

**Minutes of the Regular Meeting of the**

**STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION  
HODGE EDUCATION BUILDING  
2500 NORTH LINCOLN BOULEVARD  
OKLAHOMA CITY, OKLAHOMA**

**February 20, 2020**

The State Board of Career and Technology Education began its regular session at 9:00 a.m., Thursday, February 20, 2020 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 4:10pm, February 18, 2020, 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  
Ms. Estela Hernandez, Oklahoma City  
Mr. Brian Bobek, Oklahoma City  
Mr. David Stewart, Afton  
Mr. Tim Burg, Shawnee  
Mr. Michael Brown, Lawton (arrived at 9:18am)  
Mrs. Janet Smith, Tulsa

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

Mr. Randy Gilbert, Tecumseh  
Mr. Jimmy Stallings, Enid

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 9:00 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

### **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's great to see some of our students with us today and some terrific staff and faculty that are leading throughout the state and we do appreciate you all being here.

### **DIRECTOR'S COMMENTS**

Dr. Mack welcomed board members and Superintendent Hofmeister.

- The first item in your packet is an invitation from one of our student organizations. FCCLA wanted us to provide you with an invitation, if you have the availability, to participate in their conference. This is going to be held on Thursday, April 2, 2020 at the Cox Convention Center.
- Behind your packet you will find an outline/book titled Special Populations by Sharon Baker. Ms. Baker works at the Agency and handles our special populations and disabilities. She has put together, with requests, from the field all of the various definitions that you have in federal terminology as it relates to special populations. As we talked about in Perkins last time and went through that you have various definitions, where are the resources that I can find if I'm working with various populations of students from homeless to incarcerated to some who may have special needs that they have. Sharon has put together a helpful guide that provides that information. We know we will be making updates as individuals see this and can help provide other resources that may be available. This is on our website so that individuals can search and find information.
- Next Thursday we (Justin, Randy and I) have the opportunity to travel and appear before the National Advisory Committee on Institutional Quality and Integrity (NACIQI) for us to become recommended for another four years to maintain the accreditation as a State Board.
- Tuesday, March 10<sup>th</sup> we have the Counselors Only Conference which we do partner with the State Department of Education. This year we have been working with the Commissioner of Labor also. She has individuals from her licensing boards that wanted to find a way to connect with counselors. Cari Lousch is the manager over Career and Academic Connections at the Agency. She has an industry panel and they'll have an opportunity to talk to over 650 counselors that are currently registered that range from

elementary to secondary and talk about what they do in industry and it is primarily in our trade areas. They can talk about the opportunities in Oklahoma so we're excited to be able to help them connect with that.

- I hope that you can join us today to recognize another industry that is providing a substantial contribution to aerospace training in the State with the donation of an MD80 aircraft. That will be out at Metro Technology Center's Aviation Campus today at 12:30pm. I hope you can join us. If you were unable to RSVP we can take care of that for you this morning and get you a spot.
- We do have some special guests today. We are fortunate that one of our leadership professional development opportunities that Becky is heading up at the agency is here today, the Embrace group. Today they had an opportunity to come to a board meeting (asked that the Embrace group please stand) and they are also going to the celebration with American Airlines.
- We also have the three schools here regarding accreditation which is later on in the agenda. We have Superintendent Lindell Fields from Tri-County Technology Center, Superintendent Roger King from Green Country Technology Center and a staff member Rwanda and then we also have Superintendent Wade Walling from Wes Watkins Technology Center and board member Don Chesser. We also have a group for first-year superintendents. They have an option of attending a State Board meeting and so we do welcome Superintendent Dr. Keylon from Francis Tuttle Technology Center.
- You will also hear from some of the students from Francis Tuttle Technology Center later on in the agenda.
- We are finishing out the month of February which is National Career and Technology Education month. We will continue to finish that strong by continuing to get the message out about the various things that we do in CareerTech.

### **1.05 MINUTES OF THE JANUARY 21, 2020 REGULAR MEETING**

Mr. Tim Burg moved to approve the minutes of the January 21, 2020 regular meeting. Ms. Estella Hernandez seconded. The motion carried with the following votes: Ms. Smith, yes; Mr. Burg, yes; Mr. Stewart, yes; Mr. Bobek, yes; Ms. Hernandez, 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 PRESENTATION BY THE CAREERTECH STUDENT ORGANIZATION – HOSA Addison Soerenson-Pre Nursing at Francis Tuttle Tech Center Kevin Heidari-Biomed at Francis Tuttle Tech Center**

Dr. Mack told the board that we have seven (7) CareerTech Student Organizations. HOSA officers Kevin Heidari and Addison Soerenson are here today.

My name is Kevin Heidari. I'm a third year student at Francis Tuttle Technology Center with bio sciences and medicine academy and I am the HOSA State Officer Treasurer.

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I am Addison Sorensen. I'm a second year student at Francis Tuttle Technology Center and I attend the pre-nursing program and I am the HOSA State Chaplain. Thank you for the opportunity to be able to talk to you today. HOSA stands for Health Occupation Students of America but in 2004 the name was changed to Future Health Professionals of America. I was first introduced to HOSA my junior year, first day at Francis Tuttle Technology Center by my advisor Miss Amy Warner. My first interaction with HOSA was just getting to know what it stands for, what it's all about, and I decided to run for state office as a junior after our Fall Leadership Conference. From there I had a passion for healthcare and for HOSA. I studied and I learned everything about HOSA and this year I decided to run for an office and fortunately I got the opportunity to run as Chaplain and I got it. As an officer we are a part of a highly influential team of the best and brightest in CareerTech Health Education in the State of Oklahoma. We are voted by our members, by our advisors, and the membership of HOSA. My duty as chaplain is to encourage and inspire the team through quotes and speeches that I give at every meeting which helps motivate the team, to keep going, keep edging the line and fighting for what we want to do this year. I also helped form the program of work and so this year we are doing another hair donation drive at our State Leadership Conference. We saw a lot of kids participate last year and we're excited to see more. We had so many comments of kids saying when do we get to cut our hair? That's a really cool thing that we get to do. Through my past two years both as a student and through a leadership role, this has been impactful to me and has prepared me for life as a Future Health Professional.

Kevin said that one of the ways that this organization opens doors for us, as students, is that it provides us competitive events and ways that we can grow as future healthcare professionals. In these competitive events you can participate in a team or as an individual and there are various events. The event that I compete in is called HOSA Bowl. It tests us on our knowledge of HOSA, the healthcare field and parliamentary procedure against other teams and it really helps build a strong foundation for what we're going to learn in the future and it's very applicable to what we want to do. Another way that HOSA recognizes students for doing great things is the Barbara James Service Award which awards people for volunteer hours throughout the state with a minimum of 50 hours and a gold level service award for 250 hours related to health care. We hold each of our state officers to a standard of 50 hours that they get involved in their community and helps us get involved early and it makes an impact on what we do throughout the year. We also raise money for a service project every year and this year we're raising money for the National Pediatric Cancer Foundation. National pediatric cancer is a rampant disease and it really needs the money to help fund research because not many people recognize that it's such a large issue. We really take pride in being able to be a part of that organization and raise money for them. This are just some of the ways that HOSA helps us get involved.

Addison added that we do go out a lot and we as HOSA state officers try to get our faces known in the public and through our community service. We have done food pantries, we've gone to the OU medical center and given packs to the kids to help them through this tough time. We really like to say that we are the hands and feet of healthcare for the future and we're excited to grow as future health professionals.

## MANAGEMENT INFORMATION

### 3.01 DISCUSSION OF ADMINISTRATIVE RULES-MAKING PROCESS AND FIRST READING OF PROPOSED 2020 ADMINISTRATIVE RULE AMENDMENTS – CHAPTERS 10 & 20 – MR. GLEN HAMMONDS, ASSISTANT ATTORNEY GENERAL

Mr. Glen Hammonds said we have two documents that we will be talking about today covering Chapter 10 changes and then there are Chapter 20 changes. You'll recall last fall that Dr. Mack passed out the rules book that were effective in September 2019. One week later we started our rulemaking process for 2020. To be able to do that it is necessary to get the new rules to you by next month. It's almost a year-long process the way the state laws and the rules are set up. Next month you will be seeing these proposed rules as a consideration and vote item. We always like to do a walk through the month before and give you an opportunity to get comfortable with them, ask questions and to give you a chance to study them. We are in the comment period right now. We published our notice last Tuesday, February 18<sup>th</sup> and we are allowed in excess of 30 day comment period. The comment period will close March 20 and the next Thursday after that March 26 is when you will be looking at the proposed rules. We try to get these proposed rules out to our constituent groups, to everybody that will read them, anybody that could have a comment or a thought on them so that we do get public input.

The Chapter 10 proposed changes is on the back of the page and we give you the entire rule so you have context as opposed to just giving you a paragraph. This rule has to do with equipment that we have out in the field and how we inventory it on behalf of the state. This is a clarification and some language clean up. I will admit there is a typo, when this was reformatted the word "superintendent" should not be underlined; it's already in the rule. What that rule would read is:

A list of equipment to be inventoried annually will be sent to the superintendent and their designee, by the department, with the request to verify and update the list, sign and return within 60 days.

That is in place of the Oklahoma Department of Career and Technology Education staff going out and doing an inventory or where it's a situation where this would be sent to superintendents and you have superintendents in the room today that would be happy to tell you this might be something they might designate another person to do and we want to give them that flexibility.

The chapter 20 proposed rules involves three rules that are 3-2, 3-3 and 3-4.

Rule 3-2 has some proposed rule changes on page 1 & 6 that come from our BMITE division. The proposed change on page 1 has to do with changing the language

From: junior high and high school students (grades 7 through 12) To: students in grades 6 through 12.

If you look one paragraph below that is consistent with Family and Consumer Science (3A) and it's consistent with STEM (5A). We are working to ensure that our rules are very applicable to all of our students and so that's where that rule is coming from.

Page 6 has to do with changing the language From: cooperative learning To internship.

Page 5 is a STEM change, about two thirds down on the page, and under unfunded programs there is a strikethrough of the student organizations From: TSA, HOSA and SkillsUSA To: an

active CareerTech Student Organization. We're not going to limit the students as to which one, we're not going to tell them that you have to be in this particular student organization in the stem program. We're leaving flexibility. It has to be an approved CareerTech Student Organization but we're not designating which one.

Rule 3-2, Page 8 there is a proposed rule change under the BMITE section. There was discussion in the rules about the BMITE teachers had to have access to a telephone line. We are striking the entire rule.

Rule 3-4, Page 8 there is a proposed rule change that has to do with the standard certification for teachers and instructors that are teaching only in a technology center location. It says that the individual has received an associate's college degree or above from a regional accredited college or university. That language, regional accredited college or university, is not meant to talk about regional colleges from the standpoint of Southwestern and Southeastern. It's where that university or college receives their accreditation. Just like we talked about NACIQI, the regional accredited college or university would be as a one of the seven regionally accredited organizations such as through the Council for Higher Education accreditation in Oklahoma. We could be talking about the Higher Learning Council (HLC) the HLC has jurisdiction over Oklahoma and 18 other states.

### **3.02 LEGISLATIVE UPDATE - DR. MARCIE MACK, STATE DIRECTOR**

Dr Mack said this particular agenda item will progress over time and when we are in legislative session we try to make sure that we have the specific opportunity to discuss any legislation that may be pending or of concern. Currently, until we get past the first deadline of next week, the list is still long. We have about 180 bills on our tracking priority list, which those will filter off. We are watching those going through the process and we will have a more finite list for you after we get past some of the initial deadlines. Next week is one deadline that we should see some of the bills drop off that have no activity and they will not carry forward.

One of the bills that it is out there that we are watching is Senate Bill 1167. It will impact our data pieces and the reason I want to mention it is for what we're going to talk about in Perkins and also some of the things that we do as a core partner for WIOA (Workforce Innovation and Opportunity Act) is the data sharing piece. There is legislation out there for that particular component, it includes the Regents for Higher Education and our agency to be able to receive data from Oklahoma Employment Security Commission. This will add us to the list because we are required, especially for our Adult Basic Education, to provide wage data for the individuals who have participated in that and this is a federal requirement to report. We do have that proposed language out there working in partnership with everyone. We just have to make sure the statute lists our agency because currently it does not.

## **MANAGEMENT ACTION ITEMS**

### **4.02 DISCUSSION AND VOTE ON FULL POSTSECONDARY ACCREDITATIONS – MR. RANDY FEAGAN, ACCREDITATION MANAGER**

Mr. Randy Feagan said it's good to be with you again. We will present three (3) technology center accreditation's today. I'll present them in order that we visited the technology centers.

- **GREEN COUNTRY TECHNOLOGY CENTER SCHOOL DISTRICT NO. 28**

On October 29<sup>th</sup> and 30<sup>th</sup> of 2019 the accreditation division conducted an on-site accreditation review at Green Country Technology Center in Okmulgee. The examiner team comprised of 18 examiners, ODCTE staff including 6 examiners from other technology centers. During the review, examiners interviewed 23 stakeholders from various manners including individual settings and in small groups. These stakeholders included business and industry representatives, community leaders, partner school administrators and teachers, and parents of current students. Examiners also interviewed technology center administrators, instructors, support staff and students. The examiners evaluated all aspects of the technology center's operation using the quality standards that are approved by this board and published in the accreditation guidelines put out by the Oklahoma Department of Career and Technology Education. These standards address leadership and administration, instruction and training, support services, measurement analysis, personnel, operations and of course system impact.

During the review examiner's identified one (1) area of non-compliance with the requirements of federal regulations and the Oklahoma Department of Career and Technology Education quality standards. The technology center has submitted a corrective action plan that is sufficient to remedy the issue of non-compliance. Examiners found no other issues and no other items requiring corrective action. We recommend that the board grant full accreditation status to Green Country Technology Center. If approved the technology center will have ninety (90) days to submit an action plan addressing one opportunity for improvement for each of the six quality standards. Agency staff will monitor progress toward completion of these continuous action plans and provide technical assistance where needed.

Mr. Burg moved to approve the accreditation of Green Country Technology Center District No. 28. Mr. Brown seconded the motion. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Brown, yes; Ms. Smith, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the accreditation report is on file at the Oklahoma Department of Career and Technology Education.

- **WES WATKINS COUNTY TECHNOLOGY CENTER SCHOOL DISTRICT  
NO. 25**

On November 5<sup>th</sup> and 6<sup>th</sup> of 2019 the accreditation division conducted an on-site accreditation review at Wes Watkins Technology Center in Wetumka. The examiner team comprised 17 examiners, ODCTE staff including 5 examiners from other technology centers. During the review, examiners interviewed 22 stakeholders in various manners including small groups and

individual interviews. These stakeholders included business and industry representatives, community leaders, partner school administrators and teachers, and parents of current students. Examiners also interviewed technology center administrators, instructors, support staff and students. The examiners evaluated all aspects of the technology center's operation using the quality standards that are approved by this board and published in the accreditation guidelines put out by the Oklahoma Department of Career and Technology Education. These standards address leadership and administration, instruction and training, support services, measurement analysis, personnel, operations and of course system impact.

We recommend that the board grant full accreditation status to Wes Watkins Technology Center. If approved Wes Watkins Technology Center will have 90 days to submit an action plan addressing one opportunity for improvement for each of the six quality standards. Agency staff will monitor progress toward the completion of these continuous improvement action plans and provide technical assistance as needed.

Mr. Stewart moved to approve the accreditation of Wes Watkins Technology Center. Mr. Burg seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Stewart, yes; Mr. Bobek, yes; Ms. Hernandez, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the accreditation report is on file at the Oklahoma Department of Career and Technology Education.

- **TRI COUNTY TECHNOLOGY CENTER SCHOOL DISTRICT NO. 01**

On November 13<sup>th</sup> and 14<sup>th</sup> of 2019 the accreditation division conducted an on-site accreditation review at Tri County Technology Center in Bartlesville. The examiner team comprised of 24 examiners, ODCTE staff including 8 examiners from other technology centers. During the review examiner's interviewed 20 stakeholders in various matters including small groups and individual interviews. These stakeholders included business and industry, representatives, community leaders, partner school administrators and teachers, and parents of students attending the technology center. Examiners also interviewed technology center administrators, certified and support staff, and students. The examiners evaluated all aspects of the technology center's operations using the quality standards approved by this board and listed in the accreditation guidelines published by the department. These standards addressed leadership and administration, instruction and training, support services, measurement and analysis, personnel, operations and system impacts.

We recommend that the board grant full accreditation status to Tri County Technology Center. If approved the technology center will have 90 days to submit an action plan addressing one opportunity for improvement identified in the report for each of the six quality standards. Agency staff will monitor the progress toward completion of these continuous improvement action plans and provide technical assistance where needed.

Mr. Burg moved to approve the accreditation of Tri County Technology Center District No. 01. Ms. Hernandez seconded the motion. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Ms. Smith, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the accreditation report is on file at the Oklahoma Department of Career and Technology Education.

Each Superintendent was given the opportunity to speak to the board members about the accreditation process.

#### **4.02 DISCUSSION AND VOTE ON PERKINS V STATE PLAN – DR. MACK**

Dr. Mack said that in your packets you have the final draft of the Perkins V state plan. We brought this to you last month for a first read and to get your input, any questions or concerns during that time period from when we had the conversation to where we are today. It was open for public comment. We had also provided the state plan to a third party to review it on a national level. Ms. Letha Bauter, our federal programs manager, had sent that to them to get their input on What does it look like? What areas would they recommend for us? They provided us a nice single space nine (9) page document back with some opportunities for improvements. We took the opportunity to go through that with Lisa Batchelder, Alice Rushmore and Letha Bauter. A lot of the areas that they brought out was for us to better explain all the various things that we do in Oklahoma CareerTech. We take for granted that we're really close to it so when we explain one little piece it makes a lot of sense to us but for people who don't live in what we do every day they don't have that connection. They were excited about what was in the plan and wanted us to explain more because individuals asked "Well how do you do that in Oklahoma?". We did take the opportunity to explain that further also there was question about secondary and post-secondary. Yes, we do have secondary in our K-12 partners. We're very blessed that our technology centers have secondary and post-secondary and to explain that our higher education partners provide some post-secondary as well for Perkins funding.

One of the other areas of change that you will see here was the outline of how do we evaluate programs. We did explain that more in-depth not only of how we evaluate institutionally for the technology centers but also the evaluation that does transpire for our programs that are specifically in our comprehensive public schools. They are evaluated on a five-year rotation so we did explain that in the process. That was the primary areas from our third party and to explain some of the budgeting components that we have there. As far as the core concept of what was in the original draft that we presented to you the same core concepts hold we just provided some more definition. There were some questions on the labor market piece, we did not change how we garner the labor market information we just explained it more specifically within the plan so that they would know how that was utilized on the local level.

Outside public comments that we received in the open comment period was "when is this going to be open" which was not specific to the plan but how do we start the planning process. One of the questions that we did receive from a higher education partner was specific to the definition of post-secondary industry credential so we just provided the full definition in the plan and helped to clarify that language.

I had the opportunity on January 7th to meet with Secretary Rogers and the Governor and we did cover the draft of the Perkins plan. I checked with Secretary Rogers about a week and a half ago and he did not have concerns with the plan and they were good with us moving forward. If you choose to approve this plan then I will take that back to the Governor and Secretary Rogers for their final signature, then we will submit that to the U.S. Department of Education and open up the application.

Mr. Stewart moved to approve the Perkins V State Plan. Mr. Burg seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Stewart, yes; Mr. Bobek, yes; Ms. Hernandez, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the Perkins V State Plan is on file at the Oklahoma Department of Career and Technology Education.

I would like to give great thanks to Lisa Batchelder Alice Rushmore, Letha Bauter and the Perkins team of Janet, Josh and Debbie who know this document front to back.

**4.03 PROPOSED EXECUTIVE SESSION TO DISCUSS THE TERMINATION OF  
NELSON SOLOMON, COMMUNICATION AND MARKETING MANAGER AND THE  
TERMINATION OF ADRIAN PROPHET, SKILLS CENTER INSTRUCTOR  
(AUTHORITY: 25 O.S. 2011, § 301 (B)(1))**

Mr. Burg moved to convene into executive session at 10:13am. Mr. Stewart seconded the motion. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Brown, yes; Ms. Smith, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Burg moved to return to open session at approximately 10:23am. Mr. Stewart seconded that motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Stewart, yes; Mr. Bobek, yes; Ms. Hernandez, yes; Superintendent Hofmeister, yes.

Superintendent Hofmeister said we want the record to reflect that no decisions were made during our time in executive session and there were individuals that were requested to be in the room.

Dr. Mack said Chief of Staff, Becky Foster, Human Resources Manager, Melissa Sturgeon and Attorney Glen Hammonds and myself.

Mr. Burg moved for the termination of Nelson Solomon the current Communications and Marketing Manager effective today February 20, 2020. Mr. Brown seconded the motion. The following motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Brown, yes; Ms. Smith, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Burg moved to approve the termination of Adriane Prophet, Skills Center Instructor effective today February 20, 2020. Ms. Smith seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Stewart, yes; Mr. Bobek, yes; Ms. Hernandez, yes; Superintendent Hofmeister, yes.

**NEW BUSINESS**

There was no new business.

**ANNOUNCEMENTS**

No announcements

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:31 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, March 26, 2020 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.

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Joy Hofmeister, Chair of the Board



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