

**Minutes of the Regular Meeting of the  
STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION  
HODGE EDUCATION BUILDING  
2500 NORTH LINCOLN BOULEVARD  
OKLAHOMA CITY, OKLAHOMA**

**March 28, 2019**

The State Board of Career and Technology Education began its regular session at 9:03 a.m., Thursday, March 28, 2019 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 4:00 p.m., Tuesday, March 26, 2019, in accordance with 25 O.S. 2011, § 311(9).

Members of the State Board of Career and Technology Education present:

Mrs. Joy Hofmeister, State Superintendent of Public Instruction and Chair of the Board  
Dr. Marcie Mack, State Director, ex-officio nonvoting member  
MG (R) Lee Baxter, Lawton  
Mr. Tim Burg, Shawnee  
Mr. Bill Price, Oklahoma City  
Mrs. Janet Smith, Tulsa  
Mr. Jimmy Stallings, Enid  
Mr. David Stewart, Afton

Members of the State Board of Career and Technology Education not present:

Mr. Randy Gilbert, Tecumseh  
Mr. Philip Kennedy, Lawton

Attendees from the Oklahoma Department of Career and Technology Education and other guests:

See Attachment A.

## **CALL TO ORDER**

Dr. Marcie Mack called the meeting to order at 9:03 a.m. Ms. Jessica Ventris called the roll and ascertained there was a quorum.

## **PLEDGE OF ALLEGIANCE, OKLAHOMA FLAG SALUTE, AND MOMENT OF SILENCE**

Dr. Mack led Board members and all present in the Pledge of Allegiance to the American flag, a salute to the Oklahoma flag, and a moment of silence.

## **DIRECTOR'S COMMENTS**

Dr. Mack welcomed everyone and went over the following information:

- She told Board members that present at the meeting were TechCAP participants and OKACTE Fellows. Those attending introduced themselves.
- Board members received the new Technology Center Profiles.
- Also in their packets was a new version of the Fast Facts. This version includes CareerTech's four delivery maps on the back. The 2019 Oklahoma Education and Industry Partnership (OEIP) flyer was also included. This year there will be four events for Oklahoma's K-12 teachers. Up to 100 teachers are able to attend each event. Dr. Mack told the Board that the agency is currently working on sponsorships for these events.
- On Friday, March 29, she will be participating in Leadership Oklahoma at Moore Norman Technology Center with Superintendent Hofmeister and Chancellor Johnson.
- April 7-10 she will be at the Advance CTE national convention. She is currently the national secretary/treasurer and will move up to the vice president at the convention.
- On Sunday, April 7, she has the privilege to attend the Malcolm Baldrige National Quality Presidential Award Ceremony where Tri County Technology Center will be one of five 2018 recipients of the Malcolm Baldrige National Quality Award. Information on Tri County was in the Board packets.
- She also let Board members know that March is Phil Kennedy's last month to serve as a board member. He was in Washington D.C. at the Lawton, OK Fly In but asked Dr. Mack to let the Board know his gratitude for serving with the Board and working with career and technology education. He cherishes the friendships. He will serve on CareerTech's Business Advisory Council. He will also transition to the Oklahoma Health Care Authority Board.

## **1.05 MINUTES OF THE FEBRUARY 21, 2019 REGULAR MEETING**

Mr. Burg moved to approve the minutes of the February 21, 2019 regular meeting. Mr. Stewart seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Stallings, yes; Gen. Baxter, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Price, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

## **RECOGNITIONS AND PRESENTATIONS**

### **2.01 PRESENTATIONS BY GORDON COOPER TECHNOLOGY CENTER ROBOTICS TEAM**

Dr. Mack welcomed instructor, Roger Farris and the Gordon Cooper Technology Centers Robotics Team. They provided Board members with a pamphlet about the robotics programs at

Minutes of the Meeting of the State Board of  
Career and Technology Education  
March 28, 2019

Gordon Cooper. The photos on the cover are of teams from the Shawnee, OK area, attending the national competition. Mr. Burg asked how many teams for Oklahoma are attending the national competition. Mr. Marty Lewis, Gordon Cooper Technology Center Superintendent, said they are the only region with a team in every division. He said there are approximately three to five more teams from Oklahoma attending the national competition.

The student presenters were Laura Farris, Victoria Brewer and Jake White. They provided the Board with another pamphlet that describes what Mr. White's team, First Tech Challenge (FTC) Robotics Team 10641 Atomic Gears, does. Their game this year is Rover Rockets. Their robot has to be able to climb, separate and sample game materials. He said robotics is a lot of fun and very engaging. He said his team won the two highest awards this year at state. One of them was the Inspire Award. The Inspire Award is based on outreach, the build process and engineering notebook.

The next presenter, Victoria Brewer, is a member of Team 2341, the Sprockets. Her team is an RC team, which is a FIRST Robotics Competition (FRC). FIRST stands for: For Inspiration and Recognition of Science and Technology. She told the Board what the different FIRST programs are: FIRST Lego League Jr. (grades K-4), FIRST Lego League (grades 4-8), FIRST Tech Challenge (grades 7-12) and FIRST Robotics Competition (grades 9-12).

She said the FIRST Robotics Competition is the ultimate sport for the mind. You have six weeks to work with a team to create, manufacture and program an industrial sized robot. The robot is designed to play a difficult game. Her team recently competed in two competitions in Oklahoma and Colorado. In Oklahoma, they received a safety award and an Inspiration Award. The Inspiration Award is given based on leadership qualities. NASA is sponsoring her team to compete at a world event in Houston. In Colorado, her team received a top award, the Chairman's Award. Her team will also compete at World for the Chairman's Award.

The third presenter, Laura Farris, is a member of the FIRST Robotics Competition. She is part of the Chairman's team, which talks to panel of judges of engineers and business people from around Oklahoma. She is also a Dean's List finalist. As a Dean's List finalist, she participated in a video for the State Department of Education about mentoring, started Lego's for Little Ones at the Shawnee hospital, and was an ambassador for Lt. Gen. Kirkland. She has been working with the State Department of Education to get after school robotics programs recognized as an elective to earn high school credit. They have also been taking STEM (Science, Technology, Engineering and Mathematics) camps to rural areas that would not otherwise have the opportunity to participate.

Gen. Baxter asked about the gender mix representation in robotics. Mr. White said that in his FTC program there are 14 members and one third are female. In the FRC program, it is 50 percent female. Gordon Cooper Technology Centers Superintendent, Mr. Marty Lewis, said that in their pre-engineering academy the gender ratio is approximately 50/50. They have two female instructors and two male instructors. Mr. Lewis also talked about a few of their female graduates, as well as their efforts to recruit females into the program.

Mr. Price said that at the November 21, 2019 Town Hall meeting, Mr. Jim Bridenstine with NASA will be presenting. He invited everyone to attend. Mr. Lewis told Board members that his students would be touring NASA when they go to Houston, TX to compete at World. He explained the amount of time these students put in, like competing in Denver, CO over Spring Break. He said he would like to see elective credit even to robotics after school programs. His programs currently service 22 sending schools.

Mr. Burg asked what happened when Gordon Cooper Technology Center started their STEM program seven years ago. Mr. Lewis said hundreds of their outreach efforts have touched thousands of students. Gordon Cooper Technology Center has written curriculum for summer STEM camps and invested money in these efforts.

Ms. Smith asked if the robotics competitions were only comprised of CareerTech students. Mr. Lewis said it is a statewide program available for all students at every level. Mr. Farris said, across the state, there are approximately 45 FRC teams, 150 FTC teams and 220 FFL teams. He said the main need is additional adult mentors. Supt. Hofmeister said the robotics junior competition is held on a Saturday with students from across the state competing. She also mentioned that Oklahoma is one of three states that now has computer science available for students in all grades, K-12. Oklahoma is being used as a model for the new academic standards. Mr. Farris said that coding is an integral part of FIRST at all levels. Mr. Farris said that at the national competition in Houston, colleges, and businesses looking for summer interns heavily recruit students. Thirty percent of all new hires at SpaceX come from FIRST interns.

Supt. Hofmeister said there is legislation that would fund a computer science teacher at every school site. She said that coding is to computer science what multiplication is to mathematics.

Mr. Price asked if there are enough jobs in Oklahoma. Mr. Lewis and Supt. Hofmeister agreed there is a high demand. Mr. Farris said just in the last six weeks, he has received calls from two companies looking for interns with CAD experience.

The presenters were thanked for their time.

Dr. Mack asked Mr. Glen Hammonds, Assistant Attorney General, if anyone had signed up for comments at the Administrative Rules Hearing. Mr. Hammonds said that there were sign-up sheets for each of the three chapters and there were no signatures. He asked the audience if there was anyone present that would like to comment on the proposed changes. Seeing there was no signatures, Mr. Hammonds recommended the Board move forward with the regular agenda. Dr. Mack said the proposed rule changes would be addressed under the agenda action items.

## **MANAGEMENT INFORMATION ITEMS**

### **3.01 OK CAREER GUIDE GALAXY UPDATE**

Dr. Mack introduced Cori Gray, Deputy State Director, to give the Board an update on the OK Career Guide. She said that, due to requests to offer something to PreK-5 grade students, OK Career Guide launched Galaxy on March 12, 2019. Ms. Gray gave the Board an overview of why OK Career Guide exists. It gives students an opportunity to explore their interests and puts them on the correct paths to accomplish their goals. She said that Galaxy is the final piece of their scalable model. Navigator is the secondary piece and Journey is the postsecondary and adult piece. All pieces are available to all students for free. She showed a video illustrating Galaxy to the Board. The video can be found at the link below.

[https://youtu.be/3hQx\\_RPg9Ro](https://youtu.be/3hQx_RPg9Ro)

She said this model engages the students while they explore different careers. It inspires the students when they see all the opportunities. Most student's career exposure is limited. Ms. Gray also brought the Board members a handout explaining more about the programs.

Mr. Stewart asked how will this program be implemented and how will usage be tracked. Ms. Gray said there are currently over 300,000 users in Oklahoma. The users are individuals that have set up their own accounts. Their portfolios will roll over to the next levels, from Galaxy to Navigator to Journey. This program works with the Individual Career Academic Plans (ICAP) that was mandated by legislation. Next year, every freshman will be required to complete an ICAP and OK Career Guide is one available resource.

Supt. Hofmeister said that ICAP's could formally begin in the sixth grade. She said that Galaxy gives our educators another tool to help students earlier. She said there are currently two free tools: CareerTech's OK Career Guide and Higher Education's OK College Start.

Ms. Smith asked how our programs compare with other states. Dr. Mack said that Oklahoma and OK Career Guide is being used as a model for other states.

Mr. Price asked to be kept updated on the utilization of OK Career Guide. Supt. Hofmeister said OK Career Guide is an option for schools. She said that OK Career Guide seems to have the broadest options for students. She said they are also working with IT individuals and Higher Education to see if the data from OK Career Guide, and other ICAP programs, can transfer to digital transcripts.

Mr. Stewart asked if this was a CareerTech initiative. Dr. Mack said that yes and it is available to all K12 students. There were 30 schools involved in the pilot and currently 24 have chosen to use it for their ICAPs. When we have trainings, CareerTech staff and State Department of Education staff are present. She said the Connect 2 Business section is another powerful section of OK Career Guide.

Gen. Baxter asked how is positive impact determined. Supt. Hofmeister said that is the reason for the pilot and three year roll out. Ms. Gray said that the purpose of the Galaxy piece is strictly exploration and awareness. She said they also have the ability to import standards. Data will be collected and evaluated at the local and state levels. Ms. Gray said that CareerTech designed Galaxy with Kuder for Oklahoma. Florida is now looking what was done with Galaxy to possibly adopt. Supt. Hofmeister said that what sets Oklahoma apart is the family engagement and starting at a younger age. She said that at her Student Advisory Committee meeting, students said the ICAP process gives them hope. The process can engage and motivate students to continue with purpose versus career cruising.

## **MANAGEMENT ACTION ITEMS**

### **4.01 DISCUSSION AND VOTE ON AMENDMENTS TO BECOME PERMANENT RULES IN TITLE 780, CHAPTERS 10, 15 AND 20 OF THE OKLAHOMA ADMINISTRATIVE CODE**

Mr. Hammonds reminded the Board the first reading of the proposed administrative rule amendments was during the February Board Meeting. If the rules amendments are approved today, they will be filed with the Secretary of State prior to Monday, April 1, 2019. Then they go to the Governor, the House and the Senate for review. The legislature has until the end of the legislative session to review and approve them. If they do not take action, the Governor can issue an Executive Order for the rules to take effect.

He said the documents were made available to the Board and public. They were published in the Oklahoma Register on February 15, 2019. The comment period started February 15, 2019 and ended March 20, 2019 at 4 p.m. Ms. Ventris said that there were no written comments received.

Mr. Burg moved to approve the rule amendments for chapters 10, 15 and 20 of the Oklahoma Administrative Code. Mr. Stewart seconded the motion. The motion carried with the following votes: Mr. Price, yes; Mr. Burg, yes; Mr. Stewart, yes; Gen. Baxter, yes; Mr. Stallings, yes; Ms. Smith, yes; Superintendent Hofmeister, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

**4.02 DISCUSSION AND VOTE ON FULL POSTSECONDARY  
ACCREDITATION OF CADDO KIOWA TECHNOLOGY CENTER SCHOOL  
DISTRICT NO. 2 AND NORTHEAST TECHNOLOGY CENTER SCHOOL DISTRICT  
NO. 11**

Mr. Justin Lockwood told Board members that on November 5 – 7, 2019, both campuses of Caddo Kiowa Technology Center were examined by 25 agency and field staff. There were 18 stakeholders interviewed. Stakeholders included business and industry representatives, partner school administration, teachers, parents, students and certified and uncertified staff. All areas of the technology center were examined and all standards were met. He is recommending approval of full postsecondary accreditation for Caddo Kiowa Technology Center District No. 2. Upon approval, the technology center will have 90 days to submit an action plan that includes at least one opportunity for improvement for each standard.

Mr. Burg asked if there is disagreement between the school and examiners on the findings. Mr. Lockwood said that everything is generally accepted. The process is rigorous enough to justify the findings. They may question the wording but not the findings. Mr. Baxter asked if we require them to fix anything in the report. Mr. Lockwood said it's not required to fix the findings presented in the Board report, unless it is a failed standard, requiring a corrective action plan. The schools go through a training process that allows them to work on areas that need fixed prior to the on-site visit. Caddo Kiowa Technology Center had no results that required corrective action. If there is a corrective plan, the time frame does depend on what the corrective action is.

Dr. Mack said that schools are monitored on their opportunities for improvement that they list in their action plan. There is a monitoring visit completed in year three. If the opportunity has not been addressed, the accreditation would be brought back to the Board to be put on probation or their accreditation revoked. Gen. Baxter asked if any accreditations have ever been pulled. Dr. Mack said we have had corrective action plans and probations but no accreditations have been pulled.

Gen. Baxter read the following portion from the Northeast Technology Center Board report for the record:

“Northeast Technology Center could strengthen its support of students with special needs. As evidenced by interviews with students and staff, as well as review of provided documentation, NTC could do more to address its support for students with special needs, specifically students on an IEP. According to the documentation and some interviews, NTC student services staff are not always informed or able to attend IEP meetings for students entering the technology center.”

Dr. Mack and Supt. Hofmeister explained this was an issue with the K12 sending school. Board members continued to discuss the accreditation process and requirements. The accreditation team monitors the seven opportunities continuously. On year three, they monitor on site.

Minutes of the Meeting of the State Board of  
Career and Technology Education  
March 28, 2019

Dr. Mack said there are federal compliance components that the schools are required to meet. When the plan was updated, the Board asked to include areas for improvement to the guidelines. The pass/fail is meeting the federal guidelines. Then, the examiners come in as a third party and offer areas for improvement that they discover during the examination. Requiring an action plan is the continuous improvement process the Board asked to be included and is separate from the required federal components.

Mr. Stewart asked if the Board could also approve the schools action plan with the accreditation. Mr. Lockwood said that when schools have a correction action plan, it is approved with the accreditation. Dr. Mack said that schools that do not have a correction action plan do not write their action plan until they receive Board approval of their accreditation. So if the Board has requests, we can include them in the approval and let the school know.

The technology centers have 90 days to work with their local board when writing their action plans. They have 90 days to respond. Mr. Lockwood said he could bring the action plans back to the Board for review. Ms. Smith said that by placing more requirements on schools, it could hinder what is actually put into the reports.

Board members discussed ways to add something to the accreditation process that would allow a follow up to the action plan process. Dr. Mack said that once the action plans are written we could provide them to the Board for review. She said the Board could also make a motion that certain items have to be addressed, within a certain time frame and brought back to the Board.

Gen. Baxter asked about having someone from the technology center present to the Board and allow the Board to ask questions. Mr. Stewart said the Board could receive a written response from the school listing the areas for improvement and what is being done. Dr. Mack said the agency could redesign how things are documented for the Board to get a better picture. She said she could bring all of the action plans and time lines to the Board to review. The reason we do a three-year monitoring visit is to make sure the improvements are continuing. Gen. Baxter said he isn't concerned with what is done in the past but moving forward would like to hear what is being done.

Mr. Price moved to approve the full postsecondary accreditation of Caddo Kiowa Technology Center School District No. 2 and Northeast Technology Center School District No. 11 with the technology centers presenting their actions plans to the Board and discuss all of the areas for improvement listed in the Board report within 90 days. Gen. Baxter seconded the motion.

Mr. Stewart asked if there was a way to accomplish this without changing the accreditation process. He asked if was possible to add a policy that after the accreditation is approved, this will take place. Gen. Baxter asked if they would address each of the areas noted for improvement. Dr. Mack said that the current policy is that the technology center is to pick one opportunity for improvement in each of the seven standards. Dr. Mack said going through this would give us an opportunity to look at our current continuous improvement processes and bring recommendations back to the Board. The Board can ask any questions. The schools are able to view the minutes and see the conversations.

Mr. Burg called for the question.

Gen. Baxter wanted to know why the opportunities for improvement written in the Board report, aren't required to be addressed. Dr. Mack asked the Board if they wanted schools to

present on the seven areas of improvement that are currently required by our Board and then discuss all of the areas for improvement listed in the Board report. Ms. Smith agrees with what the motion is but is concerned about recreating a process because of one thing.

Dr. Mack restated Mr. Price's motion. To approve the full postsecondary accreditation of Caddo Kiowa Technology Center School District No. 2 and Northeast Technology Center School District No. 11 with the technology centers presenting on all of the areas for improvement listed in the Board feedback report within 90 days of approval.

The motion carried with the following votes: Ms. Smith, yes; Mr. Stallings, yes; Gen. Baxter, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Price, yes; Supt. Hofmeister, yes. (A copy is on file at the Oklahoma Department of Career and Technology Education.)

Mr. Stewart asked if the Business and Industry criteria was correct. Mr. Lockwood said the percentage of business saturation has not been included. Mr. Stewart would like to see the business criteria in section seven. Dr. Mack said this might be something we look at outside of accreditation. Dr. Mack said there are many opportunities there for us to discuss.

**4.03a. PROPOSED EXECUTIVE SESSION TO DISCUSS HIRING: 1) FEDERAL PROGRAMS MANAGER, 2) CAREER AND ACADEMIC CONNECTIONS MANAGER, 3) HUMAN RESOURCES MANAGER, 4) COMMUNICATIONS AND MARKETING MANAGER (AUTHORITY: 25 O.S. 2011, § 307 (B)(1))**

Mr. Burg moved for approval to convene in Executive Session at 10:56 a.m. and requested Assistant Attorney General, Glen Hammonds, and Chief of Staff, Becki Foster, to stay in the room. Mr. Stallings seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Stallings, yes; Gen. Baxter, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Price, yes; Supt. Hofmeister, yes.

**4.03b VOTE TO ACKNOWLEDGE RETURN TO OPEN SESSION**

Mr. Stewart moved to return to open session at 11:03 a.m. Mr. Burg seconded the motion. The motion carried with the following votes: Mr. Price, yes; Mr. Burg, yes; Mr. Stewart, yes; Gen. Baxter, yes; Mr. Stallings, yes; Ms. Smith, yes; Superintendent Hofmeister, yes.

Supt. Hofmeister said to let the record reflect that no action or vote was taken during executive session, as required by law.

**4.03c POSSIBLE VOTE ON ANY ACTION REGARDING SUBJECT OF THE PROPOSED EXECUTIVE SESSION**

Gen. Baxter moved to approve hiring Cari Lousch, Career and Academic Connections Manager; Letha Bauter, Federal Programs Manager; and Melissa Sturgeon, Human Resources Manager with a start date no later than May 15, 2019. Mr. Price seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Stallings, yes; Gen. Baxter, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Price, yes; Supt. Hofmeister, yes.

**NEW BUSINESS**

There was no new business.

**ANNOUNCEMENTS**




Minutes of the Meeting of the State Board of  
Career and Technology Education  
March 28, 2019

There were no announcements.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:05 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, April 18, 2019 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.

  
Joy Hofmeister, Chair of the Board

  
Jessica Ventris, Executive Assistant  
to the CareerTech State Director and Secretary  
of the CareerTech Board

OKLAHOMA STATE BOARD OF  
CAREER and TECHNOLOGY EDUCATION  
REGULAR MEETING - March 28, 2019

SIGN-IN SHEET

(Please Print) Name	Business-School-Agency	Address
Arlene Gray Mack	ODCTE	Stillwater
Audrey Lee	Francis Tuttle	OKC
Jana Peterson	TUSA Teen	Tulsa
Cara Pattison	ODCTE	Stillwater
Susan Woodward	ODCTE	Stillwater
Debra Batten	NWTC	Fairview

**OKLAHOMA STATE BOARD OF  
CAREER and TECHNOLOGY EDUCATION  
REGULAR MEETING - March 28, 2019  
SIGN-IN SHEET**

<b>(Please Print) Name</b>	<b>Business-School-Agency</b>	<b>Address</b>
PAT BROWN	AUTRY TECHNOLOGY CENTER	1261 W WILLOW RD ENID OK 73703
MARY LEWIS	COOPER COOPER TECH CTR.	SHAUNOE
Kisa Batchelder	OPETE	Spillwater
Kylie Spartz	OPETE	" "
Russell Proutie	Tulsa Tech	Tulsa
Russell Parker	Tulsa Tech	Tulsa
PAULA BOWLES	OPETE	Spillwater
Glen D. Hammonds	Post. Off. General	