for the way they perform the services required by the terms of the MOU. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the MPD and MNTC. The MPD and MNTC assume exclusive responsibility for the acts of their respective employees as they relate to

the services provided or facilities utilized during the course and scope of their employment. The MPD, its agents and employees, shall not be entitled to any rights or privileges of MNTC employees, and shall not be considered in any manner to be MNTC employees. MNTC, its agents and employees, shall not be entitled to any rights or privileges of MPD employees, and shall not be considered in any manner to be MPD employees. The MPD and MNTC will work cooperatively to provide the best working relationship possible between the Parties to ensure that the needs of both Parties are met. This includes meeting, as needed, to facilitate the scheduling and operation of the program.

9. Hold Harmless Clause.

To the extent allowed by Oklahoma law, MNTC does hereby agree to waive all claims against, release, and hold harmless the MPD and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

To the extent allowed by Oklahoma law, the MPD does hereby agree to waive all claims against, release, and hold harmless MNTC and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

It is the intention of both Parties that this mutual hold harmless clause shall be interpreted to mean that each party shall only be responsible for the actions of each party's own employees, officials, officers, and agents. The Parties agree that they have not waived their sovereign immunity by entering into and performing their respective obligations under this MOU.

10. Severability. If any provisions of this MOU, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this MOU shall remain in full force and effect.

11. Entire Agreement. This MOU shall be binding upon the parties hereto, their successors and assigns, and constitutes the entire MOU between the parties. No other MOUs, oral or written, pertaining to the performance of this MOU exists between the parties. This MOU can be modified only by an MOU in writing, signed by both of the parties.

12. Modifications. Modifications to this MOU may be initiated by any Party. The modifications shall not take effect until documented and signed by all Parties. Each Party will receive an original signature copy of the MOU and any subsequent modification(s). MNTC is designated as the MPD responsible for all administrative oversight of modifications to this MOU.

13. Costs Associated with Execution of MOU. Parties and their respective offices are responsible to manage their own activities and costs, and will utilize their own resources, including the expenditure of their own funds, in pursuing the objectives of this MOU. Each Party will carry out its respective separate activities in a coordinated and mutually beneficial manner.

14. Conflict with Laws. Nothing in the MOU is intended to conflict with current laws, regulations or policies of Parties. If the terms of this MOU are inconsistent with existing policies of the Parties entering into this MOU, then those portions of the MOU that are determined to be inconsistent shall be invalid, but the remaining terms and conditions not affected by the inconsistency shall remain in full force and effect. At the first opportunity for review of the MOU, all necessary changes will be accomplished either by a modification to this MOU or by entering into a new MOU, whichever is deemed expedient to the interest of all Parties.

15. Oklahoma's Governmental Tort Claims Act. The MPD and MNTC are each either a constitutional state entity or political subdivision of the State of Oklahoma and covered under the Oklahoma Governmental Tort Claims at Title 51 of the Oklahoma Statutes, Section 151 *et seq*. Any claims filed against either of them must comply with the requirements of the Oklahoma Governmental Tort Claims Act. Each Party agrees to maintain general liability insurance or be self-insured in amounts consistent with the Oklahoma Governmental Tort Claims Act.

16. Non-Discrimination. The MPD and MTNC agree that they will not discriminate on the basis of race, color, religion, age, sex, national origin, genetic information, disability, or any other protected class in relation to this MOU and any law enforcement training conducted by the Parties in connection with this MOU.

17. Venue/Governing Law. Without waiving any right to sovereign or Eleventh Amendment immunity, this MOU will be governed by and construed in accordance with the laws of the State of Oklahoma. Any lawsuit related to or arising out of this Agreement shall only be brought in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma, where a basis for federal court jurisdiction exists.

Executed this _____ day of _____, 2026.

_____ _____

Dr. Jim Griffith
President, MNTC Board of Education
MOORE NORMAN TECHNOLOGY CENTER NO. 17 OF CLEVELAND COUNTY

Mike Wallace
Chief, Mustang Police Department
Mustang Police Department

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Terri Helvey
Associate Superintendent, Instruction

DATE: June 8, 2026

SUBJECT: Memorandum of Understanding – Midwest City Police Department – BPOC

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the Midwest City Police Department and Moore Norman Technology Center for Basic Peace Officer Certification training.

BACKGROUND:

This Memo of Understanding formalizes training for the Midwest City Police Department for Basic Peace Officer Certification with Moore Norman Technology Center.

MEMORANDUM OF UNDERSTANDING
FOR COORDINATION OF LAW ENFORCEMENT TRAINING

This Memorandum of Understanding ("MOU") is entered into this 01 day of July, 2026, by and between the Midwest City Police Department (hereinafter referred to as the "MWCPD"), and Moore Norman Technology Center School District No. 17 of County, Oklahoma (hereinafter "MNTC") to establish a training agreement. Together the MWCPD and MNTC shall be referred to as the "Parties."

I. RECITALS

WHEREAS, MNTC is offering a Basic Peace Officer Academy for individuals pursuing a career in law enforcement;

WHEREAS, MNTC is authorized by the Council on Law Enforcement Education and Training ("CLEET") and will provide training space and support for the MWCPD in accordance with CLEET standards and rules. MNTC may provide curriculum development, information technology support, and instructor support services on as-needed basis to the MWCPD while training at MNTC;

WHEREAS, the MWCPD is a law enforcement agency.

WHEREAS, the MWCPD sends its officers who are in training to MNTC so that they may receive certain trainings and education through MNTC's Basic Peace Officer Academy;

WHEREAS, the Parties desire, through this MOU, to coordinate their efforts, expertise, resources, and established technical standards so that they may design and deliver trainings that best serve the law enforcement community throughout the metro area with a broader, more accessible and cost-effective delivery system; and

WHEREAS, the Parties agree to establish a framework that sets forth the roles and responsibilities of each Party in order to provide easy access to quality training for law enforcement personnel through centralized resources.

II. TRAINING

As used in this Agreement, training means specifically and is limited to training conducted through MNTC's Basic Peace Officer Academy held in compliance with CLEET rules and regulations. Under no circumstances shall training mean practice or other activity conducted by the MWCPD, its employees, volunteers, agents, representatives, trainees, and/or students outside of or independent of MNTC's sanctioned Basic Peace Officer Academy.

III. RESPONSIBILITIES

A. Responsibilities of MNTC

MNTC agrees to:

1. Provide a basic Peace Officer Academy for people pursuing a career in law enforcement.
2. Ensure that the curriculum meets all CLEET-mandated basic peace officer requirements of the Parties;
3. Provide training space and support for the Parties to provide curriculum development, information technology support, and instructor support services on an as-needed basis;
4. Provide scheduling for facility usage in continuing educational initiatives of partnering agencies pursuant to facilities use agreement, proof of proper insurance, and satisfaction of any other prerequisites for use as established by the MNTC;
5. Have the exclusive authority to permit use of the facilities, whether such use is through the Basic Peace Officer Academy or otherwise;
6. Have the authority to ask users to leave MNTC premises;
7. Provide free tuition for MWCPD sponsored police officer students that have been hired by the partner agencies prior to the beginning of the BPOC Academy.
8. To cooperate with any audits regarding state or federal accreditation standards for the parties involved in this agreement;
9. Require employees and cadets under MNTC authority to abide by the policies adopted by the Parties and any federal, state or city laws concerning weapons and any other applicable laws.

B. Responsibilities of the MWCPD

The MWCPD agrees to:

1. Strictly comply and ensure its employees, volunteers, agents, representatives, trainees, and students strictly comply with any Code of Conduct for the Basic Peace Officer Academy and facility rules, including, but not limited to, those related to hours of use, conditions of use, and safety, which are fully incorporated herein by reference.
2. Provide personnel to the BPOC Advisory Committee assigned to establish effective and current training standards, to provide clear collaboration between the parties on the educational environment and standards.
3. Provide personnel to the BPOC Academy to teach, train, or assist with training as needed and as agreed upon by MNTC and MWCPD.
4. Ensure that all MWCPD users of the facilities execute a voluntary release of liability in favor of MNTC in connection with their use and/or training.
5. Coordinate efforts among Parties to ensure training objectives are consistent with law enforcement needs;
6. Authorize points of contact and other appropriate individuals to participate, facilitate, coordinate and/or provide assistance to Parties' conferences and training exercises upon invitation and/or request, as practical, available, and appropriate, and consistent with any applicable statutes, regulations, and policies;

7. Provide a professional and relevant training experience to the law enforcement audience;
8. Coordinate efforts to better accomplish organizational missions and create efficiencies;
9. Share training related resources and best practices;
10. Provide surplus equipment and training aids, when possible, for facilitating academy training, which includes, but is not limited to: surplus vehicles, and training aids; and
11. Require and ensure that employees attending training at MNTC campuses will abide by any rules, and any federal, state or city laws concerning weapons and any other applicable laws.

IV. GENERAL PROVISIONS

1. Term/Renewal. The term of this MOU shall commence on July 1, 2026 and shall end on June 30, 2027. The parties may renew this MOU for additional one-year periods coinciding with MNTC's fiscal year.

2. Termination. This MOU may be terminated by either Party with or without cause upon sixty (60) days' written notice to the other Party.

3. Assignment. Neither Party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

4. Notices. All notices required under this MOU shall be in writing and shall be mailed by certified mail, return receipt requested, to the NPD and MNTC at the following addresses:

To MNTC:

Attn: Brian Ruttman
Moore Norman Technology Center
4701 12th Avenue NW
Norman, OK 73069

To Oklahoma MWCPD:

Attn: Chief, Greg Wipfli
Midwest City Police Department
100 N. Midwest Blvd,
Midwest City, OK 73110

5. Applicable Laws and Policies. The MWCPD will ensure that its employees attending training at MNTC will abide by the policies adopted by the MNTC Board of Education, and any federal, state or local applicable laws, including but not limited to, those concerning weapons, firearms, and dangerous instruments.

7. Compensation. Nothing in the MOU shall require the Parties to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services or property among the various agencies and offices of the Parties will require execution of separate agreements and be contingent upon the availability of appropriated funds.

8. Independent Contractor. MNTC and the MWCPD shall at all times be deemed independent contractors and shall be wholly responsible for the way they perform the services required by the terms of the MOU. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the MWCPD and MNTC. The MWCPD and MNTC assume exclusive responsibility for the acts of their respective employees as they relate to the services provided or facilities utilized during the course and scope of their

employment. The MWCPD, its agents and employees, shall not be entitled to any rights or privileges of MNTC employees, and shall not be considered in any manner to be MNTC employees. MNTC, its agents and employees, shall not be entitled to any rights or privileges of MWCPD employees, and shall not be considered in any manner to be MWCPD employees. The MWCPD and MNTC will work cooperatively to provide the best working relationship possible between the Parties to ensure that the needs of both Parties are met. This includes meeting, as needed, to facilitate the scheduling and operation of the program.

9. Hold Harmless Clause.

To the extent allowed by Oklahoma law, MNTC does hereby agree to waive all claims against, release, and hold harmless the MWCPD and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

To the extent allowed by Oklahoma law, the MWCPD does hereby agree to waive all claims against, release, and hold harmless MNTC and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

It is the intention of both Parties that this mutual hold harmless clause shall be interpreted to mean that each party shall only be responsible for the actions of each party's own employees, officials, officers, and agents. The Parties agree that they have not waived their sovereign immunity by entering into and performing their respective obligations under this MOU.

10. Severability. If any provisions of this MOU, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this MOU shall remain in full force and effect.

11. Entire Agreement. This MOU shall be binding upon the parties hereto, their successors and assigns, and constitutes the entire MOU between the parties. No other MOUs, oral or written, pertaining to the performance of this MOU exists between the parties. This MOU can be modified only by an MOU in writing, signed by both of the parties.

12. Modifications. Modifications to this MOU may be initiated by any Party. The modifications shall not take effect until documented and signed by all Parties. Each Party will receive an original signature copy of the MOU and any subsequent modification(s). MNTC is designated as the MWCPD responsible party for all administrative oversight of modifications to this MOU.

13. Costs Associated with Execution of MOU. Parties and their respective offices are responsible to manage their own activities and costs, and will utilize their own resources, including the expenditure of their own funds, in pursuing the objectives of this MOU. Each Party will carry out its respective separate activities in a coordinated and mutually beneficial manner.

14. Conflict with Laws. Nothing in the MOU is intended to conflict with current laws, regulations or policies of Parties. If the terms of this MOU are inconsistent with existing policies of the Parties entering into this MOU, then those portions of the MOU that are determined to be inconsistent shall be invalid, but the remaining terms and conditions not affected by the inconsistency shall remain in full force and effect. At the first opportunity for review of the MOU, all necessary changes will be accomplished either by a modification to this MOU or by entering into a new MOU, whichever is deemed expedient to the interest of all Parties.

15. Oklahoma's Governmental Tort Claims Act. The MWCPD and MNTC are all political subdivisions of the State of Oklahoma and covered under the Oklahoma Governmental Tort Claims at Title 51 of the Oklahoma Statutes, Section 151 *et seq*. Any claims filed against any of the political subdivisions of the State of Oklahoma, must comply with the requirements of the Oklahoma Governmental Tort Claims Act. Each Party agrees to maintain general liability insurance in amounts consistent with the Oklahoma Governmental Tort Claims Act.

16. Non-Discrimination. The MWCPD and MTNC agree that they will not discriminate on the basis of race, color, religion, age, sex, national origin, genetic information, disability, or any other protected class in relation to this MOU and any law enforcement training conducted by the Parties in connection with this MOU.

17. Venue/Governing Law. This MOU will be governed by and construed in accordance with the laws of the State of Oklahoma. Any lawsuit related to or arising out of this Agreement shall only be brought in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma, where a basis for federal court jurisdiction exists.

Executed this _____ day of _____, 2026.

_____ _____

Dr. Jim Griffith ,
President, MNTC Board of Education
MOORE NORMAN TECHNOLOGY CENTER NO. 17 OF CLEVELAND COUNTY

Chief Greg Wipfli
Chief, Midwest City Police Department
MWCPD

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Terri Helvey
Associate Superintendent, Instruction

DATE: June 8, 2026

SUBJECT: Memorandum of Understanding – Norman Police Department – BPOC

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the Norman Police Department and Moore Norman Technology Center for Basic Peace Officer Certification training.

BACKGROUND:

This Memo of Understanding formalizes training for the Norman Police Department for Basic Peace Officer Certification with Moore Norman Technology Center.

MEMORANDUM OF UNDERSTANDING
FOR COORDINATION OF LAW ENFORCEMENT TRAINING

This Memorandum of Understanding ("MOU") is entered into this 1 day of July, 2026, by and between the Norman Police Department, (hereinafter referred to as the "NPD"), and Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma (hereinafter "MNTC") to establish a training agreement. Together the NPD and MNTC shall be referred to as the "Parties."

I. RECITALS

WHEREAS, MNTC is offering a Basic Peace Officer Academy for individuals pursuing a career in law enforcement;

WHEREAS, MNTC is authorized by the Council on Law Enforcement Education and Training ("CLEET") and will provide training space and support for the NPD in accordance with CLEET standards and rules. MNTC may provide curriculum development, information technology support, and instructor support services on as-needed basis to the NPD while training at MNTC;

WHEREAS, the NPD is a law enforcement department.

WHEREAS, the NPD sends its officers who are in training to MNTC so that they may receive certain trainings and education through MNTC's Basic Peace Officer Academy;

WHEREAS, the Parties desire, through this MOU, to coordinate their efforts, expertise, resources, and established technical standards so that they may design and deliver trainings that best serve the law enforcement community throughout the metro area with a broader, more accessible and cost-effective delivery system; and

WHEREAS, the Parties agree to establish a framework that sets forth the roles and responsibilities of each Party in order to provide easy access to quality training for law enforcement personnel through centralized resources.

II. TRAINING

As used in this Agreement, training means specifically and is limited to training conducted through MNTC's Basic Peace Officer Academy held in compliance with CLEET rules and regulations. Under no circumstances shall training mean practice or other activity conducted by the NPD, its employees, volunteers, agents, representatives, trainees, and/or students outside of or independent of MNTC's sanctioned Basic Peace Officer Academy.

III. RESPONSIBILITIES

A. Responsibilities of MNTC

MNTC agrees to:

1. Provide a basic Peace Officer Academy for people pursuing a career in law enforcement.
2. Ensure that the curriculum meets all CLEET-mandated basic peace officer requirements of the Parties;
3. Provide training space and support for the Parties to provide curriculum development, information technology support, and instructor support services on an as-needed basis;
4. Provide scheduling for facility usage in continuing educational initiatives of partnering agencies pursuant to facilities use agreement, proof of proper insurance, and satisfaction of any other prerequisites for use as established by the MNTC;
5. Have the exclusive authority to permit use of the facilities, whether such use is through the Basic Peace Officer Academy or otherwise;
6. Have the authority to ask users to leave MNTC premises;
7. Provide free tuition for NPD sponsored police officer students that have been hired by the partner agencies prior to the beginning of the BPOC Academy.
8. To cooperate with any audits regarding state or federal accreditation standards for the parties involved in this agreement;
9. Require employees and cadets under MNTC authority to abide by the policies adopted by the Parties and any federal, state or city laws concerning weapons and any other applicable laws.

B. Responsibilities of the NPD

The NPD agrees to:

1. Strictly comply and ensure its employees, volunteers, agents, representatives, trainees, and students strictly comply with any Code of Conduct for the Basic Peace Officer Academy and facility rules, including, but not limited to, those related to hours of use, conditions of use, and safety, which are fully incorporated herein by reference.
2. Provide personnel to the BPOC Advisory Committee assigned to establish effective and current training standards, to provide clear collaboration between the parties on the educational environment and standards.
3. Provide personnel to the BPOC Academy to teach, train, or assist with training as needed and as agreed upon by MNTC and NPD.
4. Ensure that all of NPD's users of the facilities execute a voluntary release of liability in favor of MNTC in connection with their use and/or training.
5. Coordinate efforts among Parties to ensure training objectives are consistent with law enforcement needs;
6. Authorize points of contact and other appropriate individuals to participate, facilitate, coordinate and/or provide assistance to Parties' conferences and training exercises upon invitation and/or request, as practical, available, and appropriate, and consistent with any applicable statutes, regulations, and policies;

7. Provide a professional and relevant training experience to the law enforcement audience;
8. Coordinate efforts to better accomplish organizational missions and create efficiencies;
9. Share training related resources and best practices;
10. As permitted by Oklahoma law provide surplus equipment and training aids, when possible, for facilitating academy training, which includes, but is not limited to: surplus vehicles, and training aids; and
11. Require and ensure that employees attending training at MNTC campuses will abide by any rules, and any federal, state or city laws concerning weapons and any other applicable laws.

IV. GENERAL PROVISIONS

1. Term/Renewal. The term of this MOU shall commence on July 1, 2026 and shall end on June 30, 2027. The parties may renew this MOU for additional one-year periods coinciding with MNTC's fiscal year.

2. Termination. This MOU may be terminated by either Party with or without cause upon sixty (60) days' written notice to the other Party.

3. Assignment. Neither Party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

4. Notices. All notices required under this MOU shall be in writing and shall be mailed by certified mail, return receipt requested, to the NPD and MNTC at the following addresses:

To MNTC:

Attn: Brian Ruttman
Moore Norman Technology Center
4701 12th Avenue NW
Norman, OK 73069

To NPD:

Attn: Major Jaime Shattuck
Norman Police Department
201 W. Gray ST. B,
Norman, OK 73069

5. Applicable Laws and Policies. The NPD will ensure that its employees attending training at MNTC will abide by the policies adopted by the MNTC Board of Education, and any federal, state or local applicable laws, including but not limited to, those concerning weapons, firearms, and dangerous instruments.

7. Compensation. Nothing in the MOU shall require the Parties to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services or property among the various agencies and offices of the Parties will require execution of separate agreements and be contingent upon the availability of appropriated funds.

8. Independent Contractor. MNTC and the NPD shall at all times be deemed independent contractors and shall be wholly responsible for the way they perform the services required by the terms of the MOU. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the NPD and MNTC. The NPD and MNTC assume exclusive responsibility for the acts of their respective employees as they relate to

the services provided or facilities utilized during the course and scope of their employment. The NPD, its agents and employees, shall not be entitled to any rights or privileges of MNTC employees, and shall not be considered in any manner to be MNTC employees. MNTC, its agents and employees, shall not be entitled to any rights or privileges of NPD employees, and shall not be considered in any manner to be NPD employees. The NPD and MNTC will work cooperatively to provide the best working relationship possible between the Parties to ensure that the needs of both Parties are met. This includes meeting, as needed, to facilitate the scheduling and operation of the program.

9. Hold Harmless Clause.

To the extent allowed by Oklahoma law, MNTC does hereby agree to waive all claims against, release, and hold harmless the NPD and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

To the extent allowed by Oklahoma law, the NPD does hereby agree to waive all claims against, release, and hold harmless MNTC and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

It is the intention of both Parties that this mutual hold harmless clause shall be interpreted to mean that each party shall only be responsible for the actions of each party's own employees, officials, officers, and agents. The Parties agree that they have not waived their sovereign immunity by entering into and performing their respective obligations under this MOU.

10. Severability. If any provisions of this MOU, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this MOU shall remain in full force and effect.

11. Entire Agreement. This MOU shall be binding upon the parties hereto, their successors and assigns, and constitutes the entire MOU between the parties. No other MOUs, oral or written, pertaining to the performance of this MOU exists between the parties. This MOU can be modified only by an MOU in writing, signed by both of the parties.

12. Modifications. Modifications to this MOU may be initiated by any Party. The modifications shall not take effect until documented and signed by all Parties. Each Party will receive an original signature copy of the MOU and any subsequent modification(s). MNTC is designated as the NPD responsible for all administrative oversight of modifications to this MOU.

13. Costs Associated with Execution of MOU. Parties and their respective offices are responsible to manage their own activities and costs, and will utilize their own resources, including the expenditure of their own funds, in pursuing the objectives of this MOU. Each Party will carry out its respective separate activities in a coordinated and mutually beneficial manner.

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15. Oklahoma's Governmental Tort Claims Act. The NPD and MNTC are each either a constitutional state entity or political subdivision of the State of Oklahoma and covered under the Oklahoma Governmental Tort Claims at Title 51 of the Oklahoma Statutes, Section 151 *et seq*. Any claims filed against either of them must comply with the requirements of the Oklahoma Governmental Tort Claims Act. Each Party agrees to maintain general liability insurance or be self-insured in amounts consistent with the Oklahoma Governmental Tort Claims Act.

16. Non-Discrimination. The NPD and MTNC agree that they will not discriminate on the basis of race, color, religion, age, sex, national origin, genetic information, disability, or any other protected class in relation to this MOU and any law enforcement training conducted by the Parties in connection with this MOU.

17. Venue/Governing Law. Without waiving any right to sovereign or Eleventh Amendment immunity, this MOU will be governed by and construed in accordance with the laws of the State of Oklahoma. Any lawsuit related to or arising out of this Agreement shall only be brought in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma, where a basis for federal court jurisdiction exists.

Executed this _____ day of _____, 2026.

_____	_____
Andy Sherrer, President, MNTC Board of Education **MOORE NORMAN TECHNOLOGY CENTER NO. 17 OF CLEVELAND COUNTY**	Jamie Shattuck Major, Norman Police Department **NPD**

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Terri Helvey
Associate Superintendent, Instruction

DATE: June 8, 2026

SUBJECT: Memorandum of Understanding – University of Oklahoma Police Department – BPOC

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the University of Oklahoma Police Department and Moore Norman Technology Center for Basic Peace Officer Certification training.

BACKGROUND:

This Memo of Understanding formalizes training for the University of Oklahoma Police Department for Basic Peace Officer Certification with Moore Norman Technology Center.

MEMORANDUM OF UNDERSTANDING
FOR COORDINATION OF LAW ENFORCEMENT TRAINING

This Memorandum of Understanding ("MOU") is entered into this 1 day of July, 2026, by and between the Board of Regents of the University of Oklahoma on behalf of the University's Police Department (hereinafter referred to as the "OUPD"), a constitutional state entity, and Moore Norman Technology Center School District No. 17 of Cleveland County, Oklahoma (hereinafter "MNTC") to establish a training agreement. Together the OUPD and MNTC shall be referred to as the "Parties."

I. RECITALS

WHEREAS, MNTC is offering a Basic Peace Officer Certification (BPOC) Academy for individuals pursuing a career in law enforcement;

WHEREAS, MNTC is authorized by the Council on Law Enforcement Education and Training ("CLEET") and will provide training space and support for the OUPD in accordance with CLEET standards and rules. MNTC may provide curriculum development, information technology support, and instructor support services on as-needed basis to the OUPD while training at MNTC;

WHEREAS, the OUPD is the University's law enforcement department.

WHEREAS, the OUPD sends its officers who are in training to MNTC so that they may receive certain trainings and education through MNTC's BPOC Academy;

WHEREAS, the Parties desire, through this MOU, to coordinate their efforts, expertise, resources, and established technical standards so that they may design and deliver trainings that best serve the law enforcement community throughout the metro area with a broader, more accessible and cost-effective delivery system; and

WHEREAS, the Parties agree to establish a framework that sets forth the roles and responsibilities of each Party in order to provide easy access to quality training for law enforcement personnel through centralized resources.

II. TRAINING

As used in this Agreement, training means specifically and is limited to training conducted through MNTC's Basic Peace Officer Academy held in compliance with CLEET rules and regulations. Under no circumstances shall training mean practice or other activity conducted by the OUPD, its employees, volunteers, agents, representatives, trainees, and/or students outside of or independent of MNTC's sanctioned BPOC Academy.

RESPONSIBILITIES

A. Responsibilities of MNTC

MNTC agrees to:

I. Provide a BPOC Academy for people pursuing a career in law enforcement.
2. Ensure that the curriculum meets all CLEET-mandated basic peace officer requirements of the Parties;
3. Provide training space and support for the Parties to provide curriculum development, information technology support, and instructor support services on an as-needed basis;
4. Provide scheduling for facility usage in continuing educational initiatives of partnering agencies pursuant to facilities use agreement, proof of proper insurance, and satisfaction of any other prerequisites for use as established by the MNTC;
5. Have the exclusive authority to permit use of the facilities, whether such use is through the Basic Peace Officer Academy or otherwise;
6. Have the authority to ask users to leave MNTC premises;
7. Provide free tuition for OUPD sponsored police officer students that have been hired by the partner agencies prior to the beginning of the BPOC Academy.
8. To cooperate with any audits regarding state or federal accreditation standards for the parties involved in this agreement;
9. Require employees and cadets under MNTC authority to abide by the policies adopted by the Parties and any federal, state or city laws concerning weapons and any other applicable laws.

Responsibilities of the OUPD

The OUPD agrees to:

1. Strictly comply and require its employees, volunteers, representatives, trainees, and students strictly comply with any Code of Conduct for the BPOC Academy and applicable facility rules, including, but not limited to, those related to hours of use, conditions of use, and safety, which are fully incorporated herein by reference, a copy of which MNTC shall provide to OUPD prior to training.
2. Provide personnel to the BPOC Advisory Committee assigned to establish effective and current training standards, to provide clear collaboration between the parties on the educational environment and standards.
3. Require that all of OUPD's users of the facilities execute a voluntary release of liability in favor of MNTC in connection with their use and/or training.

4. Coordinate efforts among Parties to ensure training objectives are consistent with law enforcement needs of OUPD;
5. Authorize points of contact and other appropriate individuals to participate, facilitate, coordinate and/or provide reasonable assistance to Parties' conferences and training exercises upon invitation and/or request by MNTC, as practical, available, and appropriate, and consistent with any applicable statutes, regulations, and policies;
6. Provide professional and relevant training experience to the law enforcement audience;
7. Coordinate efforts to better accomplish organizational missions and create efficiencies;
8. Share training related resources and best practices with MNTC;
9. As permitted by Oklahoma law and University policy, provide surplus equipment and training aids, when possible, for facilitating academy training, which includes, but is not limited to: surplus vehicles, and training aids; and
10. Require that OUPD employees attending training at MNTC campuses abide by any applicable rules, and any federal, state or city laws concerning weapons and any other applicable laws.

III. GENERAL PROVISIONS

1. Term/Renewal. The term of this MOU shall commence on July 1, 2026 and shall end on June 30, 2027. The parties may renew this MOU for additional one-year periods coinciding with MNTC's fiscal year.

2. Termination. This MOU may be terminated by either Party with or without cause upon sixty (60) days' written notice to the other Party.

3. Assignment. Neither Party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this MOU without the prior written permission of the other Party to the MOU.

4. Notices. All notices required under this MOU, other than legal service, shall be in writing and shall be mailed by certified mail, return receipt requested, to the OUPD and MNTC at the following addresses:

To MNTC:
Attn: Supt. Brian Ruttman
Moore Norman Technology Center
4701 12th Avenue NW
Norman, OK 73069

To OUPD:
Attn: Chief Derek Fuller
University of OK Police Department
2775 Monitor Ave.
Norman, OK 73072

5. Applicable Laws and Policies. The OUPD will require that its employees attending training at MNTC abide by the applicable policies adopted by the MNTC Board of Education and as provided to OUPD, and any applicable federal, state or local applicable laws, including but not limited to, those

concerning weapons, firearms, and dangerous instruments.

7. Compensation. Nothing in the MOU shall require the Parties to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services or property among the various agencies and offices of the Parties will require execution of separate agreements and be contingent upon the availability of appropriated funds.

8. Independent Contractor. MNTC and the OUPD shall at all times be deemed independent contractors and shall be wholly responsible for the way they perform the services required by the terms of the MOU. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the OUPD and MNTC. The OUPD and MNTC assume exclusive responsibility for the acts of their respective employees as they relate to the services provided or facilities utilized during the course and scope of their employment. The OUPD, its agents and employees, shall not be entitled to any rights or privileges of MNTC employees, and shall not be considered in any manner to be MNTC employees. MNTC, its agents and employees, shall not be entitled to any rights or privileges of OUPD employees, and shall not be considered in any manner to be OUPD employees. The OUPD and MNTC will work cooperatively to provide the best working relationship possible between the Parties to ensure that the needs of both Parties are met. This includes meeting, as needed, to facilitate the scheduling and operation of the program.

9. Hold Harmless Clause.

To the extent allowed by Oklahoma law, MNTC does hereby agree to waive all claims against, release, and hold harmless the OUPD and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

To the extent allowed by Oklahoma law, the OUPD does hereby agree to waive all claims against, release, and hold harmless MNTC and all of its officials, officers, agents, employees, in their public capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this MOU.

It is the intention of both Parties that this mutual hold harmless clause shall be interpreted to mean that each party shall only be responsible for the actions of each party's own employees, officials, officers, and agents. The Parties agree that they have not waived their sovereign immunity by entering into and performing their respective obligations under this MOU.

10. Severability. If any provisions of this MOU, or the application of such provision, shall be rendered or declared invalid by a court of competent

jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this MOU shall remain in full force and effect.

11. Entire Agreement. This MOU shall be binding upon the parties hereto, their successors and assigns, and constitutes the entire MOU between the parties. No other MOUs, oral or written, pertaining to the performance of this MOU exists between the parties. This MOU can be modified only by an MOU in writing, signed by both of the parties.

12. Modifications. Modifications to this MOU may be initiated by any Party. The modifications shall not take effect until documented and signed by all Parties. Each Party will receive an original signature copy of the MOU and any subsequent modification(s). MNTC is designated as the OUPD responsible for all administrative oversight of modifications to this MOU.

13. Costs Associated with Execution of MOU. Parties and their respective offices are responsible for managing their own activities and costs, and will utilize their own resources, including the expenditure of their own funds, in pursuing the objectives of this MOU. Each Party will carry out its respective separate activities in a coordinated and mutually beneficial manner.

14. Conflict with Laws. Nothing in the MOU is intended to conflict with current laws, regulations or policies of Parties. If the terms of this MOU are inconsistent with existing policies of the Parties entering into this MOU, then those portions of the MOU that are determined to be inconsistent shall be invalid, but the remaining terms and conditions not affected by the inconsistency shall remain in full force and effect. At the first opportunity for review of the MOU, all necessary changes will be accomplished either by a modification to this MOU or by entering into a new MOU, whichever is deemed expedient to the interest of all Parties.

15. Oklahoma's Governmental Tort Claims Act. The OUPD and MNTC are each either a constitutional state entity or political subdivision of the State of Oklahoma and covered under the Oklahoma Governmental Tort Claims at Title 51 of the Oklahoma Statutes, Section 151 et seq. Any claims filed against either of them must comply with the requirements of the Oklahoma Governmental Tort Claims Act. Each Party agrees to maintain general liability insurance or be self-insured in amounts consistent with the Oklahoma Governmental Tort Claims Act.

16. Non-Discrimination. The OUPD and MTNC agree that they will not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or any other protected class in relation to this MOU and any law enforcement training conducted by the Parties in connection with this MOU.

17. Venue/Governing Law. Without waiving any right to sovereign or Eleventh Amendment immunity, this MOU will be governed by and construed in accordance with the laws of the State of Oklahoma. Any lawsuit related to or arising out of this Agreement shall only be brought in the District Court of

Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma, where a basis for federal court jurisdiction exists.

Executed this ____day of _____ , 2026.

_____	_____
Dr. James Griffith	Brian Holderread
President, MNTC Board of Education	Vice President for Campus Operations
Moore Norman Technology Center	**Board of Regents**
No. 17 of Cleveland County Oklahoma	**University of Oklahoma**
	Health Science Center

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent;
Board of Education

FROM: Terri Helvey Associate Superintendent, Instruction

DATE: June 10, 2026

SUBJECT: Memorandum of Understanding – Office Space Lease to Oklahoma State Bureau of Investigation (OSBI).

RECOMMENDED ACTION:

Staff requests the approval of the Memorandum of Understanding between the Oklahoma State Bureau of Investigation and Moore Norman Technology Center for leasing of office space.

BACKGROUND:

This Memo of Understanding formalizes the agreement for one (1) staff member from the OSBI to have office space at Moore Norman Technology Center. There is no monetary cost to OSBI, however, the OSBI agrees to provide instructional and training support of up to 40 hours for each of MNTC's Basic Peace Officer Certification (BPOC) Programs.

OKLAHOMA
Office of Management
& Enterprise Services

Real Estate and Leasing Services
Memorandum of Understanding

This Memorandum of Understanding (MOU) t is made this **4** day of **June**, **2026**, between the **Moore Norman Technology Center School District No. 17** (LESSOR), and **Oklahoma State Bureau of Investigation** (LESSEE).

WHEREAS, the LESSOR is providing the LESSEE approximately **182** square feet of **office** space located at **4701 12th Ave NW, Norman**, Oklahoma; as shown on "Attachment A" for one (1) OSBI agent; and

NOW THEREFORE, it is agreed as follows:

1. This MOU shall be effective **July 1**, 2026 through June 30, 2027. The parties may renew this agreement on the same terms and conditions for additional years coinciding with LESSOR'S fiscal year upon the mutual written approval of the parties.

2. The LESSOR shall provide all utilities, janitorial services, lawn care and building maintenance for said space. As used herein, utilities shall mean electric, gas, water, and sewer.

3. The LESSOR agrees to provide access to the internet and pay all related charges.

4. The LESSOR agrees to provide the copy and fax machines

5. The LESSEE will provide furniture and purchase and install the necessary computer equipment.

6. The LESSOR will provide the necessary phone service and pay all related charges.

7. ALL Parties agree to respect and maintain rules, regulations and laws, local, state and federal that shall apply to each party.

8. The LESSEE will have restricted access to the facility outside of normal business hours.

9. In exchange, the OSBI will provide instructional and training support for the MNTC'S Basic Peace Certification (BPOC) Program, providing these services for a minimum of 40 hours for the MNTC BPOC Academy. In connection with this support, the OSBI certifies that it will not place any employee, contractor, or volunteer on MNTC property if that person has been convicted of a felony or had been convicted of any crime involving moral turpitude or is/are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violence Offender Registration Act.

10. This Agreement does not create a partnership, agency, joint venture, employment or third-party beneficiary contract. None of the parties to this Agreement is a principal, partner, co-venturer, franchisee, or employee of the other, and none of the parties to this Agreement will make any representation to the contrary or take any action which would imply otherwise.

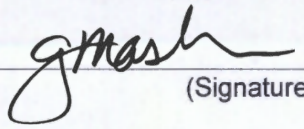
11. All parties to this Agreement agree to abide by all legal requirements with responded to confidentiality, disclosure, and redisclosure-of students' personal information and education records, including, but not limited to the Family Education Rights and Privacy Act of 1974, § 123g (FERPA), and applicable regulations, and state law protecting privacy rights in education and juvenile records, if applicable: OKLA. STAT. tit. 51, §24A. 16 and OKLA. STAT. tit. 10A, § 2-6-101-2-6-110.

12. It is expressly agreed that the LESSEE shall be responsible for any damage to the property caused by visitors and invitees, or by the negligence of its employees.

13. Neither LESSEE nor LESSOR waive any defenses or rights available pursuant to the Governmental Tort Claims Act at 51 O.S. § 151 et. seq., common law, statutes, or constitutions of the United States or the State of Oklahoma by entering into this agreement.

14. LESSEE represents and warrants that it maintains insurance coverage in amounts that satisfy or exceed the minimum requirements under Oklahoma law.

15. This MOU may be terminated by either party upon written notice no less than thirty (30) days prior to cancellation.

LESSOR: **Moore Norman Technology Center No. 17**	LESSEE: **Oklahoma State Bureau of Investigation**
(Type or Print)	(Type or Print)
By: _____	By: 
(Signature)	(Signature)
_____	Greg Mashburn, Director
(Print Name and Title)	(Print Name and Title)
Date: _____	Date: 06/04/2026

State of Oklahoma, by and through its
Oklahoma Office of Management and Enterprise
Services

_____

Real Estate and Leasing Services

June 2026: ADJUNCT & TEMPORARY CONTRACTS			
White, Ed	Construction Trades Career Exploration	26-8046	$152.00
Mahan, James	Motorcycle Basic Rider	26-7445	$680.00
Mahan, James	Motorcycle Basic Rider	26-7447	$680.00
Gorrell, Brian	Motorcycle Basic Rider	26-7447	$680.00
Phillips, Dennis	Advanced Rider For Tinker	26-7992	$320.00
Mahan, James	Advanced Rider For Tinker	26-7992	$320.00
Hale, Ethan	3 Wheel Basic Rider	26-7407	$680.00
Jackson, Jamin	3 Wheel Basic Rider	26-7407	$680.00
Goodman, Jacob	Temp Summer Help		$15.82/hr
Scheffe, Daniel	Temp Summer Help		$15.82/hr
Frady, David	CDL Class B Truck Driver Training for Industry		$2,460.00
Miller, Rick	CDL Class B Truck Driver Training for Industry	26-7929	$2,460.00
Cook, Crystal	Temp Summer Help		$15.82/hr
Baker, Julius	Machining / CNC Operator for Industry Adjunct		$45.00/hr
Baker, Julius	Manual Machining: Mills and Lathes	26-8387	$1,912.50
Phillips, Dennis	Motorcycle Basic Rider	26-7448	$680.00
Jackson, Jamin	Motorcycle Basic Rider	26-7448	$680.00
Harris, Ian	Construction Trades Career Exploration	26-8048	$152.00
Mahan, James	Motorcycle Basic Rider	26-7449	$680.00
Phillips, Dennis	Motorcycle Basic Rider	26-7449	$680.00
Webb, Christopher	Manual Machining: Mills and Lathes	26-8313	$1,912.50

Superintendent Signature_____Date_____

June 2026: Extra Duty CONTRACTS		
Harris Ian	New Teacher Academy	$1,073.16
Mock, Kade	BPA Nationals	$735.48
Crowley-Woodard, Christine	BPA Nationals	$918.36
Millican, Stephanie	BPA Nationals	$740.98
Dickerson, Brandon	Attend Deposition for MNTC	$444.82
Glover, Renea	Skills USA Summer Leadership Institute	$1,873.32
Glover, Renea	Skills USA Nationals	$3,278.31
Allen, Lilly	Skills USA Nationals	$3,025.47
Allen, Lilly	Skills USA Summer Leadership Institute	$1,728.84
Brown, Ariana	Skills USA Nationals	$765.94
Laib, Rachael	BEST Camp Laison	$2,095.25
Makintubee, Scott	Attend Deposition for MNTC	$423.72
O'Leary, Brian	Auto Service Summer Intern Coordinator	$5,724.00
Murphy, Ethan	Ai Symposium	$1,280.61
Rook, Victor	Ai Symposium	$1,324.32
Parry, Jennifer	TSA Nationals	$2,256.15
Sweetman, Mia	HOSA Camp Ignite	$1,349.85
Sweetman, Mia	HOSA ILC	$3,149.65
Layman, Jennifer	NBCT Summit	$423.33
Jones, Tracy	Skills USA Nationals	$3,762.43
Caulfield, Olga	Civil Engineering and Architecture Cert. Training	$3,050.53
Makintubee, Scott	TSA Nationals	$2,118.60
Twomey, Brian	TSA Nationals	$2,071.30
Curtis, Patrick	Service Careers Outdoor Learning Lab Maintenance	$23.98/hr
Baguley, Bryan	Summer Bus Driver Assistance	$18.20/hr
Favaloro, Bryan	Summer Bus Driver Assistance	$18.20/hr
Crawley, Natalie	OSRHE Student Prep Summer Institute	$1,406.07
Layman, Jennifer	OSRHE Student Prep Summer Institute	$1,269.99
Davis, Yumi	OSRHE Student Prep Summer Institute	$1,493.07
Robbins, Kathy	OSRHE Student Prep Summer Institute	$1,269.99
Cline, Jana	OSRHE Student Prep Summer Institute	$1,363.62
Francis, Lucinda	MNTC Teach	532.19

ıerintendent Signature_____Date_____

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Stephania Cordova
Executive Director of Human Resources

DATE: June 4, 2026

SUBJECT: Employment – Non-Certified Instructor, Surgical Technology

RECOMMENDED ACTION:

Approve the employment of the superintendent's recommendation for the Non-Certified Instructor, Surgical Technology position.

BACKGROUND:

The superintendent recommends the employment of Leslie Odom for the Non-Certified Instructor, Surgical Technology position. The position was advertised in Indeed, in the Norman Transcript, and on the MNTC website beginning April 24, 2026, and remained open until a suitable applicant was identified. MNTC received fourteen (14) applications. Shawna Herell, Jennifer Clements, Fallan Hammond, and Malinda Williams interviewed five (5) candidates on May 19, 2026. Two (2) candidates were sent for a second interview with Terri Helvey and Christa Simmons on May 28, 2026.

The applicant recommended for the position is Leslie Odom. Leslie has more than ten years of hands-on surgical technology experience in Labor and Delivery, fertility services, and ophthalmologic surgery. She is a graduate of Moore Norman Technology Center's Surgical Technology program, completing the program in 2013, and has since built an impressive career in the field. Her extensive experience working in fast-paced surgical environments, combined with her cross-training as a Health Unit Coordinator, has developed effective communication, leadership, and organizational skills that are essential for an effective instructor. Her dedication to the profession, ability to work collaboratively, and desire to help others succeed make her an outstanding candidate to educate and prepare the next generation of surgical technologists.

Leslie Odom

Certified Surgical Technologist 4

Sasakwa, OK 74867 | 405.3148880 | lesliewhire1211@gmail.com

Professional Summary

Certified surgical technologist in L&D and Bennett Fertility Clinic and cross trained as a HUC, also worked as class 4 laser tech and surgical tech doing LASIK, PRK, and ICL eye procedures.

Work Experience

Certified Surgical Technologist in Labor and Delivery and Bennett Fertility Clinic

Integris Baptist Medical Center | Oklahoma City, OK

July 2013 to Present

I have been in Labor and Delivery for most of my time as a surgical technologist, 2 years of that I also would float to the fertility clinic as needed. I love what I do and I love surgery as well as being an advocate on behalf of our patients. I love to learn and believe no matter how much experience you have that there’s always room to improve and to gain knowledge.

Cross trained as a Health Unit Coordinator

Integris Baptist Medical Center

2013 to Present

CST

ClearSight LASIK | Oklahoma City, OK

January 2018 to February 2020

CST/Class 4 Laser tech certified in operating a femto, wavelight, Mel80 and Visumax Lasers and assisting in LASIK, PRK, SMILE, and ICL procedures, also cross trained to help run machines and eye topography mapping in clinic and do visual exams and administer drops to patients.

Cashier

7-Eleven | Oklahoma City, OK

2011 to 2013

Surveillance Operator

Newcastle Gaming Center | Newcastle, OK

2010 to 2011

Secretary and Inventory control

Control Flow | Moore, OK

2002 to 2006

Gaps between jobs I was either a homemaker or student.

Education

High school diploma

Moore High School | Moore, OK

August 1998 to May 2021

Certificate of Surgical Technology
OCCC | Oklahoma City, OK
October 2012 to May 2013

CNA-HHLTC (Trade school)
Moore Norman Technology Center | Oklahoma City, OK
August 2011 to May 2012

Skills

Surgical Tech **Employee Orientation** **Medical Office Experience** **Surgery** **Surgical Technologist** **Medical Records** **RECEPTIONIST** **MEDICAL TERMINOLOGY** **CUSTOMER SERVICE** **Hospital Experience** **Epic** **RETAIL SALES** **Sterile Processing** **Aseptic Technique** **Surveillance** **Ophthalmology Experience** **Anatomy Knowledge** **CST** **Vital Signs** **Operating Room** **Patient Care** **OFFICE MEDICAL**

Certifications and Licenses

Certified Surgical Technologist
May 2023 to May 2025

BLS Certification
July 2023 to July 2024

CPR Certification
July 2023 to July 2024

Additional Information

Authorized to work in the US for any employer

SKILL HIGHLIGHTS

Certified Surgical Technologist in Labor and Delivery (12 years of experience)
BLS Certified
CPR Certified
Medical Terminology
Caring and Compassionate
Outstanding Customer Service

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Stephania Cordova
Executive Director of Human Resources

DATE: June 9, 2026

SUBJECT: Employment – Certified Teacher, Aviation Maintenance

RECOMMENDED ACTION:

Approve the employment of the superintendent's recommendation for the Certified Teacher, Aviation Maintenance position.

BACKGROUND:

The superintendent recommends the employment of Grace White for the Certified Teacher, Aviation Maintenance position. The position was advertised in Indeed, in the Norman Transcript, and on the MNTC website beginning March 27, 2026, and remained open until a suitable applicant was identified. MNTC received eight (8) applications. Karen Gibson, Lee Dow, Jason Black, Cole Atkinson, and Tonya Haley interviewed five (5) candidates on May 7, 2026, and May 12, 2026. Two (2) candidates were sent for a second interview with Brian Ruttman, Terri Helvey and Christa Simmons on June 8, 2026.

The applicant recommended for the position is Grace White. Grace brings extensive industry experience as an FAA-certified Airframe and Powerplant technician, with a background in aircraft maintenance, turbine engine inspection, quality assurance, and FAA regulatory compliance. She has already demonstrated her instructional abilities as a current adjunct instructor and substitute instructor with Moore Norman Technology Center, where she has successfully supported General, Airframe, and Powerplant coursework. Her combination of current industry knowledge, teaching experience, and commitment to student success makes her well-qualified for this role.

GRACE WHITE
A&P Mechanic | Inspection Authorization
362123 Old Highway 62, Paden, OK 74860
📞 405-308-7823 | ✉ graciewhite9898@gmail.com

PROFESSIONAL SUMMARY

Licensed A&P Mechanic with Inspection Authorization and over 17 years of experience in general aviation maintenance, quality control, and administrative operations. Proven expertise in aircraft inspection, FAA documentation, blueprint interpretation, and regulatory compliance. Skilled in both technical and organizational aspects of aviation support. Seeking a full-time position in the aviation industry where experience and dedication contribute to safety, reliability, and efficiency.

EXPERIENCE

Quality – Dimensional / Process Inspector
Mint Turbines, Inc. – Stroud, OK | May 2023 – Present

- Perform dimensional and visual inspections on PT6 model engines using precision tools (micrometers, calipers).
- Generate FAA Form 8130-3 tags for airworthy parts.
- Conduct quality assurance checks during engine assembly and final inspections on T53 overhauls and repairs.

Substitute Instructor – Aviation Maintenance
Gordon Cooper Aviation Campus | Jan 2023 – Present

- Provide instruction for General, Powerplant, and Airframe curriculum.
- Support students in gaining practical skills and theoretical knowledge in accordance with FAA standards.

Right-of-Way Project Manager Assistant
Red Land Services, Inc. | Jan 2022 – Dec 2022

- Supported pipeline ROW project management across multiple Oklahoma counties.
- Managed digital project documentation and ensured timely filing of road and highway permit applications.

Office Administrator
Biggs Aircraft Inc. – Wellston, OK | Aug 2018 – Dec 2021

- Created purchase orders, estimates, and invoices; handled incoming communications.
- Coordinated shipment of aircraft components for repair.
- Issued 8130-3 tags and FAA Form 337 for major repairs and alterations.
- Maintained compliance documentation, tool calibration logs, and training records.

Aircraft Maintenance Technician
Air Flite, Inc. – Shawnee, OK | Nov 2010 – Jan 2017

- Performed scheduled maintenance and 100-hour/annual inspections on Bell, Sikorsky, Cessna, and Aviat aircraft.
- Conducted research on ADs and SBs; completed detailed logbook entries and work orders.
- Executed weight and balance calculations, inventory tracking (MAS 90), and calibration record-keeping.
- Produced FAA Form 8130-3 documentation.

Electronics Technician
Enviro Systems, Inc. – Seminole, OK | Apr 2008 – Nov 2010

- Assembled and tested electronic components for aircraft using precision instruments and blueprint specifications.
- Specialized training included soldering, wire crimping, and reading engineering schematics.

EDUCATION & CERTIFICATIONS

Paden High School – Diploma, 1997
A&P Mechanic License – Issued February 2013
Inspection Authorization (IA) – Active

REFERENCES

Ted Belshe – Senior Systems Engineer, Boeing | 405-476-7213
Eric Biggs – President, Biggs Aircraft Inc. | 405-258-8414
Mark White – Owner, Air Flite, Inc. | 405-275-4388

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jerry McConnell, Executive Director of Facilities Development and Campus Safety

AUTHOR: Katie Waibel, Assistant

DATE: June 15, 2026

SUBJECT: Purchase of Six (6) Vehicles from Fowler Toyota

RECOMMENDED ACTION:
Approve the purchase of six (6) district vehicles from Fowler Toyota in the amount of $303,500.00.

BACKGROUND:
The district is purchasing Two (2) 2026 Toyota Rav4 LE, Two (2) 2026 Toyota 4Runners, One (1) 2026 Toyota Highlander Platinum, and One (1) 2026 Toyota Grand Highlander Limited for district transportation needs. MNTC requested competitive bids and received proposals from three vendors. After review, Fowler Toyota was selected as the vendor providing the best value to the district.

Vendor	Quote Amount
Fowler Toyota	303,500.00
Jim Norton Toyota	307,000.00
Post Oak Toyota	309,509.00

TOYOTA

Fowler Toyota
4050 N. Interstate Drive
Norman OK 73072
800-375-9550

2026 GRAND HIGHLANDER

Grand Highlander Limited

Model: 2026 Grand Highlander Limited 2.4L 4-Cyl. Turbocharged Engine All-Wheel Drive 6710Q

Stock: N/A

Engine: 2.4L 4-Cyl. Turbocharged Engine

Transmission: Direct Shift 8-Speed Electronically Controlled automatic Transmission (ECT)



Storm or white

EXTERIOR
Wind Chill Pearl

INTERIOR
Light Gray Leather

PRICE

Base MSRP *	$50,960.00
Factory Installed Packages & Accessories	$2,425.00
Distributor Installed Packages & Accessories	$4,357.00
Dealer Installed Packages & Accessories	$2,395.00
Delivery Processing and Handling	$1,595.00
Total Advertised Price	~~$61,732.00~~ 57,000

FUEL ECONOMY

22 MPG Combined City/Hwy | 20 MPG City | 26 MPG Highway

INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	$0.00
Premium Paint	FIO	$475.00
Panoramic View Monitor Panoramic View Monitor.	FIO	$600.00
Panoramic Moonroof	FIO	$1,350.00
Rear Hatch Cargo Lamps	LIO	$350.00
Illuminated Cargo Sill	LIO	$345.00
Logo Side Puddle Lamps	LIO	$175.00
Wheel Locks	LIO	$125.00
Nameplate Black Overlay Molded from tough and durable ABS plastic, the nameplate overlay is engineered to precisely fit over existing badge making it easy to customize in minutes.	LIO	$129.00
Cross Bars Cargo Cross Bars are engineered specifically to Integrate with the factory roof rails. Genuine Toyota roof rack cross bars help enhance the vehicle's cargo management versatility. This set of two fully adjustable cross bars provide additional secure tie-down points for all types of roof rack accessories and can support a maximum of 150 lbs. when evenly distributed across both bars.	LIO	$369.00

TOYOTA

Fowler Toyota
4050 N. Interstate Drive
Norman OK 73072
800-375-9550

2026 RAV4

RAV4 LE



Model: 2026 RAV4 LE 2.5L 4-Cyl. Engine All-Wheel Drive 4435A
Stock: N/A
Engine: 2.5L 4-Cyl. Hybrid Engine
Transmission: Electronically controlled Continuously Variable Transmission (ECVT)

EXTERIOR
Ice Cap

INTERIOR
Black Fabric

PRICE

Base MSRP *	$33,300.00
Distributor Installed Packages & Accessories	$3,296.00
Delivery Processing and Handling	$1,595.00
Total Advertised Price	~~$38,191.00~~ 35,000

FUEL ECONOMY

42 MPG Combined City/Hwy | 46 MPG City | 39 MPG Highway

INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	$0.00
Rear Cargo Lamp	LIO	$425.00
All Weather Liner Set	LIO	$339.00
Blackout Emblem Overlays	LIO	$129.00

Molded from tough, black ABS plastic, blackout emblem overlays are engineered to precisely fit over existing badges. . Includes overlays for the model name, model grade/ trim, Toyota logo, AWD and hybrid.

Low Profile Cross Bars	LIO	$330.00

Cargo Cross Bars are engineered specifically to integrate with the factory roof rails. Genuine Toyota roof rack cross bars help enhance the vehicle's cargo management versatility.
This set of two fully adjustable cross bars provide additional secure tie-down points for all types of roof rack accessories and can support a maximum of 150 lbs. when evenly distributed across both bars.

Door Sill Protectors	LIO	$245.00

Door Sill Protectors provide style and protection by helping to prevent door sill scuffs and scratches.

Amenity Package	LIO	$710.00

Rear Cargo Organizer,
Cargo Net,
Connectivity Kit,
Vehicle Protection Premium: Paint Renewer Cleaner,
Paint Sealant,
Fabric Guard,
Paint Protection Film (includes partial hood coverage, application may vary).

TOYOTA

Fowler Toyota
4050 N. Interstate Drive
Norman OK 73072
800-375-9550

2026 GRAND HIGHLANDER

Grand Highlander Platinum

Model: 2026 Grand Highlander Platinum 2.4L 4-Cyl. Turbocharged Engine All-Wheel Drive 6712Q

Stock: N/A

Engine: 2.4L 4-Cyl. Turbocharged Engine

Transmission: Direct Shift 8-Speed Electronically Controlled automatic Transmission (ECT)



Storm or white

EXTERIOR
Wind Chill Pearl

INTERIOR
Light Gray Leather

PRICE

Base MSRP *	$55,045.00
Factory Installed Packages & Accessories	$475.00
Distributor Installed Packages & Accessories	$3,339.00
Dealer Installed Packages & Accessories	$895.00
Delivery Processing and Handling	$1,595.00
Total Advertised Price	~~$61,349.00~~ 57,500

FUEL ECONOMY

22 MPG Combined City/Hwy | 20 MPG City | 26 MPG Highway

INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	$0.00
Premium Paint	FIO	$475.00
Illuminated Cargo Sill	LIO	$345.00
Logo Side Puddle Lamps	LIO	$175.00
Wheel Locks	LIO	$125.00
Nameplate Black Overlay	LIO	$129.00
Molded from tough and durable ABS plastic, the nameplate overlay is engineered to precisely fit over existing badge making it easy to customize in minutes.		
Cross Bars	LIO	$369.00
Cargo Cross Bars are engineered specifically to integrate with the factory roof rails. Genuine Toyota roof rack cross bars help enhance the vehicle's cargo management versatility. This set of two fully adjustable cross bars provide additional secure tie-down points for all types of roof rack accessories and can support a maximum of 150 lbs. when evenly distributed across both bars.		
Connectivity Kit	LIO	$75.00
Connectivity Kit includes 3 main components. Dual USB Car Charger to convert your vehicle's cigarette lighter into two 2.4A power sources. 2 USB 2.0 cables to support the majority of mobile and tablet devices on the market today.		

TOYOTA

Fowler Toyota
4050 N. Interstate Drive
Norman OK 73072
800-375-9550

2026 4RUNNER

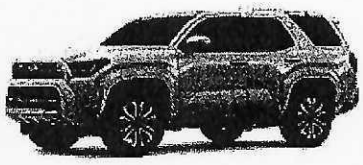
4Runner Limited

Model: 2026 4Runner Limited i-FORCE 2.4L 4-Cyl. Turbo Engine Full-time 4-Wheel Drive 8668Q

Stock: 5261837

Engine: i-FORCE 2.4L 4-Cyl. Turbo Engine

Transmission: 8-Speed Automatic Transmission



white or Black

EXTERIOR
Wind Chill Pearl

INTERIOR
Black Leather

PRICE

Base MSRP *	$58,700.00
Factory Installed Packages & Accessories	$950.00
Distributor Installed Packages & Accessories	$2,788.00
Delivery Processing and Handling	$1,595.00
Total Advertised Price	~~$64,033.00~~ 59,500

FUEL ECONOMY

21 MPG Combined City/Hwy | 20 MPG City | 24 MPG Highway

INSTALLED PACKAGES & ACCESSORIES

Digital Key Capability Digital Key capability — Digital Key enables smartphone to be used instead of a physical key (Remote Connect subscription required).	FIO	$275.00
Auto-dimming day/night rearview mirror with	FIO	$0.00
50 State Emissions	FIO	$0.00
Fixed Running Boards Fixed running boards.	FIO	$0.00
LIMITED	FIO	$0.00
Moonroof Power tilt/slide moonroof with sunshade.	FIO	$0.00
Premium Paint	FIO	$475.00
LED Liftgate Light LED liftgate light.	FIO	$200.00
** Port Installed (LTD)	LIO	$0.00
** Port Installed (First Aid Kit)	LIO	$0.00
** Port Installed (CN)	LIO	$0.00
** Port Installed (Pin)	LIO	$0.00
Cargo Lights, Interior D-Pillar	LIO	$399.00
Black Badge Overlays	LIO	$195.00

MOORE NORMAN TECHNOLOGY CENTER
QUOTE FORM

PLEASE SELECT QUOTE TYPE FROM DROP-DOWN LIST

Program: Facilites

Purpose: Transpolrtation **Budget Code:**

Quantity	Description	Vendor Quotations					
		Co:	Post Oak Toyot	Co:	Jim Norton Toy	Co:	Fowler Toyota
		Rep	John Drexler	Rep:	Kamesha Foryt	Rep:	Jacob Cotten
		Unit Price	Total	Unit Price	Total	Unit Price	Total
2	2026 Toyota RAV4 LE	$35,848.00	$71,696.00	$35,000.00	$70,000.00	$35,000.00	$70,000.00
2	2026 Toyota 4Runner	$61,368.00	$122,736.00	$59,000.00	$118,000.00	$59,500.00	$119,000.00
1	2026 Grand Highlander Platimun	$58,476.00	$58,476.00	$60,000.00	$60,000.00	$57,500.00	$57,500.00
1	2026 Grand Highlander Limited	$56,601.00	$56,601.00	$59,000.00	$59,000.00	$57,000.00	$57,000.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
	TOTAL:		$309,509.00		$307,000.00		$303,500.00

Order From:		
Vendor	Fowler Toyota	
Address	405-322-5799	
City	Norman	
State	OK	73072
Attention	Jacob Cotten	Phone # 405-322-5799
		Fax #

I certify that the above quotations were solicited by me and that to the best of my knowledge the vendors quoting have the products or services that are representative of those available on the market. I also certifiy that as a result of these quotations or purchases no special considerations will accrue to me personally.

Signed: Jerry McConnell

Date: 6.5.2026

☐ **Check Box If Vendor Is Sole Source or Governmental Contract Purchase #**

As the person responsible for the approval of the services or goods to be purchased as a result of this request I certify that the approved purchase meets the guidelines of MNTC Board of Education Policy #321

Purchase Order #

Approved: **Date:**

Name and Title

Last reviewed: 05/18/23

FIN 006 (09/18/20)

MOORE NORMAN TECHNOLOGY CENTER
QUOTE FORM

PLEASE SELECT QUOTE TYPE FROM DROP-DOWN LIST

Program: Facilites

Purpose: Transpolrtation **Budget Code:**

Quantity	Description	Vendor Quotations					
		Co:	Post Oak Toyot	Co:	Jim Norton Toy	Co:	Fowler Toyota
		Rep	John Drexler	Rep:	Kamesha Foryt	Rep:	Jacob Cotten
		Unit Price	Total	Unit Price	Total	Unit Price	Total
2	2026 Toyota RAV4 LE	$35,848.00	$71,696.00	$35,000.00	$70,000.00	$35,000.00	$70,000.00
2	2026 Toyota 4Runner	$61,368.00	$122,736.00	$59,000.00	$118,000.00	$59,500.00	$119,000.00
1	2026 Grand Highlander Platimun	$58,476.00	$58,476.00	$60,000.00	$60,000.00	$57,500.00	$57,500.00
1	2026 Grand Highlander Limited	$56,601.00	$56,601.00	$59,000.00	$59,000.00	$57,000.00	$57,000.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
	TOTAL:		$309,509.00		$307,000.00		$303,500.00

Order From:		
Vendor	Fowler Toyota	
Address	405-322-5799	
City	Norman	
State	OK	73072
Attention	Jacob Cotten	Phone # 405-322-5799
		Fax #

I certify that the above quotations were solicited by me and that to the best of my knowledge the vendors quoting have the products or services that are representative of those available on the market. I also certifiy that as a result of these quotations or purchases no special considerations will accrue to me personally.

Signed: Jerry McConnell
Date: 6.5.2026

☐ **Check Box If Vendor Is Sole Source or Governmental Contract Purchase #**

As the person responsible for the approval of the services or goods to be purchased as a result of this request I certify that the approved purchase meets the guidelines of MNTC Board of Education Policy #321

Approved: _____
Name and Title

Purchase Order # _____

Date: _____

Last reviewed: 05/18/23

FIN 006 (09/18/20)

TOYOTA

Post Oak Toyota
5800 Tinker Diagonal
Midwest City OK 73110
405-741-4451

2026 RAV4

RAV4 LE



Model: 2026 RAV4 LE 2.5L 4-Cyl. Engine All-Wheel Drive 4435A
VIN: 2T36CRAV1TC23J622
Stock: N/A
Engine: 2.5L 4-Cyl. Hybrid Engine
Transmission: Electronically controlled Continuously Variable Transmission (ECVT)

EXTERIOR Ice Cap

INTERIOR Black Fabric

PRICE

Base MSRP *	$33,300.00
Distributor Installed Packages & Accessories	$953.00
Delivery Processing and Handling	$1,595.00
Total Price	**$35,848.00**

FUEL ECONOMY

42 MPG Combined City/Hwy | 46 MPG City | 39 MPG Highway

INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	$0.00
Rear Cargo Lamp	LIO	$425.00
All Weather Liner Set	LIO	$339.00
Mud Guards	LIO	$189.00
Mud Guards are designed to integrate with specific vehicle styling, body panels, structure and clearances—while helping to provide protection to vehicle paint from mud and dirt, as well as stone-chipping. Color: Black.		
Vehicle Fueling	LIO	$0.00
PDS - Pre Delivery Services	LIO	$0.00
Owner's Portfolio	LIO	$0.00
Total Optional Equipment		$953.00
Vehicle Base Model		$33,300.00
Delivery Processing and Handling		$1,595.00

FEATURES

Mechanical & Performance

- Capability: Hill Start Assist Control (HAC)
- Drivetrain: All-Wheel Drive Integrated Management (AIM) with Multi-Information Display (MID) monitor
- Suspension: Independent MacPherson strut front suspension with
- Steering: Electric Power Steering (EPS); power-assisted rack-and-pinion
- Drivetrain: All-Wheel Drive (AWD)
- Transmission: Engine oil cooler, automatic transmission fluid

TOYOTA

Post Oak Toyota
5800 Tinker Diagonal
Midwest City OK 73110
405-741-4451

2026 4RUNNER

4Runner Limited



Model: 2026 4Runner Limited i-FORCE 2.4L 4-Cyl. Turbo Engine Full-time 4-Wheel Drive 8668Q
VIN: JTEVA5BR8T5134981
Stock: N/A
Engine: i-FORCE 2.4L 4-Cyl. Turbo Engine
Transmission: 8-Speed Automatic Transmission

EXTERIOR Black

INTERIOR Black Leather

PRICE

Base MSRP *	$58,700.00
Factory Installed Packages & Accessories	$475.00
Distributor Installed Packages & Accessories	$598.00
Delivery Processing and Handling	$1,595.00
Total Price	**$61,368.00**

FUEL ECONOMY

21 MPG Combined City/Hwy | 20 MPG City | 24 MPG Highway

INSTALLED PACKAGES & ACCESSORIES

Digital Key Capability Digital Key capability — Digital Key enables smartphone to be used instead of a physical key (Remote Connect subscription required).	FIO	$275.00
Auto-dimming day/night rearview mirror with	FIO	$0.00
50 State Emissions	FIO	$0.00
Fixed Running Boards Fixed running boards.	FIO	$0.00
LIMITED	FIO	$0.00
Moonroof Power tilt/slide moonroof with sunshade.	FIO	$0.00
LED Liftgate Light LED liftgate light.	FIO	$200.00
** Port Installed (LTD)	LIO	$0.00
** Port Installed (First Aid Kit)	LIO	$0.00
** Port Installed (CN)	LIO	$0.00
** Port Installed (Pin)	LIO	$0.00

TOYOTA

Post Oak Toyota
5800 Tinker Diagonal
Midwest City OK 73110
405-741-4451

2026 GRAND HIGHLANDER

Grand Highlander Platinum



Model: 2026 Grand Highlander Platinum 2.4L 4-Cyl. Turbocharged Engine All-Wheel Drive 6712Q
VIN: 5TDAAAB50TS142026
Stock: TS142026
Engine: 2.4L 4-Cyl. Turbocharged Engine
Transmission: Direct Shift 8-Speed Electronically Controlled automatic Transmission (ECT)

EXTERIOR
Storm Cloud

INTERIOR
Portobello Leather

PRICE

Base MSRP *	$55,045.00
Distributor Installed Packages & Accessories	$1,836.00
Delivery Processing and Handling	$1,595.00
Total Price	$58,476.00

FUEL ECONOMY

22 MPG Combined City/Hwy
20 MPG City
26 MPG Highway

INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	$0.00
Logo Side Puddle Lamps	LIO	$175.00
All Weather Liner Package This floor mat was designed specifically for use in your model and model year vehicle and SHOULD NOT be used in any other vehicle. To avoid potential interference with pedal operation, each mat must be secured with its fasteners. Do not install a floor mat on top of an existing floor mat.	LIO	$388.00
Nameplate Black Overlay Molded from tough and durable ABS plastic, the nameplate overlay is engineered to precisely fit over existing badge making it easy to customize in minutes.	LIO	$129.00
Running Boards Running Board includes: -Skid-resistant step pads help ensure secure footing -Sleek design enhances the finished look of the vehicle.	LIO	$799.00
Vehicle Fueling	LIO	$0.00
PDS - Pre-Delivery Service	LIO	$0.00
Illuminated Cargo Sill	LIO	$345.00
Total Optional Equipment		$1,836.00
Vehicle Base Model		$55,045.00
Delivery Processing and Handling		$1,595.00

TOYOTA

Post Oak Toyota
5800 Tinker Diagonal
Midwest City OK 73110
405-741-4451

2026 GRAND HIGHLANDER

Grand Highlander Limited



Model: 2026 Grand Highlander Limited 2.4L 4-Cyl. Turbocharged Engine All-Wheel Drive 6710Q
VIN: 5TDAAAB53TS142490
Stock: 2756
Engine: 2.4L 4-Cyl. Turbocharged Engine
Transmission: Direct Shift 8-Speed Electronically Controlled automatic Transmission (ECT)

EXTERIOR
Storm Cloud

INTERIOR
Light Gray Leather

PRICE

Base MSRP *	$50,960.00
Factory Installed Packages & Accessories	$1,950.00
Distributor Installed Packages & Accessories	$2,096.00
Delivery Processing and Handling	$1,595.00
Total Price	$56,601.00

FUEL ECONOMY

22 MPG	20 MPG	26 MPG
Combined City/Hwy	City	Highway

INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	$0.00
Panoramic View Monitor Panoramic View Monitor.	FIO	$600.00
Panoramic Moonroof	FIO	$1,350.00
Rear Hatch Cargo Lamps	LIO	$350.00
Illuminated Cargo Sill	LIO	$345.00
Logo Side Puddle Lamps	LIO	$175.00
Wheel Locks	LIO	$125.00
Carpet Mat Package Carpet Floor Mats are custom made for your Toyota vehicle. Features include: . Custom-tailored for an exact fit, carpet floor mats protect the original carpet from premature wear and stains. . Mats are constructed of durable nylon and include an embroidered logo. . All mats have a nibbed backing that helps keep them in position. . Mats are also removable and easy to clean.	LIO	$388.00
Vehicle Protection Package The Vehicle Protection Package includes: Paint Renewer Cleaner Paint Sealant Fabric Guard.	LIO	$399.00

Outlook

Re: This is my email

From Kamesha Forsythe <kamesha.forsythe@jnokc.com>
Date Thu 6/4/2026 12:13 PM
To Jerry McConnell <Jerry.McConnell@mntc.edu>

https://guest.dealer.toyota.com/v-spec/35072/5TDAAAB59TS142672/detail/download/novin?k=067646ceb3d886771506f4d76338080b575ef51c611f50a0ab7492c798995423
$59,000

https://guest.dealer.toyota.com/v-spec/35072/2T36CRAV4TC024173/detail/?k=3470a18ca3d8f6e207ab1d40f2977e1e854f70f35f2c0c0bdc31f4c70d3d478a
$35,000

https://guest.dealer.toyota.com/v-spec/35072/JTEVA5BR8T5126752/detail/download/novin?k=d194b356b189989291ce1f3517d4f0f24b508e1bf41a3e3fbc6060f69db6e689
$59,000

https://guest.dealer.toyota.com/v-spec/35072/5TDAAAB54TS141851/detail/download/novin?k=5b04d3635803e9daa910c2bd34f82c543f0e9330b776410a79efe2c3bc59c715
$60,000

Get Outlook for iOS

From: Jerry McConnell <Jerry.McConnell@mntc.edu>
Sent: Thursday, June 4, 2026 11:23:38 AM
To: Kamesha Forsythe <kamesha.forsythe@jnokc.com>
Subject: This is my email

Please use this email.

Jerry

Get Outlook for iOS

This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please let us know by e-mail reply and delete it from your system; you may not copy this message or disclose its contents to anyone. Please send us by fax any message containing deadlines as incoming e-mails are not screened for response deadlines. The integrity and security of this message cannot be guaranteed on the Internet.

⚠ **CAUTION:** This email originated from outside MNTC. Do not click links or open attachments unless you verify the sender.

Jim Norton Toyota of Oklahoma City
(405) 721-1911 (tel:4057211911)

2026 Grand Highlander

Limited

2026 Grand Highlander Limited
2.4L 4-Cyl. Turbocharged Engine
All-Wheel Drive 6710Q
Stock:N/A
Engine: 2.4L 4-Cyl. Turbocharged Engine
Transmission: Direct Shift 8-Speed Electronically Controlled automatic Transmission (ECT)



EXTERIOR

INTERIOR

ADD NOTES/PRINT

DOWNLOAD AS PDF

Detail

Vehicle Details

PRICE

Base MSRP *	**$50,960.00**
Factory Installed Packages & Accessories	**$2,425.00**
Distributor Installed Packages & Accessories	**$6,237.00**
Delivery Processing and Handling	**$1,595.00**
Total Advertised Price	**~~$61,217.00~~** $59,000.00

FUEL ECONOMY

22 MPG Combined City / Hwy

20 MPG City

26 MPG Highway

EXTERIOR COLOR
Wind Chill Pearl

INTERIOR COLOR
Black Leather

INSTALLED PACKAGES & ACCESSORIES

50 State Emissions — FIO **$0.00**

Jim Norton Toyota of Oklahoma City
(405) 721-1911 (tel:4057211911)

2026 RAV4

LE

2026 RAV4 LE 2.5L 4-Cyl. Engine
All-Wheel Drive 4435A
VIN:2T36CRAV4TC024173
Stock:N/A
Engine: 2.5L 4-Cyl. Hybrid Engine
Transmission:
Electronically
controlled
Continuously
Variable
Transmission
(ECVT)



EXTERIOR ○ INTERIOR

ADD NOTES/PRINT

DOWNLOAD AS PDF

Detail

Vehicle Details

PRICE

Base MSRP *	**$33,300.00**
Delivery Processing and Handling	**$1,595.00**
Dealer Adjustments	**$499.00**
Total Dealer Fees ⓘ	**$499.00**
Total Advertised Price	**~~$35,893.00~~** $35,000.00

FUEL ECONOMY

42	46	39
MPG Combined City / Hwy	MPG City	MPG Highway

EXTERIOR COLOR
Ice Cap

INTERIOR COLOR
Black Fabric

2026 4Runner

Limited

2026 4Runner Limited i-FORCE 2.4L 4-Cyl. Turbo Engine Full-time 4-Wheel Drive 8668P
Stock:26T6872
Engine: i-FORCE 2.4L 4-Cyl. Turbo Engine
Transmission: 8-Speed Automatic Transmission



EXTERIOR ○ INTERIOR

ADD NOTES/PRINT

DOWNLOAD AS PDF

Detail

Vehicle Details

PRICE

Base MSRP *	**$58,700.00**
Factory Installed Packages & Accessories	**$950.00**
Distributor Installed Packages & Accessories	**$399.00**
Delivery Processing and Handling	**$1,595.00**

Total Advertised Price **~~$61,644.00~~** $59,000.00

FUEL ECONOMY

21	20	24
MPG Combined City / Hwy	MPG City	MPG Highway

EXTERIOR COLOR
Wind Chill Pearl

INTERIOR COLOR
Black Leather

INSTALLED PACKAGES & ACCESSORIES

Digital Key Capability FIO **$275.00**

Digital Key capability — Digital Key enables smartphone to be used instead of a physical key (Remote Connect subscription required)

Auto-dimming day/night rearview mirror with FIO **$0.00**

Auto-dimming day/night rearview mirror with

50 State Emissions FIO **$0.00**

50 State Emissions

Jim Norton Toyota of Oklahoma City
(405) 721-1911 (tel:4057211911)

2026 Grand Highlander

Platinum

2026 Grand Highlander Platinum
2.4L 4-Cyl. Turbocharged Engine
All-Wheel Drive 6712Q
Stock:TS141851
Engine: 2.4L 4-Cyl. Turbocharged Engine
Transmission: Direct Shift 8-Speed Electronically Controlled automatic Transmission (ECT)



EXTERIOR ○ INTERIOR

ADD NOTES/PRINT

DOWNLOAD AS PDF

Detail Apply For Credit

Vehicle Details

PRICE

Base MSRP *	**$55,045.00**
Factory Installed Packages & Accessories	**$475.00**
Distributor Installed Packages & Accessories	**$4,126.00**
Dealer Installed Packages & Accessories	**$1,720.00**
Delivery Processing and Handling	**$1,595.00**
Total Advertised Price	**~~$62,961.00~~** $60,000.00

FUEL ECONOMY

22	20	26
MPG Combined City / Hwy	MPG City	MPG Highway

EXTERIOR COLOR
Wind Chill Pearl

INTERIOR COLOR
Black Leather

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jay McCaskill, Director of Facilities Management

AUTHOR: Katie Waibel, Assistant

DATE: June 15, 2026

SUBJECT: Moore Norman Tech Center and Jackson Mechanical Annual Boiler Maintenance Services Agreement

RECOMMENDED ACTION:
Approve the agreement with Jackson Mechanical Service Inc. in the amount of $9,104.00 for annual boiler maintenance services at the Franklin Road Campus.

BACKGROUND:
This agreement provides the necessary labor and materials for required service, preventative maintenance, and repairs on the district's Aerco boilers located at the Franklin Road Campus. The total contract amount of $9,104.00 covers the mandatory 12-month manufacturer maintenance schedule requested by Moore Norman Technology Center. This routine servicing ensures peak operational efficiency, safety compliance, and system reliability across campus facilities.

MOORE NORMAN TECHNOLOGY CENTER
FINANCE

QUOTE REQUIREMENT EXEMPTION REQUEST

To support compliance with board policy 321-Purchasing, this form must be completed and attached to any requisition of $5,000 or more if the vendor was not selected through a competitive quoting process.

Section 1: Basic Information

Date: 7.1.2026

Requisition Number: _____

Requestor Name: Katie Waibel

Title & Department: Assistant, Facilities

Vendor Name: Jackson Mechanical

Requisition Amount: 9,104.00

Vendor Contact (Name/phone/email): Daniel Mason 405-305-6369

Please provide a brief description of the goods or services that you want to purchase from the vendor named above.

2026 Boiler service agreement. Will inspect for Oklahoma Department of Labor boiler operating certificate and perform preventative maintenance on the boilers.

Section 2: Reason for Exemption from Quote Requirement

Please select at least one valid reason from the list below to justify an exemption to competitive quoting requirements, if applicable.

☐	**Governmental and Cooperative Contract Purchases**: Products that are available to the district at prices established for governmental entities through a competitive purchasing process. Contract No. _____
☐	**Sole Source Purchases**: Only one supplier is available within the region for the product which meets the specifications required. (The "region" is normally defined as the State of Oklahoma, unless the manufacturer has identified more restrictive marketing regions. An affidavit from the vendor affirming its sole source status shall be on file in the Finance office prior to the issuance of a purchase order.)
☐	**Textbook/Publisher Purchases**: Purchases from publishers of textbooks or related curriculum products (including video/audio content and software.)
☐	**Professional, Technical and Personal Services Contracts**: Contracts may include, but are not limited to attorneys, auditors, architects, engineers, etc. Contracts to trade services providers, such as electrical and HVAC contractors, are not included.
☐	**Blanket Purchase Orders**: To purchase supplies, durable supplies, and services when processing time or processing cost to acquire a specific PO for the purchase would create a significant inefficiency or a significant delay in receiving critical services.

MOORE NORMAN TECHNOLOGY CENTER
FINANCE

QUOTE REQUIREMENT EXEMPTION REQUEST

☐	**Travel**: Payable to an employee or a service provider.
☑	**Other Exception**: A situation not covered by any of the above exists. *(Explain in Section 3 below.)*

Section 3: Justification/Background (required)

Provide a justification and any additional background information to help the Purchasing Coordinator verify the reasons you specified above.

This went out to quote last year, Jackson was the low quote and kept their pricing the same as last year for this year's service agreement.

Section 4: Certification

By submitting this request, I certify that all the information provided is accurate to the best of my knowledge and that the proposed purchase is fully compliant with board policy 321- Purchasing.

Katie Waibel, Assistant — Name & Title of Requestor

7.1.2026 — Date

Jay McCaskill — Name & Title of Authorizing Administrator

7.1.2026 — Date

Purchasing Coordinator

Date

JACKSON MECHANICAL SERVICE INC.

Streets, LLC MECHANICAL CONTRACTORS

Moore Norman Technology Center

Moore Norman - Boiler Maintenance

Proposed Project Agreement

Date:
5/8/2026

Proposal Number:
Q-2505748

Prepared for:
Moore Norman Technology Center
4701 12th Avenue Northwest
Norman, OK 73069

Prepared by:

Daniel Mason
405-305-6369
danielmason@jmsokc.com

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JACKSON MECHANICAL SERVICE INC. Streets, LLC MECHANICAL CONTRACTORS

Date: 5/8/2026
Proposal Number: Q-2505748

Bill To:
Moore Norman Technology Center
4701 12th Avenue Northwest
Norman, OK 73069

Property:
Moore Norman Technology Center
4701 12th Avenue Northwest
Norman, OK 73069

Jackson Mechanical Service Inc. is pleased to provide you with the following quote for labor and materials to provide service and repairs to you Aerco boilers. We are providing the boiler maintenance based on the 12-month maintenance schedule per Moore/Norman Tech Center's request.

EQUIPMENT

- Genuine Aerco 12 Month maintenance kits

12 MONTH MAINTENANCE SCOPE OF WORK

- Order materials
- Travel to the site
- Clean up and check out with the customer
- Lock out and tag out the boiler
- Replace the igniter-injector
- Replace the flame detector
- Inspect the O2 sensor (if equipped)
- Test all the boiler safeties
- Clean and fill the condensate neutralizer with neutralizer media
- Perform a combustion analysis on the boiler and provide a combustion report to Moore Norman Tech Center
- Clean-up and check out with customer

The following item(s) are not included as part of this proposal:

- Items other than those described.
- Burner removal and inspection. (included with 24-month maintenance)
- Fire side inspection. (included with 24-month maintenance)
- If required, repairs beyond the listed scope will be identified and approved prior to completion.
- Asbestos removal or encapsulation if found
- Seismic Bracing
- Overtime hours

OUR PRICE FOR THIS PROPOSAL IS
.....$9,104.00

Jackson Mechanical Service Inc. terms and conditions apply. Additional work that may be required or desired will only be performed with your prior knowledge and approval. This price is good for 30 days and must be revisited if this proposal is not accepted within that time. Thank you again for this opportunity to work with you. Please call me should you have any questions or wish to discuss this proposal further.

JACKSON MECHANICAL SERVICE INC.

Streets, LLC MECHANICAL CONTRACTORS

Contractor		**Customer**	
Daniel Mason			
Signature (Authorized Representative)		Signature (Authorized Representative)	
Daniel Mason			
Name (Print/ Type)		Name (Print/ Type)	
405-305-6369			
Phone		Title	
5/8/2026	Q-2505748		
Date	Proposal #	Date	PO#

Terms and Conditions-Service and Repairs

(1) OFFER AND ACCEPTANCE: Jackson Mechanical Service Inc. Service (Jackson Mechanical Service Inc.) offers to sell the materials, equipment and services indicated in strict accordance with the terms and conditions stated herein. Submittal of a Purchase Order or executions of this offer constitute a legally enforceable contract between Buyer and Jackson Mechanical Service Inc.. Any additional or differing terms and conditions contained on Buyers Purchase Order (whether such terms materially alter this offer) are hereby rejected by Jackson Mechanical Service Inc. and shall not become part of the contract between Buyer and Jackson Mechanical Service Inc. unless expressly consented to in writing by Jackson Mechanical Service Inc..' This offer is subject to acceptance within 30 days after date and is based on all work being performed during regular working hours.

(2) TERMS: Terms of Payment for goods shipped and/or services rendered hereunder shall be NET on RECEIPT of INVOICE. Jackson Mechanical Service Inc. reserves the right to add to any account outstanding more than thirty (30) days a charge of one and one-half (1 ½ %) percent of the principal amount due at the end of each thirty (30) day period.

(3) INVOICING: Jackson Mechanical Service Inc. reserves the right to issue partial or complete INVOICES as material is furnished and as services are rendered.

(4) PERFORMANCE: Jackson Mechanical Service Inc. shall not be liable for failure to ship or delays in delivery of equipment or performance of services hereunder where such failure or delay is due to the disapproval of Jackson Mechanical Service Inc., or due to strikes, fires, accidents, national emergency, failure to secure materials from the usual sources of supply, or any other circumstance beyond the control of Jackson Mechanical Service Inc., whether of the class of causes enumerated above or not, which shall prevent Jackson Mechanical Service Inc. from making deliveries or performing services in the usual course of business. In the event of the disapproval of Jackson Mechanical Service Inc. or the occurrence of any of the above. Jackson Mechanical Service Inc. may. at its sole option, cancel Buyer's Purchase Order without any liability on the part of Jackson Mechanical Service Inc., Alternatively Jackson Mechanical Service Inc. may extend the time for its performance by a period equal to the duration of the cause underlying Jackson Mechanical Service Inc.'s failure or delay. Receipt of the equipment or services by Buyer upon its delivery shall constitute a waiver of all claims for delay.

(5) TAXES: Prices quoted are exclusive of taxes. The amount of any present or any future occupation, sales, use, service, excise or other similar tax which Jackson Mechanical Service Inc. shall be liable for either on its own behalf or on behalf of the buyer, with respect to any orders for machinery or services, shall be in addition to the billing prices and be paid by the buyer.

(6) WARRANTY: Jackson Mechanical Service Inc. guarantees service work and all materials against defects in workmanship and material for 90 days from date of completion of the work and will repair or replace F.O.B. point of manufacture or shipment such products or components as Jackson Mechanical Service Inc. finds defective. This warranty does not include the cost of labor to remove or reinstall any defective components, nor does this warranty include cost of handling, shipping or transportation involved in supplying replacements for defective components. This warranty does not include the replacement of refrigerant lost from the system after completion of the work. On machinery and materials furnished by Jackson Mechanical Service Inc. but manufactured by others. Jackson Mechanical Service Inc. will extend the same guarantee it receives from the manufacturer. THE WARRANTY AND LIABILITY SET FORTH ABOVE ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, EXPRESS OR IMPLIED. IN LAW OR IN ACT, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE WARRANTIES CONTAINED HEREIN SET FORTH BUYER'S SOLE AND EXCLUSIVE REMEDY IN THE EVENT OF A DEFECT IN WORKMANSHIP OR MATERIALS.

(7) LIMITATION OF LIABILITY: All claims, causes of action or legal proceedings against Jackson Mechanical Service Inc. arising from Jackson Mechanical Service Inc.'s performance under this contract must be commenced by Buyer within the express warranty period specified under Paragraph 6 hereof. Failure to commence any such claim, cause of action or legal proceeding within such period shall constitute a voluntary and knowing waiver thereof by Buyer. IN NO EVENT SHALL Jackson Mechanical Service Inc.'s LIABILITY FOR DIRECT OR COMPENSATORY DAMAGES EXCEED THE PAYMENTS RECEIVED BY AMS FROM BUYER UNDER THE INSTANT CONTRACT, NOR SHALL AMS BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THESE LIMITATIONS ON DAMAGES SHALL APPLY UNDER ALL THEORIES OF LIABILITY OR CAUSES OF ACTION. INCLUDING BUT NOT LIMITED TO CONTRACT, WARRANTY, TORT OR STRICT LIABILITY.

(8) DELIVERY: Shipping dates are approximate only. No shipping date requested or specified by Buyer will be binding on Jackson Mechanical Service Inc. unless such request or specification is specifically agreed to in writing by an officer of Jackson Mechanical Service Inc.. Shipment shall be F.O.B. factory, with title passing to Buyer upon delivery to the carrier by Jackson Mechanical Service Inc..

(9) CANCELLATION: Jackson Mechanical Service Inc. reserves the right to collect cancellation charges (including but not limited to all costs and expenses incurred, plus reasonable overhead and profit against any cancelled order).

(10) DISPUTES AND CHOICE OF LAWS: This contract shall be deemed to have been entered into and shall be governed by the laws of Oklahoma. All claims, disputes and controversies arising out of or relating to this contract or the breach thereof, shall, in lieu of court action, be submitted to arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and any judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The site of the arbitration shall be Oklahoma City, Oklahoma, unless another site is mutually agreed between the parties. The parties agree that any party to the arbitration shall be entitled to discovery of the other party as provided by the Federal Rules of Civil Procedure; provided, however, that any such discovery shall" be completed within four (4) months from the date the Demand for Arbitration is filed with the American Arbitration Association.

(11) COSTS TO Jackson Mechanical Service Inc.: In the event it becomes necessary for Jackson Mechanical Service Inc. to incur any costs or expenses in the collection of monies due Jackson Mechanical Service Inc. from Buyer, or to enforce any of its rights or privileges hereunder. Buyer, upon demand, shall reimburse Jackson Mechanical Service Inc. for all such costs and expenses (including, but not limited to, reasonable attorney's fees).

(12) ENTIRE AGREEMENT: These terms and conditions, and the matter set forth on the face of Jackson Mechanical Service Inc.'s offer to sell, constitute the entire agreement between Jackson Mechanical Service Inc. and Buyer. No course of dealings or performance, or prior, concurrent or subsequent understandings, agreements of representations become pai1 of this contract unless expressly agreed to in writing by an authorized representative of Jackson Mechanical Service Inc..

(13) ASSIGNMENT: Buyer shall not assign this contract or any interest therein without the prior written consent of Jackson Mechanical Service Inc.. Any actual or attempted assignment without Jackson Mechanical Service Inc.'s consent shall entitle Jackson Mechanical Service Inc. at its sole option, to cancel this contract and, in such event. Jackson Mechanical Service Inc. shall be entitled to payment for all work performed and materials furnished to the date of cancellation, as well as reasonable compensation for lost income and profits.

(14) PRE-EXISTING CONDITIONS: Jackson Mechanical Service Inc. may use chemicals to treat, clean, maintain, or repair commercial equipment. The Customer understands and accepts that the use of chemicals may exacerbate any pre-existing conditions that could necessitate additional repairs, replacement of parts, or replacement of equipment. The Customer agrees to indemnify and hold Jackson Mechanical Service Inc. harmless from any damage or further damage that might occur resulting from the use of chemicals to clean or descale commercial equipment. The Customer accepts full liability and financial responsibility for any repairs or replacement of equipment required because of Jackson Mechanical Service Inc. using chemicals on their equipment.

(15) CREDIT CARD PAYMENT DISCLAIMER: Customers who choose to pay invoices using a credit card will incur an additional **3% processing fee**, applied to the total transaction amount. This fee is necessary to cover credit card processing charges and will be added to the final invoice balance. By selecting credit card payment, the customer agrees to this additional charge. Alternative payment methods, such as cash, check, or bank transfer, are available without this fee.

(16) PRICE ADJUSTMENTS: This proposal excludes liability and reserves the right to adjust prices to reflect any increases due to changes in tariffs, taxes, or duties imposed by any government authority after the proposal date, as well as for delays or price adjustments resulting from the unavailability of materials. In the event of such circumstances, Jackson Mechanical Service Inc. Service will notify of any necessary adjustments to the proposal or contract.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jay McCaskill, Director of Facilities Management

AUTHOR: Katie Waibel, Assistant

DATE: June 15, 2026

SUBJECT: Approval of an Initial Guaranteed Maximum Price (iGMP) Agreement with Manhattan Construction for Early Demolition and Site Preparation for the New Construction Trades Building

RECOMMENDED ACTION:
Approve the Phase 1 Site Preparation and Mobilization Initial Guaranteed Maximum Price for the Construction Trades Building with Manhattan Construction Company, for the amount of $1,514,516.00.

BACKGROUND:
As part of the development of the new Construction Trades Building, the district is requesting approval of an Initial Guaranteed Maximum Price (iGMP) with Manhattan Construction for early demolition and site preparation activities for the new Construction Trades Building. This early work will prepare the site for future construction and help maintain the overall project schedule.

The scope of work includes establishing construction fencing to secure the project area; demolition and removal of the existing residential structure, driveways, structures, and associated utilities; and removal of remaining personal property from the site. The project also includes initial earthwork and site balancing to establish required subgrade elevations in preparation for future construction.

Additional work includes removal of trees and shrubs, mulching of designated vegetation, installation of geotextile materials for erosion and dust control, and implementation of required stormwater protection measures, including silt fencing and other Best Management Practices (BMPs) as required by the Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP).

This iGMP also provides interim site maintenance activities, including drainage and erosion control, to ensure the district remains in compliance with stormwater regulations between Phase 1 demolition/site preparation and Phase 2 building construction mobilization.

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AIA® Document A133® – 2019 Exhibit A

Guaranteed Maximum Price Amendment

This Amendment dated the 15th day of June in the year 2026 , is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 15th day of June in the year 2026 (the "Agreement")
(In words, indicate day, month, and year.)

for the following **PROJECT: Moore Norman Technology Center – Construction Trades Training Facility**
4701 12th Ave, NW
Norman, OK, 73069
( )

Construction Trades
iGMP for Demo & Earthwork

THE OWNER:
(Name, legal sta

Moore Norman Technology Center
4701 12th Ave NW
Norman, Ok, 73069

THE CONSTRUCTION MANAGER:
(Name, legal status, and address)

Manhattan Construction LLC
410 N Walnut Ave, Suite 105
Oklahoma City, Ok, 73104

TABLE OF ARTICLES

A.1 GUARANTEED MAXIMUM PRICE

A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

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§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed One million five hundred & fourteen thousand, five hundred & sixteen dollars ($ 1,514,516), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.
(Provide itemized statement below or reference an attachment.)

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 Alternates
§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
N/A	N/A

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
N/A		

§ A.1.1.6 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit ($0.00)
N/A		

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
§ A.2.1 The date of commencement of the Work shall be:
(Check one of the following boxes.)

[**X**] The date of execution of this Amendment.

[ ] Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 Substantial Completion
§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

Init. /

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(Check one of the following boxes and complete the necessary information.)

[ ] Not later than ( ) calendar days from the date of commencement of the Work.

[X] By the following date: July 6th, 2028

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ A.3.1.1 The following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
N/A			

§ A.3.1.2 The following Specifications:
(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

Exhibit E

Section	Title	Date	Pages

§ A.3.1.3 The following Drawings:
(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

Exhibit E

Number	Title	Date

§ A.3.1.4 The Sustainability Plan, if any:
(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages
N/A		

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Init. /

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Item	Price
A. Permitting	$15,000

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption and clarification.)

Exhibit A - GMP

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Amendment.)

N/A

ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:
(List name, discipline, address, and other information.)

N/A

This Amendment to the Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**CONSTRUCTION MANAGER** *(Signature)*
Presiding Board Member - Aguilar	Craig Abbott Vice President, Oklahoma City
(Printed name and title)	*(Printed name and title)*

Init.
/

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Additions and Deletions Report for
AIA® Document A133® – 2019 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 13:02:29 ET on 06/09/2026.

PAGE 1

This Amendment dated the 15th day of June in the year 2026, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 15th day of June in the year 2026 (the "Agreement")

...

for the following **PROJECT: Moore Norman Technology Center – Construction Trades Training Facility**
4701 12th Ave, NW
~~(Name and address or location)~~**Norman, OK, 73069**
()

Construction Trades
iGMP for Demo & Earthwork

...

(Name, legal ~~status, and address)~~sta

Moore Norman Technology Center
4701 12th Ave NW
Norman, Ok, 73069

...

Manhattan Construction LLC
410 N Walnut Ave, Suite 105
Oklahoma City, Ok, 73104

PAGE 2

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed One million five hundred & fourteen thousand, five hundred & sixteen dollars ($ 1,514,516), subject to additions and deductions by Change Order as provided in the Contract Documents.

...

N/A N/A

...

N/A

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...

N/A

...

[X] The date of execution of this Amendment.

PAGE 3

[X] By the following date: July 6th, 2028

...

N/A

...

Exhibit E

...

Exhibit E

...

N/A

PAGE 4

A. Permitting $15,000

...

Exhibit A - GMP

...

N/A

...

N/A

...

Presiding Board Member - Aguilar

Craig Abbott Vice President, Oklahoma City

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Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Paula Hackworth, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 13:02:29 ET on 06/09/2026 under Order No. 3104239501 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ – 2019 Exhibit A, Guaranteed Maximum Price Amendment, other than those additions and deletions shown in the associated Additions and Deletions Report.

Signed by:
Paula Hackworth
1BD0CE0D1105492...
(Signed)

Contract Administrator
(Title)

6/9/2026 | 12:05 PM CDT
(Dated)

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MA+ ARCHITECTURE

Manhattan
Building excellence.

MOORE NORMAN
TECHNOLOGY CENTER

Moore Norman Technology Center
Norman, OK
Construction Trades Building
iGMP

May 29, 2026

Builder-Driven
Pre-Construction®

Moore Norman Technology Center
Norman, OK

Prepared For:

Moore Norman Technology Center
Brian Ruttman - Superintendent

Prepared By:

Manhattan Construction Company
410 N Walnut Ave Suite 105
Oklahoma City, OK 73025

Contact at Manhattan:

Zak Walbergh
ZWalbergh@manhattanconstruction.com
405-219-2472

Colin Gibbens
CGibbens@manhattanconstruction.com
405-967-4043

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May 29, 2026

Moore Norman Technology Center

Norman, OK

May 29, 2026

Section 1:
Executive Summary

MNTC Construction Trades Building - Demo and Earthwork

May 29, 2026

Estimate Version: iGMP

MNTC

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	DESCRIPTION	TOTAL
02.00	Demolition	$97,653
31.00	Earthwork	$988,133
Estimate Totals		**$1,085,786**
	General Conditions	$147,409
	General Requirements	$120,000
1.25%	General Liability Insurance	$18,931
0.20%	Builders Risk Insurance	$3,029
	Permit	$15,000
Subtotal		**$1,390,156**
3.50%	Fee	$53,008
0.35%	Preconstruction Services	$5,301
0.86%	GC Bond	$12,565
Subtotal 1		**$1,461,029**
5.00%	Construction Contingency	$53,487
Total		**$1,514,516**

Moore Norman Technology Center

Norman, OK

May 29, 2026

Section 2:
Estimate Detail

MNTC Construction Trades Building -
Demo and Earthwork

May 29, 2026

Estimate Version: iGMP

MNTC

DESCRIPTION	QUANTITY	UNIT	TOTAL
02.00 Demolition			$97,653
Demo - Midwest Wrecking	1.00 LSUM	$97,653.15	$97,653
Demo Asphalt Paving, incl. curb/gutter	77,580.00 SQFT	$0.00	$0
Demo Concrete Paving	11,600.00 SQFT	$0.00	$0
Demo Existing House	5,000.00 SQFT	$0.00	$0
Demo Existing Shop	745.00 SQFT	$0.00	$0
02.00 Demolition			$97,653
31.00 Earthwork			$988,133
Earthwork - Seek Construction	1.00 LSUM	$947,532.95	$947,533
Cut & Stockpile Vegetation	6.50 ACRE	$0.00	$0
Cut and fill direct on site	8.50 ACRE	$0.00	$0
Import Select Fill Allowance	17,111.00 CUYD	$0.00	$0
Silt Fence	2,700.00 LNFT	$0.00	$0
Silt Fence Maintenance	20.00 MONTH	$0.00	$0
Construction Entrance	2.00 EACH	$0.00	$0
Dust Control	1.00 LSUM	$30,450.00	$30,450
De-Watering	1.00 LSUM	$10,150.00	$10,150
31.00 Earthwork			$988,133

Moore Norman Technology Center

Norman, OK

May 29, 2026

Section 3:
Clarifications, Qualifications, and Assumptions

Clarifications, Qualifications & Assumptions ("CQA")

Project Name: Moore Norman Technology Center Construction Trade Building

Description: Early Demolition and Earthwork Package

Location: Norman, OK 73069

Pre-construction Phase: iGMP

Date: 05/29/2026

Narrative

1. Demolition of property on east side of Moore Norman Technology Center Campus, including existing residence, car ports, gates, vegetation, utilities, etc. All earthwork for the project with phasing.

Document Acknowledgement

1. 100% CD – Early Demolition and Earthwork documents received April 29, 2026
2. Addendum 01 – Early Demolition and Earthwork documents received May 14, 2026

General

1) The term Manhattan refers to Manhattan Construction Company, LLC, Contractor, or Construction Manager.

2) Architect, Engineer, Designer, AOR, EOR, collectively refers to the Owner's Architect and its consultants, (MA+ Architects).

3) The terms 'Trade Partner' and 'Subcontractor' are used interchangeably and have the Contract definition of a Subcontractor.

4) These CQA govern and control over any conflicting provisions of the Contract Documents including without limitation the Agreement between the Owner and Manhattan

5) Manhattan shall not be liable for any failure to perform its obligations or have our right to proceed be restricted where such failure arises out of Acts of God / Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of public enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, riot, nationalization, government actions, tariffs, blockage, embargo, transportation delays not reasonably foreseeable, labor dispute, strike, lockout, disease outbreak, epidemics, pandemics, quarantine restrictions, or interruption or failure of power sources, or any cause beyond our control. To the extent these conditions may occur and impact the Project, there shall be equitable adjustments to the Contract.

6) Acceptance of these CQA and their inclusion as a Contract Document is a mandatory condition of our Proposal. We specifically exclude any Bid and/or Contract Document requirements to the contrary, and these CQA shall supersede any Drawings, Specifications, proposed Contract language, and/or all other Bid Document requirement.

7) The following items are not included in this Proposal, but should be taken into consideration or provided by the Owner or its Architect:

a) Design Fees for Architects and Consultants.

b) Verification that the design indicated in the drawings and specifications meets code requirements.

c) Verification that the design indicated meets Owner insurance and operational requirements.

d) Maintenance agreements beyond Substantial Completion, unless specifically stated within the Contract Documents.

e) Testing services and inspection work including but not limited to soils, geotechnical, concrete, steel, weld, and others as needed are assumed to be provided and paid for by the Owner and shall support the construction scope and schedule indicated in this Proposal. Manhattan's Proposal does not include any inspection or testing services overtime premiums needed to maintain the construction schedule.

f) Cost of building permit and inspection fees.

g) The Subcontractors will provide and pay for the basic, major trade permits ***only*** (Plumbing, Mechanical and Electrical). The major Building permits, the Use & Occupancy permits, all utility permits / coordination / fees, tap fees, public space permits, etc. and all other non-primary major trade permits are all to be provided and paid for by the Owner.

h) Electric, Gas, and / or Water municipal impact fees, as well as utility company charges or deposits for permanent power, telephone service and CATV.

i) Cost for permanent water, sewage, gas, and electrical power usage.

j) The unloading, stocking, distribution and installation of Owner FF&E items (e.g.: furniture, wall hangings, point of sale items, etc…)

k) This Proposal does not include cost for LEED or Green Globes. Any sustainability requirements other than installing the products specified in the Contract Documents is not included.

l) All existing buildings or structures to remain in the project are assumed to be capable of withstanding all new imposed loads and code requirements without additional reinforcement or work being added.

m) This proposal assumes that all referenced or listed products and designs carry a UL listing. Any cost and schedule impacts associated with third-party inspections or certifications to achieve a required product assembly rating will be the responsibility of the Owner.

8) Manhattan is providing a warranty via the subcontractors performing the respective work for a period of one year from the date of Substantial Completion and excludes any implied warranties. Any extended specific warranties required by the Contract Documents will be administered directly with the subcontractor or manufacturer providing the extended warranty. Manhattan's obligation to perform any warranty work is specifically contingent upon Manhattan having received full and final payment.

9) Manhattan's Fee, General Conditions, reimbursement of insurances, bonds, equipment rental, and material purchases will not be subject to any retainage or withholdings.

10) No elements of delegated design are included in this iGMP.

11) The design by the Owner's Architect and its consultants shall maintain the line, grade, and elevations of the building and site elements without settlement, differential movement, expansion, contraction, or separation of

work elements to any significant degree. Any damage, injury and / or repairs arising out of such conditions are not the responsibility of Manhattan.

12) Whether this area has experienced earthquakes or not, the Architect shall specifically detail and show any seismic work required. Manhattan will not be liable for any seismic duties or liabilities because of general notes in the plans and specs.

13) The iGMP excludes any costs incurred or assessed in responding to comments from or requirements of the building department, health department, fire department, Police Department, traffic control, code officials and any other Authority Having Jurisdiction provided that Manhattan remains responsible for the cost of performing the Work in compliance with the Contract Documents.

14) Scheduling, coordination, installation, safety duties, etc. for tenant finish-out, FFE, data, or other systems not in Manhattan's scope are not included.

15) The Architect is responsible for incorporating these CQA's into the Contract Documents and issuing additional drawings and specifications in a timely manner including those needed for permitting so as not to delay the schedule or construction.

16) Manhattan has strived to include allowances for items identified by Manhattan as missing from Project documents. Manhattan will reconcile these allowances based on Construction Documents when they are provided for use. Items not fully detailed and located on any interum project documents will also be priced once the 100% Construction Documents are received by Manhattan.

17) Submittal of RFI's is an ongoing process. RFI's will be submitted and upon receipt of a full response Manhattan will provide pricing adjustments as needed

18) Manhattan has prepared this iGMP based on current market conditions and escalations, changes in law, new tariffs, new taxes, any costs that may be imposed, and similar items beyond our control are not included.

19) Manhattan has prepared this iGMP based on the included schedule and current market conditions. As part of the project team, Manhattan will actively pursue savings by aggressively purchasing the Project and committing contracts early, at the best value to the Owner. We have not included Owner contingency amounts and suggest a separate contingency be carried by the Owner that is appropriate for the current level of design and complexity of the Project.

20) All Float in the Construction Schedule shall accrue for the exclusive use of Manhattan, regardless of any bid documents or specifications to the contrary. Manhattan shall be compensated with appropriate time extensions, acceleration costs, General Conditions costs, and other amounts arising out of delays not the fault of Manhattan.

21) This iGMP is based on full unobstructed access to all areas necessary to complete the Work in a continuous manner during normal working hours of 8 hours per day and five days a week excluding holidays with Saturday as a make-up. No premium time is included unless specifically noted otherwise elsewhere in our Proposal. However, there shall be no penalty or added costs for Manhattan to work in excess of these times and days.

Insurance, Staff Rates and Bonds

1. Builder's Risk ("all-risk") Insurance is included per Manhattan policy terms and conditions. Manhattan will process and act as the adjustor on any claims.

2. Costs for Project Liability Coverage have been included per the amounts specified in the General Conditions. A premium rate (which is not subject to audit) of **(1.25%)** will be applied to the total contract value as amended by changes for this coverage. Note that policy exclusion apply to coverages available despite any other assumed scope or limits.

3. Manhattan will utilize its Subcontractor Surety Program which includes Subcontract Default Insurance ("SDI"), and Performance and Payment bonds. At Manhattan's option, certain subs may be required to

provide private bonding. Subcontracts and Purchase Orders will be enrolled in SDI at a premium rate of **(1.50%)** of the total Subcontract/Purchase Order value. Termination of an enrolled Subcontractor / Purchase Order is a requirement for SDI coverage to apply. The premium rate is not subject to audit; however the application of the rate to Subcontracts and Purchase Orders will be reconciled at the end of the job.

4. We will comply with code requirements in our role as a contractor but not as a designer. We rely on the Owner for its Architect to provide code and regulation compliant plans and specs. We will assist by making a comprehensive review of the drawings and specs and bringing any questions or concerns to the attention of the Architect. This review and comments are not intended as a substitute for engineering or architectural review by licensed design professionals. Manhattan and our subcontractor's comments represent observations and or suggestions intended for consideration and possible incorporation into the design documents. Items not incorporated into the Contract Documents are excluded from the budget.

5. We have not included any sales tax and will require a Sales Tax Exemption Certificate as a condition precedent to the issuance of any notices to proceed with subcontracts, purchase orders, etc. There will be no decrease to Manhattan's Fee or general conditions for any direct purchase of materials period by the Owner.

6. Builders Risk Insurance and any and all insurance deductibles are not included. Our insurance coverage is provided by AXAXL, Incorporated, and is limited to those terms, conditions, and limits of coverage.

7. All insurance requirements of the Contract are limited to and must be verified with our standard coverage or increased at additional cost, as necessary. We have not included any "deductibles" for any Owner's insurances; they shall be reimbursed if assessed to Manhattan.

8. Builders Risk insurance typically terminates at Substantial Completion after which the Owners property policy comes into effect. If the Owner requests changes after Substantial Completion, then the Owner for itself and for its property policy insurance carriers shall waive subrogation rights relative to Manhattan and its subcontractors for costs or damages arising out of the changed work.

9. Manhattan is not responsible for building operations after Substantial Completion which includes liability for occupant and visitors who may slip, trip, fall, or otherwise be injured on the Project.

10. The values carried for Permitting, Contractor Collaboration and Technology Systems (PM Systems), Bonds and Insurances will be included in the initial Owner billing at 100%, to be paid without any retainage.

Safety

1. The Owner and any and all entities or individual in contract to it or that the Owner allows access to the site, shall comply with all applicable regulations, and requirements including OSHA and Manhattan's Over OSHA terms and conditions which are detailed in the attached Exhibit H.

Division 01

2. Costs associated with Energy reviews and Accessibility reviews and inspections are not included.

3. Offsite infrastructure including Utilities, Roadways, and Intersection work is not included beyond the scope required by civil documents.

4. USGBC Fees or Enhanced Commissioning costs are not included.

5. As a general note, seismic bracing is not included in our Proposal for any systems unless specifically detailed in and required by the Construction Documents.

6. Testing Lab Services are considered by Owner and therefore no costs for testing have been included within this budget.

7. It is understood and agreed that the Owner shall be deemed as the generator and owner of hazardous materials. Manhattan shall neither take title to or be deemed the generator of the hazardous material or substance at any time during the abatement, removal, transportation, or disposal of same. The Owner or its designated representative will sign all hazardous material disposal manifest, waste shipping records, material shipping records, or bills of lading whichever is applicable for this project. Manhattan and our subcontractors are only responsible for any hazardous materials they bring to the site that are not required by the Contract Documents.

8. Remediation or abatement of any and all hazardous materials is not included. Any deviations shall be considered Extra Work to the Contract.

9. We do not include any engineering responsibility for design liability for any of the work shown on the Contract Documents, including earth supporting or retaining systems, the Pre-Cast Concrete or Cast Stone structural support, the structural or miscellaneous steelwork, the structural, exterior / perimeter metal stud system, etc. We will submit requests for information and/or subcontractor shop drawings for all such issues for specific direction and/or review, approval, and full acceptance of design liability by the design architect and/or engineer(s) of record. The Architect and the other design consultants are responsible for the complete and proper design and associated design liability.

10. The discovery or development of biological growth can be a differing condition and treated in accordance with the provisions of section 10.3 of AIA Document A201 the provisions of which are incorporated by reference herein.

11. Any requirements within the specifications that are not possible or available as standard are not included within our Proposal (i.e. 5-year manufacturer's warranties, etc.).

12. To the extent these conditions may occur and impact the Project, there shall be an equitable adjustment to the Contract Sum and Time.

13. We have assumed the Owner will provide adequate water, electricity, natural gas, on-site parking, internet access and telephone service for our use at no additional charge up to Substantial Completion.

14. Our Proposal is based on the 100% Early Demolition and Earthwork Construction Documents. Any work not specifically shown on these Bid Documents is not included within our Proposal.

15. We have excluded the cost for any Jobsite Security or Building Engineer fees imposed by the Owner / Others. If needed, this is assumed to be furnished and paid for by Others.

16. We have assumed that any signage, and coordination required during construction for the re-routing of traffic, personnel, the public, etc. during the construction will be provided by the Owner / others.

17. Any upgrade, repair of existing Code Violations, including those grandfathered under prior building projects are not included unless such remediation work is specifically detailed on the drawings and specs.

18. Manhattan excludes any responsibility or liability for patent, trademark, or copyright infringement claims if such claims arise out of content of the Contract Documents.

19. Manhattan requires that the Architect specifically detail all acceptable concrete moisture contents along with the acceptable testing method or include waterproofing membranes for any slab to receive flooring, roofing, or other impermeable coverings and susceptible to problems with trapped moisture.

Division 02 Mass Demolition

1. No allowance has been included for the demolition and/or removal of unforeseen subsurface conditions.

2. We include pumping / de-watering required due to normal rain, snows, etc. We do not include any costs for remediation wells, site de-watering, site pumping, retaining, etc. of springs or water encountered below the ground surface, etc.

3. We do not include any costs for any "unsuitable soils" for any reason. This includes contaminated materials, hazardous materials, and/or anything other than "suitable soils" encountered below the top surface of the ground. Suitable soils are defined as existing in a condition ready for immediate re-use as fill materials and/or topsoil. Unsuitable soils and their delay to the schedule will be handled by change order, as encountered; all related delays will be added to the Schedule and the Contract Completion Date.

4. We do not include the costs for winter protection, blankets, concrete additives, and/or temporary heat. These costs can vary significantly depending on the weather conditions for a particular season. Winter / weather protection and temporary heat will be provided on an as-needed, time and materials basis as a change order to the Contract.

5. We have not included any costs associated with "Testing & Inspections" for soils, concrete, masonry, steel and fireproofing, etc. The Owner will retain the services of an independent testing agency that will provide these services, and the liability associated with any long-term failures associated with the Testing and Inspection services. This qualification shall supersede any differing or contradictory requirements elsewhere within the Contract Documents.

6. We are not responsible for delays or major cost increases due either directly or indirectly to utility outages, brownouts, or loss of power.

7. We do not include any costs associated with major fluctuations in raw or finish materials prices greater than the current CPI.

8. We have not included any foundation drainage as none has been shown nor specified on the Civil, Architectural, or Structural drawings.

9. No cost is included for the removal of the existing maintenance building.

Division 03 – Division 29

1. No cost has been included in this iGMP.

Division 31 Site Grading

1. Cost includes three mobilizations. These include site balance after demolition, establishing subgrade and final grading.

2. Cost for undercut and fill at the building pad is included per Geotechnical report.

3. Cost for dust control is included.

4. Existing soils are suitable for structural fill, per the Geotechnical report. Cost is included to stockpile, maintain and reuse soils for structural fill. Cost for additional soils is included, if necessary.

Division 32 Site Improvements

1. No cost has been included in this iGMP.

Division 33 Site Utilities

1. Cost for make safe of existing electrical utilities is included. No cost is included for make safe of any other utilities
2. Demolition of existing utilities is included in the demolition cost.
3. Cost for new utilities has not been included in this iGMP.

Allowances

Allowances listed are inclusive of labor, materials, equipment, subcontractor overhead and subcontractor fee.

Allowances noted as material allowances are inclusive of material delivered jobsite including sales tax as applies to the project. Material allowances do not include waste, labor, subcontractor overhead or subcontractor fee.

Allowances pricing will include cost for SDI, subcontractor bonding, Manhattan general conditions, insurance, permits, inspection, contingency and Manhattan fee.

Lump Sum Allowances

1.1	Permit Allowance.....	$	15,000

EXHIBIT "C"
MNTC 2025 BOND Package
STANDARD RATES SCHEDULE

Hourly Professional Staff Rates			
Description	**Effective until 6/30/25**	**Effective 7/1/25 to 6/30/26**	**Effective 7/1/26 to 6/30/27**
Project Principal	$ 326	$ 342	$ 359
Operations Manager	$ 296	$ 310	$ 326
Project Director	$ 237	$ 249	$ 261
Senior Project Manager	$ 195	$ 205	$ 215
Sr. QA/QC Manager	$ 175	$ 184	$ 193
Design Manager	$ 161	$ 169	$ 177
Project Manager 3 & 4	$ 163	$ 172	$ 180
Project Manager 1 & 2	$ 141	$ 148	$ 155
QA/QC Manager	$ 160	$ 168	$ 177
Cost Manager 1 & 2	$ 142	$ 149	$ 157
Asst. Project Manager	$ 116	$ 122	$ 128
Cost Engineer 1 & 2	$ 104	$ 110	$ 115
Project Engineer 2	$ 101	$ 106	$ 111
Project Engineer 1	$ 81	$ 85	$ 89
General Superintendent	$ 205	$ 215	$ 226
Senior Superintendent	$ 191	$ 200	$ 210
Superintendent 3 & 4	$ 163	$ 171	$ 179
Superintendent 1 & 2	$ 146	$ 153	$ 161
MEP Superintendent	$ 163	$ 171	$ 179
Assistant Superintendent	$ 121	$ 127	$ 133
Field Engineer 2	$ 110	$ 116	$ 122
Field Engineer 1	$ 102	$ 107	$ 112
Field Engineer Helper	$ 64	$ 68	$ 71
Preconstruction Principal	$ 252	$ 265	$ 278
Preconstruction Director	$ 235	$ 247	$ 259
Sr. Preconstruction Manager	$ 214	$ 225	$ 236
Preconstruction Manager	$ 188	$ 197	$ 207
Sr. Mechanical Estimator	$ 165	$ 173	$ 182
Sr. Electrical Estimator	$ 165	$ 173	$ 182
Senior Estimator	$ 161	$ 169	$ 177
Mechanical Estimator	$ 111	$ 116	$ 122
Electrical Estimator	$ 111	$ 116	$ 122
Estimator 2	$ 103	$ 108	$ 114
Estimator 1	$ 87	$ 91	$ 95
Safety Director	$ 183	$ 192	$ 202
Sr. Safety Manager	$ 164	$ 172	$ 181
Safety Manager 2	$ 135	$ 142	$ 149
Safety Manager 1	$ 112	$ 118	$ 124
Safety Engineer 2	$ 94	$ 98	$ 103
Safety Engineer 1	$ 77	$ 81	$ 85
Scheduling Director	$ 195	$ 204	$ 215
Sr. Scheduler	$ 182	$ 191	$ 201
Scheduler 3	$ 158	$ 166	$ 174
Scheduler 2	$ 134	$ 141	$ 148
Scheduler 1	$ 110	$ 115	$ 121

Hourly Professional Staff Rates			
Description	**Effective until 6/30/25**	**Effective 7/1/25 to 6/30/26**	**Effective 7/1/26 to 6/30/27**
Accounting Director	$ 163	$ 172	$ 180
Sr. Project Accountant	$ 139	$ 146	$ 153
Project Accountant 3 & 4	$ 116	$ 121	$ 127
Project Accountant 1 & 2	$ 83	$ 87	$ 92
Asst. Project Accountant	$ 64	$ 68	$ 71
VDC Director	$ 178	$ 187	$ 197
Sr. VDC Manager	$ 153	$ 161	$ 169
VDC Manager 1 & 2	$ 135	$ 142	$ 149
VDC Engineer 2	$ 110	$ 115	$ 121
VDC Engineer 1	$ 86	$ 90	$ 95
Director Project Controls	$ 188	$ 197	$ 207
Sr. Manager Project Controls	$ 155	$ 163	$ 171
Project Controls Manager 1 & 2	$ 124	$ 130	$ 137
Project Controls Engineer 2	$ 101	$ 106	$ 112
Project Controls Engineer 1	$ 84	$ 88	$ 92
General Counsel	$ 352	$ 369	$ 388
Sr. Contract Administrator	$ 94	$ 98	$ 103
Contract Administrator 2	$ 79	$ 83	$ 87
Contract Administrator 1	$ 61	$ 64	$ 68
Diversity Director	$ 147	$ 154	$ 162
Sr. Diversity Manager	$ 124	$ 130	$ 136
Diversity Manager	$ 115	$ 121	$ 127
Insurance Coordinator	$ 88	$ 93	$ 97
Prequalification Coordinator	$ 88	$ 93	$ 97
Jobsite Administrator	$ 64	$ 67	$ 71
Other	$ -	$ -	$ -
Other	$ -	$ -	$ -

Notes:

1 The agreed upon rates set forth above shall be applied as costs for project workers. The above rates are based upon 2,080 annual work hours and the understanding that sick leave, holiday and vacation time are job chargeable as allowable cost of work.The application of the rates can be validated during the project; however, the rates themselves are not subject to audit.

2 Staff Rates are valid through June 30, 2030.
Beginning July 1st of each following year, the staff rates will increase year over year by: 5.0%

3 Staff Rates Include:
- A Compensation, insurance, taxes, group medical, 401K matching, training and other compensation benefits
- B Project office computers, server, frame relay and network connection
- C Cell phone equipment & service plan

4 Staff rates do not include:
- A Project Management / Collaboration software (Procore / Prolog / ProjectSight) or similar technology systems
- B Mobile devices (tablets, iPads)
- C Scheduling software (P6 / Phoenix / FUSE) or similar systems
- D Project specific specialty technology (BIM, VR, etc)
- E Jobsite telephone system
- F Internal data line wiring, drops to phones, or computer station
- G Trucks (and related fuel or routine maintenance) for Superintendent / Safety related staff positions.
- H Network printer / copy equipment
- I Local, long distance phone company, internet and wifi connection and service charges.
- J Jobsite vehicles.
- K Computer system or network for an onsite Owner's or Architect trailer
- L Cost of living allowances or relocation cost required for staff member not a resident of the area, yet assigned to the project. This includes reasonable cost of living allowance expenses such as housing, travel, transportation, living allowances, medical and those taxes required by the Government.

5 The cost of a vehicle for all Superintendent and Safety related staff positions, along with jobsite use vehicles, will be applied at the rates shown below. Routine maintainance (such as oil changes, tires and brakes) is included in the vehicle rate. The application of the rate can be validated during the project; however, the rates themselves are not subject to audit. Fuel is not included in the rate and will be billed separately to the project. If applicable, business mileage at the current published IRS rate for other staff positions will be covered as cost of work.

1/2 Ton Pick-up Truck	$1,800 / Month	$59.18 / Day
3/4 Ton Pick-up Truck / SUV	$2,000 / Month	$65.75 / Day
Passenger Van	$1,650 / Month	$54.25 / Day

6 The cost of the Contractor Collaboration and Technology systems shall be applied at a rate of 0.396% of the total price/sum of the construction contract. These systems include the Project Management Collaboration software (Procore, Prolog ProjectSight or similar), Scheduling systems and analysis (P6 / Phoenix / SmartPM), BIM hardware and software (Autodesk - Revit, Navisworks), DocuSign eSignature and field mobility devices (tablets / iPads). The application of the rate is subject to audit; the rate itself is not subject to audit.

7 All direct Manhattan Field Labor benefits will include 19.0% to cover the Group Healthcare and 401K program, in addition to the standard payroll taxes & insurance.

8 The cost of the General, Umbrella, Professional and Pollutions Liability Insurance coverage shall be applied at a rate of 1.25% to the total price/sum of the construction contract. The application of the rate is subject to audit; the rate itself is not subject to audit.

9 Manhattan can produce project-specific pricing for a broad protective Builder's Risk policy coverage upon request. Actual occurrence deductible charges are job cost reimbursable

10 We are utilizing a Subcontractor Default Insurance program ("SDI") in lieu of requiring all subcontractors to procure individual payment & performance bonds. SDI will be applied at a rate of 1.50% of the total price/sum of enrolled subcontract and purchase order contract(s). The final amount of enrollment and application of the rate is subject to audit; the rate itself is not subject to audit. SDI coverage is effective upon termination of an enrolled subcontractor/purchase order. Construction Manager may elect to require separate payment & performance bonds of select subcontractors, which will not be enrolled into SDI; in that event the cost of the bonds will be included and the SDI rate will not apply for those subcontractors.

11 Insurance for rental equipment will be billed at rate of 2.3% of the rental rate.

12 Manhattan specifically and expressly disclaims any of Manhattan's staff or staff rates are "professional" services related to accounting, engineering, and design services irrespective of job title or function. Manhattan does not employ or utilize licensed accountants, engineers, architects, or design professionals to provide professional services for projects. Manhattan specifically disclaims that it provides any services subject to or in compliance with GAAP, GAAS, certified public accounting standards, professional engineering standards, and/or professional architect standards. Any and all services Manhattan provides, regardless of subject matter or discipline, is as a lay consultant as a constructor. To the extent any professional services are received through a contract with Manhattan, Manhattan relies on a third-party or third-parties to provide the

Moore Norman Technology Center

Norman, OK

May 29, 2026

Section 4:
Document Log

Manhattan
Building excellence.
Manhattan Construction Company LLC

Printed on Wed May 27, 2026 at 02:22 pm CDT

Job #: 8844 MNTC Construction Trades Building
13301 S Pennsylvania Ave
Oklahoma City, Oklahoma 73170

Current Drawings

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
General					
G000	COVER - EARLY DEMOLITION	3	04/28/2026	04/29/2026	100% CD - Early Demolition (04/29/26)
Civil					
C100a	COVER SHEET	0	04/28/2026	04/29/2026	100% CD - Early Demolition (04/29/26)
C110a	SHEET NOTES	0	04/28/2026	04/29/2026	100% CD - Early Demolition (04/29/26)
C200a	TOPOGRAPHIC SURVEY	0	04/28/2026	04/29/2026	100% CD - Early Demolition (04/29/26)
C201a	TOPOGRAPHIC SURVEY	0	04/28/2026	04/29/2026	100% CD - Early Demolition (04/29/26)
C202a	TOPOGRAPHIC SURVEY	0	04/28/2026	04/29/2026	100% CD - Early Demolition (04/29/26)
C300a	DEMOLITION & EROSION CONTROL PLAN	1	05/07/2026	05/14/2026	Addendum 1 - Early Demolition (05/14/26)
C310a	EROSION CONTROL DETAILS	0	04/28/2026	04/29/2026	100% CD - Early Demolition (04/29/26)
C400a	SITE PLAN	1	05/07/2026	05/14/2026	Addendum 1 - Early Demolition (05/14/26)
C500a	GRADING PLAN	0	04/28/2026	04/29/2026	100% CD - Early Demolition (04/29/26)

Manhattan
Building excellence.
Manhattan Construction Company LLC

Printed on Wed May 27, 2026 at 02:20 pm CDT

Job #: 8844 MNTC Construction Trades Building
13301 S Pennsylvania Ave
Oklahoma City, Oklahoma 73170

100% CD - Early Demolition Specifications

Number	Description	Revision	Issued Date	Received Date	Set
00 - Procurement and Contracting Requirements					
00 00 00	Cover	0	04/28/26	04/29/26	100% CD - Early Demolition
00 01 10	Table of Contents	0	04/28/26	04/29/26	100% CD - Early Demolition
00 80 00	Supplementary General Conditions	0	04/28/26	04/29/26	100% CD - Early Demolition
01 - General Requirements					
01 20 00	Price and Payment Procedures	0	04/28/26	04/29/26	100% CD - Early Demolition
01 30 00	Administrative Requirements	0	04/28/26	04/29/26	100% CD - Early Demolition
01 32 16	Construction Progress Schedule	0	04/28/26	04/29/26	100% CD - Early Demolition
01 35 53	Security Procedures	0	04/28/26	04/29/26	100% CD - Early Demolition
01 41 00	Regulatory Requirements	0	04/28/26	04/29/26	100% CD - Early Demolition
01 42 16	Definitions	0	04/28/26	04/29/26	100% CD - Early Demolition
01 50 00	Temporary Facilities and Controls	0	04/28/26	04/29/26	100% CD - Early Demolition
01 52 00	Student and Site Safety Program	0	04/28/26	04/29/26	100% CD - Early Demolition
01 52 13	Field Offices and Sheds	0	04/28/26	04/29/26	100% CD - Early Demolition
01 57 13	Temporary Erosion and Sediment Control	0	04/28/26	04/29/26	100% CD - Early Demolition
01 70 00	Execution and Closeout Requirements	0	04/28/26	04/29/26	100% CD - Early Demolition
01 78 00	Closeout Submittals	0	04/28/26	04/29/26	100% CD - Early Demolition
01 1000	Summary	0	04/28/26	04/29/26	100% CD - Early Demolition
02 - Existing Conditions					
02 41 00	Demolition	0	04/28/26	04/29/26	100% CD - Early Demolition
07 - Thermal and Moisture Protection					
07 00 00	General Conditions	0	04/28/26	04/29/26	100% CD - Early Demolition
31 - Earthwork					
31 10 00	Site Clearing	0	04/28/26	04/29/26	100% CD - Early Demolition
31 20 00	Earth Moving	0	04/28/26	04/29/26	100% CD - Early Demolition
31 25 00	Erosion and Sediment Control	0	04/28/26	04/29/26	100% CD - Early Demolition
32 - Exterior Improvements					
32 12 16	Asphalt Paving	0	04/28/26	04/29/26	100% CD - Early Demolition
32 13 13	Concrete Paving	0	04/28/26	04/29/26	100% CD - Early Demolition
32 13 73	Concrete Paving and Joint Sealants	0	04/28/26	04/29/26	100% CD - Early Demolition
32 17 23	Pavement Markings	0	04/28/26	04/29/26	100% CD - Early Demolition
33 - Utilities					
33 11 13	Facility Water Distribution Piping	0	04/28/26	04/29/26	100% CD - Early Demolition
33 13 13	Facility Sanitary Sewers	0	04/28/26	04/29/26	100% CD - Early Demolition
33 41 00	Storm Drainage Utility Piping	0	04/28/26	04/29/26	100% CD - Early Demolition

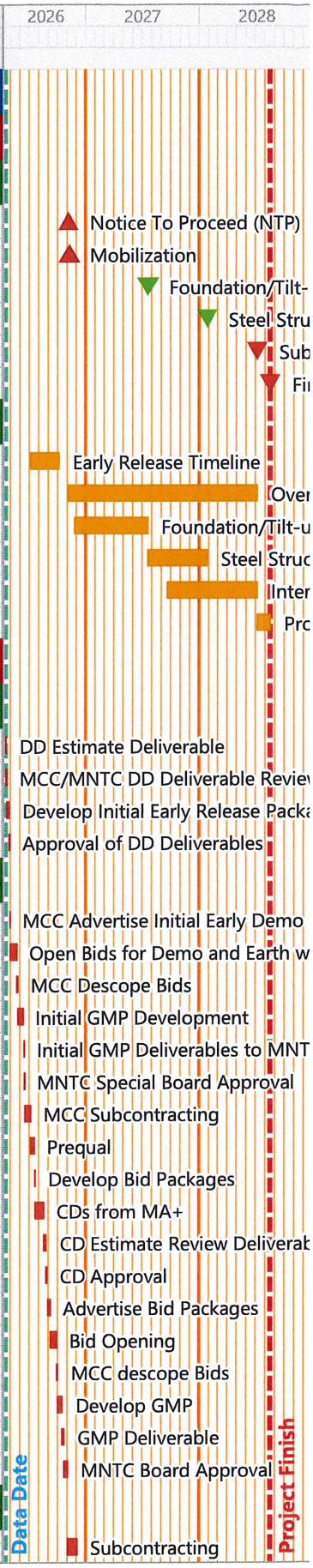
Moore Norman Technology Center

Norman, OK

May 29, 2026

Section 5:
Schedule

ID	Description	Orig Dur	Start	Finish
MNTC CONSTRUCTION TRADES BUILDING		595	04/16/26	08/17/28
Project Key Dates		539	07/07/26	08/17/28
Milestones		1	11/06/26	08/17/28
MILE010	Notice To Proceed (NTP)	0	11/06/26	
MILE020	Mobilization	0	11/09/26	
MILE030	Foundation/Tilt-up Panel Completion	0		07/19/27
MILE040	Steel Structure/Envelope Completion	0		01/27/28
MILE050	Substantial Completion	0		07/06/28
MILE060	Final Completion	0		08/17/28
Summary Timelines (Cal Days)		539	07/07/26	08/17/28
SUMM010	Early Release Timeline	91	07/07/26	10/05/26
SUMM020	Overall Construction Timeline	609	11/06/26	07/06/28
SUMM030	Foundation/Tilt-up Panel Timeline	237	11/25/26	07/19/27
SUMM040	Steel Structure/Envelope Timeline	192	07/20/27	01/27/28
SUMM050	Interior Finish's Timeline	290	09/21/27	07/06/28
SUMM060	Project Closeout Timeline	42	07/07/28	08/17/28
Preconstruction		160	04/16/26	12/02/26
Design		10	04/16/26	04/29/26
DES0010	DD Estimate Deliverable	1	04/16/26	04/16/26
DES0020	MCC/MNTC DD Deliverable Review	2	04/17/26	04/20/26
DES0030	Develop Initial Early Release Packages	5	04/21/26	04/27/26
DES0040	Approval of DD Deliverables	2	04/28/26	04/29/26
Bidding Process/GMP		130	04/30/26	11/02/26
BID0010	MCC Advertise Initial Early Demo and Earth work Bid Packages	1	04/30/26	04/30/26
BID0020	Open Bids for Demo and Earth work	15	05/01/26	05/21/26
BID0030	MCC Descope Bids	2	05/22/26	05/25/26
BID0040	Initial GMP Development	14	05/26/26	06/12/26
BID0050	Initial GMP Deliverables to MNTC	1	06/15/26	06/15/26
BID0060	MNTC Special Board Approval	2	06/16/26	06/17/26
BID0070	MCC Subcontracting	12	06/18/26	07/06/26
BID0080	Prequal	9	07/07/26	07/17/26
BID0090	Develop Bid Packages	1	07/20/26	07/20/26
BID0100	CDs from MA+	20	07/21/26	08/17/26
BID0110	CD Estimate Review Deliverables	5	08/18/26	08/24/26
BID0120	CD Approval	4	08/25/26	08/28/26
BID0130	Advertise Bid Packages	6	08/31/26	09/07/26
BID0140	Bid Opening	15	09/08/26	09/28/26
BID0150	MCC descope Bids	2	09/29/26	09/30/26
BID0160	Develop GMP	11	10/01/26	10/15/26
BID0170	GMP Deliverable	4	10/16/26	10/21/26
BID0180	MNTC Board Approval	8	10/22/26	11/02/26
Subcontracting		20	11/03/26	12/02/26
SUBC010	Subcontracting	20	11/03/26	12/02/26



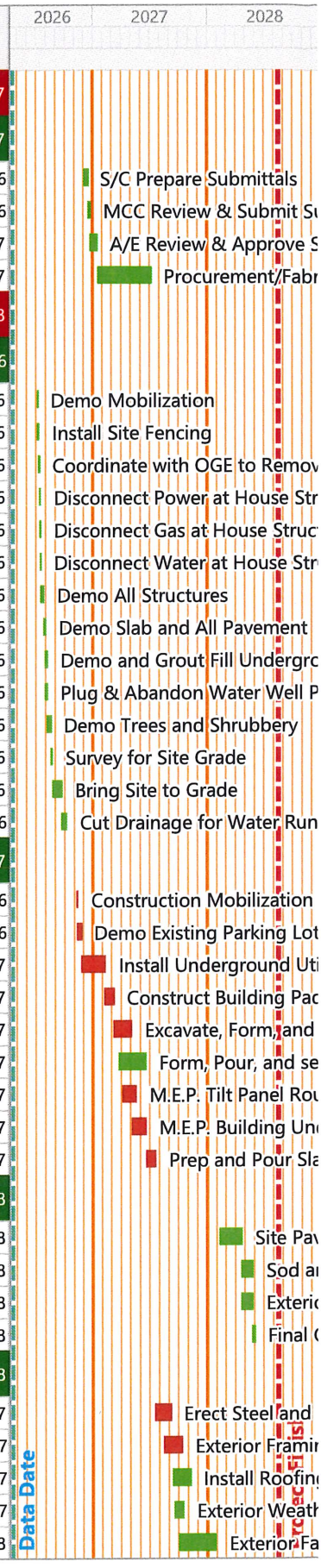
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Finish Date: 08/17/28
Data Date: 04/06/26
Run Date: 04/15/26
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MCC Project #8844

MOORE NORMAN
TECHNOLOGY CENTER

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ID	Description	Orig Dur	Start	Finish
Procurement		150	12/03/26	07/06/27
DIV 00		150	12/03/26	07/06/27
PRO0010	S/C Prepare Submittals	10	12/03/26	12/16/26
PRO0020	MCC Review & Submit Submittals	5	12/17/26	12/23/26
PRO0030	A/E Review & Approve Submittals	15	12/24/26	01/15/27
PRO0040	Procurement/Fabrication/Delivery	120	01/18/27	07/06/27
Construction		498	07/07/26	06/20/28
Early Demo		64	07/07/26	10/05/26
DEMO010	Demo Mobilization	1	07/07/26	07/07/26
DEMO020	Install Site Fencing	3	07/07/26	07/09/26
DEMO030	Coordinate with OGE to Remove Overhead lines and Poles	2	07/10/26	07/13/26
DEMO040	Disconnect Power at House Structure	1	07/14/26	07/14/26
DEMO050	Disconnect Gas at House Structure	1	07/15/26	07/15/26
DEMO060	Disconnect Water at House Structure	1	07/16/26	07/16/26
DEMO070	Demo All Structures	6	07/17/26	07/24/26
DEMO080	Demo Slab and All Pavement	4	07/27/26	07/30/26
DEMO090	Demo and Grout Fill Underground Utilities	5	07/31/26	08/06/26
DEMO100	Plug & Abandon Water Well PER OWRB Standards	5	07/31/26	08/06/26
DEMO110	Demo Trees and Shrubbery	8	08/07/26	08/18/26
DEMO120	Survey for Site Grade	3	08/19/26	08/21/26
DEMO130	Bring Site to Grade	20	08/24/26	09/21/26
DEMO140	Cut Drainage for Water Run Off	10	09/22/26	10/05/26
Foundation/Tilt-up Panel		175	11/09/26	07/19/27
FDN0010	Construction Mobilization	2	11/09/26	11/10/26
FDN0020	Demo Existing Parking Lot	10	11/11/26	11/24/26
FDN0030	Install Underground Utilities	50	11/25/26	02/08/27
FDN0040	Construct Building Pad	20	02/09/27	03/08/27
FDN0050	Excavate, Form, and Pour Footings	40	03/09/27	05/03/27
FDN0060	Form, Pour, and set Tilt Panel	60	03/25/27	06/17/27
FDN0070	M.E.P. Tilt Panel Rough-ins	30	04/06/27	05/17/27
FDN0080	M.E.P. Building Underground	30	05/07/27	06/18/27
FDN0090	Prep and Pour Slab on Grade	20	06/21/27	07/19/27
Hardscape/Landscape		80	02/11/28	06/02/28
HL00010	Site Paving and Asphalt	50	02/11/28	04/20/28
HL00020	Sod and Landscaping	25	04/21/28	05/25/28
HL00030	Exterior Signage and Striping	25	04/21/28	05/25/28
HL00040	Final Clean	5	05/26/28	06/02/28
Steel Structure/Envelope		147	07/20/27	02/16/28
ENV0010	Erect Steel and Decking	35	07/20/27	09/07/27
ENV0020	Exterior Framing and Sheeting	40	08/17/27	10/12/27
ENV0030	Install Roofing	40	09/14/27	11/08/27
ENV0040	Exterior Weather and Water Barriers	20	09/20/27	10/15/27
ENV0050	Exterior Facades	80	10/04/27	01/27/28



Start Date: 04/16/26
Finish Date: 08/17/28
Data Date: 04/06/26
Run Date: 04/15/26
8844-MNTCCT00.DD Schedule.ppx

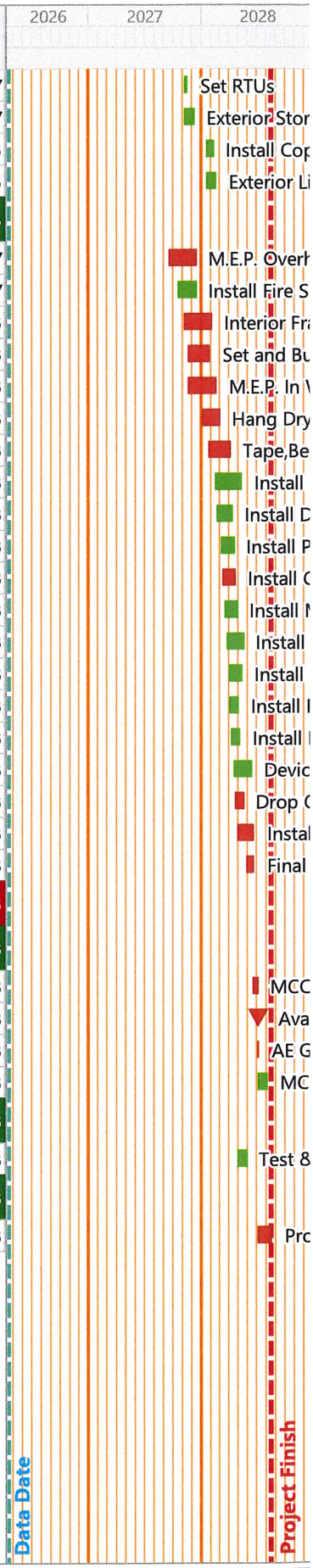
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MCC Project #8844

MOORE NORMAN
TECHNOLOGY CENTER

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ID	Description	Orig Dur	Start	Finish
ENV0060	Set RTUs	5	11/09/27	11/15/27
ENV0070	Exterior Storefront and Glazing	20	11/09/27	12/08/27
ENV0080	Install Coping and Down Spouts	16	01/20/28	02/10/28
ENV0090	Exterior Lighting and Trim out	20	01/20/28	02/16/28
Interior Fitouts		191	09/21/27	06/20/28
INT0010	M.E.P. Overhead Rough-ins	60	09/21/27	12/15/27
INT0020	Install Fire Suppression Lines and Riser	40	10/19/27	12/15/27
INT0030	Interior Framing	60	11/08/27	02/03/28
INT0040	Set and Buildout Electrical Gear	45	11/22/27	01/27/28
INT0050	M.E.P. In Wall Rough-ins	60	11/22/27	02/17/28
INT0060	Hang Drywall and Beads	40	01/06/28	03/01/28
INT0070	Tape,Bed, and Paint	50	01/27/28	04/05/28
INT0080	Install Ceramic Tile	60	02/17/28	05/10/28
INT0090	Install Data and Communication Wiring	35	02/23/28	04/11/28
INT0100	Install PSI Paneling	30	03/08/28	04/18/28
INT0110	Install Ceiling Grid	30	03/13/28	04/21/28
INT0120	Install M.E.P. Devices in Grid Ceilings	30	03/20/28	04/28/28
INT0130	Install Flooring and Base	40	03/27/28	05/19/28
INT0140	Install Millwork	30	04/03/28	05/12/28
INT0150	Install Plumbing Fixtures and Trim out	20	04/04/28	05/01/28
INT0160	Install Doors and Hardware	20	04/10/28	05/05/28
INT0170	Devices and Trim out	40	04/19/28	06/14/28
INT0180	Drop Ceiling Tiles	20	04/24/28	05/19/28
INT0190	Install Signage and Specialties	35	05/02/28	06/20/28
INT0200	Final Paint	15	05/31/28	06/20/28
Closeout		76	05/02/28	08/17/28
Punchlist Items		31	06/21/28	08/03/28
PNCH010	MCC Pre-Punch/Clean-up	10	06/21/28	07/05/28
PNCH020	Available For AE Punch	0		07/05/28
PNCH030	AE Generate & Issue Punchlist	1	07/06/28	07/06/28
PNCH040	MCC Complete Punch Abatement	20	07/07/28	08/03/28
Test and Commission		20	05/02/28	05/30/28
TESTC10	Test & Commission	20	05/02/28	05/30/28
Handover		30	07/07/28	08/17/28
CLOSE10	Project Closeout	30	07/07/28	08/17/28



Moore Norman Technology Center

Norman, OK

May 29, 2026

Section 6:
Logistics Plan

GENERAL EROSION CONTROL NOTES:

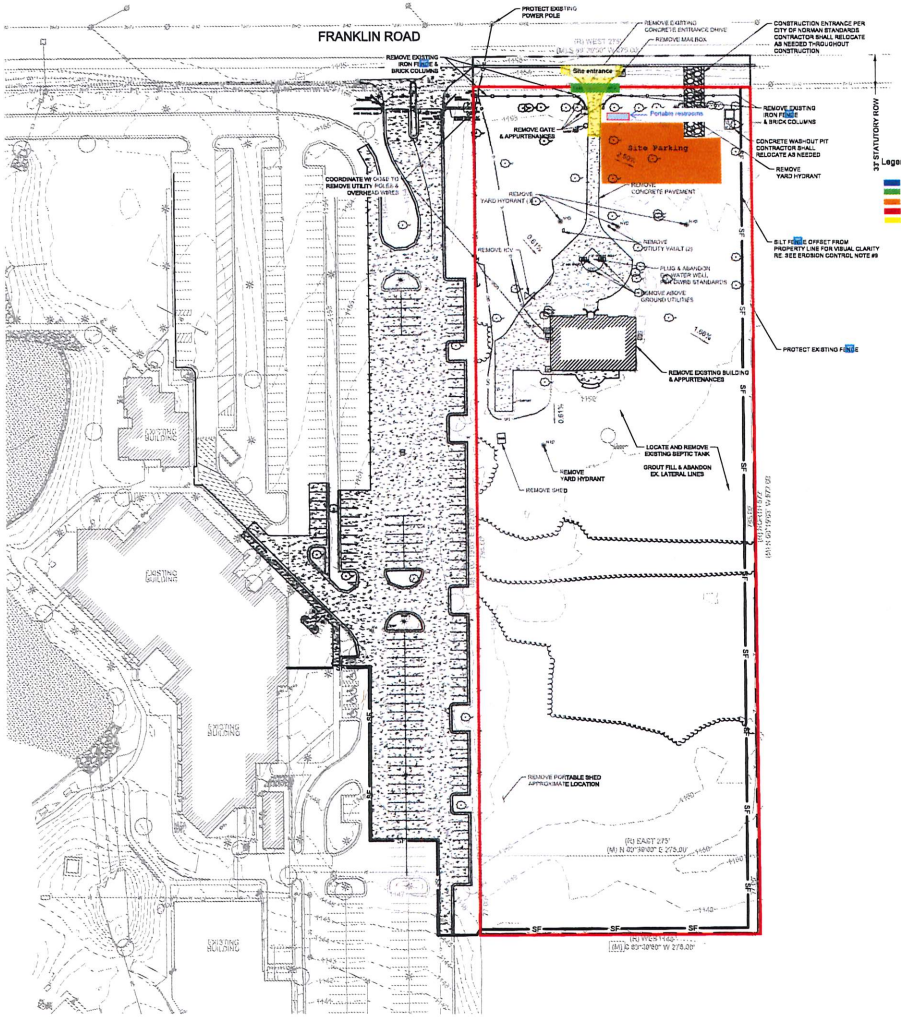
1. ALL GRADING AND EROSION CONTROL WORK SHALL BE DONE IN STRICT ACCORDANCE WITH THE STORMWATER POLLUTION PREVENTION PLAN, THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS, AND STATE PERMITTING REQUIREMENTS, RE: ODEQ PERMIT OKR10.
2. THE PERMITTEE SHALL BE RESPONSIBLE FOR NOTIFYING THE LAND OWNER AND EACH CONTRACTOR OR ENTITY (INCLUDING UTILITY CREWS AND CITY EMPLOYEES OR THEIR AGENTS) WHO WILL PERFORM WORK AT THE SITE OF THE EXISTENCE OF THE SWPPP AND WHAT ACTIONS OR PRECAUTIONS SHALL BE TAKEN WHILE ON-SITE TO MINIMIZE THE POTENTIAL FOR EROSION AND THE POTENTIAL FOR DAMAGING ANY BMP. THE PERMITTEE IS RESPONSIBLE FOR ANY DAMAGE A SUBCONTRACTOR MAY DO TO ESTABLISHED BMPS AND ANY SUBSEQUENT WATER QUALITY VIOLATION RESULTING FROM THE DAMAGE.
3. ENSURE THE DESIGN, INSTALLATION, AND MAINTENANCE OF EFFECTIVE EROSION AND SEDIMENT CONTROLS TO MINIMIZE THE DISCHARGE OF POLLUTANTS. AT A MINIMUM, SUCH CONTROLS MUST BE DESIGNED, INSTALLED, AND MAINTAINED TO:
   - 3.1. CONTROL STORMWATER VOLUME, VELOCITY, AND PEAK FLOW RATES WITHIN THE SITE TO MINIMIZE SOIL EROSION;
   - 3.2. CONTROL STORMWATER DISCHARGES, INCLUDING BOTH PEAK FLOW RATES AND TOTAL STORMWATER VOLUME, TO MINIMIZE EROSION AT OUTLETS AND TO MINIMIZE DOWNSTREAM CHANNEL AND STREAM BANK EROSION AND SCOUR;
   - 3.3. MINIMIZE THE AMOUNT OF EXPOSED SOIL DURING CONSTRUCTION ACTIVITY;
   - 3.4. MINIMIZE THE DISTURBANCE OF STEEP SLOPES;
   - 3.5. MINIMIZE SEDIMENT DISCHARGES FROM THE SITE. DESIGN, INSTALL AND MAINTAIN EROSION AND SEDIMENT CONTROLS THAT ADDRESS FACTORS SUCH AS THE AMOUNT, FREQUENCY, INTENSITY AND DURATION OF PRECIPITATION, THE NATURE OF RESULTING STORMWATER RUNOFF, AND SOIL CHARACTERISTICS, INCLUDING THE RANGE OF SOIL PARTICLE SIZE EXPECTED TO BE PRESENT ON THE SITE.
   - 3.6. PROVIDE AND MAINTAIN NATURAL BUFFERS AROUND SURFACE WATERS
   - 3.7. DIRECT STORMWATER TO VEGETATED AREAS TO INCREASE SEDIMENT REMOVAL AND MAXIMIZE STORMWATER INFILTRATION AND FILTERING, UNLESS INFEASIBLE; AND
   - 3.8. MINIMIZE SOIL COMPACTION AND PRESERVE TOPSOIL WHERE PRACTICABLE
4. INSTALLATION OF BMP'S NECESSARY TO PREVENT SOIL EROSION AND SEDIMENTATION AT THE DOWNGRADIENT PROJECT BOUNDARY (E.G. BUFFERS, PERIMETER CONTROLS, EXIT POINT CONTROLS), STORM DRAIN INLET PROTECTION) MUST BE COMPLETE PRIOR TO THE START OF ALL PHASES OF CONSTRUCTION. BY THE TIME CONSTRUCTION ACTIVITY IN ANY GIVEN PORTION OF THE SITE BEGINS, DOWNGRADIENT BMPS MUST BE INSTALLED AND OPERATIONAL TO CONTROL DISCHARGES FROM THE INITIAL SITE CLEARING, GRADING, EXCAVATING, AND OTHER EARTH-DISTURBING ACTIVITIES. ADDITIONAL BMPS SHALL BE INSTALLED AS NECESSARY THROUGHOUT THE LIFE OF THE PROJECT. FOLLOWING THE INSTALLATION OF THESE INITIAL BMPS, ALL BMPS NEEDED TO CONTROL DISCHARGES SHALL BE INSTALLED AND MADE OPERATIONAL PRIOR TO SUBSEQUENT EARTH DISTURBING ACTIVITIES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING A STABILIZED CONSTRUCTION ENTRANCE AND FOR CLEANING OF VEHICLE WHEELS IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
6. SILT FENCES: PLACEMENT OF SILT FENCES SHALL BE AS SHOWN ON THESE PLANS. FENCING WHICH BECOMES DAMAGED SHALL BE REPLACED PROMPTLY. DEPOSITS OF SILT WHICH BUILD UP BEHIND DIKES MAY BE DISKED ONTO THE SITE BEFORE PLACEMENT OF TEMPORARY COVER. AFTER TEMPORARY COVER IS PLACED OR AFTER LANDSCAPING COMMENCES, SILT SHALL BE REMOVED AND DISPOSED OF IN A MANNER APPROVED BY THE ENGINEER.
7. UNLESS LOCAL OR STATE REQUIREMENTS NECESSITATE MORE FREQUENT MONITORING, CONTRACTOR SHALL INSPECT EROSION CONTROL DEVICES EVERY 7 DAYS OR WITHIN 24 HOURS OF A STORM OF 0.5 INCHES OR MORE IN DEPTH (EXCLUSIVE OF HOLIDAYS). THE CONTRACTOR SHALL REPAIR DAMAGE, CLEAN OUT SEDIMENT, AND ADD ADDITIONAL CONTROL DEVICES AS NEEDED AS SOON AS POSSIBLE AFTER INSPECTION. DEFICIENCIES MUST BE CORRECTED WITHIN 7 DAYS.
8. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ANY AND ALL FINES ASSOCIATED WITH EROSION CONTROL VIOLATIONS.
9. CONTRACTOR TO DETERMINE BETWEEN SILT FENCE, SILT SOCK, OR DIVERSION DIKE WHERE BEST FIT THROUGHOUT SITE.

TEMPORARY STABILIZATION:

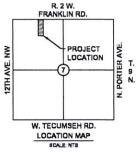
1. INITIATE THE INSTALLATION OF STABILIZATION MEASURES IMMEDIATELY IN ANY DISTURBED AREAS WHERE CONSTRUCTION ACTIVITIES HAVE PERMANENTLY CEASED ON ANY PORTION OF THE SITE OR WILL BE TEMPORARILY INACTIVE FOR 14 OR MORE CALENDAR DAYS ON ANY PORTION OF THE SITE.
2. TEMPORARY STABILIZATION SHALL INCLUDE TEMPORARY SEEDING, GEOTEXTILES, MULCHES, AND/OR OTHER TECHNIQUES TO REDUCE OR ELIMINATE EROSION UNTIL EITHER FINAL STABILIZATION CAN BE ACHIEVED OR UNTIL FURTHER CONSTRUCTION ACTIVITIES TAKE PLACE TO RE-DISTURB THIS AREA.
3. TEMPORARY STABILIZATION SHALL BE INSTALLED IN ACCORDANCE WITH LOCAL AND STATE REQUIREMENTS.

FINAL STABILIZATION:

1. FINAL STABILIZATION SHALL BE INSTALLED IN ACCORDANCE WITH THE LANDSCAPE PLANS AND LOCAL AND STATE REQUIREMENTS.
2. UNLESS OTHERWISE INDICATED, ALL DISTURBED SOIL AREAS SHALL RECEIVE FOUR (4) INCHES OF TOPSOIL AND SHALL BE PERMANENTLY STABILIZED WITH SEED OR SOD.
3. CONTRACTOR SHALL MAINTAIN PERENNIAL VEGETATION UNTIL UNIFORM COVER IS ESTABLISHED. UNLESS OTHERWISE INDICATED IN THE CONTRACT DOCUMENTS, THIS SHALL INCLUDE A MINIMUM OF 70% COVERAGE AND NO BARE AREAS OF 10 SQUARE FEET OR MORE.
4. TEMPORARY EROSION CONTROL MEASURES (SILT FENCE, INLET SEDIMENT TRAPS, CONSTRUCTION ENTRANCES, ETC.) SHALL BE COMPLETELY REMOVED FROM THE SITE WHEN THEY ARE NO LONGER NEEDED, UNLESS THEY ARE APPROVED BY THE ENGINEER TO REMAIN IN PLACE FOR PERMANENT STABILIZATION OR BIODEGRADATION (I.E. EROSION CONTROL BLANKETS). REMOVAL OF THE CONTROLS SHALL BE COORDINATED WITH THE WEATHER FORECAST SO THAT REMOVAL FALLS WITHIN A FORECAST DRY PERIOD. FOR CONTROLS WITHIN AREAS TO BE PAVED, THEY SHALL BE REMOVED IMMEDIATELY PRIOR TO THE COMMENCEMENT OF PAVEMENT OPERATIONS IN THE LOCATION OF THE CONTROL. FOR CONTROLS DOWN SLOPE OF VEGETATED AREAS, AT LEAST 70% OF THE VEGETATIVE COVER MUST BE ESTABLISHED PRIOR TO THE REMOVAL OF THE CONTROLS. WHERE HYDROSEED IS PERMITTED BY THE ENGINEER, THAT SHALL BE CONSIDERED STABILIZED. SOD SHALL BE CONSIDERED ESTABLISHED WHEN THE ROOTS TIE IT TO THE GROUND (TYPICALLY TAKES 2 TO 8 WEEKS). RESTORE AND STABILIZE ANY AREA DISTURBED BY THE REMOVAL OF AN EROSION CONTROL MEASURE.







LEGEND

- PROPERTY LINE
- EX. MAJOR CONTOUR
- EX. MINOR CONTOUR
- SILT FENCE, RE: #310 OFFSET FROM PROPERTY LINE FOR VISUAL CLARITY RE: SEE EROSION CONTROL NOTE #9
- UTILITY LINE TO BE GROUT FILLED & ABANDONED
- XX% SLOPE ARROW
- CONSTRUCTION ENTRANCE RE: #310
- CONCRETE WASHOUT PIT RE: #310
- CONCRETE REMOVAL

811 Know what's below. Call before you dig.

CAUTION
NOTICE TO CONTRACTOR

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THE LOCATION AND ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES.

MA+ ARCHITECTUR
OKLAHOMA CITY
NORMAN + WEATHERFOR
405.525.8808
www.maplusarch.com
wallace design collective
wallace design collective, pc
structural civil landscape survey
416 north walnut ave, suite 202
oklahoma city, oklahoma 73104
405.334.3838 800.364.3838
oklahoma cert 460
exp. 6-30-27

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CONSULTANTS
CIVIL
WALLACE DESIGN COLLECTIVE

MNTC CONSTRUCTION TRADES BUILDING

4701 12TH AVENUE NW
NORMAN, OK 73069

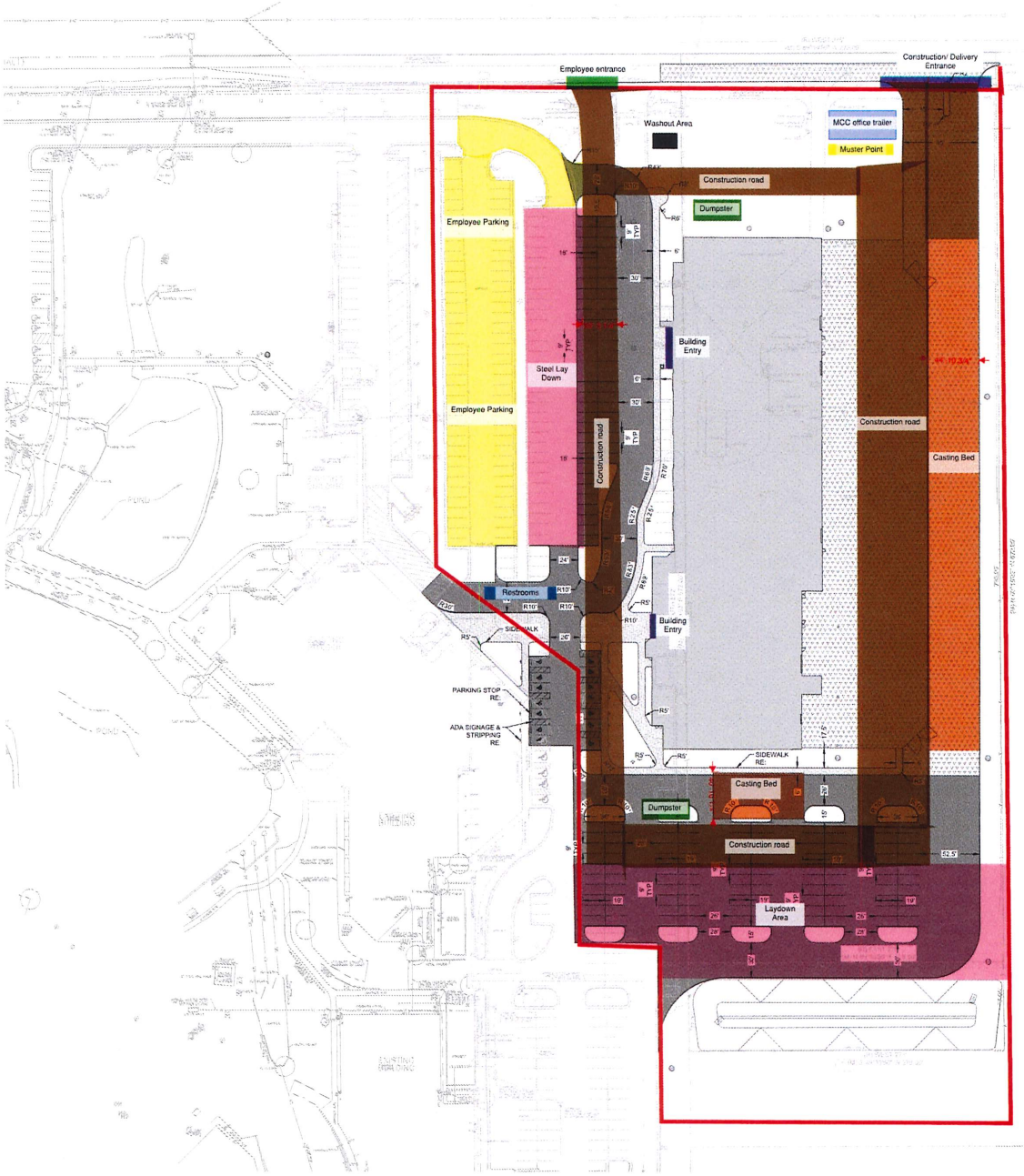
REVISION ISSUE

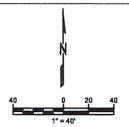
MARK	DATE	DESCRIPTION
01	10.19.2020	DESIGN DEVELOPMENT

SHEET INFO
PROJECT: 1420.03
DRAWN BY: RS
CHECKED BY: PC

DEMOLITION & EROS CONTROL PLAN

C300

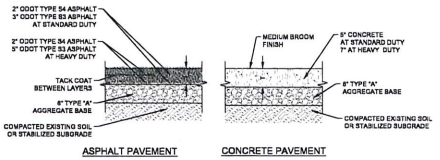




Legend
- Employee gate
- Delivery/construction gate
- Lay down area
- Employee parking
- Construction road
- Temp fence
- Office trailer
- Washout area
- Building entrance
- Portable restrooms
- Dumpster
- Casting beds
- Muster point

LEGEND
- PARKING SPACE COUNT
- PROPERTY LINE
- STANDARD DUTY ASPHALT PAVEMENT
- HEAVY DUTY CONCRETE PAVEMENT
- CONCRETE SIDEWALK

REFER TO PAVEMENT REQUIREMENTS AND PAVEMENT JOINT DETAILS FOR ADDITIONAL REQUIREMENTS



ASPHALT PAVEMENT | CONCRETE PAVEMENT

TYPICAL PAVEMENT SECTIONS

SCALE: NTS

811 Know what's below. Call before you dig.

CAUTION
NOTICE TO CONTRACTOR

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THE LOCATION AND ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES.

MA+ ARCHITECTURE
OKLAHOMA CITY
NORMAN + WEATHERFORD
405.525.8806
www.maplusarch.com
wallace design collective
wallace design collective, pc
STRUCTURE · CIVIL · LANDSCAPE · SURVEY
410 north walnut ave, suite 200
oklahoma city, oklahoma 73104
405.364.5858 405.364.5868
oklahoma ca#1440
exp. 6-30-27

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CONSULTANTS
CIVIL
WALLACE DESIGN COLLECTIVE

MNTC CONSTRUCTION TRADES BUILDING

4701 12TH AVENUE NW
NORMAN, OK 73069

REVISION ISSUE

MARK	DATE	DESCRIPTION
01	05.19.2026	DESIGN DEVELOPMENT

SHEET INFO
PROJECT: 1436.02
DRAWN BY: KS
CHECKED BY: PC

SITE PLAN

C400

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jay McCaskill, Director of Facilities Management

AUTHOR: Katie Waibel, Assistant

DATE: June 15, 2026

SUBJECT: Moore Norman Tech Center and Oklahoma Fire Protection Annual Inspection Agreement

RECOMMENDED ACTION:
Approve the agreement with Oklahoma Fire Protection in the amount of $10,800.00 for annual district-wide fire protection systems and kitchen hood inspections.

BACKGROUND:
This agreement provides the necessary labor, materials, and equipment to perform required annual inspections on the fire sprinkler systems, fire pump, and fire alarm systems across the Franklin Road Campus, South Penn Campus, and warehouse locations. It also covers the annual and bi-annual testing requirements for all campus kitchen hoods. Moore Norman Technology Center obtained three competitive quotes for this scope of work, and Oklahoma Fire Protection was selected as the winning bidder.

Vendor	Quote Amount
Oklahoma Fire Protection	$10,800.00
Potter Fire	$12,920.00
Automatic Fire Control	$12,350.00

AUTOMATIC FIRE CONTROL™

1708 SE 22nd
Oklahoma City, OK 73129
405-677-7485
800-369-5643
www.automaticfireok.com

Oklahoma Alarm & Sprinkler License #584
Oklahoma Fire Suppression & Extinguisher License #249

5/1/2026

Moore Norman Technology Center
4701 N.W. 12th Avenue
Norman, OK 73069-8309
Justin.Crossno@mntc.edu
405-801-5234

Re: Pricing for fire supression equipment service

Justin:

Following is pricing for your fire protection equipment per your request.

Semi-annual inspection of kitchen fire system	$200.00 each*
Annual inspection of fire sprinkler system	$250.00 per riser**
Annual inspection of fire pump	$400.00 each
Annual inspection of fire alarm system	$400.00 per panel

*price includes links. No other parts included

**Gauges, as needed, included.

All work above annual/semi-annual inspection will be quoted.

Please call if you have any questions, or if I might be of further assistance.

AUTOMATIC FIRE CONTROL, INC. Total: $12,350

Trina Kubicki
General Manager

/s

OKLAHOMA FIRE PROTECTION

P.O. Box 8129 Moore, OK 73153 Phone (405)613-1414 Fax (405) 635-9721

May 5, 2026

Moore Norman Tech
Annual Sprinkler, Annual Alarm, Annual & Bi-Annual Hood Inspections

Justin,
Please find for your consideration the following scope of work and associated cost.

SCOPE of WORK:

Oklahoma Fire Protection to provide labor, materials, and equipment to perform the annual inspections on the fire sprinkler systems, fire pump, fire alarm systems, and perform the annual & bi-annual inspection on all kitchen hoods for the Norman campus, Penn campus and warehouse location.

Fire Alarm: $3,300.00
Fire Sprinkler: $4,200.00
Fire Pump: $500.00
Kitchen Hoods Annual & Bi-Annual: $2,800.00

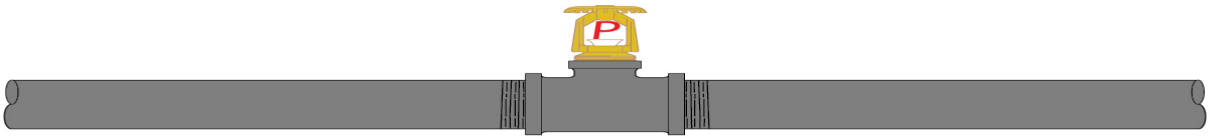
Total Bid: $10,800.00

EXCL/CLAR:

- Labor estimated at normal hour labor rate. Afterhours and weekends are not included.
- Deficiency repairs are not included. Deficiency repairs will be quoted separately.

Please contact us should any assistance with the above proposal be needed.
Best regards,

Dusty Harris
Email: Dusty@okfirepro.com
Office: 405-613-1414
Cell: 405-664-3699
OKLA. License: AC440649



Potter Fire Protection LLC.

1000 Cornell Parkway Suite 700 Oklahoma City, OK. 73108 **Phone (405) 777-9372**

May 5, 2026
RE: Moore Norman Technology Center (Norman & OKC, OK.)

Justin,
The following proposal is provided for your consideration:

***Annual FA Inspection**	**$3,360.00**
***Annual FS & DCDA Inspections**	**$3,360.00**
***Annual Fire Pump Inspection**	**$600.00**
***Annual Hood Inspections**	**$2,800.00**
***Semi Annual Hood Inspections**	**$2,800.00**
***Total:**	**$12,920.00**

***Scope of Work**
Potter Fire Protection Sprinkler Division shall complete the following:

- Conduct Annual FA/FS/FP/DCDA and Hood Inspections.
- Conduct Semi-Annual Hood inspections with standard replacement of fusible links.
- All work shall conform to the latest adopted fire code.
- All labor, materials, and tools necessary to complete the work.

***Note:** Potter Fire Protection assumes the existing system is in good working condition and code compliant. Any work necessary to bring existing fire sprinkler system up to current code or is outside the scope of work shall incur cost.

****Exclusions/Clarifications**

- All work shall be performed during normal business hours.
- Anything not specifically stated in the scope of work is **excluded.**
- Any kitchen hood parts needed for additional repair are **excluded** and will incur additional cost.
- Estimate based on previous inspection dated 07/14/25.
- Proposal expires after 60 days.
- The net pay is 30 days.

Please call, should assistance with the above proposal be necessary.
Best Regards,
Robert Carr
Robert@potterfireprotection.com
LIC. #AC440853

MOORE NORMAN TECHNOLOGY CENTER
QUOTE FORM

PLEASE SELECT QUOTE TYPE FROM DROP-DOWN LIST

Program: Facilities

Purpose: Annual and Semi-annual Fire Systems Inspecitons FY 27 **Budget Code:**

Quantity	Description	Vendor Quotations					
		Co:	Oklahoma Fire	Co:	Potter Fire	Co:	Automatic Fire
		Rep	Chad Brandt	Rep:	Eric Potter	Rep:	Trina Kubicki
		Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Annual Fire Alarm, Kitchen Hood (Plus Semi-annual), Sprinkler &	$10,800.00	$10,800.00	$12,920.00	$12,920.00	$12,350.00	$12,350.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
	TOTAL:		$10,800.00		$12,920.00		$12,350.00

Order From:			
Vendor	Oklahoma Fire Protection		
Address	P.O. Box 8129		
City	Moore		
State	OK	Zip	73153
Attention		Phone #	405-613-1414
		Fax #	

I certify that the above quotations were solicited by me and that to the best of my knowledge the vendors quoting have the products or services that are representative of those available on the market. I also certifiy that as a result of these quotations or purchases no special considerations will accrue to me personally.

Signed: Justin Crossno

Date: 5/8/2026

☐ **Check Box If Vendor Is Sole Source or Governmental Contract Purchase #** _____

As the person responsible for the approval of the services or goods to be purchased as a result of this request I certify that the approved purchase meets the guidelines of MNTC Board of Education Policy #321

Purchase Order # _____

Approved: _____ **Date:** _____

Name and Title

Last reviewed: 05/18/23

FIN 006 (09/18/20)

PLEASE SELECT QUOTE TYPE FROM DROP-DOWN LIST

DEPARTMENTAL INFORMAL QUOTE DOCUMENTATION FOR GOODS OR SERVICES TOTALING BETWEEN $5,000 AND UNDER $10,001
DEPARTMENTAL FORMAL QUOTE DOCUMENTATION FOR GOODS OR SERVICES TOTALING BETWEEN $10,001 AND UNDER $15,001

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Stephania Cordova
Executive Director of Human Resources

AUTHOR: Malinda Williams
HR Coordinator – Wellness & Professional Development

DATE: May 20, 2026

SUBJECT: Rachael Mann, Speaker & Presenter

RECOMMENDED ACTION:

Approve the speaking engagement and bulk book order fee for Rachael Mann to provide services and supplies during the MNTC August 2026 Professional Development Conference, for $10,569.10.

BACKGROUND:

Rachael Mann, a nationally recognized expert on artificial intelligence (AI) in career and technical education, is requested to serve as keynote speaker for the annual All District Professional Development Conference in August 2026. In addition to the keynote presentation, Ms. Mann will facilitate a breakout workshop for instructional staff.

Her expertise will support Moore Norman Technology Center's commitment to preparing employees and students for an evolving workforce by increasing understanding of the opportunities, challenges, and responsible use of AI in education, including practical classroom integration strategies.

Approval is also requested for a bulk purchase of Ms. Mann's book, *Pack Your Bags for an AI-Driven Future*, to extend the learning beyond the conference. The books will be utilized as professional learning resources and distributed as giveaways to instructional staff participating in the afternoon workshop session.

As an added value, Ms. Mann will provide a complimentary book signing following the conference and a one-hour virtual follow-up session via Zoom at a later date.

Rachael Mann
72 Sherks Church Road
Palmyra, PA 17078

Statement of Work: Moore Norman Technology Center

SOW Creation Date	Services to be Performed By	Services Performed For
Feb 11, 2026 Edited May 13, 2026	Rachael Mann rachael@edfuture.org 520.370.4914	Moore Norman Technology Center Contact: Malinda Williams

Project Overview

Event: Annual District-wide Professional Development Conference

Date: Thursday, August 6

Location: Moore Norman Technology Center in Oklahoma

Target Audience: CTE Staff

Topic/Service: AI professional learning:

AM Session – All Staff

8:30–9:00 AM: Welcome and your introduction

9:00–11:15 AM: Keynote presentation (with a brief 10–15 minute break)

11:15 AM–1:30 PM: Lunch with leadership team and board members

PM Session – Instructional Staff and Select Instructional Support Staff

2:00–3:30 PM: Instructional-focused presentation (participants encouraged to bring devices)

3:30–4:30 PM: Meet and greet (open to all staff)

6-Month Follow-Up Virtual Session

Title/Description: (TBD)

Scope of Work

The contractor shall provide the services and deliverable(s) as follows:

- Develop customized content and delivery
- Provide a complimentary virtual, one hour follow-up session for workshop attendees within six months (Optional)
- 30% Discounted bulk book orders, book study materials, and book signing (30 Books)
- Link to presentation resources https://wakelet.com/@rachaeledu
- Communicate with event planners to ensure smooth delivery
- Provide appropriate technology (Will use own Macbook, dongles, attachments)

Client will:

- Provide projector, screen, and sound system
- Provide Audio/Visual check prior to the event and technical support, if needed
- Provide contact information for attendees (email addresses, if requested)
- Provide supplies such as post-it paper, markers, sticky notes, and copies of handouts (Full-day events/if requested)
- Communicate with the speaker to ensure smooth delivery

Quote

Item Description	Rate

Keynote/Workshop/Breakout Sessions/Meet & Greet	USD $10,000
Bulk Book Order: Pack Your Bags for an AI-Driven Future (30 copies)	569.10
Book Signing	Complimentary
Virtual Follow-Up Session for attendees (one hour Zoom call)	Complimentary
Travel	Waived
Total	10569.10

Options for Bulk Book Orders:

Pack Your Bags for an AI-Driven Future, The Martians in Your Classroom, The Spaces You'll Go, or The Things You'll Grow

Up to 30% Discount for Bulk Orders, plus shipping

Complimentary book study materials and a one-hour virtual Q&A for Pack Your Bags for an AI-Driven Future or MIYC book orders of over 200 copies

The CTSO Survival Guide and CTSO Competition Companion are available solely through ACTE website; please contact ACTE for bulk purchases.

2026 Fee Schedule

In-Person:
$8500: In-state (PA) Keynote Address, plus travel and board
$12,500: Out-of-state Keynote Address, plus travel and board
$15,000: Full-day Workshop
$25,000: State, Regional, and National events with 1000 plus in attendance
$30,000+: Overseas speaking engagement, plus travel and board
$40,000: Train-the-trainer (2 ½ days; attendees receive customizable slide decks and materials in order to replicate the training(s) for district in-services)

Virtual:
$1050: Lunch & Learn Sessions
$6,500: Keynote or Workshop
$7500: International Keynote Address

Consulting Services:
$1,000-20,000: District AI Policy Review + Updated Version (based on scope + travel & board for in-person component)
$5,000-30,000: District AI Policy Creation (dependent on scope + travel & board for in-person component)

$15,000- 100,000: CTE Redesign Plan (based on scope- higher end includes focus groups, in-person tour of facilities, and advanced recommendations)
$5500 ½ Day Coaching Support, plus travel & board

Invoice Procedures

Payment will occur within 45 days after the event.

All payments will be made in U.S. dollars unless otherwise agreed upon. The contractor will invoice via Intuit with options to pay by credit card, ACH, or check mailed to 72 Sherks Church Road, Palmyra, PA 17078.

Copyright Clause

Client agrees that all works of authorship fixed in any tangible medium of expression by Rachael Mann during the term of this agreement shall be the property of Rachael Mann exclusively and will not be used in any way outside of the terms of the contract. The slide deck presentation and content of the presentations will not be replicated or reproduced. The client agrees to share a copy of the recording with Rachael Mann for recorded presentations and will not distribute the recording outside of what is agreed upon in this scope of work.

Completion Criteria

The contractor shall have fulfilled its obligations when any one of the following first occurs:

- The contractor accomplishes the Contractor activities described within this Work Agreement, including delivery to the Client of the materials listed in the Section entitled "Scope of Work," and the Client accepts such activities and materials without unreasonable objections. No response from the Client within two business days of deliverables being delivered by the Contractor is deemed acceptance.
- The contractor and/or Client have the right to cancel services or deliverables not yet provided with 45 business days advance written/electronic notice to the other party. If the Client cancels, the Client will reimburse any booked travel expenses

and billable time to date. If the Contractor cancels, the Contractor will be responsible for any expenses incurred.

- If government-mandated restrictions are in place at the time of a planned, live event or approaching the event and the conference is canceled, no charges will be incurred by the client. The client agrees to apply this statement of work to their next live or virtual event.

Agreement and acceptance: I agree to the terms and conditions outlined in this Statement of Work.

	Client		**EdFuture**
Signature:		Signature:	
Name:		Name:	Rachael Mann
Title:		Title:	Founder & CEO

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Lee Dow, Director Aerospace & Transportation

AUTHOR: Michelle Mears, Assistant

DATE: 6/8/2026

SUBJECT: Purchase of Welding Shear

RECOMMENDED ACTION:
Approve purchase with Kansas-Oklahoma Machine Tools, Inc of Welding Shear AS375 to be used by Welding in the amount of $130,000.

BACKGROUND:
The purchase of the Welding Shear AS375 will replace the aging and currently inoperable shear currently in the Welding program. Bids were sent to Kansas-Oklahoma Machine Tools, Inc, Industrial Welding & Tool Supply, Munn Supply, Lampton, A Weldors, and Linde with only Kansas-Oklahoma and Industrial Welding & Tool Supply returning bids. Kansas-Oklahoma Machine Tools had the lowest price and will satisfy the program needs. The shear is the equipment the Welding students use to cut coupons for welding practice and certifications and is necessary to the function of the program.

Vendor	Quote Amount
Gas and Supply	$138,295.00
Kansas-Oklahoma Machine Tools, Inc.	$130,000.00

Request for Quote

Moore Norman Technology Center
4701 12th Avenue NW
Norman, OK 73069

May 29, 2026

Dear Vendor:

Moore Norman Technology Center School District No. 17 is seeking price quotations for a quantity of (1) **Standard Industrial AS375-10-3/8"x10" Guillotine Drive Shear.**

If you are interested in responding, quotes will be accepted until **June 8th, 1:00 PM CST.** You may submit your quotes via the following options:

- Email to **angie.gallagher@mntc.edu**,
- Mail to my attention at Moore Norman Technology Center, P.O. Box 4701, Norman, OK 73070-4701, or
- Deliver to my attention at 4701 12th Ave. NW, Norman, OK.

Please reference **"Standard Industrial AS375-10-3/8"x10" Guillotine Drive Shear"** on the envelope or email subject line.

For additional information contact me at **angie.gallagher@mntc.edu** or **405-801-5168**.

Sincerely,

Angie Gallagher
Angie Gallagher
Purchasing Coordinator

ORDER CONFIRMATION QUOTE

Thank you for the opportunity to quote your business.

Quote Summary

Customer Number: 34017 **P/O Number:** QUOTE

Quote Number: 0010902502 **Payment Method:** On account **Terms:** Net 30

Shipping Information: **Quote Date:** 06-03-2026 **Expiration date:** 07-03-2026

MOORE NORMAN TECHNOLOGY CENTER MON.
4701 12TH AVE NW

NORMAN OK 73069 **Salesperson:** 000MAP

Shipping Method: OUR TRUCK Brian Pachucki

Quote Items

Item	Description	Quantity Ordered	Quantity Shipped	UOM	Price	Extended Price
12 WEEK LEAD TIME FROM TIME OF PURCHASE.						
GNA AS375-10	STANDARD AS375-10 SHEAR	1	1	EA	$133995.00	$133995.00
PLEASE REFERENCE QUOTE# VH6-1-26-MOORE NORMAN						
GNS INSTALL	LABOR AND EQUIPMENT CHARGES	1	1	EA	$4300.00	$4300.00
PLEASE REFERENCE QUOTE#2026-3589						

Subtotal:	$138295.00
Tax:	$0.00
Del Charge:	$0.00
Freight:	$0.00
Other:	$0.00
Grand Total:	$138295.00

Quotation Information

Page Two must be completed, signed, and returned for quote to be accepted.

Date 6/5/26

Company IWTS Gas And Supply

Contact Name Brian Pachucki

Contact Title Outside Sale Representative

Authorized Signature B P

Street Address 5413 W. Reno Ave.

City/St/Zip Oklahoma City, Oklahoma, 73127

Phone 405-590-9557

Email brian.pachucki@gasandsupply.com

Please add shipping, freight and/or handling to quote total if applicable.

All quoted prices are FOB Moore Norman Technology Center.

Quote Valid for 60 days.

PAYMENT TERMS: Net45 after receipt of invoice (Oklahoma Statute Title 62 O.S. §34.71)

Quote Amount $133995.00

Shipping/Freight/Handling Costs $4300.00

Quote Total $138295.00

Moore Norman Technology Center reserves the right to reject any or all quotations.

Specifications

Quantity of (1) Standard Industrial AS375-10- 3/8" x 10'Guillotine Drive Shear must include the following

Qty	Description
1	Cybelec Touch 8G Screen Control-Mounted on Right Side of Table
1	Extreme Duty Back-gauge with 36" Range of Motion
1	Standard Foot Pedestal Control
1	Standard Set of 11 hold Down Cylinders
1	Variable Rake Angle Adjustment-Right Side
1	CNC Controlled Power Blade Gap Adjustment
1	Hi-Carbon, Hi-Chrome Shear Blades Upgrade
1	Machine Start-Up and Orientation by Standard Industrial
1	75-Gallons Drum of VP Ultra 6000 Hydraulic AW32
1	Freight for new Machine, rigging to move existing machine and set new machine to be included. (Installation would not include electrical work but would include filling hydraulic tank)
1	5 Year Warranty

MOORE NORMAN TECHNOLOGY CENTER
FINANCE

NON-KICKBACK AFFIDAVIT

Moore Norman Technology Center
PO Box 4701
Norman, OK 73070-4701
Phone: (405) 801-5000 Fax: (405) 217-8275

STATE OF

COUNTY OF

The undersigned (architect, contractor, supplier, or engineer), of lawful age, being first duly sworn, on oath says that this (invoice, claim, or contract) is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim will be (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant further states that (s)he has made no payment, given or donated or agreed to pay, give or donate, either directly or indirectly, to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment or the award of this contract.

IWTS Gas And Supply
Vendor/Company Name

Brian Pachucki
Architect, Contractor, Supplier, Engineer

Attested (witnessed) to before me this 5th day of June, 2026

(Signature of Witness)

Oklahoma law requires school districts to obtain a properly signed and witnessed NON-KICKBACK AFFIDAVIT from any vendor submitting an invoice/purchase order for $25,000.00 or more.

KOMT
KANSAS-OKLAHOMA
Machine Tools, Inc.
3744 E. I-240 SERVICE RD, OKLAHOMA CITY, OK 73135
PH: (405) 670-1111 | FAX: (405) 670-6664
WWW.KOMT.COM

Date: June 8, 2026 **Proposal 25OKC031R4**

Proposal For:
Joshua Younger
Moore Norman Technology Center
4701 12th Avenue Northwest
Norman, OK 73069-8399

Dear Joshua,

In reference to your request, we are pleased to quote **STANDARD INDUSTRIAL AS375-10 3/8" x 10' GUILLOTINE DRIVE SHEAR:**

Qty.	Description:	Price
1	STANDARD INDUSTRIAL AS375-10 3/8" x 10' GUILLOTINE DRIVE SHEAR	**INCLUDED**
1	Cybelec CybTouch 8G Control - Control Mounted on Right Side of Table	**INCLUDED**
1	Extreme Duty Back-Gauge With 36" Rang Of Motion	**INCLUDED**
1	Standard Pedestal Control	**INCLUDED**
1	Standard Set of 11 Hold Down Cylinders	**INCLUDED**
1	Variable Rake Angle – Right Side	**INCLUDED**
1	CNC Controlled Blade Gap Adjustment	**INCLUDED**
1	Hi-Carbon, Hi-Chrome Shear Blades Upgrade	**INCLUDED**
1	Machine Start-up and Training by Standard Industrial	**INCLUDED**
1	75-Gallons of VP Ultra 6000 Hydraulic AW32	**INCLUDED**
1	Freight for New Machine, Rigging to move existing machine and set new machine**	**INCLUDED**
1	5-Year Parts & Limited Onsite Labor Warranty per Standard Ind. Terms and Conditions	**INCLUDED**
	Total for Configuration as Listed Above:	**$130,000.00**

We appreciate this opportunity and ask that you do not hesitate to contact us if you have any questions.

Sincerely,

Stan Sallee

Stan Sallee | Sales Engineer
Kansas-Oklahoma Machine Tools, Inc.
3744 E. I-240 Service Rd, Oklahoma City, OK 73135
(405) 921-4097 | stan_sallee@komt.com

Terms and Conditions:

Delivery:	14-16 Weeks, A.R.O.
Payment Terms:	Balance Due Net 45 Days
Validity:	This offer is valid for 30 days from the date of this proposal.
Shipping:	FOB Moore Norman Technology Center. Trucking is included in this offer.
Rigging:	Rigging is included in this offer.
****Installation:**	Installation and filling of hydraulic tank is included in this offer . (Electrical Work is not included)
Warranty:	See Warranty Statement Below
Payment Processing:	KOMT can accommodate payment by wire/ACH transfers, by check or by credit cards. Credit card payments are subject to 3% processing fee.
Wire Transfers:	Banking details are provided upon request. Please call (316) 945-6800 prior to submitting payment. Wire Transfers are not accepted without prior VERBAL authorization from a KOMT Officer.
Checks Payable To:	Kansas-Oklahoma Machine Tools, Inc. - 3427 West 30th Street S. Wichita, KS 67217 U.S.A.
Tax Notice:	KOMT is required to charge and collect sales tax on orders in the States where the Client company has sales tax nexus.
Tax Exempt:	Tax-Exempt clients are required to submit a copy of their tax exemption certificate when the order is placed. If the certificate is not received with the order, the applicable sales tax will be automatically applied to the invoice(s), in States where the company has sales tax nexus.
Tariffs:	In the event of shipping, tariff, or duty increases, these increases will be passed on to the clients AT COST.

Purchaser Approval:

Company:_____

Name (Print): _____

Title:_____

Signature:_____

Date: _____/_____/ _____

Purchase Order Number.: _____

Voltage Confirmation: _____

STANDARD

5 YEAR WARRANTY PARTS & LABOR



AS375-10

3/8”x10’ GUILLOTINE DRIVE SHEAR

- Cybelec CNC control is simple to learn, extremely durable, and can store up to 300 cutting programs
- Programmable stroke length saves time and improves cutting efficiency
- Automatic Indexing calibrates the back-gauge daily to insure consistent accuracy
- Extreme duty back-gauge is designed to endure continuous, rigorous, use
- Higher tonnage hold-downs with larger cylinder diameters insure parts are held firmly without being deformed
- Squaring Arms and controls can be mounted on either side of the machine
- Manifold lubrication brings lube lines to a common point for easy access
- Extreme duty frame and cutting table make it the heaviest shear in it’s class
- FREE **LIFETIME** REMOTE SUPPORT





FEATURES

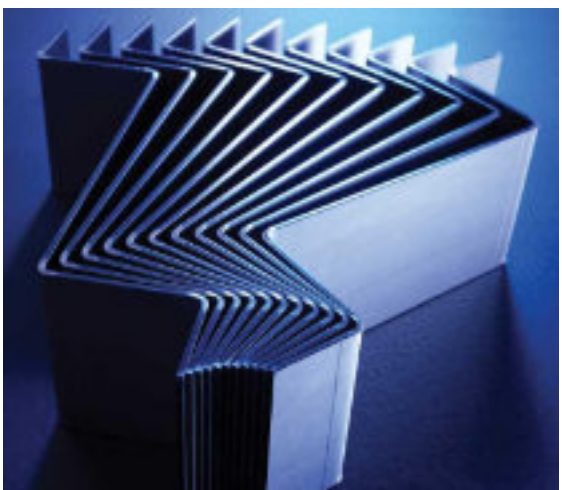
STANDARD

5 YEAR WARRANTY PARTS & LABOR

SPECIFICATIONS

MODEL: AS375-10	VALUE
A36 CUTTING CAPACITY	3/8" X 10'
STAINLESS STEEL CUTTING CAPACITY	1/4" X 10'
SHEARING TONS AVAILABLE	60 TONS
RAKE ANGLE	.4 IPF
SHIPPING HEIGHT /WIDTH / DEPTH	195"x147"x100"
NUMBER OF HOLD DOWN CYLINDERS	11
BORE OF HOLD DOWN CYLINDERS	2"
HOLD DOWN TONS OF FORCE	41
BLADE SIZE	1" x 3" x 124"
WEIGHT	21,000 LBS
HORSEPOWER	30
GRADE REQUIREMENT	ABOVE GRADE
WORKING SPEEDS:	
SPEEDS	
STROKES PER MINUTE FULL LENGTH CUT	12
STROKES PER MINUTE 12" CUT LENGTH	36
RAM SPEED INCHES PER MINUTE- DOWN	125
RAM SPEED INCHES PER MINUTE-UP	178





5 YEAR WARRANTY PARTS & LABOR

5 YEAR WARRANTY INCLUDES LABOR

5 YEAR

LOWEST MAINTENANCE COST

MAXIMUM R.O.I.

FREE LIFETIME REMOTE SUPPORT

HIGHEST AVAILABILITY OF PARTS

100% BUILT IN THE U.S.A

ADVANTAGES

IMPORTANT

5 YEARS

Standard Industrial's warranty is based on 24HR USE. Our warranty typically EXCEEDS OUR COMPETITORS BY 36,000 hrs or more. **STANDARD'S WARRANTY COVERS LABOR.** THEIRS DOESN'T!

Check out our "PLAIN ENGLISH" warranty details on pages 7 & 8.

You're NOT STUCK IN A PROPRIETARY PARTS SYSTEM with Standard. Every customer is provided a list of the OEM parts used to build your machine. You can go DIRECTLY TO THE SOURCE for maintenance parts instead of being price gouged by manufacturers. Standard Industrial is glad to be your parts supplier, but THE CHOICE IS YOURS.

ALL parts used on Standard Industrial machines have ON SHORE SUPPLIERS. This means you can acquire all parts from DOMESTIC SUPPLIERS who SPEAK YOUR LANGUAGE. Standard Industrial also stocks parts and you can buy directly from us if you choose.

STANDARD

5 YEAR WARRANTY

PARTS & LABOR



- Extremely Simple to Learn and Operate
- "Go To" Functions with Manual Control
- Automatically Adjusts Blade Gap for Material Thickness (w/Power Blade Gap Option)
- Capable of Storing 300 Cutting Programs
- Programmable Cut Length Saves Time and Boosts Productivity
- NOT PROPRIETARY, Widely Available
- 2 Year Manufacturers Warranty

CONTROLS

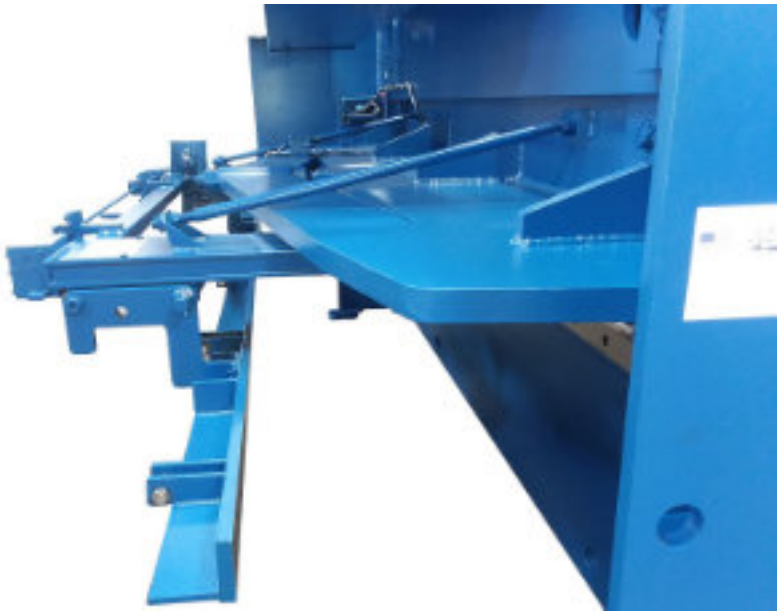
EXTREME DUTY BACK-GAUGE DESIGNED FOR CONTINUOUS RIGOROUS USE

Automatically Indexes to Maintain Consistent Accuracy

"*Incredible Durability Makes it a Popular Choice Among Steel Service Centers*"



"Great for Abusive, High-Volume, Work Environments"





5 YEAR WARRANTY PARTS & LABOR

WARRANTY ITEMS & COVERAGE PERIODS

PARTS COVERED BY 5 YEAR WARRANTY

>Hydraulic Cylinder and Seals

>Pumps

>Drive Components

>Valves

>Shafts

>Structural integrity of non-removable parts

>Bearings

>Hold Down Cylinders & Seals

>Motors, Fittings

>Electrical items not related to CNC or PLC

3rd PARTY COMPONENTS NOT MANUFACTURED BY STANDARD INDUSTRIAL ARE SUBJECT TO THE ORIGINAL MANUFACTURERS WARRANTY TERMS & CONDITIONS INCLUDING BUT ARE NOT LIMITED TO:

>Computer Controls, CNC's PLC's (2YRS)

>Electronics not built by Standard Industrial

>Shar Blades- Structural Integrity only, NOT Edge Condition

>Die Holders, Cushions, & Die Accessories

>Ram Clamping Systems

>Die Compensators

>Crowning Systems

>CNC Square Gauges

>Back Gauge Hardware-

(CNC, Servo, or Otherwise)

MACHINE PLACEMENT

Standard Industrial machinery is NOT DESIGNED FOR OUTDOOR USE. Rain, strong winds, and prolonged exposure to direct sunlight will cause contamination, premature corrosion, and physical damage to your machinery. For these reasons, all Standard Industrial machinery must be placed in locations that prevent exposure to natural elements. This INCLUDES TRANSITIONAL STORAGE TIME BETWEEN THE MACHINES DELIVERY AND INITIAL INSTALLATION. If your machine is found to have been directly exposed to the elements your warranty may be invalidated.

NON-WARRANTY PARTS

All parts must be paid based on the accounts established payment terms of Net 30 Days from date of invoice or Credit Card information provided at the time of order placement. A 20% deposit is required for parts orders over $5,000.00 and 50% deposit for parts orders over $10,000.00

WARRANTY



5 YEAR
WARRANTY
PARTS & LABOR

RETURN POLICY FOR PARTS

Contact Standard Industrial's service department to obtain approval and issuance of an RMA prior to returning any parts. Only after receipt, inspection, and returning to stock will a credit be issued. The 20% Restocking fee will be deducted from the original invoice selling price when credit(s) are issued.

CHANGES & AMENDMENTS

The terms and conditions of this Warranty Statement remain in force until amended by Standard Industrial Corporation. Amendments to Standard Industrial's Terms and Conditions can only be implemented by officers of Standard Industrial Corporation, 1410 Industrial Park Drive, Clarksdale MS 38614. Standard Industrial Corporation reserves the right to change the terms and conditions of this Warranty Statement, at any time, without notice.

WARRANTY



5 YEAR WARRANTY PARTS & LABOR

STANDARD INDUSTRIAL WARRANTY STATEMENT

Standard Industrial is responsible for parts and manufacturing defects as defined by the Standard Industrial 5 Year Parts & Limited Onsite Labor Warranty. THE WARRANTY PERIOD BEGINS AT THE POINT OF SHIPMENT. No parts will be supplied, or labor provided, without official approval from an officer of Standard Industrial Corp. Specific coverage periods are designated by the Warranty Coverage Schedule in this document. **ALL SHIPPING COST FOR BOTH WARRANTIED AND UNWARRANTIED PARTS ARE THE RESPONSIBILITY OF THE MACHINE OWNER**. Terms for all freight shipments are FOB from point of origin.

5 YEAR PARTS & LIMITED ONSITE LABOR WARRANTY TERMS & CONDITIONS

INITIAL PROBLEM ASSESSMENT & MINOR REPAIRS

In the event of a problem, the customer is required to contact Standard Industrial's Service Department. The machine owner is responsible for assisting with the basic assessment, troubleshooting and repair attempts as directed by the Standard Industrial Service Department. All costs incurred during these processes are 100% the responsibility of the machine owner. This includes but is not limited to the associated tools, materials, labor time, and 3rd party resources used during the process. Standard Industrial will NOT pay for any costs incurred by the machine owner during this remote troubleshooting and repair process.

MAJOR and 3RD PARTY REPAIRS

After the machine owner has fulfilled all initial troubleshooting requirements to Standard Industrial's satisfaction, if the problem remains undetermined, we will send a technician to the machine's location. There will be no cost for the parts or labor covered under the terms of Standard Industrial's 5 YEAR PARTS & LIMITED ONSITE LABOR WARRANTY. The cost of additional resources, materials, or labor, provided by the machine owner or other 3rd parties during the course of the onsite repair, are not covered unless officially authorized by Standard Industrial **PRIOR TO THE UTILIZATION OF THE SERVICES.**



5YEAR WARRANTY PARTS & LABOR

MAJOR and 3RD PARTY REPAIRS (cont.)

In certain cases, the best course of repair may involve having the machine owner procure a third-party technician. Third-party repairs, procured by the machine owner, will NOT BE COVERED unless they are OFFICIALLY AUTHORIZED by Standard Industrial, PRIOR TO procuring the service. Standard Industrial will not pay for any products or services procured by the machine owner, during any phase of the problem management process, unless they have been officially pre-approved by an officer of Standard Industrial prior to their utilization or purchase.

NOTE: If it is determined that the machine owner did not fully perform the troubleshooting efforts prescribed by Standard Industrial, they will be charged for all of Standard Industrial's service-related expenses.

In the event a 3rd party technician is approved by Standard Industrial, that technician MUST PERFORM ONLY THE SPECIFIED TASKS OUTLINED BY STANDARD INDUSTRIAL. The 3rd Party Technician is NOT AUTHORIZED to make additional repairs or modifications without EXPLICIT PRIOR instructions form Standard Industrial. Such decisions must consider safety, as well as, structural and functional implications before approval.

MOORE NORMAN TECHNOLOGY CENTER
QUOTE FORM

PLEASE SELECT QUOTE TYPE FROM DROP-DOWN LIST

Program: Aerospace & Transportation

Purpose: Equipment List **Budget Code:** Welding capitol equipment

Quantity	Description	Vendor Quotations					
		Co:	IWTS	Co:	KOMT	Co:	No Bid
		Rep	Brian Pachucki	Rep:	Stan Sallee	Rep:	
		Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Standard AS375-10 Shear	$133,995.00	$133,995.00	$130,000.00	$130,000.00		$0.00
1	Installation	$4,300.00	$4,300.00	$0.00	$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
	TOTAL:		$138,295.00		$130,000.00		$0.00

Order From:		
Vendor	KOMT	
Address	3744 E I-240 Service Rd	
City	Oklahoma City	
State	Oklahoma	
Attention	Stan Sallee	Phone # 405-670-1111
		Fax # 405-670-6664

I certify that the above quotations were solicited by me and that to the best of my knowledge the vendors quoting have the products or services that are representative of those available on the market. I also certifiy that as a result of these quotations or purchases no special considerations will accrue to me personally.

Signed: Joshua Younger
Date: 6/9/2026

☐ **Check Box If Vendor Is Sole Source or Governmental Contract Purchase #** _____

As the person responsible for the approval of the services or goods to be purchased as a result of this request I certify that the approved purchase meets the guidelines of MNTC Board of Education Policy #321

Approved: _____
Name and Title

Purchase Order # _____

Date: _____

Last reviewed: 05/18/23

FIN 006 (09/18/20)

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Kyle Williams
Associate Superintendent, Business and Operations

DATE: June 10, 2026

SUBJECT: Solomon Strategic Advisors Leadership Development Program Proposal

RECOMMENDED ACTION:

Approve the proposal from Solomon Strategic Advisors to expand senior leadership development training, provide executive coaching and launch a new emerging leadership program in FY27 in the amount of $143,490.

BACKGROUND:

In FY26, the Board approved a leadership development initiative for district senior leadership. This investment launched a foundational year of leadership learning focused on developing a shared leadership language, strengthening communication, increasing self-awareness, and enhancing collaboration.

The FY27 proposal represents the next phase of that journey, building upon the foundation established during the current year by continuing with senior leaders and expanding leadership development opportunities to emerging leaders throughout the district. This phase is designed to strengthen leadership capacity, develop future leaders, and embed sustainable systems that support long-term organizational growth, succession planning, and organizational excellence.

In partnership with MNTC, Solomon Strategic Advisors will help institutionalize these training programs by providing training and coaching for internal leaders who will be charged with leading training sessions for future cohorts beyond FY27.

FY27 Scope of Work:

- **Online Learning System:** Access to the GiANT OS platform, catalyst license, and digital resources.
- **Senior Leadership Training Sessions:** Quarterly senior leader toolkit sessions and two half-day voice driven leadership sessions utilizing GiANT leadership tools and frameworks.
- **Executive Coaching**: Continued one-on-one coaching sessions for the superintendent's team and executive director of human resources.
- **Targeted Performance Coaching:** One-on-one coaching sessions for five additional senior leaders.
- **Catalyst Development/Training:** Train-the-trainer sessions and coaching for two senior leaders identified to lead future leadership development training with emerging leaders.
- **New Emerging Leaders Cohort:** Facilitation of a new emerging leader cohort using the 5 Voices for Teams program to build foundational leadership skills, communication effectiveness, collaboration, and self-awareness.

Investment:

Leadership Development Services: $131,000
Catalyst Licenses and GiANT OS Platform: $12,490
Total FY27 Investment: $143,490

Moore Norman Technology Center

PROPOSAL

April 20, 2026



Prepared By: Jessica Rimmer, PhD

SOLOMON STRATEGIC ADVISORS
702 W. SHERIDAN AVE
OKC, OK 73102

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Goals

This engagement is designed to develop leadership capacity across all levels of Moore Norman Technology Center, from senior leaders to emerging talent, while building the internal infrastructure to sustain that growth long after the formal partnership concludes. Specifically, this work aims to:

1. **Equip senior leaders** with a shared leadership language and practical tools through recurring toolkit sessions that sharpen decision-making, communication, and team alignment.
2. **Develop the broader Senior Leadership Council (SLC)** around a voice-driven leadership framework, creating a culture where leaders understand their own voice and leverage the voices of others to drive organizational health.
3. **Accelerate individual leadership effectiveness** through ongoing executive coaching for six senior leaders, extended through a full 12-month engagement.
4. **Support leaders navigating change** through targeted performance coaching designed for individuals in role or supervisory transitions whose performance is critical to organizational outcomes.
5. **Invest in the next generation** by identifying and developing an Emerging Leaders cohort through the 5 Voices for Teams program, building relational and collaborative leadership skills from the ground up.
6. **Ensure long-term sustainability** by equipping two internal Catalyst leaders who will be trained and coached to carry the 5 Voices program forward independently in subsequent years, reducing external dependency and embedding the work into MNTC's culture.

Description of Services

June 2026 – May 2027

1. Senior Leader Toolkit Sessions

Solomon Strategic Advisors will facilitate quarterly toolkit sessions for MNTC's senior leaders. Each session will run approximately 1.5 hours and is designed to build a common leadership language, deepen self-awareness, and apply the GiANT toolkit to the real challenges leaders are navigating. These sessions are hands-on, context-driven, and cumulative — each building on the last. Participants will be provided with physical toolkit materials to support application between sessions.

2. Senior Leadership Council (SLC) — Voice Driven Leadership Sessions

Solomon will deliver two half-day sessions for the broader Senior Leadership Council focused on the concept of voice-driven leadership. These sessions will help the SLC understand how to lead from their authentic voice, communicate across differences, and build teams where every voice contributes effectively. We will utilize the Voice Driven Leader book to anchor the learning and support continued growth. These sessions are designed to be experiential, practical, and directly applicable to MNTC's organizational context.

3. Executive Coaching — Senior Leaders

Building on the coaching engagement established in early 2026, Solomon will provide monthly, 60-minute one-on-one coaching sessions for six (6) senior leaders. This engagement extends through a full program year, (12 sessions per leader). The goal is to accelerate clarity, strengthen leadership effectiveness, and support each leader in leading with confidence and intention.

4. Targeted Performance Coaching

For five (5) leaders identified by MNTC as navigating significant transitions,whether a change in role, scope, or supervisory level, Solomon will provide focused, performance-oriented coaching engagements over a six-month period. These monthly sessions are designed for individuals whose effectiveness during a period of change is critical to the organization. Coaching will be customized to the specific context of each leader and structured to build stability, clarity, and momentum during periods of heightened responsibility.

5. Emerging Leaders Cohort — 5 Voices for Teams Program

Solomon will identify and facilitate a cohort experience for MNTC's Emerging Leaders using the 5 Voices for Teams program. This cohort will consist of six full-day sessions, designed to help participants understand their leadership voice, navigate team dynamics, and develop the collaborative and communication skills foundational to leadership growth. The program builds directly on the work MNTC is completing this year, creating a natural and intentional next step for the organization's emerging talent pipeline.

6. Catalyst Development — Train the Trainer

To ensure the 5 Voices for Teams program lives on within MNTC beyond Year 1, Solomon will identify and develop two Catalyst leaders, internal champions, who will be equipped to lead the program independently in the years that follow.

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TOOLKIT SESSIONS

Become competent at applying the 5 Voices tools and techniques into daily life. This is a process designed for leadership teams who need to develop a liberating leadership approach and be equipped with tools for leadership. The team meet for 1.5 hours monthly to learn and discuss tools from the GiANT Toolkit, ensuring senior team alignment, and using common-knowledge case studies for deeper understanding. Toolkit sessions ensure individual understanding of the tools and how to integrate them personally.

What is involved:

- **Focused Workshops:** Leaders participate in structured sessions designed to explore and make sense of the most relevant leadership tools, with space for discussion, reflection, and shared learning.
- **Leader Toolkit Engagement:** Leaders actively use the GiANT Leader Toolkit to build understanding, develop a shared leadership language, and deepen personal insight.
- **Practice & Application:** Leaders apply tools to real, current leadership situations—testing concepts, discussing outcomes, and strengthening confidence through use, not theory.



Here's what you can expect:

- **Experienced "Been-There" Coaches:** Sessions are led by seasoned coaches who guide learning with clarity, challenge, and practical insight—meeting leaders where they are and helping them move forward.
- **Powerful, Practical Tools:** We bring proven leadership frameworks that are simple, visual, and immediately usable—designed to support real leadership work, not abstract concepts.
- **Proven Path for Growth:** Our approach is intentional and repeatable, helping leaders build skill, alignment, and momentum over time rather than relying on one-off learning moments.

Toolkit Sessions move leadership development out of theory and into daily practice, giving leaders a shared language, practical tools, and the confidence to apply them consistently in real-time decisions and interactions.

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EXECUTIVE COACHING

What's the ROI for Executive Coaching?

- ➔ Studies by the International Coach Federation (ICF) report that companies see an average ROI of **7x the initial investment** in coaching.
- ➔ Coaching reduces turnover, saving companies the 30%–50% of annual salary typically lost with each employee exit.
- ➔ A study in the Journal of Positive Psychology showed a 70% improvement in work performance after executive coaching.
- ➔ Employees under coached leaders are 39% more engaged, per Gallup.

Our Coaching Philosophy

Rooted in the principles of the 100X Leader framework by Jeremie Kubicek. According to this framework, the best leaders are not only 100% healthy themselves but are also dedicated to multiplying their leadership in others. They are focused on building their influence with others through trust-building and authenticity.

In practice, this means:

- ➔ Healthy leaders bring clarity, consistency, and capacity to their teams.
- ➔ Great leaders are distinguished not just by their results, but by their ability to create other leaders.
- ➔ Coaching is a partnership that depends on trust, vulnerability, and a commitment to actionable growth.



Here's what you can expect:

- **Confidentiality & Trust**: Sessions provide a safe space for honest exploration without judgment.
- **Personalized Focus:** While we may begin with a semi-structured framework such as a 6-month coaching plan, sessions are always adapted to your specific needs and current leadership challenges.
- **Strategic Advising:** I will work with you to frame challenges, explore alternative perspectives, and communicate ideas until you feel confident to take action.
- **Integration with Real Work:** Coaching is most effective when connected directly to the leadership challenges you are facing in real time.

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5 VOICES FOR TEAMS

This 6-part workshop series empowers each team member to tap into their superpowers and then understand the contribution of one another and how healthy collaboration will allow them to maximize team performance.



The typical outcomes you will experience:

- ➔ Team Members understand the positive impact their Foundational Voice can have on others
- ➔ Trust & Influence are built in Relationships thus creating alignment
- ➔ Best Practices are built for bringing out the best in one another allowing the team to execute effectively
- ➔ Greater collaboration for solutions and problem-solving become a reality
- ➔ A higher value of each Voice within the team becomes the norm, which contributes to execution and higher levels of capacity







1 **Discover Your Leadership Voice**
Learn the 5 Leadership Voice combinations and characteristics, strengths and styles of each

2 **The Power of Your Voice**
Understand how each team members' Voice can impact in positive ways and negative ways

3 **Relational Dynamics**
Discover how to appreciate and understand those that process and filter information differently

4 **The Art of Collaboration**
Learn how to leverage the strengths of each person on the team for maximum performance

5 **Optimizing Team Performance**
Learn to liberate others even during times of conflict and stress and reach the highest levels of capacity

6 **Team Kryptonite**
Discover how to avoid common pitfalls of team dynamics that will keep your team and organization from a healthy culture

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GiANT CATALYST CERTIFICATION

A Few Key Leaders Become Experts

Catalyst Certification is the highest level of training GiANT offers. Give your key leaders an avenue to establish a sustainable, repeatable development process to help your organization's culture and performance reach incredible heights. It's a system and community designed for the long-term – not just a one-time training.

The annual license covers online training, monthly support, weekly webinars, and provides a license to use the content and resources inside your organization. Both 5 Voices System and 100X Certifications are included.

Our goal is to partner with you and help make the challenging task of leading people and building a healthy and productive culture as simple, scalable, and sustainable as possible.

How it works

- ➔ Online training to deliver **world-class workshops** and teach **sticky, visual tools**
- ➔ **Live Coaching Webinars** to develop skills and answer questions
- ➔ Catalyst **Group Chat** to discuss best practices and build community amongst Guides
- ➔ A responsive **Support Team** available whenever you need it

Guide Certification gives your organization the skilled leaders you need to create and sustain healthy culture.



- An ongoing system & community – not a one-and-done training
- Equip your key leaders with tools and resources to foster real change
- Catalysts offer a sustainable future for the language of the 5 Voices to live within your training, systems and processes

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GiANT OS Pro LICENSE

Unlimited access to every leadership resource.

With GiANT OS Pro you get access to everything on the platform, plus powerful insights and features.



What is GiANT OS Pro?

GiANT OS Pro is an all-in-one subscription that gives you access to all of the GiANT leadership resources. This includes assessments, online courses, leadership tools, and more. You can use it as an individual, but true power is revealed when using it with your team or entire organization.

What does it cost?

The Pro plan is $10.00 per month per user, or $100 per year per user if paid annually.

Who is GiANT OS Pro for?

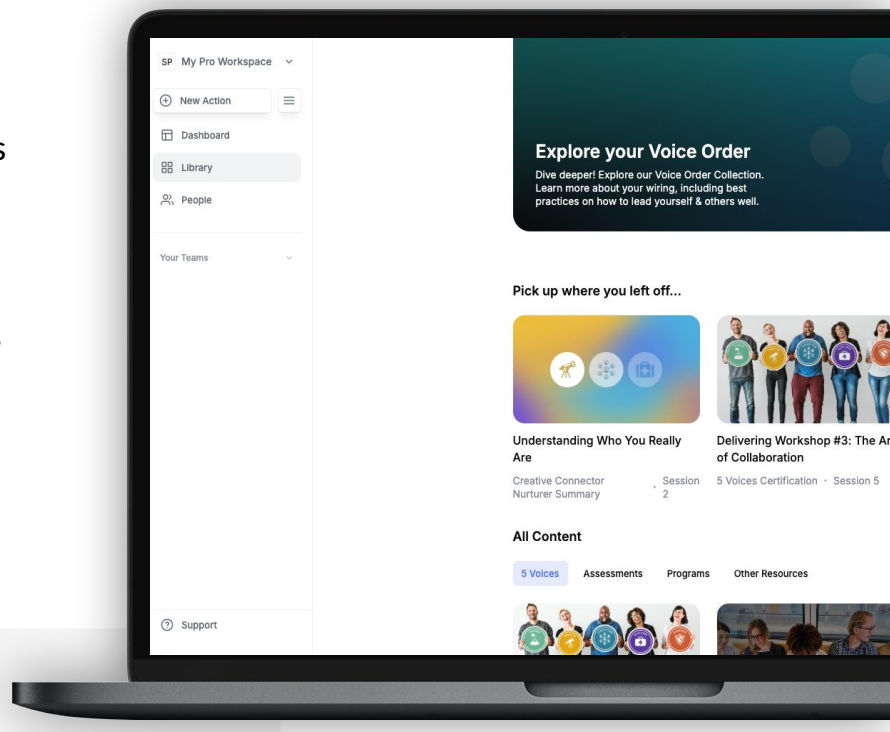


Pro can be used by individuals, teams, and entire organizations.

What you get

- ➔ Access to basic and premium assessments
- ➔ Facilitate an unlimited number of assessments
- ➔ Advanced assessment results and reports
- ➔ Set up an unlimited number of teams
- ➔ Assign objectives for the whole team
- ➔ Watch on-demand anywhere in the world





Who are GiANT?

GiANT Worldwide is a leadership development organization that equips individuals, teams, and organizations with tools to enhance leadership effectiveness, communication, and relational intelligence.

GiANT's core focus is helping leaders become "100X leaders" - leaders who are 100% healthy and bring multiplication to those they lead.



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PROPOSAL

ONLINE LEARNING SYSTEM

Description	*Qty*	*Cost*
GiANT OS –Technology Supported Consulting for asynchronous learning reinforcement whenever and wherever employees are ready to learn. $10/mo/person	45	$100.00 annually
Catalyst Linceses- $3,955 per Catalyst for year one. Catalyst license renewal in Year 2 is $1,995 per Catalyst.	2	$7,990 year one
TOTAL		$12,490

LEADERSHIP PRICING

Description	*Price*	*Qty*	*Total*
Senior Leader Toolkit Sessions (1.5 hours each)	$2,000/session	2 Sessions	$4,000
Senior Leadership Council (SLC) half-day sessions	$3,500/session	2 Sessions	$7,000
Executive Coaching, priced for six (6) leaders. Additional sessions would be invoiced at $750/session.	$750/leader/session	Six leaders for 12 months	$54,000
Targeted Performance Coaching, priced for 5 leaders. Additional sessions would be invoiced at $750/session.	$750/leader/session	Five leaders for 6 months	$22,500
Emerging Leaders- 5 Voices for Teams full-day sessions	$5,500/session	Six Sessions	$33,000
Catalyst Coaching for two Catalysts	$1,000/month	Six Months	$6000
Materials Fee (includes printed toolkits and Voice Driven Leader Books)	$100 Per Leader	One-time for 45 Leaders	$4,500
TOTAL			**$131,000**

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DISCOVER

DEFINE

DEPLOY

Our Discover, Define, Deploy methodology provides a clear path to personal and organizational health. We begin by discovering the current reality, then define the strategies and behaviors needed for alignment, and deploy customized solutions that deliver measurable and lasting impact.

"Our asset size has doubled since working with Solomon and our revenue has grown by 30%"

RICH BARNARD, CEO
TIO CHUY'S AUTO SALES

SOLOMONSA.COM | 7 NE 6TH STREET, OKLAHOMA CITY, OK 73104



Jessica Rimmer Ph.D
Chief Executive Officer

Jessica Rimmer, PhD, is CEO of Solomon Strategic Advisors with over 15 years of executive experience in leadership development, strategic growth, and culture transformation. A former higher education leader, she holds a doctorate from the University of Oklahoma. Jessica is a sought-after speaker on leadership, cultural diversity, and personal success. A citizen of the Cherokee Nation, she is passionate about helping leaders create meaningful impact in their organizations and communities.



Sara Walker
Chief Operating Officer &
Executive Advisor

Sara Walker has two decades of experience as a leadership advisor, known for her work facilitating team performance, organizational culture design and guided implementation of leadership development programs. With a focus on team dynamics and growth strategy, she helps organizations build alignment, resilience and clarity during times of transition. Sara holds a Bachelor's in Business Administration from the University of Oklahoma and a Senior Professional in Human Resources (SPHR) Certificate



Chris Dingess
Executive Advisor

Chris is passionate about growth and leadership, having spent 14 years helping build Paycom from 55 to 5500 employees. During that time he served in various leadership roles from Sales Manager to Executive VP. Chris' teams were known for their combination of high energy, high performance and churning out leadership candidates who also helped shape the business. According to Chris, "Few things are more fulfilling than watching someone fulfill their potential!"

SOLOMONSA.COM



Deanna Farmer
Executive Advisor

Deanna Farmer is a results-driven executive advisor and board director with 30+ years of leadership experience across finance, HR, IT, and operations. A proven transformational leader, she brings sharp business insight and cross-functional expertise to drive performance, lead change, and deliver sustainable growth. Deanna partners with executives to align strategy, develop leadership, and build cultures that accelerate results—grounded in deep operational knowledge and a passion for people.



Debbie Davis
Executive Advisor

Debbie is a seasoned Oil & Gas professional, Executive Coach, Transition Strategist, and Facilitator. Known for her collaborative style, deep expertise, and authentic care, she helps individuals and teams move forward with clarity and confidence. Her tools include the 5 Voices, Optimizing Team Performance, and Navigating Conflict Without Casualties. Debbie creates space for meaningful, discussions, using relevant, practical content to develop people, strengthen teams, and build lasting community.



Ray Griffin
Executive Advisor

Ray Griffin is an Executive Advisor at Solomon Strategic Advisors, passionately committed to the growth and development of individuals and organizations. With over 30 years of leadership in church and faith-based settings—including more than a decade as an Executive Pastor—he holds a BA in Psychology and a Master's in Marriage and Family Counseling. Ray excels at meeting people where they are and guiding them to meaningful next steps.



Ashley Napier MAOL
Executive Advisor

Ashley Napier has nearly twenty years of leadership experience, including roles as COO of two insurance agencies. She earned her Master's in Organizational Leadership from the Townsend Institute at Concordia University Irvine. Ashley employs collaborative coaching, transformative workshops to foster growth, interpersonal skills, and high-performing teams. Originally from OK/Kansas/Texas, she now lives in Oklahoma, enjoying travel, art, coffee, and time with loved ones.



Marian Redwine Ed.D
Executive Advisor

Dr. Marian Redwine is an organizational performance coach and executive advisor with over 30 years of experience empowering leaders and teams. She specializes in culture design, organizational alignment, and communication training rooted in self-awareness—helping leaders recognize their strengths, blind spots, and impact on others. Her background includes sales, marketing, and higher education administration. Marian holds a doctorate in Higher Education Leadership and Management



Sophie Preston MOL
Executive Advisor
Social Media & Brand Alignment

Sophie Preston guides clients toward intentional living and meaningful relationships through impactful tools. She holds a BA in English Language from the University of Suffolk (UK) and a Master of Leadership from Southern Nazarene University (Oklahoma). Sophie is a certified practitioner of 5 Voices and MBTI, and holds a Zig Ziglar Certificate in Ethical Leadership. With law enforcement, and human-capital leadership experience, she brings a human-centric design focus to those she serves.



Loran Mayes
Executive Advisor

Mayor Loran Mayes, elected April 2023, has lived in Wilburton since 2019. She holds degrees in Parks and Recreation Management and Leadership and Communication. Previously Executive Director of the Armed Services YMCA of Oklahoma and a State Park Manager, Mayor Mayes oversees city operations, fiscal management, and public works. Active in civic life, she contributes through the Lion's Club, Women of Wilburton, Leadership Latimer, and other community organizations.



Brian Hartsock
Executive Advisor

Brian Hartsock serves as an Executive Advisor with Solomon Strategic Advisors, bringing over two decades of leadership experience. He has been Vice President at Commercial Brick Corporation since 2003 and previously served five years as Executive Pastor at Antioch Community Church in Norman, Oklahoma. Brian blends business acumen and pastoral leadership to guide organizations and leaders with wisdom, integrity, and a people-first approach, helping teams and communities flourish.



Crystal Heard
Executive Advisor

Crystal Heard is a dynamic IT and engineering professional with over 29 years of service as a U.S. Air Force civilian and contractor. Skilled in network architecture, systems analysis, and IT acquisitions, she pairs technical expertise with strong leadership and communication. A Distinguished Toastmaster, Crystal captivates audiences through workshops and keynotes on leadership, perseverance, and communication, while fostering long-standing partnerships that advance mission success and organizational growth.

MOORE NORMAN
TECHNOLOGY CENTER

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Angie Gallagher

DATE: 06/08/2026

SUBJECT: District wide coffee service

RECOMMENDED ACTION: Recommendation to begin service with Staples Flavia on Aug 1st. Our current coffee provider requires 30 days advance notice so if approved they will be notified that the last day of service would be July 31.

BACKGROUND:

As part of the district's effort to improve coffee service quality and cost-effectiveness, bid packets were issued to eight vendors. Vendors were required to submit both pricing and coffee samples for evaluation.
To ensure a representative review, 12 employees from across campus participated in a taste-testing process and provided structured feedback. The tasting panel consistently identified the Flavia system as offering the best overall flavor profile and product quality.
Following the evaluation of taste, equipment, and pricing, Staples (Flavia) emerged as the recommended vendor. Their proposal offers:

- High product quality, as confirmed through the tasting process
- Single-cup brewing, which eliminates waste and reduces ongoing product loss
- Competitive pricing with a low monthly machine cost

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Flavia (Staples)	$18/month per machine 2 year agreement – average $.83 cents per cup
Imperial	$7,613/year
Blue Sky	$38.89 to $56.74 per case
Nespresso	$216/month per machine
Kuerig	Did not submit pricing
Joliff	No bid
Hayes 405	No bid
Prarie Fire	No bid

MOORE NORMAN TECHNOLOGY CENTER
QUOTE FORM

PLEASE SELECT QUOTE TYPE FROM DROP-DOWN LIST

Program: Finance

Purpose: Coffee Service **Budget Code:**

Quantity	Description	Vendor Quotations					
		Co: Flavia		Co: Imperial		Co: Blue Sky	
		Rep		Rep:		Rep:	
		Unit Price	Total	Unit Price	Total	Unit Price	Total
	District Wide Coffee Service	18 Monthly	#VALUE!	$7,613.00	$0.00	$39.74 to	#VALUE!
		per machine	#VALUE!		$0.00	$56.74 a case	#VALUE!
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
	TOTAL:		#VALUE!		$0.00		#VALUE!

Order From:	
Vendor	
Address	
City	
State	Zip
Attention	Phone #
	Fax #

I certify that the above quotations were solicited by me and that to the best of my knowledge the vendors quoting have the products or services that are representative of those available on the market. I also certifiy that as a result of these quotations or purchases no special considerations will accrue to me personally.

Signed:

Date:

☐ **Check Box If Vendor Is Sole Source or Governmental Contract Purchase #**

As the person responsible for the approval of the services or goods to be purchased as a result of this request I certify that the approved purchase meets the guidelines of MNTC Board of Education Policy #321

Purchase Order #

Approved: Angie Gallagher
Name and Title

Date: 6-9-26

Last reviewed: 05/18/23

FIN 006 (09/18/20)

MOORE NORMAN TECHNOLOGY CENTER
QUOTE FORM

PLEASE SELECT QUOTE TYPE FROM DROP-DOWN LIST

Program: Finance

Purpose: Coffee Service **Budget Code:**

Quantity	Description	Vendor Quotations					
		Co: Nespreso		Co: Kuerig		Co: Joliff	
		Rep		Rep:		Rep:	
		Unit Price	Total	Unit Price	Total	Unit Price	Total
	District Wide Coffee Service	216 Monthly	#VALUE!	NO Bid	#VALUE!	NO Bid	#VALUE!
		per machine	#VALUE!		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
	TOTAL:		#VALUE!		#VALUE!		#VALUE!

Order From:	
Vendor	
Address	
City	
State	Zip
Attention	Phone #
	Fax #

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Approved: Angie Gallagher
Name and Title

Date: 6-9-26

Last reviewed: 05/18/23

MOORE NORMAN TECHNOLOGY CENTER
QUOTE FORM

PLEASE SELECT QUOTE TYPE FROM DROP-DOWN LIST

Program: Finance

Purpose: Coffee Service **Budget Code:**

Quantity	Description	Vendor Quotations					
		Co: Hayes 405		Co: Praire Fire		Co:	
		Rep		Rep:		Rep:	
		Unit Price	Total	Unit Price	Total	Unit Price	Total
	District Wide Coffee Service	No Bid	#VALUE!	NO Bid	#VALUE!		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
			$0.00		$0.00		$0.00
	TOTAL:		#VALUE!		#VALUE!		$0.00

Order From:	
Vendor	
Address	
City	
State	Zip
Attention	Phone #
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Purchase Order #

Approved: Angie Gallagher
Name and Title

Date: 6-9-26

Last reviewed: 05/18/23

Breakroom Quote

Staples:

Name	Brittany Allen
Title	Facility Solutions Specialist
Email Address	brittany.allen@staples.com
Phone	(407) 670-3735

Customer:

Account #	22000114
Account Name	Moore Norman Technology Center

Quote:

Term	24 months
Total Monthly Rental Amount	$ 0.00
Total Monthly Minimum Spend Amount	$ 234.00
Total Water Service	$ 0.00

*Quote created on 05/29/2026

*Quote vaild for 30 days

*Recovery fee applies if an asset is uninstalled or returned before the equipment term ends; fee ranges from $200–$500 depending on equipment.

Products (1)

Product Name	Quantity	Min. Monthly Spend (per Unit)	Monthly Rental Fee (per Unit)
Flavia Aroma 10-Cups Single Serve Coffee Maker, Black	13	$ 18.00	-

In most cases, once a signed agreement is in place, we can implement a program within 20 business days. Our Experts set us apart and your satisfaction is our top priority. Staples Breakroom Implementation Experts will contact you to confirm details around your account, as we have a full team focused on servicing your business and assisting with all your program needs. After installation, you can expect Annual filter changes on plumbed equipment.

Qualifying Breakroom Products for Minimum Monthly Purchase Volume

- Coffee
- Tea & Tea Drinks
- K-Cups & Pods
- Soda & Juice
- Water

- Cups, Lids, Accessories
- Disposable Plates & Bowls
- Breakroom Organizers
- Takeout Supplies

- Seasonal Food/Candy
- Condiments
- Disposable Cutlery
- Snacks
- Candy

- Small Breakroom Appliances
- Refrigerators & Microwaves
- Pet Products
- Takeout Supplies

*Qualifying “Water” excludes 5 Gallon bottles and filtration rental