

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

September 19, 2019

The State Board of Career and Technology Education began its regular session at 9:07 a.m., Thursday, September 19, 2019 at the Oklahoma Department of Career and Technology Education building, 1500 W. 7th Ave., Stillwater, Oklahoma. The final Agenda was posted at 8:15 am, September 18, 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
Mrs. Janet Smith, Tulsa
Mr. Michael Brown, Lawton (arrived at 9:08)
Mr. Jimmy Stallings, Enid
Mr. David Stewart, Afton
Mr. Brian Bobek, Oklahoma City
Mr. Tim Burg, Shawnee
Ms. Estela Hernandez, Oklahoma City
Mr. Randy Gilbert, Tecumseh

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

None

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

See Attachment A.

CALL TO ORDER

Superintendent Hofmeister called the meeting to order at 9:07 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

1.02 INTRODUCTION OF BOARD MEMBERS AND GUESTS

Superintendent Hofmeister began with Introductions. Each of us know one another but when we are in a new location, it is our privilege to have guests with us that we don't normally get to see. Dr. Mack was asked to start things off, followed by introductions by Mr. Gilbert, Ms. Hernandez, Mr. Burg, Mr. Bobek, Superintendent Hofmeister, Ms. Jones, Ms. Smith, Mr. Brown, Mr. Stallings and Mr. Stewart.

Dr. Mack asked our staff in attendance to introduce themselves so that the board members have the opportunity to know our staff that is working on behalf of CareerTech here at the Agency.

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

Superintendent Hofmeister 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.

OPENING COMMENTS

Superintendent Hofmeister welcomed everyone. It is wonderful to be here in Stillwater at the Oklahoma Department of Career and Technology Education. We were able to highlight our work around individual career and academic planning and the partnership that we have with CareerTech, the Department of Commerce and with Higher Education and the State Department of Education on a national stage, just one week ago. We had the great honor of bringing that story to congressional testimony and it really is a work that is groundbreaking to think about how this work is providing our students with not just a post-secondary plan but also with hope and a vision for the future and that keeps our students engaged at the secondary level. And it actually moves all the way down thanks to CareerTech and the investment that CareerTech has made in a module piece that is Pre K thru 5th grade for our OKCareerGuide system for those individuals in the career and academic planning process. That starts so early it's truly like no other state is doing. We're introducing our young children to the world of work and preparing them to fashion a plan as early as 6th grade. This is something we could not do without the partnership, very meaningful partnership, with CareerTech. This is a very proud moment to get to speak of this work.

DIRECTOR'S COMMENTS

Dr. Mack welcomed board members and Superintendent Hofmeister. There are several things in your packet that I want to bring to your attention and then my announcements.

- As we have discussed multiple times our Carl Perkins V, our new legislation, has passed and we are ensuring that we are providing the opportunities for individuals to have

professional development, making sure they know the application process. If any of you would like to be a part of any the professional development or the workshops that are available we have a one pager in your packet for you to see the areas that they are going to be at around the state. This was opened at the beginning of last week and we had 165 registered to attend. We are very excited and moving that forward. The federal team also provided a survey to participants to ask them what professional development would be preferred, where do we need to help them as we move forward so we will take that input and make sure we can provide that support across the state.

- Also in your packet you will see a one pager as we talk about student aid and student financial aid. Sandra McKnight, who introduced herself earlier, did an exceptional job with our creative services team. They put together a one pager for individuals as they consider entering post-secondary education that shows them some of the opportunities that are available in Career and Technology Education. This is a partnership that we have with the State Department of Education. We encourage students in post-secondary and we want to make sure there is financial assistance as they want to continue forward in a technology center or post-secondary. We do have this available online and they can click on any of the areas of interest and it will direct them to potential sponsorships, scholarships and financial opportunities they wouldn't have at the local level.
- We have included the CareerTech, Stillwater Agency Personnel Directory for our staff. Now you can put a face with a name, see what areas they work in and the State Board member portraits are in there as well. Gunner Fulbright, Creative Services, worked diligently to get this put together.
- The Adult Basic Education conference is being hosted in Oklahoma City. Letha Bauter, federal programs manager, is currently attending and hosting. We are giving out some awards for some individuals that do some exceptional work. We have one award about 11:45 for the ABE partner of the year and that is the Department of Corrections. We will provide you a highlight of all the award winners for ABE that they have recognized. Some of them may be in your area, if you have an opportunity to congratulate them.
- We have the opportunity, in the next few weeks, as we talk about the areas of construction and manufacturing. One of the groups we are working with, Cori Gray and I have had the opportunity to work with, are individuals in the energy sector. We will be moving forward in adding an energy cluster. When we talk about our manufacturing and some of our other areas we have to have a focus on energy to meet the needs of business and industry as they bring those to us. We will have more information as that continues to develop in the best outline for deployment in making sure we are bringing that to the forefront for our companies. More to come on this.
- I had the opportunity to visit the Texas correctional facilities with some of our workforce partners, and some of our non-profits to look at some examples they had as we evaluate the work we are doing currently in our skills centers. Their partnerships with manufacturers, different ways at looking at best practices, sharing some of our best practices, continuing to make sure we are covering all of our bases as we help our students transition out of correctional facilities into employment.
- Accreditation visits started on Tuesday. We are prepared to bring to you, in the spring, the accreditation packets which Randy Feagan will talk about shortly.

- Tuesday and Wednesday we hosted the technology center superintendents meeting here at the Agency to make sure that we have the opportunity for them to engage with our staff and be here at the agency.
- State Board members, we are very glad that you can be here with us, we are very excited that you took the opportunity to be here in Stillwater and be here at the agency. Thank you again for being here.
- Mr. Stewart asked if Dr. Mack would talk about September and workforce month. Dr. Mack said we are highlighting, in various avenues, September was recognized as workforce development month. Through our various marketing pieces and publications we are highlighting that, and making sure the schools at the local level are as well (the CareerTech website scrolled to the highlight of workforce development month) in making sure that in the workforce development piece not just a component about the training pieces but about partnerships that we have with industry. We were able to highlight the donation from Fowler Toyota that transpired last Friday. It was on News Channel 9 and the Oklahoman. That is the opportunity to highlight the partnership with education and industry and how that is vital to making sure we are making those connections. We are very excited to have a workforce development month, and again starting the conversation with the energy piece as well that is about where do we need workforce and how do we fill that gap.

Mr. Stewart mentioned that if there are any success stories we are trying to capture all of that around the state. The Department of Commerce has their website where you can fill out the good things you are doing, trying to catalog those. I think we are doing a lot more than they know about. We need to get our arms around that. Everything you can do to inform The Department of Commerce about that, send a one pager, nothing fancy. He encourages everyone to do that to highlight what we are doing.

1.06 MINUTES OF THE AUGUST 15, 2019 REGULAR MEETING

Mr. Stewart moved to approve the minutes of the August 15, 2019 regular meeting. Mr. Jimmy Stallings seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Bobek, yes; Mr. Burge, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 MERIDIAN TECHNOLOGY CENTER CULINARY ARTS STUDENTS – MS. DONNA CANTRELL

Donna Cantrell, from Meridian Technology Center, introduced herself to the Board. We are glad to be here, we have three students here today.

- Chesney Bundy is a senior at Glencoe High School. She is taking culinary arts so that after she graduates high school, she has somewhere that she knows she can continue to grow and learn. She wants to continue her education.

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- Silas Higdon is a junior at Ripley High School and is taking culinary to open his own restaurant.
- Alex McEntire is a junior at Agra High School. He is taking culinary because his school had a list of courses. Donna mentioned that he wanted to have a good job while he was in college.

Superintendent Hofmeister asked how did you become aware of the opportunity to let you know that is the missing piece for a lot of kids? Was it a counselor? Was it a poster? Was it someone like a friend? How did you take that first step or know about the opportunity.

- Chesney said Meridian sent someone to talk to our class.
- Silas found out about culinary arts at Meridian. His mom is the head of the kitchen at Ripley School and he wants to be able to cook better than her.
- Alex said the information was provided to him at school, he had to pick and so he chose culinary.

Mr. Burg asked how was the menu picked today.

Ms. Cantrell responded that we have a person on our staff that has spent a lot of time in Taos, New Mexico area. She is very well versed in Mexican food, salsas and tomatillo sauces.

The Board thanks Ms. Cantrell and the students for the delicious food they demonstrated this morning.

2.02 STILLWATER PUBLIC SCHOOLS, AGRICULTURE PROGRAM – DR. MARC MOORE, SUPERINTENDENT; CATHY WALKER, ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES; AND DANA RENNER, ASSISTANT SUPERINTENDENT OF OPERATIONS.

Dr. Marc Moore, Superintendent of Stillwater Public Schools (SPS) welcomed the State Board to Stillwater. Dr. Moore noted that although many Stillwater students choose to attend classes at Meridian Technology Center, today, he would be only be discussing the participation of SPS students in embedded CareerTech programs at the middle and high school. He praised the partnership of Stillwater Public School with the Department of CareerTech and the State Department of Education, and expressed his appreciation to Dr. Mack and Superintendent Hofmeister.

Stillwater Public Schools students have access to many CareerTech programs in its school district, including Agricultural Education, Family and Consumer Sciences, STEM (Science, Technology, Engineering and Math), as well as other CT programs, including a pre-engineering program at Meridian Technology Center. They receive over \$155,000 annually from CareerTech to support and grow its programs, and for the students of Stillwater.

An example of the successes creating a new need in the school, Dr. Moore discussed the successes of the national award winning Agriculture Education program. They experienced such growth in the two-teacher program, serving over 250 students, that the local school board added a third teacher, using local funds only, to address a need and avoid turning away students. All teachers are employees of the local school district, but the school district receives monies and technical assistance from CareerTech to support the local programs and help drive excellence, and it is beneficial to the success of the programs and the students enrolled.

Dana Renner, Assistant Superintendent, explained to the Board how increased funding for the CareerTech programs, in addition to bond proceeds, has been utilized for Stillwater Public Schools to expand the programs and facilities. Cathy Walker, Assistant Superintendent, told the Board about the excellence of all of Stillwater's CareerTech programs, and how all their programs incorporate service and volunteerism for students.

MANAGEMENT INFORMATION ITEMS

3.01 ANNUAL ACCREDITATION TRAINING FOR STATE BOARD – MR. RANDY FEAGAN, ACCREDITATION MANAGER

Mr. Feagan said this is about institutional accreditation, which is what we do here at the agency. This is not just reviewing programs, this is about reviewing the entire district. The state board is the accrediting entity recognized by the US Department of Education. The process by which that happens is that the accreditation recognition decision is made by a senior US Department of Education official. That is on the recommendation by the Office of Postsecondary Education and NACIQI (National Advisory Committee on Institutional Quality and Integrity).

- We start with our seven (7) quality standards: 1. Leadership and Administration, 2. Instruction and Training, 3. Support Services, 4. Measurement and Analysis, 5. Personnel, 6. Operations and 7. System Impact. This is what we look at and evaluate when we go out and conduct an onsite review. These are the areas that are addressed in the school's path for accreditation.
- Some of the benefits, quality is one of them. When the school does the self-study they take a look at their operations across those seven (7) standards. I have not been on an accreditation visit yet where somebody didn't tell me that they learned something about themselves through this process. Another big benefit is that we invite examiners to go with us from other schools and from here in the agency. They learn things about our system, many times they see best practices that they would like to incorporate in their schools. Another benefit is that this is a mechanism by which the schools can be recognized for federal financial aid:

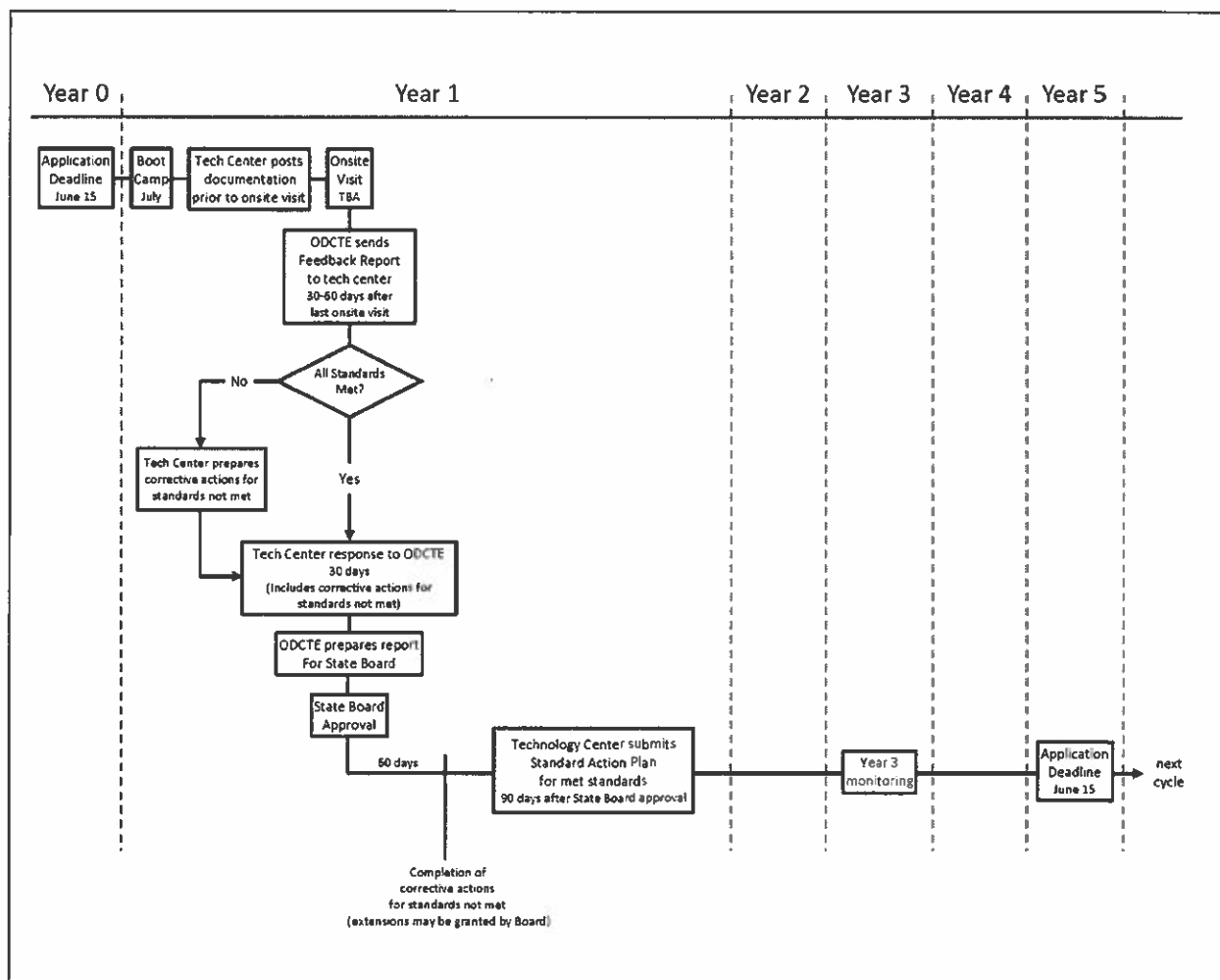
2016-2017 data: 4169 students \$15,057,772

This is need based aid. These students might not be able to attend a tech center or any school if they didn't have this available to them. This is a very important part of the onsite review process.

- We have an advisory committee that consists of about 40 members. They consist of leadership here at the agency, various people from schools. We come together and talk about issues we have, changes we want to make, how to approach certain challenges and to get a lot of good feedback on advisory council.
- Our accreditation cycle is every 5 years. It begins with the school submitting an application and self-study. Then an onsite review and that usually consists of about 18 to 24 examiners going out to the school. We stay 2 or 3 days. We evaluate all 7 of those quality standards. When we look at their application and follow up with questions we may have, we talk to students, to teachers, state program specialists, counselors, administrators, parents, owners of business and industry, economic development specialists. After we come back from the accreditation visit we put together a report and bring it to the board for an accreditation decision. After that decision is made we publish a list of our accredited schools per regulations on our website. Then we continue with monitoring each school. We have a 3 year monitoring which is required by the regulations. Monitoring is an ongoing process.

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- This is a diagram that we put together to help explain what the process is. Mr. Feagan explained the process to the Board members. Below is a copy of that timeline.



Year 3 is monitoring and that is the official benchmark or milestone where the school provides us updates. Year 5 is the same as Year 0.

- We have made some changes to the accreditation process. Instead of a mass of examiners assigned to look at all 7 standards, we divided the examiners into 6 teams. The purpose of that is to focus on specific standards and to zero in. Each team looks at 2 standards. This allows us to have 2 independent views of that standard. We have started using technology to collect and synthesize onsite observations. The result has been reduced time spent onsite visits by one day. You can think about that in terms of cost, in terms of employee wages, 18-24 people x their cost per day and time. It could be a significant savings. We have a reduced workload on examiners. The examiners are to provide us with their own assessment looking at the 2 standards they are responsible for. Previously they were responsible for providing us with an assessment of 6 standards and then answering 178 questions by scoring them on a 1 to 5. This enables us to give a faster turnaround back out to the schools.

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Mr. Feagan would like to close today by saying that if any of you would want to go on an accreditation visit, please come be our guest to see how that takes place, just let Dr. Mack or me know and we will make the arrangements.

Ms. Smith asked how did you come up with the improvement? Is that a staff decision to do or is it the whole group?

Mr. Feagan responded it was a number of different directions, our advisory committee advised us to do, listening to the Superintendents and some of the Tech Centers. One of our staff members was really effective in being able to develop technology that examiners could walk into an interview and take notes then come out of the interview then put those notes in their phones that is captured through a database.

Dr. Mack said the advisory committee is our area. We have past students, former students, specific criteria, business and industry must be represented so that we know if we are hitting the mark, what is the recommendation from their perspective? As we ask them for continuous improvement we must do that for ourselves as well.

Mr. Stewart said he has a question about the standards. Could you go thru the standards, process and how changing conditions in the workplace, technology, workforce needs.

Mr. Feagan responded that each technology center district really serves its own unique market. There are some similarities between some technology centers. He gave several examples of serving the area for industries that are operating in those areas.

Dr. Mack said the examples that Mr. Feagan gives are how we give examples of those standards but specifically to the 7 standards that are outlined and set. That is set specially by this board. In our administrative rule the outline of those standards is set by the board. For measurement of each standards through the self-assessment that was published on the website. Each of the questions, for each standard, what is the measurement and where do they rate in that piece. Those specific 7 standards were set by this board in administrative rule by definition of what we will measure in each of those. So if the board members have questions about the standards or if you want to validate Is that where we need to be measuring with this standard. Then this is the opportunity and why we do have every September the chance to have a conversation with the board, in open, on the agenda, to talk about where we're at and make sure since you are the one that approve and disapprove that, that we are evaluating the exact components that you want. Any changes to our standard must go through the approval process of the US Department of Education also through NACIQI, which that is the process that we are still working through from when the standards were recommended to be changed in 2013. That's when the standards were last changed.

Mr. Stewart asked internally before you make those recommendations to us, do you have an internal process where you can say Okay, this particular standard needs to change. Is this correct? Does this need to be tougher? I assume you have that process.

Dr. Mack answered yes and the process that we use specifically ties to the strategic plan, what are the measurements and where does our system need to be. Not only for today but where do we need to get them for the future. Are we asking the right question for that self-assessment that Randy mentioned? Are we asking the right questions in the instrument for them to not only make it through the book but to also are they looking past what today is and what is that going to look like three (3) years from now and five (5) years from now? The advisory committee absolutely goes through each of those sections and each of the questions that are in there. At one time the

questions we had in there was pushing 200. Particular sections are down to 130. But they go through each of those, look at it and say so what do you mean? If you put that in there it looks really pretty but I have no idea what you mean by that questions. How do you apply the if I answer that question does it make a difference to my students? to my industry? We do take that opportunity.

Mr. Stewart said that he is interested in the business questions.

Mr. Feagan will provide these examples.

Mr. Stallings said that before I got on this board I was part of accreditation at our local career tech and it was pretty interesting. As board members would it be appropriate not to necessarily serve in that capacity but as our career techs in our area go through this process to maybe get an invite to meet with the team before they leave, sit in on the debrief they have, not necessarily participate but to give us, I think this will drive home the process more than anything else. The questions that they are which are specific to each CareerTech center and in the environment we live in as opposed to the generic hey we sit on a state board and hearing it come through. I got a lot from it when I was on the outside and now sitting on the board it helps.

3.02 STRATEGIC PLAN UPDATE – DR. MACK

Superintendent Hofmeister said our next segment is the strategic plan update by Dr. Mack.

Dr. Mack said you are very familiar with, you've had this memorized and you are making sure things are happening within our system. Our strategic plan, as mentioned in our meeting in June and July. We did ask all of our employees, here at the agency, to provide us input and do a stock take specifically to tell us where we are green, yellow, orange and red as it relates to all of the critical success measures that you see here in the strategic plan. The reason I want to make sure we touch on this in the strategic plan for another agenda item as we talk about asking for an investment in our system. I want to make sure we have explained and shown the direct correlation to our strategic plan how we provide that as the system as a whole to fill the workforce skills gap. In your strategic plan, the areas that were identified by our staff, very specifically are listed on the one page, they are divided out.

We asked our staff to define the timeline whether that is a 90 day goal, a 6 month goal or a year goal and all of us will work to meet those targets. We have a summary sheet for each of those goals, divided out and how we are going to make that happen. The example used was education attainment. We can provide this information internally and to our K-12 programs and to our Technology Center programs and specifically for our Skills Center programs.

As we move forward we are also evaluating whether we are starting the fall behind and we're not hitting the green light at the end of the year. We want to know if we are hitting the red, orange or yellow space then let's address it now and not just take that measurement in one year. This is continual conversation that we have.

- Most of our goals for education attainment are on a year target because of the various programs that we work with and being able to integrate that within the school year and have a measurement.
- In our career awareness, we had two of those that are specific to a year. As Superintendent Hofmeister mentioned for career awareness for us and our OKCareerGuide, we have a great partnership with the State Department of Education making sure that the tool we have is supporting students no matter where they are, no matter where they are being served, we want to make sure that

is a tool and resource that they can use. Making sure we are integrating that with individualized career academic plan and providing access to individuals across the state. Our goals as we move that forward is accessibility, making sure we are providing the professional development but the other piece for us as well is our dashboard we are working on and is making sure we show those measurements. It's really great that we have this tool but is anybody using it? Do we actually have it deployed in all of the areas that we need? Are there sectors of the state that don't use any tool at all? How do we help in that communication piece?

- Business and education partnerships is around work based learning, teacher externships that we have across the state. Being able to validate that we are providing that service at various sectors. What industries do we have involved making sure we are covering various sectors? Not just one. It originally started with Aerospace. That is where our OEIP (Oklahoma Education Industry Partnership) was specifically for Aerospace about 12 years ago and we have expanded that to include our energy sector, manufacturing sector. Teachers from Pre-K through 12th and getting them back into business so they know what they are training students for, relevance and how to tie that to their classrooms.
- Agency Operations is our last goal. For our staff agency operations, if you will notice is all of them are 90 days, they wanted this to happen now to support the work they are doing. We have met these goals. Our process documentation and agency procedures as we look at sustainability and organizational health which is a primary goal of what we want to do is to make sure we have processes that are documented; that we can make sure as we have staff that is promoted or transitioning so that we can maintain and continue to move forward. We specifically worked with our internal auditor. We are moving that forward along with professional development. Becki Foster, Chief of Staff and Melissa Sturgeon, HR Manager, have put the professional development together for the year.

We have a monthly morning chat the Monday after board meeting so that we can talk about what was discussed at the board meeting and anything that may be going on. We have divisions signed up to talk about their division, what they are doing, and then an opportunity for questions and answers. The morning chat is also broadcast to all of staff if they cannot be there in person.

Our 90 day mark will end at the end of September for our Agency Operations. I am pleased to say that Becki Foster, Chief of Staff and Lisa Batchelder, CFO are functioning in the green. That committee has worked to hit the mark.

Kerri Watkins, Information Management Division showed the online dashboard, went thru some of the features and sorting and also gave additional information. There was discussion between all of the board members and Dr. Mack regarding the dashboard and everyone was excited to know about these features.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON THE 2020 BUSINESS PLAN WITH THE FY21 APPROPRIATIONS REQUEST – DR. MACK

Superintendent Hofmeister turned the conversation over to Dr. Mack. Dr. Mack explained that the business plan is in the packet. This is the same business plan you saw in August. We received additional input from stakeholders, comprehensive instructors, agency managers, our staff, the technology center superintendent advisory group and business advisory group.

- The dollar amounts have changed due to a suggestion from one of our partners and also to a question that Ms. Smith raised as we talked about training for industry programs, the recruitment piece, our partnership that we have with Commerce; we did increase that dollar amount for statewide industry-specific demands and customized training services. That is approximately \$2 million dollars.
- The work based learning opportunity in the draft was listed as \$1 million; we did divide that out as \$500,00 under our educational attainment and \$500,000 moved to career awareness component.
- This is what we would submit by October 1 to the Office of State Finance. This is our recommendation.
- There were questions last time about the Aerospace program. In your packet you will find the Aerospace Proposed Plan. This is a statewide piece, not about brick and mortar.
- The \$5.2 million is NOT for the facility.
- There was discussion between board members, Superintendent Hofmeister and Dr. Mack about the aerospace plan.

Mr. Stewart moved for approval of the 2020 Business Plan and the FY21 Appropriations. Mr. Burg seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Burg, yes; Mr. Bobek, yes; Mr. Stewart, yes; Mr. Stallings, yes; Mr. Brown, yet; Ms. Smith, yes; Superintendent Hofmeister, yes.

4.02 PROPOSED EXECUTIVE SESSION TO DISCUSS THE TERMINATION OF DANA MCCUTCHEN, ADMINISTRATIVE ASSISTANT II (AUTHORITY: 25 O.S. 2011, § 301 (B)(1))

4.02a VOTE TO CONVENE IN EXECUTIVE SESSION

Mr. Burg moved for approval to convene in Executive Session at 11:16 a.m. Ms. Smith seconded the motion and requested Assistant Attorney General, Glen Hammonds, Becki Foster, Chief of Staff and Melissa Sturgeon, Human Resources Manager stay in the room. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Bobek, yes; Mr. Burg, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes.

4.02b VOTE TO ACKNOWLEDGE RETURN TO OPEN SESSION

Mr. Burg moved to return to open session at 11:40 am. Ms. Estela Hernandez seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Burg, yes; Mr. Bobek, yes; Mr. Stewart, yes; Mr. Brown, yet; Ms. Smith, yes; Superintendent Hofmeister, yes. Mr. Stallings had to leave at the end of the executive session, before the vote.

**4.01c POSSIBLE VOTE ON ANY ACTION REGARDING SUBJECT OF THE
PROPOSED EXECUTIVE SESSION**

Mr. Burg moved to terminate Dana McCutchen, Administrative Assistant II effective as of the close of business today September 19, 2019. Mr. Stewart seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Bobek, yes; Mr. Burg, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried.

NEW BUSINESS

There was no new business.

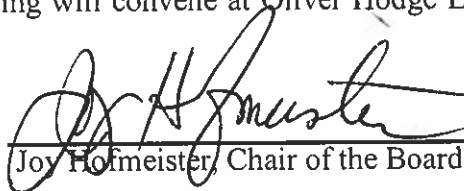
ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:41 a.m. Mr. Brown made a motion. Mr. Burg seconded.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, October 17, 2019 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.


Joy Hofmeister, Chair of the Board


Angela Jones, Executive Assistant
to the CareerTech State Director and Secretary
of the CareerTech Board