

Pioneer Technology Center Board of Education
Regular Meeting

Tuesday, January 13, 2026, 6:00 PM

Room B120

2101 N. Ash St.

Ponca City, Oklahoma 74601

The Board will meet for a snack supper in Seminar Center West 5:30 p.m. No school board action will be discussed or taken; therefore, no agenda items are listed in connection with this period prior to convening of the board of education meeting.

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations
Pioneer Technology Center School Board Appreciation
5. Discussion and vote to approve or not approve the Minutes of the December 9, 2025, regular Board of Education meeting
6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #61101-61225 in the amount of \$101,020.93; Building Fund #60043-60045 in the amount of \$27,622.91; Payroll #70008-70186 in the amount of \$42,070.94)
7. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - 7.A. Traci Thorpe, Superintendent/CEO
 - 7.B. Molly Kyler, Executive Director, Business & Industry Services
8. Discussion and vote to approve or not approve purchases over \$10,000 as listed on Appendix A.
9. Discussion and vote to approve or not approve supplemental budget appropriations as listed on Appendix B.
10. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix C.
11. Proposed Executive Session to discuss the employment, evaluation and contract addendum of Traci Thorpe, Superintendent/CEO Okla. Stat. Title 25, 307(B)(1)
12. Vote to convene in Executive Session

13. Acknowledge return of the Board to Open Session
14. Board President statement of Executive Session minutes
15. Vote to approve or not approve contract renewal & contract addendum for Traci Thorpe, Superintendent/CEO
16. New Business
17. Board Comment
18. Adjournment

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

POSTED: Pioneer Technology Center, North Entrance
Posted _____
By Kellie Johnson, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, December 9, 2025 6:00 PM
Seminar Center West
2101 N. Ash St.
Ponca City, Oklahoma 74601

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

Also, in attendance were Traci Thorpe, Jennifer Wehrenberg, Kendra Knight, Kahle Goff, Stacey Rush, Molly Kyler, Mike Orr, Terri Busch, Aimee Snyder and Kellie Johnson-Employees, Richard Winterrowd, Sally Talley- Winterrowd-Talley Architects, Paul Kyler, Ross Kyler- Kyler Construction Group.

3. Flag salute and moment of silence

4. Reports and Presentations

Annual ODCTE follow-up report, Kahle Goff, Director of Full-Time programs

Mr. Goff gave the follow-up report & IAPI (Instructional Area Planning Instrument) data to the school board. This report evaluates student completion, placement, certification, and work-based learning data.

The follow-up report shows that we are lower than the state average, but we are higher than we have been in recent years. Pioneer Tech is at 89.51% for the completion rate. Placement of known completers is where those complete our programs and find a job in a related field. We exceed the Gold Star Criteria for FY25. Mr.Goff stated that certifications have increased over the years because Pioneer Tech has opted to pay for certifications for students.

5. Discussion and vote to approve or not approve the minutes of the November 11, 2025, regular Board of Education meeting

Motion to approve the Minutes of the November 11, 2025, regular Board of Education meeting passed with a motion by Mrs Gay Norris and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

6. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #61008-61100 in the amount of \$69,890.87; Building Fund #60042 in the amount of \$1,256.26; Payroll - NONE)

Motion to approve the Financial Reports, Activity Fund Report, and Encumbrances & Change Order Lists as presented passed with a motion by Mr. J.D. Soulek and a second by Mr. Laurence Beliel.

Mr. Laurence Beliel: Yea

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

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

Traci Thorpe, Superintendent/CEO

PTC hosted the area sophomores on Dec 4-5. We saw approximately 682 sophomores from our area schools. A statewide Firefighter 1 academy was held in partnership with OSU-FST and will be graduating 19 students on December 9th. Over half were from our local area, but the rest came from across the state. Another academy was held for volunteer firefighters and concluded in November. Twenty-five firefighters completed and passed all skills and live fire evaluation. Additionally, nine of our Full-time program students completed. A meeting was held with eleven other technology centers to discuss a future statewide paramedic program solution. Eastern Oklahoma County's accredited program is exploring the option to serve as a host and work with other tech centers as outreach sites. Potential availability could be as early as August of 2026. The NCOCWE held a quarterly meeting and was joined by Senator Bill Coleman and Senator Lankford's representative, Peyton Burns. The discussion centered around the upcoming legislative session, activity at the federal level and local/regional concerns for education, healthcare, workforce and recruitment to our region. We are in the process of finalizing the implementation of the Centegix alert badge system for campus crisis alerts. We completed staff responder training on November 21st and will be conducting all staff training at the beginning of January. We have been waiting to receive training resources for the whole group training. The government shutdown has concluded, and we can move forward with the USDA Grant project. We are planning to go out to bid mid-January. The bid opening would be January 31st, and we would finalize the bid approvals at the February board meeting.

Kahle Goff- Executive Director Full-Time Programs

8. Discussion and vote to approve or not approve a selection of construction managers and consultants for projects for which PTC determines that the employment of construction managers and consultants is permitted and desirable.

Construction Managers

A. Kyler Construction

B. Rick Scott Construction

Construction Consultants - Architectural

- A. Dewberry
- B. Winterrowd-Talley Architects

Discussion and vote to approve or not approve a selection of construction managers and consultants for projects for which PTC determines that the employment of construction managers and consultants is permitted and desirable. passed with a motion by Mrs Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

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

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

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

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

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts passed with a motion by Mr. J.D. Soulek and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 5, Nay: 0

11. Discussion and vote to approve or not approve Aimee Snyder as Purchasing Agent and Treasurer, effective January 1, 2026; and as Chief Financial Officer, effective February 1, 2026

Motion to approve Aimee Snyder as Purchasing Agent and Treasurer, effective January 1, 2026; and as Chief Financial Officer, effective February 1, 2026 passed with a motion by Mrs Gay Norris and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

12. Proposed Executive Session for the purpose of conducting the evaluation of the Superintendent/CEO Okla. Stat. Title 25, 307(B)(1)

Proposed Executive Session for the purpose of conducting the evaluation of the Superintendent/CEO Okla. Stat. Title 25, 307(B)(1) passed with a motion by Ms. Debbie Leaming and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

13. Vote to convene in Executive Session

Motion to convene in Executive Session passed with a motion by Mr. Laurence Beliel and a second by Ms. Rachel Shuey. At 6:50 pm

Mr. Laurence Beliel: Yea
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea

Yea: 5, Nay: 0

14. Acknowledge return of the Board to Open Session at 7:21 pm

15. Board President statement of Executive Session minutes

16. New Business (None)

17. Board Comment (None)

18. President Leaming adjourned the meeting at 7:22 pm

Respectfully submitted,

Kellie Johnson

Kellie Johnson
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:

Superintendent Report – January 2026

Meetings and Activities

- **December 10** - After Board Meeting report to staff; CTE Legislative Committee SQ 841 Discussion
- 11 – Distance Learning Consortium – RISE – meeting with Blackwell Superintendent, Shawn Haskins; November/December Staff Birthday Luncheon; PC Chamber/PCDA Business After Hours Holiday Gathering
- 12 – LegisOK Tracking Software Training; PTC Staff Christmas Party
- 15 – Admin Team meeting; Supervisor Meeting planning
- 16 – Lease Revenue Financing discussion with Jordan Smith of Stephen L. Smith Corp; PTC Children’s Christmas Party
- 17 – PTC Supervisor Group meeting; Amanda Perez’ Going Away reception
- 18 – RCB Bank Community Advisory meeting; Integris Virtual Board meeting
- 19 – B&I Breakfast – Construction Trades; LegisOK Tracking Software Training
- 22 – January 2 – Christmas Break
- **January 5** – Holiday work day
- 6 – Admin Team meeting
- 7 - OASA Region 4/PTC Area superintendent meeting
- 8 – ERDA Regional Luncheon – Rural Healthcare Focus; RCB Bank Chamber Pre-reception meeting;
- 9 – Admin Team tour of Park and Rec Facility and Ponca City Rec Plex
- 12 – CTE Legislative Committee Zoom meeting
- 13 – Communications and Marketing Statewide meeting welcome; PTC Board meeting

Full-Time Programs

- Superintendent and Executive Director Honor Roll letters went out this week for first semester - 153 Superintendent and 142 Executive Director honorees were recognized.
- We have not yet received the ODCTE Final Feedback Report from the October Accreditation Site Visit. Due to the number of centers they were evaluating this Fall, they indicated we may not see it within the 60-day timeframe typically expected.

Business and Industry Services

- December B&I Breakfast was focused on the Construction Trades sector. We had over twenty attendees and representatives from nine different industry partners within the construction industry. Discussion centered around skills needed in prospective workforce, preparation courses for industry exams, and the search for higher skilled employees like Construction Superintendents and Project Managers. PTC shared about resources we can provide to support business with Quickbooks and how the WorkKeys assessment/certification can indicate preparedness and skill level for potential employees. Industry partners discussed collaborating on jobs and how beneficial that has been in providing connections with customers for different specialties needed on a job.
- Traci, Molly Kyler, and Janet Schwabe attended the Enid Regional Development Authority luncheon on Rural Healthcare and the impact of the Medicaid/Medicare changes for Oklahoma hospitals. The projections of the current landscape and the future with the changes fully implemented indicate that it is going to be difficult for many hospitals to continue to operate. Rural Oklahoma hospitals are particularly at risk.

Capital Planning

- We are in the process of training all staff for the implementation of the Centegix alert badge system. Campus first responders were trained in November, and will be finishing all staff training this week. We have performed some testing of the outdoor beacons around the perimeter of the campus and have been in communication with the police department to ensure they are also receiving the notifications as expected. We will be working with the City of Ponca City on additional crisis event planning and agreements for reunification and have communicated with PCPS about the Memorandum of Understanding we have in place with them.
- We were required to provide additional documentation for the USDA grant, but have done so and are still planning to go out to bid mid-January. The bid opening would be January 31st, and we are anticipating finalizing the bid approvals at the February board meeting.

Retirements/Resignations/Staff Changes

- We are collecting applications for the Evening FT Welding Program and hope to have a candidate identified soon. Karl Lynes, SHARE Program Coordinator/Instructor and Karen Ware, Administrative Assistant in Student Services have tendered letters of retirement and both will be retiring on June 30, 2026.

Upcoming Events

January 15 – Tonkawa Chamber Banquet
January 16 – CTE Women in Leadership Graduation (Aimee Snyder)
January 20-21 – CTE Superintendent Meeting – High Plains
January 22 – PC Chamber Banquet
February 9 – OkACTE Freshman Legislator Breakfast
February 13 – Blackwell Chamber Banquet

Directors' Report to the PTC Board of Education – January 2026 (Alphabetic by Area)

Business & Industry Services & Safety

- The BIS team served 87 businesses in December (71 different in-district and 16 out-of-district).
- Three hundred twenty-four (324) services were rendered by the team last month. These activities include Community Development & Involvement, Apprenticeships, Marketing Visits, Safety Training, Customized Training, Consulting, Personal Enrichment, Team & Professional Development and OK APEX Accelerator access.
- For the first 6 months of this fiscal year the team has worked with over 420 businesses
- The BIS team conducted 66 one-on-one consultations for 110 counseling hours.
- Dawn Brakey's clients were awarded 24 awards totaling \$5,002,890.06.
- Johnny Thornburgh coordinated the Handheld Laser Institute, saving clients \$15,100 by acquiring a Rapid Response Grant through ODCTE. PCDA assisted with instructor travel expenses. Johnny, Heather Smith, Ian Freeman and Tyler Foster participated in the Institute. There were 18 participants. CME, Mertz Integrated and Cookshack were industry clients that were served.
- The BIS team also logged
 - 719 Safety Training Contact Hours
 - 401 Customized Training (31) Contact Hours
 - 276 AT&D/Open Enrollment Contact Hours
- AT&D offered 8 on-campus classes: 4 were made, 4 were canceled, and 58 registrations were fulfilled.
- Markesha Duggan, Ian Freeman, Tyler Foster, Molly and Kahle continue to work together to interview and select an evening full-time welding instructor.
- Janet Schwabe coordinated the December B&I Breakfast. The industry focus was construction. There was a great turnout from PTC staff and construction partners. Partners shared positive information about PTC graduates in their employment.
- BIS Team members assisted with the Sophomore Success event.
- PTC BIS got to be a "stop" as part of Leadership Ponca City's Industry Day. Laurence Beliel was the Day Chair. Molly is a Program Chair and Ian Freeman is a Leadership Participant.
- Several members of the BIS team attended Blackwell Industrial Authority's Holiday Open House, the Ponca City/Chamber/PCDA Holiday Business After Hours and PTC's Staff Christmas Party.
- Molly worked with Kahle, Traci and Kellie to provide quarterly supervisor training on the topic of evaluations.
- Molly attended the OKSBDC partner event in Oklahoma City. Ben Evans was given a special award by the SBA for his support and dedication to the Oklahoma District Office and the small business community.
- Molly worked with Student Services staff, along with Culinary and Cosmetology instructors to communicate with students and parents about grade and attendance status.

On the horizon for AT&D (<https://pioneertech.augusoft.net/index.cfm?fuseaction=1010&>)...

January

12 - CNA-Long Term Care Nurse Aide and Soap Marking **NEW!**

13 - Dental Assisting, Dance Fitness **NEW!**

21 - A Taste of Greece **NEW!**

22 - Cookie Decorating - Winter Cookies **NEW!** & Quilting Barns, Boats, and Birdhouses **NEW!**

February

- 2 - Learning Studio Photography **NEW!**
- 3 - Phlebotomy
- 9 - CNA-Long Term Care Nurse Aide and Plumbing Journeyman TEST PREP
- 12 - Valentine Cookie Decorating
- 16 - Intro to Product Photography
- 17 - C.L.I.M.B - Creating Lasting Income with Money Basics **NEW!** and Everyday Sourdough **NEW!**
- 23 - Guitar 101
- 24 - CPR/FIRST AID
- 25 - Stock Soup Master Class **NEW!** and Creating a Peaceful and Clutter-Free Environment
- 26 - Acrylic Painting - Gustav Klimt "The Kiss" **NEW!**

March

- 2 - Raising Chickens 101
- 3 - PMI (Precision Measuring Instruments)
- 5 - Women's Health - Perimenopause and menopause **NEW!**
- 6 - CMA Continuing ED
- 9 - CMA-Certified Medication Aide and Raising Chickens 201
- 10 - Sourdough Cinnamon Rolls **NEW!**
- 11 - Sauces II Master Class **NEW!**
- 12 and 26 - Pizza Baking Class - Parent/Child **NEW!**
- 23 - Advanced Beverage Service
- 24 - Excel 2019 Level 1
- 25 - Construction Documents 101
- 26 - Women's Health - A Holistic Approach **NEW!** Beginning Knitting **NEW!** and Water Color
- 101 - Cozy Coffee Painting **NEW!**
- 30 - DIY - Spa Making Kit **NEW!** and Become a Bee Keeper

On the horizon BIS events (www.pioneertech.edu/page/bis-events)...

January

21 - Refill Your Cup - Step into a session that challenges the usual self-care talk and gets real about what it actually takes to stay grounded. We'll explore three counterintuitive principles that help you protect your energy and show up stronger. You'll see why caring for yourself isn't selfish, why waiting until you're drained never works, and why making room for yourself sometimes asks for a trade-off. Come ready to rethink how you refuel.

29 - QuickBooks Online ADVANCED TRAINING - Take your QuickBooks skills to the next level with QBO Advanced Training. This course is perfect for current QuickBooks Online users ready for higher-level training and smarter workflows. Walk away with practical, advanced skills you can use immediately to save time, reduce stress, and increase profitability.

February

25 – Non-Profit Series / Winning Grants: Essential Strategies to Fund Your Mission - This hands-on seminar designed for nonprofit leaders ready to strengthen funding strategies and gain clarity around grant seeking. Whether you are new to grants or refining your approach, this session covers what grants really are, common myths and truths, the full grant seeking cycle, how to know if you are grant ready, finding the right grantors, and the core elements of a strong proposal.

Communications & Marketing

- Angie Ogden had shoulder surgery, she spent most of the break recovering. I will be happy to have her back on Monday, Jan. 12th.
- Angie Ogden prepared for the Ponca City Chamber banquet program and the C&M Team is working with the group to assist for the event.
- Terri Busch attended the Marland Estate Commission meeting in December.
- Appreciate Mallory Kyler taking photos at the PTC Kids Christmas Party. Photos were then posted to social media.
- Terri Busch put together Holiday/Christmas greeting photos from teams and classes and created a video to run during the Winter Break.
- Angie Ogden created numerous flyers and information for the BIS Team and the AT&D Team before leaving for surgery.
- The C&M Team attended the Dec. OKSPRA event in Piedmont at their High School. Luke Garrison with Speak Now was a featured speaker for the event.
- Social Media posts for Full-Time Programs, BIS, and AT&D were scheduled daily.
- Angie Ogden assisted The PTC Foundation with Giving Tuesday brochure design and other design needs.
- The C&M Team took photos of the Students of the Month, they were featured on social media and a press release was sent.
- Terri Busch created Facebook events for January AT&D classes. AT&D Schedules dropped in the mail and classes are filling up.
- Assistance was given to the Crazy Christmas Sweater/Snack Day event by the C&M Team.
- The team is putting together School Board Appreciation items, social media, and newspaper ads to thank our board members. This is with the help of the Zac Ladner and the Info. Tech class.
- Eblasts were sent out by Angie Ogden for WRO, AT&D and BIS.
- Holiday greetings were scheduled for the website and social media by Terri Busch for the Winter Break.
- The C&M Team met to assist with Hannah Day's baby shower and Stacey Rush's Retirement party.
- Terri Busch attended the NTHS meeting to assist with all the activities for this group.
- 1 Million Cups presentation was held with Dirt Road Designs, Terri Busch assisted with set-up and Vis Com students livestreamed the event.
- Terri Busch is working with the State Communications and Marketing group, PTC will host their group on Jan. 13th in the Conf. Center.

Instructional Directors / Full Time Programs

Instructional Directors

- A FY27 School Calendars survey to all staff members to receive feedback. Staff members have three schedules/calendars to select from.
- Kahle Goff played Santa Claus for the PTC Children's Christmas Party.
- Jennifer Wehrenberg, Molly Kyler, and Kahle Goff attended the PTC Staff Christmas Party.
- Kahle Goff attended the Opportunity Center Board Meeting.
- Molly Kyler and Kahle Goff provided training to PTC Supervisors.
- A team of individuals conducted Evening Welding Instructor Interviews.
- Kahle Goff was selected to the Blackwell Chamber of Commerce Board and provided a teambuilding activity during the retreat.

Practical Nursing

- December was a busy month for the PN program.
- Five students completed the program and are waiting to take NCLEX.
- PN Select students finished Intro to Nursing and have moved onto Fundamentals. They will be starting clinicals this month.
- The Sept 25 cohort is in Pharmacology and all of them will be starting Clinical 1 in January.
- The March 24 cohort is starting clinical 3 and will be finishing up theory in March.
- The faculty is busy grading clinical packets, getting organized for the new class starting in March, and working on curriculum updates.

Health, BITE and Special Programs

Medical Services

- Medical Assistant Program:
All students are now CPR certified and have now completed almost all of their skill check-offs. We have been working on sterile dressing changes, venipuncture (phlebotomy), medication administration, and injections making it a very busy 3 weeks!
- Mrs. Koch contacted our clinical partners and they're completing the clinical survey so she can see how we can best serve them. All students are very excited about starting clinicals at the end of February.

Veterinary Assistant Program:

The Veterinary Assistant students are continuing their progress and were able to join alongside the Medical Assisting students regarding Medication administration (drawing medication from vials/ampules, administering vaccines, phlebotomy skills). We have identified common surgical instruments, and sterilization techniques with the Autoclave as well as setting up sterile fields.

- Mrs. Koch contacted several Veterinarian offices in hopes of obtaining clinical partnership with them, and am waiting to hear back so we can finalize this.

Academic Math

- All classes have started off well for the Spring Semester of 2025/26 SY
- Several students have completed and are going fulltime in the CT programs
- Adult students are nearing completion of their Medical terminology and A&P, they should be done in February so they can start clinicals
- One new student has started a science class in the PM session, they are coming out of Mechatronics.

Teacher Prep

- The teacher prep students have been working on goal setting and preparing to begin lesson plans and student teaching in the Child Lab.
- We will take our first round of competency assessments on January 13th-- 1st year students will take the ELCCT and 2nd year students will take their Master Teacher exam.

HCC

- Students are working on Long Term Care curriculum and skills

AEFL

- 4 new students enrolled in the AEFL and TANF programs
 - 122 students currently enrolled
 - 4661 total attendance hours for all students

- 6 high school equivalency tests passed this month
- 3 students have graduated and earned their high school equivalency diploma
- 28 students have made an EFL gain (Educational Functioning Level)
- AEFL Staff attended virtual and face-to-face training:
 - LACES Training
 - Centegix Responder Training
 - The Transformation of Adult Education: COABE's Year of Impact and Advocacy Triumphs

SHARE

- We had 2 more students finish all their Core coursework in order to graduate. They are both doing their Tech program full time.
- We ended up with 4 new students this semester.

New Beginning

- At the present time we have 20 students attending
- We started servicing Meridian Tech in December
- 1 student completed and passed her Long-Term Nurse Aide program. She is job searching
- 7 students in full time programs
- 11 students are either in Aztec online classes or Universal Class.
- 1 student in active job searching
- Mrs. Burg had a board meeting for Soroptimist and they also brought lunch for all the TANF students

BITE

- IT and Vis Com have returned after a much-needed break.
- BPA is in full swing with students preparing for state competition.
- Esports started back and they have a full slate of new games they are competing in this semester.

Biomed

- Sophomore tours where my students demonstrated how to use a micropipette. The visiting sophomores were able to try it out and made some microplate art. The Biomed students did a fantastic job representing the program while our guests were here.
- Biomed first year students spent this month finishing up our CSI case by filling out our decedent's autopsy report. This meant going over MRI scans of her brain and taking an inside look of her heart (actually a sheep's heart). Before the heart dissection they had to learn a little more about the circulatory system along with the structure and function of pumping blood through the body. What they discovered was Anna Garcia had a couple of heart defects that ultimately caused her demise.
- Anatomy and physiology students took a deeper dive into the muscular system and got some real hands on experience dissecting a chicken wing! That's always a favorite!
- Second year biomed students have been finishing up the second course called Human Body Systems where we were able to do a simulated urinalysis on several fictional patients. They were able to determine a specific patient's disease based on their urinalysis and other symptoms. Students took the end of course exam at the end of the month. In January, they will be starting the third course, Medical Interventions.
- The end of December was wrapped up with a visit from Ponca sixth graders in the gifted and talented program. We discussed with them different types of bone fractures. Then they were able to put together imitation femur bones and determine the type of fractures.

WRO

- December workshop was the week of 12/08/25 with a record number of 23 participants complete the week! PO's include 2 participant attending dental assisting and 1 to attend bus driver's certification. Barrier removal includes 2 utility bills, 3 participants to get work clothing and 2 drivers license/CDL.
- Other WR expenditures include advertising with the Icon Cinema- this will begin in February and we will discontinue the billboard contract (in Redrock, HWY 77N) as of March 2026.
- Community engagements included attending Chamber activities in Ponca and Blackwell as well as having the Work Ready car in all Kay County community parades. Our office will remain open with 1 or more staff on Green days with posted holiday closure signs on our City Central door as well as social media for participant awareness. City Central was fun with including door decorating contests and gingerbread scavenger hunt with WR participating- Katie and Becca worked together earning 2nd place in door decorating and we all managed to find a gingerbread man- with help of Katie's eye sight!
- All staff mid-year reviews were completed with good standing for each employee. We have a Zoom staffing with Public Strategies at 8am on 1/13/26 to better understand NICRA budget lines and their expectation of overhead not being more than 15% of our monthly invoice.

T&I and Service Programs

Automotive

- AVTECC training in Texas next week
- 2 new scan tools purchased for under \$500 each
- 4 students earned ASE patches for passing all 10 ASE certification test

Cosmetology

- On December 8th, Advisory Committee Members hosted a haircutting class for the cosmetology students. The students duplicated the haircuts on manikins.
 - Vianey Salon Owner of Vida- The Wolf Haircut & Curtain Bangs
 - Alex Salon, Owner of The Hair Bar & Kayla Co-Owner of Forever 29- The Modern Shag
 - Tj Salon Manager of Smart Styles- Razor Cut Pixie & Razor Long Layers
 - Alana Stylist at DeeZign- 90 degree Layering
- In December, all students completed the Facial and Hair Removal Chapters
- The first-semester cosmetology class had 206 clients in the salon.

Construction Trades

- Estimating
- Plan Reading
- Multimeter Certification

Criminal Justice

- Criminal Justice Students Volunteered at NERA, Santa Cause 2 and rode in the Tonkawa Christmas Parade, Ponca City Christmas Parade, Newkirk Christmas Parade and Blackwell Christmas Parade.
- Students continued to study on topics of Crime Scene Investigation: Topics learned were Fingerprinting, Evidence Collection, Evidence Packaging, Blood Spatter, Searches, Measurements and Sketches and Defensive Tactics.

Culinary Arts

- Held advisory meeting with Rick Hancock (Rusty Barrel) and Chef Jeff (TS Fork/PCPS Nutrition). It was a small group, but we discussed 4-week internships
- Hosted a small group of 6th graders, and they got to prepare pizza and decorate sugar cookies.
- We will start the year with some baking, appetizers, and preparing for the competition season.

Firefighter/EMT

- EMT students are nearing the halfway mark and are starting their clinical evaluations at Ponca FD and Blackwell FD.
- FF students have started hazmat operations and will test at the end of January.
- After nearly two years of work on a subject matter expert committee for OSU-FST, 5 other members and myself have updated the certification written and skills eval for Firefighter One and Firefighter Two. The updates were required to meet the new NFPA standards and for the International Fire Accreditation Congress, or IFSAC.
- This required our committee to validate 860 and 500 test questions, respectively in the test bank and rewrite 27 and 12 evaluation skills.
- This will be the standard for testing for FF1 and FF2 in the United States and 16 other countries.

Mechatronics

- All students have completed WorkKeys
- 1 student awarded 6 certificates in PMI
- Have 5 students competing next month in SkillsUSA

Precision Machining

- Many students have made their way to the CNC side of the shop
- Hass Lathe is fixed and making parts
- A student who starting his apprenticeship Monday, 1/12

Welding

- Practice With students participating in Skills USA
- Open root SMAW on plate
- Open root GMAW/FCAW on plate

Student Services

Student Services:

- Cross trained in multiple areas
- Assisted in administering and monitoring in the test center
- Administered evening testing
- Assisted with Sophomore Success set up
- Served as tour guide for Sophomore Success days
- Attended Project Search meeting
- Counselors and directors met to discuss semester changes
- Met to discuss 26-27 calendar
- NTHS meeting
- Assisted students with printing/binding high school English assignments
- Our team Visited Autry Tech

Career Development Facilitator:

- Met with Student Ambassadors regarding Sophomore Success
- Facilitated Sophomore Success Tours
- Facilitated a PTC visit for West Middle School Gifted and Talented students

- Volunteered to have vitals checked in Health Careers
- Visited Autry Technology Center's Student Services Team

WorkKeys:

- We had a lesson on measurements and taught students how to make waffles with proper measurements
- Helped with sophomore success.
- Wrapped presents and helped with the children's Christmas party
- Visited Autry with our team

Employability Skills:

- Topic for December was Work Ethic
- What is work ethic and how do you know if you have it.
- We also logged in to Oklahoma Career Guide and went back over the changes on their Career Assessments.
- We had a lesson on measurements and taught students how to make waffles with proper measurements
- Helped with sophomore success.
- Wrapped presents and helped with the children's Christmas party.
- Students reported out on their SMART goals that they set 8 weeks ago and if they were able to accomplish the goal they set

Counselor

- Assisted with Sophomore Success set up
- Served as tour guide for Sophomore Success days
- Met with students and instructors regarding grades and attendance
- Attended Project Search meeting-December 9th
- Counselors and directors met to discuss semester changes-December 11
- Met to discuss 26-27 calendar-December 11
- NTHS meeting-December 11
- Assisted students with printing/binding high school assignments
- Visited Autry Tech-December 19
- Assisted students with OK Promise application
- Communicated semester changes to high school counselors

Testing Specialist

A total of 240 tests were proctored in November, bringing our fiscal-year total to 1,225.

With only 6 public testing days (2 Career Center Mondays & 4 days blocked for Automotive Testing), we accumulated 237.15 contact hours (not including several untimed exams).

Aside from daily proctoring responsibilities, I also:

- Assisted with Sophomore Success Tours
- I visited Autry Technology Center with Student Services and met with Tammy and Lisa, Testing Center staff members, to review comparable testing operations and best practices. The PTC Testing Center continues to produce comparable testing volumes with 11 testing computers and one testing personnel, compared to Autry Tech's 30+ computers and two full-time staff members. This comparison highlights the efficiency and expanded scope of services currently supported by the PTC Testing Center with a single testing personnel. Additionally, Autry Tech's testing scope is more limited and does not include the full range of assessments or testing-related reporting required at PTC. For example, Autry Tech's Workforce & Economic Development department manages Health & Professional

Certification testing for their short-term programs (CNA, CMA, Dental Assisting, & Phlebotomy), allowing them to test their own students and reducing interdepartmental coordination/ document transferring.

Test Breakdown

Public Testing (37 testers)

- 31 Kay County residents
- 2 Kansas residents
- 4 surrounding counties

Evening Testers-11 testers (4 sessions)

- CNA-5
- PearsonVue CEOE (Oklahoma Educators): 1
- HiSet: 4
- NOC Proctored Final: 1

WorkKeys- 63 total

I continue to dedicate Mondays to in house WorkKeys testing for Career Center students, I have also proctored:

- Student WorkKeys: 35
- Entrance WorkKeys: 13
- Employer-Requested/Paraprofessional (Woodland, Pawhuska, Spears – Wichita, McCord, Blackwell) WorkKeys: 15

AT&D Course Completers- 17

- HCP – CNA: 9
- CDA Competency Exam: 1
- Phlebotomy Competency Exam: 7

ABE / High School Equivalency- 19

- HiSET: 18
- GED (via Pearson VUE): 1

CTTC Health & Professional Certifications- 7

- OK CLEET Phase IV- Armed Security Guard: 1
- Oklahoma Department of Mental Health and Substance Abuse Services: Combo Case Management II): 1
- Oklahoma POSSE: 2
- Oklahoma Portable Fire Extinguisher Technician: 1
- CLEET Phase I & II: 1

MMPI- 2

- BPOC Applicants: 2

PTC Student Competency Exams/End of Course Exams/ CTTC Health & Professional Certifications

- Automotive ASE: 122
- BioMedical Sciences: 6
- CNA: 1 from Practical Nursing
- CMA: 1 from Practical Nursing

Pearson VUE-

- CEOE (Oklahoma Educators): 1
- Advanced EMT: 1
- GED: 1
- CDA: 1

PROV (Cosmetology Exams)- 3

- Kansas Residents- KS Barber Theory Exam: 2
- Owasso- OK Theory Exam: 1

Proctored College Course Exams: 1

- NOC Student: 1

Disability Services Facilitator

- Attend and host IEP/504 Meetings
- Update files, listings and Orange Binders
- Assist in Testing Center as needed and provide Read Aloud and Individual Testing accommodations for qualifying students.
- Conferences with students and Instructors reviewing grades and progress.
- Assisted with Sophomore Days
- Participated in an informational meeting with Project Search Coordinator and PTC representatives.

Plant/Facilities/Maintenance

- Advertising for a competitive bid for the 2026 BIS service road project. Bid opening will be January 30th, 2026.
- Requesting approval from the PTC board to install fencing along the east side of PTC property separating our land from the neighboring residents.
- Conducted Centegix 911 testing with the PCPD on 1/5/2026 with good success.
- Provided staff crisis alert badge training on 1/7, and 1/8/26 for general staff. The system is live and in use.
- Facilities staff waxed hallway floors and general cleaning during Christmas/New Year break.
- Facilities assisted in some required installation to the 2 new large viewing screens in the conference center and the seminar center.
- Will be conducting regular scheduled emergency drills for the new semester.
- Working on individual mid-year evaluations.
- Scheduled tour of the Parks and Recreation facility and the RexPlex for the administration staff to discuss the reunification process.
- Will be sending out the quarterly facilities newsletter "The Fix".

PIONEER TECHNOLOGY CENTER
PURCHASES OVER \$10,000
Equipment/Furniture/Remodel or Repairs/Technology
January 13, 2026

<u>Program/Area</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Building Maint Major Repair/Remodel	Niemann Fencing Co.	Install approx. 1500' of 6' fencing	<u>\$ 44,893.38</u>
			Total \$ 44,893.38

Other quotes:

<i>Fence Restorations</i>	<i>\$53,275.00</i>
<i>Tight Line Fence Co</i>	<i>\$45,200.00</i>

ESTIMATE

Niemann Fencing Company LLC
196 Scissortail Ln
Ponca City, OK 74604

niemannfencing.ap@gmail.com
+1 (580) 762-3300

Vo-tech
Bill to
Jason Kubik

Ship to
Jason Kubik

Estimate details

Estimate no.: 1422
Estimate date: 12/11/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Fence Install	Install approx 1500' of 6' tall fencing sch 40 pipe post sch 40 top rail corner post 9' by 2 7/8" gate post 10' 6" by 2 7/8" line post 9' by 2 3/8" top rail 1 5/8" by 21' sticks sch 40 even spacing between post not to exceed 10' apart all post set in concrete Truck 3500psi -- Bag 3200psi 9 gauge fabric steel 9 gauge twist ties "security ties" 9 gauge tension wire held with 9 gauge hog rings 1-10' gate 1- 20' double drive gate	1	\$44,893.38	\$44,893.38

Total

\$44,893.38

Accepted date

Accepted by



FENCE RESTORATIONS

Construction Estimate

Email: ron@fencerestorations.com
fencerestorations.com



Date 1/5/2026

Name PTC

Address 2101 N. ASH Phone _____

City PONCA CITY State OK Zip 74601

NEW CONSTRUCTION
 REPAIR
 LABOR

<input type="checkbox"/> PRIVACY		DESCRIPTION OF LABOR/MATERIALS/SCOPE OR WORK
<input checked="" type="checkbox"/> CHAIN LINK 4FT. 5FT. 6FT.		EAST FENCE PROPOSAL
<input type="checkbox"/> VINYL		1500' CHAINLINK 6' TALL NO BARB
<input type="checkbox"/> PERGOLA/DECK		SCHEDULE 40 FRAME WORK WITH 3 GATES (10')
<input type="checkbox"/> ORNAMENTAL IRON		3' TERMINAL POSTS, 2" LINE POSTS 1 5/8" TOPRAIL 9 GA FABRIC
LINEAR FEET		
	NORTH	
	SOUTH	
	EAST	
	WEST	
1500	TOTAL	TOTAL ESTIMATED COST \$ 53,275.00
POSTS <input checked="" type="checkbox"/> METAL <input type="checkbox"/> WOOD		
PICKETS		
<input type="checkbox"/> TREATED <input type="checkbox"/> CEDAR		
GATES		
WALK	1	
DRIVE	1	

The Contractor shall perform all of the work on the project agreed upon and is limited to the terms and scope of work at the property address listed above.

A payment of 50% is due on agreement of contract: for material cost, unless other arrangements have been negotiated by both parties. **Payment due at time of job completion.**

The Home Owner shall pay the contractor for the materials and labor and or services provided to complete project as estimated above.

***Fence Restorations is NOT responsible for any utilities above or below the ground.
 (Ex: Data Cable, Sprinkler System, Electric and or Gas)***

Subterranean rock, concrete, tree roots and or stumps will be an additional labor charge.

Signed this _____ day of _____, 20____

 Responsible Party

RON TAPP
 Contractor Ron Tapp 1(580) 304-9214

ESTIMATE

Tightline Fence and Outdoors
6608 Fairgrounds
Stillwater, OK 74074

tightlinefencestw@gmail.com
+1 (405) 395-7308



Bill to
Jason Kubik
Pioneer Tech

Ship to
Jason Kubik
Pioneer Tech

Estimate details

Estimate no.: 1393
Estimate date: 01/06/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		6' ChainLink	Schedule 40 posts and rail, 9 gauge fabric, posts in concrete, 1 10' gate, 1 20' double swing gate -material and install	1500	\$28.30	\$42,450.00
2.		Mileage		1	\$1,250.00	\$1,250.00
3.		Concrete	60lb Bag Sack Crete 80 lbs pr hole	1	\$1,500.00	\$1,500.00
Total						\$45,200.00

Accepted date

Accepted by

**PIONEER TECHNOLOGY CENTER
FY 2025-2026 APPROPRIATIONS
January 13, 2026**

<u>General Fund Appropriations</u>	<u>CURRENT</u>	<u>CHANGES</u>	<u>REVISED</u>
1000 Instruction	5,933,339.43	+ 100,858.48	6,034,197.91
2000 Support Services	7,775,767.20	- 21,289.06	7,754,478.14
3000 Noninstructional Services	1,127,257.88	0.00	1,127,257.88
4000 Facilities & Construction Services	99,000.00	0.00	99,000.00
5000 Nonrevenue & Clearing Accounts	3,500.00	0.00	3,500.00
7000 Other Uses	<u>2,034,000.00</u>	<u>0.00</u>	<u>2,034,000.00</u>
Total General Fund	\$16,972,864.51	\$79,569.42	\$17,052,433.93

Building Fund Appropriations

1000 Instruction	1,001,796.00	0.00	1,001,796.00
2000 Support Services	1,826,932.76	0.00	1,826,932.76
3000 Noninstructional Services	20,000.00	0.00	20,000.00
4000 Facilities & Construction Services	2,505,127.00	0.00	2,505,127.00
5100 Debt Service	1,000,000.00	0.00	1,000,000.00
7000 Other Uses	<u>6,173,319.67</u>	<u>0.00</u>	<u>6,173,319.67</u>
Total Building Fund	\$12,527,175.43	\$0.00	\$12,527,175.43

APPENDIX B

REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS

GENERAL FUND – FY 2026

S.A.&I. 307 (1998)

Pioneer Technology Center S. D. No. 13

To the County Clerk of Kay County, State of Oklahoma

We, the undersigned duly qualified and acting officers of the Governing Board of the aforementioned school district of said County and State hereby certify that the notice of approval of the following State and/or Federal Funds has been received and is currently on file in the school business office:

1. Rapid Response EDI Initiative (State Project Code 436)	\$ 17,875.00
2. Empower / TANF Additional Funds (Federal Project Code 452)	\$ 10,475.00
3. Empower / TANF Additional Funds (State Project Code 463)	\$ 20,000.49
4. Adult Education and Literacy ABE Carryover (Federal Project Code 731)	\$ 28,049.07
5. Adult Education and Literacy Corrections Carryover (Federal Project Code 733)	\$ 3,169.86

Total	<u>\$ 79,569.42</u>
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We further certify that these funds are in addition to and in excess of the State and/or Federal funds previously appropriated for the school district. We therefore, request that the school's appropriations be increased by the following amounts:

<u>PURPOSE OR ITEM OF APPROPRIATION</u>	<u>Prior Approved Appropriations</u>	<u>Requested Application of Funds</u>	<u>Current Approved Appropriations</u>	<u>Addition Approved by County Clerk</u>
1. Current Expense	\$16,972,864.51	\$ 79,569.42	\$17,052,433.93	\$ 79,569.42
2. Interest Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
3. Grand Total	<u>\$16,972,864.51</u>	<u>\$ 79,569.42</u>	<u>\$17,052,433.93</u>	<u>\$ 79,569.42</u>

Submitted by order of the Board, this 13th day of January, 2026.

President of the Board

Clerk of the Board

CERTIFICATE OF COUNTY CLERK

STATE OF OKLAHOMA, COUNTY OF KAY, ss:

I, the duly qualified and acting County Clerk in and for the said County and State, do hereby certify that I have added the requested amounts to the appropriations of the school district in the manner requested by the School's Board of Education.

Done at Newkirk, Oklahoma, this _____ day of _____, 2026.

(SEAL)

County Clerk

Deputy

PIONEER TECHNOLOGY CENTER
Part-Time & Temporary Employment Contracts and/or Addenda to Contracts
Date 1/13/2026 FY 2025/2026

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Ashton Armstrong	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Stanley Avans	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Keri Bartley	ABE/ESL Class @ PTC	1/6-28 (28 hrs)	700.00
Ryan Brown	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Chad Chrisco	Christmas Treats Assistant	12/4 (4 hrs)	60.00
Chad Chrisco	Holiday App. Assistant	12/10 (4 hrs)	60.00
Stephanie Chrisco	Christmas Treats Class	12/4 (5 hrs)	125.00
Aimee Clark	AEFL Class @ PTC	1/6-29 (42 hrs)	1050.00
Garrett Clark	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Tanner Crawford	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Nicholas Duggan	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Jordan Farmer	Adj. Criminal Justice Inst.	1/6-5/31 (up to 15hrs/week)	30.00/hr
Kathy Farmer	CSO Skills Check Off	12/8-12 (10.5 hrs)	367.50
Scott Feaster	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Braden Fields	CPR Class	12/2-3 (6 hrs)	180.00
Larry Godley	AEFL Class @ Tonk/Blkw	1/8-29 (16 hrs)	480.00
Elaine Harman	AEFL Class @ PTC	1/6-29 (42 hrs)	1092.00
Richard Hinthorn	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Donald James	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Kathryn Johnson	CSO Skills Check off	12/3-12 (7.5 hrs)	262.50
Kellie Johnson	Evening Supervisor	12/16-1/15 (up to 28 hrs)	25.00/hr
Kellie Johnson	Evening Supervisor	1/16-2/15 (up to 24 hrs)	25.00/hr
Kellie Johnson	Evening Supervisor	2/16-3/15 (up to 32 hrs)	25.00/hr
Kellie Johnson	Evening Supervisor	3/16-4/15 (up to 32 hrs)	25.00/hr
Kellie Johnson	Evening Supervisor	4/16-5/15 (up to 44 hrs)	25.00/hr
Misty Jordan	Training Tahay W for Den. Asst.	11/18-12/12 (8 hrs)	280.00
Julie Lawrence	AEFL Class @ PTC	1/7-29 (42 hrs)	1512.00
Allyson Leonard	AEFL Class @ PTC & Otoe	1/8-29 (31.5 hrs)	787.50
Jared Licklitter	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Kevin Main	Adj. Criminal Justice Inst.	1/6-5/31 (up to 15hrs/week)	30.00/hr
Audra Mason	Evening Testing Facilitator	1/5-6/30 (up to 10 hrs/week)	21.00/hr
Sandy May	AEFL Class @ PTC	1/6-29 (28 hrs)	700.00
Joni Murphy	AEFL Class @ Osage Site	1/7-28 (14 hrs)	462.50
Ashley O'Hara	CSO Skills Check off	12/4-12 (1.5 hrs)	52.50
Brenda Pollak	Holiday Appetizers	12/10 (5 hrs)	150.00
Brenda Pollak	Evening Supervisor	12/16-1/15 (up to 28 hrs)	28.00/hr
Brenda Pollak	Evening Supervisor	1/16-2/15 (up to 36 hrs)	28.00/hr
Brenda Pollak	Evening Supervisor	2/16-3/15 (up to 40 hrs)	28.00/hr
Brenda Pollak	Evening Supervisor	3/16-4/15 (up to 44 hrs)	28.00/hr
Brenda Pollak	Evening Supervisor	4/16-5/15 (up to 40 hrs)	28.00/hr
Pam Powers	AEFL Class @ PTC	1/6-29 (91 hrs)	2297.00
Kristi Reed	D MAT Class	12/8-10 (24 hrs)	720.00
Aimee Snyder	CFO Duties Salary Addenda	02/01 – 06/30	5,000.00
Aimee Snyder	Cell Phone Supplement	02/01 – 06/30	500.00
Ben Steichen	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Bobbi Jo Steier	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Rebecca Stephens	AEFL Class @ PTC	1/8-30 (37.5 hrs)	937.50
James Stolhand	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Mary Ann Sudbury	AEFL Class for Corrections	1/6-29 (26.5 hrs)	689.00
Daniel Vap	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Gary Vap	CPR Instructor	12/2 (3 hrs)	90.00
Jacob Vap	Adjunct Firefighter Instructor	1/6-5/18 (up to 15 hrs/week)	30.00/hr
Tahya Westermeyer	Dental Asst Training Class	11/18-12/2 (8 hrs)	280.00

Appendix C