

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, June 10, 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, Ryan Burkett, Kendra Knight, Kahle Goff, Stacey Rush, Molly Kyler, Mike Orr, Terri Busch, Aimee Snyder and Kellie Johnson.

3. Flag salute and moment of silence

4. Reports and Presentations

5. Oath of Office for Incumbent Board Member Gay Norris, Zone 3 of the Board of Education

6. Discussion and vote to approve or not approve the Minutes of the May 13, 2025, regular Board of Education meeting

Motion to approve the Minutes of the May 13, 2025, regular Board of Education meeting passed with a motion by Ms. Rachel Shuey and a second by Mrs Gay Norris.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrances & Change Order Lists (General Fund #51783-51926 in the amount of \$96,686.48; Building Fund #50082-50088 in the amount of \$43,376.45; Payroll #70193-70194 in the amount of \$12,381.25)

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 Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

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

PTC's summer activities for younger students have started. Summer Camp for incoming 6-7th graders is being held June 3, 4 and 5. We had just over 100 participants. Summer Academies, for students entering 8- 10th grades, will be held in June and July (see schedule below in the Upcoming Events). So far, we have 72 registered with Culinary and AM Salon, both full, Pre-nursing with only 2 openings, and the rest still have spots available. Summer tasks to prepare for the upcoming school year are underway, with handbook and policy reviews, summer maintenance and technology requests, and curriculum updates sprinkled in between our camps, academies and other on campus events. • The Accreditation Team is working to get the application and associated appendices ready for submission in July and are close to having things finalized and ready to go. The site visit will be at the end of October. Business and Industry Services • The NCOCWE and other community stakeholders will be meeting on June 18th to discuss regional business and industry needs and brainstorm about future program ideas and opportunities that we may want to further explore. We feel that this will be beneficial information to consider as we are discussing the re-purposing of the ADPC property. • AT&D summer classes kicked off this week and will run throughout the summer and until mid-August. There are over 30 courses available, with 10 new course offerings. Capital Planning • For the welding remodel, the Donaldson Torit ventilation system and ductwork has been installed, and the snorkels for the individual booths are in place. The outside Bottle Storage area is nearing completion with the gates remaining to be installed. Concrete floor polishing is scheduled to start mid-month and is scheduled for 15 days. • The north parking lot asphalt has been removed, and dirt work preparation has been impacted by the recent rains. The project is scheduled to be completed at the beginning of August. Retirements/Resignations/Staff Changes • Jim Kelly will retire at the end of June. Interviewing has been completed for the open staff positions.

A. Traci Thorpe, Superintendent/CEO

B. Kahle Goff- Executive Director Full-Time Programs

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 Mr. J.D. Soulek and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

10. Discussion and vote to approve or not approve items as surplus as listed on Appendix B.

Motion to approve items as surplus as listed on Appendix B passed with a motion by Ms. Debbie Leaming and a second by Mrs Gay Norris.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

11. Discussion and vote to approve or not approve revisions to the 2025-2026(FY26) Pioneer Technology Center school calendar

Motion to approve revisions to the 2025-2026(FY26) Pioneer Technology Center school calendar passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

12. Discussion and vote to approve or not approve the 2025-26 Basic Peace Officer Certification handbook.

Motion to approve the 2025-26 Basic Peace Officer Certification handbook. passed with a motion by Ms. Rachel Shuey and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

13. Discussion and vote to approve or not approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold. This is an agreement for legal services, including, but not limited to, legal advice, consultation and representation for FY26.

Motion to approve the Agreement for Representation between Pioneer Technology Center and its Board of Education and Rosenstein, Fist & Ringold. This is an agreement for legal services, including, but not limited to, legal advice, consultation and representation for FY26. passed with a motion by Mrs Gay Norris and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

14. Discussion and vote to approve or not approve a Resolution requesting FY26 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY26.

Motion to approve a Resolution requesting FY26 Temporary Appropriations for General Fund and Building Fund: and a Resolution authorizing the school treasurer/deputy treasurer to invest excess funds during FY26. passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

15. Discussion and vote to approve or not approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2025. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local).

Motion to approve the close out and transfer of balances from the following Activity Fund sub-accounts to the General Fund on June 30, 2025. (Petty cash, bookstore revenue, equipment sales, facilities rental, ABE testing fees, incubator rents, incubator utilities, miscellaneous, resale, shop revenue, day tuition, AT&D tuition, IT&D tuition, safety tuition, SHARE/Local). passed with a motion by Mrs Gay Norris and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

16. Discussion and vote to approve and not approve the Activity Fund Subaccounts for FY26 as listed on Appendix C.

Motion to approve the Activity Fund Subaccounts for FY26 as listed on Appendix C. passed with a motion by Mr. J.D. Soulek and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

17. Discussion and vote to approve or not approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY26, as listed on Appendix D.

Motion to approve the adoption of the annual insurance resolution and proposed insurance policies renewal, for FY26, as listed on Appendix D. passed with a motion by Mr. J.D. Soulek and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

18. Discussion and vote to approve or not approve designating Traci Thorpe, Superintendent/CEO, as the qualified individual responsible for overseeing PTC's Information Security Program and providing an annual report to the board

Motion to approve designating Traci Thorpe, Superintendent/CEO, as the qualified individual responsible for overseeing PTC's Information Security Program and providing an annual report to the board passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

19. Discussion and vote to approve or not approve the appointment of Stacey Rush as School Treasurer and Purchasing Agent; Erin Mercer as Deputy Treasurer; Katy Mayer as Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY26.

Motion to approve the appointment of Stacey Rush as School Treasurer and Purchasing Agent; Erin Mercer as Deputy Treasurer; Katy Mayer as Encumbrance Clerk and Activity Fund Custodian and Carol Cales as Activity Fund Clerk for FY26. passed with a motion by Mrs Gay Norris and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

20. Discussion and vote to approve or not approve Kellie Johnson as Board minutes clerk and Aimee Snyder as Deputy Board minutes clerk for FY26.

Motion to approve Kellie Johnson as Board minutes clerk and Aimee Snyder as Deputy Board minutes clerk for FY26. passed with a motion by Mr. J.D. Soulek and a second by Mrs Gay Norris.

Mr. Laurence Beliel: Absent
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

21. Proposed Executive Session to discuss the FY26 salary schedules and staffing plan per Okla. Stat. Title 25, 307(B)(1).

22. Vote to convene in Executive Session

Motion to convene into executive session at 6:44 pm passed with a motion by Mr. J.D. Soulek and a second by Ms. Rachel Shuey.

Mr. Laurence Beliel: Absent
Ms. Debbie Leaming: Yea
Mrs Gay Norris: Yea
Ms. Rachel Shuey: Yea
Mr. J.D. Soulek: Yea
Yea: 4, Nay: 0, Absent: 1

23. Acknowledge return of the Board to Open Session

The Board of Education returned to open meeting at 7:31 pm

24. Board President statement of Executive Session minutes

The board entered into executive session at 6:44 p.m. to discuss salary schedules and the Staffing Plan for FY26 per Okla. Stat. Title 25, 307(B)(1). Those present in the executive session were Gay Norris, Board Member, Debbie Leaming, Board Member, Rachel Shuey, Board Member, JD Soulek, Board Member and Traci Thorpe, Superintendent. No action was taken by the board of education.

The board returned to open session at 7:31 p.m.

25. Motion and vote to approve FY26 salary schedules and staffing plan.

Motion to approve FY26 salary schedules and staffing plan. passed with a motion by Mr. J.D. Soulek and a second by Ms. Debbie Leaming.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

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

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

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

27. Discussion and vote to approve or not approve the hiring of the Work Ready Ponca City (WRO) Administrative & Program Support

Motion to approve hiring Rebeca Hodgson as the Work Ready Ponca City (WRO) Administrative & Program Support passed with a motion by Mrs Gay Norris and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

28. Discussion and vote to approve or not approve the hiring of the Student Services Coordinator

Motion to approve the hiring of Audra Mason as the Student Services Coordinator passed with a motion by Mrs Gay Norris and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

29. Discussion and vote to approve or not approve the hiring of a Teacher Prep Instructor

Motion to approve the hiring of Hannah Day as the Teacher Prep Instructor passed with a motion by Ms. Rachel Shuey and a second by Mr. J.D. Soulek.

Mr. Laurence Beliel: Absent

Ms. Debbie Leaming: Yea

Mrs Gay Norris: Yea

Ms. Rachel Shuey: Yea

Mr. J.D. Soulek: Yea

Yea: 4, Nay: 0, Absent: 1

30. New Business

Mike Orr, Plant/Facilities Manager, presented bids for the lights for the North Parking lot construction. He stated that they were going to be ready for the lights and we needed to approve a bid to keep that project moving forward.

He presented two bids to the Board of Education as follows:

Stolhand Wells Group \$16,043

Fleharty Construction \$30,200

Gay Norris made a motion, seconded by JD Soulek to approve the bid by Stolhand Wells Group in the amount of \$16,043 to purchase lights for the North Parking.

Motion passed with 4 yea, 0 nay

31. Board Comment

32. President Leaming adjourned the meeting at 7:36 pm