



**Northwest Technology Center District #10
Regular Board Meeting
Alva Campus Board Room, 1801 11th Street, Alva, Oklahoma 73717
Monday, June 2, 2025 at 5:00 PM**

AGENDA

1. Call to order, roll call of members to establish a quorum

2. Invocation

3. Consent Agenda: The following items may be approved in their entirety by the Board upon motion made, seconded, and passed by a majority vote of the Board members. However, upon request by any Board member, any one or more items will be removed from the consent docket and acted upon separately.

3.A. Minutes of the regular board meeting of May 5, 2025

3.B. Items as surplus to be disposed of by the district

3.C. Employment of personnel for temporary and part-time positions

4. Financial Report Consent Agenda: The following items may be approved in their entirety by the Board upon motion made, seconded, and passed by a majority vote of the Board members. However, upon request by any Board member, any one or more items will be removed from the consent docket and acted upon separately.

4.A. Encumbrances from the general fund for purchase order numbers 1600 to 1667 in the amount of \$59,013.56

4.B. Change orders from the general fund for purchase orders 5, 6, 8, 9, 42, 43, 50, 51, 55, 60, 66, 78, 96, 99, 102, 103, 113, 116, 117, 119, 120, 122, 123, 125, 130, 134, 138, 139, 145-147, 149, 151, 152, 154, 156, 166, 168, 170, 172, 174, 176, 177, 179, 192-196, 203-206, 208, 214, 220, 227, 234, 235, 239-243, 245-247, 252, 256, 258, 260, 264-268, 272, 273, 289, 291-294, 293, 297, 300, 302, 307, 310, 312, 313, 319, 320, 334, 335, 338, 354, 399, 416, 416, 419, 500, 511, 549, 556, 567, 571, 604, 609, 615, 651, 655, 681, 714, 715, 758, 802, 809, 814, 839-841, 847, 848, 855, 856, 859, 868, 869, 889, 894, 895, 898, 919, 971, 987, 993, 998, 1015, 1018, 1019, 1021, 1024-1026, 10378, 1039, 1047, 1066, 1067, 1103, 1106, 1153, 1154, 1173, 1188, 1189, 1199, 1201, 1207, 1208, 1210, 1213, 1216, 1218, 1220, 1227, 1228, 1246, 1250, 1253, 1258, 1260, 1264, 1266, 1267, 1268, 1298, 1313, 1320, 1334, 1335, 1336, 1341, 1348, 1350, 1353, 1367, 1368, 1370, 1373, 1374, 1376, 1378, 1391, 1397, 1406, 1407, 1411, 1412, 1419, 1425, 1426, 1431, 1434, 1436, 1437, 1439, 1440, 1442, 1448, 1449, 1451, 1452, 1460, 1461, 1463, 1472, 1474, 1481, 1483, 1486, 1493, 1502, 1503, 1508, 1510, 1512, 1515, 1517, 1522, 1523, 1524, 1525, 1527, 1528, 1530, 1534, 1537, 1539-1541, 1546, 1548, 1550-1552, 1557, 1559, 1561, 1567, 1568, 1569, 1571, 1575, 1577, 1579, 1580, 1581, 1586, 1589, 1590, 1592, 1595-1598, 70001, 70002, 70005-70017, 70020, 70021, 70023-70031, 70034, 70041, 70042, 70044, 70048, 70054, 70056, 70057, 70059-70063, 70065, 70066, 70068, 70071, 70074, 70076, 70082, 70090, 70092, 70095, and 70096 in the amount of (\$365,242.80)

4.C. Encumbrances from the building fund for purchase order number 25 in the amount of \$4,019.36

4.D. Change orders from the building fund for purchase orders 2, 6, 7, 8, 10, & 11 in the amount of (\$26,102.00)

4.E. Change in appropriations in the general and building funds with no change in bottom line totals

4.F. Treasurer's report

4.G. Activity fund reports and adjustments

5. Superintendent's Report:

5.A. **Consent Agenda:** The following items may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request by any Board member, any one or more items will be removed from the consent docket and acted upon separately.

5.A.1. Transfer (clear out) of certain accounts in the Activity Fund to the General Fund.

5.A.2. Appointment of Daren Slater as official purchasing agent and authorized agent for receipt and disbursement of federal funds.

5.A.3. Appointment of Ashlee Sneary as Encumbrance Clerk, Minutes Clerk and alternate purchasing agent.

5.A.4. Appointment of Woods County Treasurer, Rachel Spellman-Hughes, as the Treasurer for the District.

5.A.5. Approval of Activity Fund Accounts for Alva and Fairview Campuses.

5.A.6. Appointment of Activity Fund Custodians and Co-Signers.

5.A.7. Approval of Investment Resolution with Woods County.

5.A.8. Approval of AFPlanServ as our 403(b) and 457(b) Plan Administrator and the following companies as members of our plan: American Fidelity Assurance and GWN Securities.

5.A.9. Approval of the 401(a) Plan with GWN Securities as our 401(a) provider.

5.A.10. Approval of out-of-state travel and payment of expenses incurred for BIS Training/Consultations, Student Organization Conferences, Board Conferences and other Staff Conferences as recommended by the Superintendent.

5.A.11. Approval to send Board Members and Administration to OSSBA/CCOSA conference September 4-7, 2025 and pay expenses. <https://www.ossba.org/education-leadership-conference/>

5.A.12. Appointment of a Board Member to act as voting delegate to the OSSBA Delegate Assembly.

5.A.13. Approval to send Board Members and selected staff to the NSBA Conference April 2026 and pay expenses.

5.A.14. Approval to send selected staff to attend ACTE Vision 2025 and pay expenses. (Possible Board Action) <http://www.careertechvision.com/>

5.A.15. Approval of tuition and fees for FY2025-2026.

5.A.16. Approval of the FY2026 Strategic/Continuous Improvement Plan.

5.A.17. Approval of the FY2026 Temporary Appropriations and Budgetary Request.

5.B. **Consent Agenda:** The following items may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request by any Board member, any one or more items will be removed from the consent docket and acted upon separately.

Discussion and possible action to approve the renewal of memberships/agreements with the following:

5.B.1. OSSBA Membership.

5.B.2. NSBAMembership.

5.B.3. OATC Membership.

5.B.4. Agreement with Rosenstein, Fist and Ringold for possible attorney services and policies.

5.B.5. Agreement with Woods County to employ council and pay pro-rated various shares with entities.

5.B.6. Agreement with the Northwest Technology Center Education Foundation.

5.B.7. Agreement with the City of Alva for a Student Resource Officer.

5.B.8. Agreement with the Major County Sheriff's Office for a Student Resource Officer.

5.B.9. Agreement with the Woods County Economic Development Committee.

5.B.10. Contract with John's Farms for farm ground lease at the Fairview Campus.

5.C. Consent Agenda: The following items may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request by any Board member, any one or more items will be removed from the consent docket and acted upon separately.

Discussion and possible action to approve the renewal of the following insurance policies:

5.C.1. Resolutions for Alva and Fairview Campuses to join OSIG (Oklahoma Schools Insurance Group).

5.C.2. Renewal with OSIG for Legal Liability, Fleet, Property and General Liability Insurances for both the Alva and Fairview Campuses.

5.C.3. Renewal with OSAG for Workers' Compensation Insurance.

5.C.4. Renewal of Surety Bonds for the Superintendent and Financial Officers pursuant to title 70 § 5-116a and renewal of the Surety Bond for the Minutes Clerk pursuant to title 70 § 5-119.

5.D. Consent Agenda: The following items may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request by any Board member, any one or more items will be removed from the consent docket and acted upon separately.

Discussion and possible action to approve extra duty contracts for:

5.D.1. Hillary Cinnamon to supervise Cosmetology students through completion of their FY2025 program hours in June 2025.

5.D.2. Biomedical Sciences Instructor Kasey Adair to attend Project Lead the Way Training in July 2025.

5.D.3. Debra Button, Kasey Adair, Tara Thomas Morgan, and Shawn Cusack to supervise students and attend the HOSA International Leadership Conference in June 2025.

5.D.4. Robert Watson to supervise students and attend the Skills USA National Leadership & Skills Conference in June 2025.

5.D.5. Ron Rader, Benjamin Turner, and Dakota Buckhaults to prepare classroom projects and curriculum in June and July 2025.

5.D.6. Brooke Meyer to serve as EMT Program Director for the Alva Campus for FY2026.

5.D.7. Melissa Powell to serve as EMT Program Director for the Fairview Campus for FY2026.

5.D.8. Tami Frascht to serve as Webmaster for FY2026.

5.D.9. Jeremy Eaton to serve as Accreditation Coordinator for FY2026.

5.D.10. Robert Watson to serve as Designated Administrator for the Fairview Campus FY2026.

5.D.11. Debra Button to serve as the sponsor for Health Explorers FY2026.

5.D.12. Melinda Barton, Scott Brown, Jeremy Eaton, Charlotte Hadwiger, R. Adam Honeyman, Melissa Powell, Halah Nusser, Haley Ragan, Colt Shaw, and Jason Wallace for BIS Civic Membership for FY2026.

5.E. Proposed executive session to discuss the Superintendent's recommendation for the FY2025-2026 Salary Schedule, FY2025-2026 contracts for all current fulltime employees, and Community Involvement Stipend contracts for all full-time employees. (25 O.S. § 307 (B)(1)) (Possible Board Action) See list of all current fulltime employees below.

PROPOSED EXECUTIVE SESSION LISTING

Administration

Daren Slater – Superintendent

Jeremy Eaton – Alva Campus Assistant Superintendent

Colt Shaw – Fairview Campus Assistant Superintendent

Faculty

Kasey Adair – Biomedical Sciences Instructor – Alva

Dakota Buckhaults – Math Instructor – Alva

Debra Button – Health Careers Instructor – Fairview

Hillary Cinnamon - Cosmetology Instructor - Fairview

Amanda Clepper - Practical Nursing Director/Instructor - Alva

Shawn Cusack – Biomedical Sciences Instructor – Fairview

Tami Frascht – Career Center Coordinator – Alva

Audrey Jennings - Assistant Cosmetology Instructor - Fairview

Karen Koehn – Career Counselor – Alva

Kay Koehn – Career Center Coordinator – Fairview

L. Brenna Koppitz – Biomedical Sciences Instructor – Alva

Stacy Lee – Digital Design Instructor – Fairview

Pamela Malone – Computer and Business Technology Instructor – Alva

Amy McClure – Marketing, Video, and Business Technology Instructor – Fairview

Brooke Meyer – Health Careers Instructor – Alva

Michael “JP” Parker – Welding Instructor – Fairview

Ronald Rader – Automotive Technology Instructor – Alva

Jessica Schanbacher – Digital Design Instructor – Alva

Jennifer Shaw – Career Counselor – Fairview

Ashlee Smart – Math Instructor – Fairview

Benjamin Turner – Electrical Trades Instructor – Alva

Lacey Volker - Practical Nursing Instructor - Alva

Robert Watson – Automotive Technology Instructor – Fairview

Professional Staff

Melinda Barton – Director of Marketing – Alva & Fairview

Scott Brown – BIS Coordinator – Fairview

Sharon Corder – TANF Training Navigator, Serving the NWTC District – Alva & Fairview

Gregory Graham – IT Director – Alva & Fairview

Charlotte Hadwiger – BIS/ACD Director – Alva

R. Adam Honeyman – BIS Coordinator – Alva

Jade Jantzen - IT Technician - Fairview

Melissa Powell – BIS Health Coordinator – Fairview

Halah Nusser – BIS Health Coordinator – Alva

Haley Ragan - Agriculture and Small Business Development Program Coordinator - Alva & Fairview
Ashlee Sneary – Director of Finance – Alva & Fairview
Jason Wallace – BIS/ACD Director– Fairview
Denise Whitehead – TANF Training Navigator, Serving the High Plains Technology Center District – Woodward
Sonja Williams – Human Resources/Financial Aid Director – Alva & Fairview
Jeremy Zeller – WCEDC Director – Alva

Support Staff

Felipe Arizmendi - Custodian/Building and Grounds Maintenance Afternoon/Evening Shift - Alva
Elizabeth Bittle – Assistant Financial Officer – Alva
Kelley Burggraf – BIS/ACD Administrative Professional – Fairview
Angela Flynt – Career Programs Administrative Professional – Alva
Faustino Fraire – Maintenance Director - Alva
Ashlee Frazier - Custodian/Building and Grounds Maintenance – Alva
J. Shane Glover – Maintenance Director – Fairview
Jessica Kriegh – BIS/ACD Administrative Professional – Alva
Brenda Munger – Custodian/Building and Grounds Maintenance – Fairview
Amanda Robinson – Career Programs Administrative Professional – Fairview
M. Kaydee Sessions – Custodian/Building and Grounds Maintenance Afternoon/Evening Shift – Fairview
Brenda Waggoner – Assistant Financial Officer – Fairview

5.E.1. Possible vote to convene in executive session. (Possible Board Action)

5.E.2. President’s acknowledgment of the board’s return to open session.

5.E.3. Clerk’s executive session compliance announcement.

5.F. Consent Agenda: The following items may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request by any Board member, any one or more items will be removed from the consent docket and acted upon separately.

Discussion and possible action to approve the Superintendent’s recommendation for the FY2025-2026 Salary Schedule, FY2025-2026 contracts for all full-time employees and Community Involvement Stipend contracts for all full-time employees.

5.F.1. FY2025-2026 Salary Schedule

5.F.2. Contract with Superintendent Slater.

5.F.3. Contracts for Assistant Superintendents Eaton and Shaw.

5.F.4. Faculty/Certified Teacher contracts.

5.F.5. Professional Staff contracts.

5.F.6. Support Staff contracts.

5.F.7. Community Involvement Stipend contracts for full-time employees and an addendum to contract for Superintendent Slater as part of the NWTC Professional Development Plan.

5.G. Discussion and possible action to approve the resignation of Tara Thomas Morgan as of June 30, 2025. (Possible Board Action)

6. **New Business:** in accordance with Oklahoma Stat. title 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 this agenda.

7. Announcements:

July 7, 2025 – Next Regular Board Meeting – Fairview Campus

August 4-5, 2025 - ODCTE Oklahoma Summit in Tulsa

September 4-7, 2025 - OSSBA Conference in OKC

8. Adjourn

This agenda was posted on May 30, 2025 at 12:15 p.m. on the doors of the Administrative Offices at the Alva and Fairview Campuses, posted to the District website, and sent to the news media as of this date. Notice of Scheduled Board Meetings for 2025 are on file as of November 5, 2024 at the Woods County Court House.

A handwritten signature in cursive script that reads "Ashlee Sneary". The signature is written in dark ink and has a fluid, connected style.

Ashlee Sneary
Director of Finance