

MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Stephania Cordova
Executive Director of Human Resources

DATE: September 14, 2026

SUBJECT: Employment – Non-Certified Practical Nursing Instructor

RECOMMENDED ACTION:

Approve the employment of the superintendent's recommendation for the Non-Certified Practical Nursing Instructor position, contingent upon the successful completion of the pre-employment process.

BACKGROUND:

The superintendent recommends the employment of Amanda Ritter for the Non-Certified Practical Nursing Instructor position. The position was advertised in Indeed, in the Norman Transcript, and on the MNTC website beginning August 7, 2026, and remained open until a suitable applicant was identified. MNTC received eight (8) applications. Lorain McKay, Shawna Herell, Matt Fix, and Tonya Haley interviewed three (3) candidates on September 3, 2026. One (1) candidate was sent for a second interview with Christa Simmons and Robyn Castleberry on September 8, 2026.

The applicant recommended for the position is Amanda Ritter. Amanda is recommended for the Non-Certified Practical Nursing Instructor position based on her extensive clinical experience, advanced nursing education, and demonstrated ability to teach and lead others. She brings more than 15 years of nursing experience, including direct patient care, nursing supervision, staff training, and service as an adjunct Registered Nurse educator. Her background as a Nursing Supervisor and Registered Nurse provides her with a broad range of clinical knowledge and real-world experience to bring into the classroom. Amanda's credentials, combined with her experience mentoring and educating nurses, position her well to provide students with strong instruction, practical skills, and preparation for successful nursing careers.