

**SOUTHWEST TECHNOLOGY CENTER  
DISTRICT #27  
711 WEST TAMARACK  
ALTUS, OKLAHOMA 73521-1500**

The Southwest Technology Center Board of Education met in Regular Session at 711 W. Tamarack, Altus, Oklahoma, in the Board Room, on February 10, 2025 at 11:30 a.m. The meeting was held in accordance with the open meeting law and notice was duly filed. Those present were Board Members: Katy Butchee, Danna Robinson, Dennis Vernon, Mike Duffy, and Jarod Abernathy; Board Attorney, Grant Kincannon; Superintendent/CEO, Dale Latham; Chief Financial Officer, Cassie Farr; Business and Industry Services Director, Kerry Evans; Business Manager, Megan Bowers; and Board Minutes Clerk, Andrea Nichols.

1. Katy Butchee, SWTC Board President, called the meeting to order at 11:30 a.m.
2. Roll was called. Present were: Katy Butchee, Danna Robinson, Dennis Vernon, Mike Duffy, and Jarod Abernathy.
3. Open discussion: None.
4. A motion was made by Dennis Vernon and seconded by Mike Duffy to approve items on the consent agenda:
  - a. Make the Agenda an official part of the minutes
  - b. Minutes of January 13 Regular Board Meeting
  - c. Transfer of funds from the Activity Fund to the General Fund in the amount of \$48,622.07

The following vote was recorded: Jarod Abernathy – Aye; Mike Duffy – Aye; Dennis Vernon – Aye; Danna Robinson – Aye; Katy Butchee – Aye. Motion carried.

5. The financial report was presented by CFO, Cassie Farr.
6. Southwest Tech Board Member continuing education credits were presented by Superintendent/CEO, Dale Latham.
7. A motion was made by Dennis Vernon and seconded by Mike Duffy to approve the contract with OKTLE – Tulsa Model teacher/administrator evaluation system for the 2025-2026 school year.

The following vote was recorded: Jarod Abernathy – Aye; Mike Duffy – Aye; Dennis Vernon – Aye; Danna Robinson – Aye; Katy Butchee – Aye. Motion carried.

8. A motion was made by Mike Duffy and seconded by Danna Robinson to approve entering into Executive Session to discuss:
  - Applications for Information Technology Assistant

- 2025-2026 Employment contract for the following Administrators  
**Cassie Farr, Chief Financial Officer/Treasurer**  
**Ericka Wiginton, Chief Operations Officer**

So that the Board can return to open session and vote on the employment issues. [25 O.S. Section § 307 (B) (1)]

The following vote was recorded: Jarod Abernathy – Aye; Mike Duffy – Aye; Dennis Vernon – Aye; Danna Robinson – Aye; Katy Butchee – Aye. Motion carried.

Entered Executive Session at 11:38 a.m.

Those present were SWTC Board Members: Katy Butchee, Danna Robinson, Dennis Vernon, Mike Duffy, and Jarod Abernathy; Board Attorney, Grant Kincannon; and SWTC Superintendent/CEO Dale Latham.

9. A motion was made by Dennis Vernon and seconded by Danna Robinson to approve reconvening into Regular Session.

The following vote was recorded: Jarod Abernathy – Aye; Mike Duffy – Aye; Dennis Vernon – Aye; Danna Robinson – Aye; Katy Butchee – Aye. Motion carried.

Reconvened into Regular Session at 12:03 p.m.

No action was taken while in Executive Session.

10. With a recommendation made by Superintendent Dale Latham, a motion was made by Danna Robinson and seconded by Jarod Abernathy to approve the employment of Zachary Keller as Information Technology Assistant.

The following vote was recorded: Jarod Abernathy – Aye; Mike Duffy – Aye; Dennis Vernon – Aye; Danna Robinson – Aye; Katy Butchee – Aye. Motion carried.

A motion was made by Dennis Vernon and seconded by Danna Robinson to approve the 2025-2026 employment contract for administrator, Cassie Farr, Chief Financial Officer/Treasurer.

The following vote was recorded: Jarod Abernathy – Aye; Mike Duffy – Aye; Dennis Vernon – Aye; Danna Robinson – Aye; Katy Butchee – Aye. Motion carried.

A motion was made by Danna Robinson and seconded by Jarod Abernathy to approve the 2025-2026 employment contract for administrator, Ericka Wiginton, Chief Operations Officer.

The following vote was recorded: Jarod Abernathy – Aye; Mike Duffy – Aye; Dennis Vernon – Aye; Danna Robinson – Aye; Katy Butchee – Aye. Motion carried.

11. A motion was made by Mike Duffy and seconded by Danna Robinson to approve encumbrances (purchase orders as listed 25405-25422) and change orders (as listed 09 Jan 2025 to 06 Feb 2025) for FY25.

The following vote was recorded: Jarod Abernathy – Aye; Mike Duffy – Aye; Dennis Vernon – Aye; Danna Robinson – Aye; Katy Butchee – Aye. Motion carried.

FY25: (\$39,477.28)

12. New Business: none.
13. The Business and Industry report was presented by Kerry Evans, Business and Industry Services Director.
14. The Chief Operations Officer's report was presented by Kerry Evans for Ericka Wiginton, COO.
15. The Chief Executive Officer's/Superintendent's report was presented by CEO/Superintendent, Dale Latham.
16. Meeting adjourned at 12:22 p.m.

Minutes prepared and respectfully submitted by: Andrea Nichols, Minutes Clerk.