

Minutes of the Regular Meeting of the

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

January 21, 2020

The State Board of Career and Technology Education began its regular session at 9:02 a.m., Tuesday, January 21, 2020 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 8:45am, January 16, 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
Mr. Michael Brown, Lawton (arrived at 9:03am)
Mr. Brian Bobek, Oklahoma City
Ms. Estela Hernandez, Oklahoma City
Mr. Randy Gilbert, Tecumseh (arrived at 9:03am)
Mr. Jimmy Stallings, Enid
Mr. David Stewart, Afton
Mr. Tim Burg, Shawnee

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

Mrs. Janet Smith, Tulsa

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 9:02 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.

DIRECTOR'S COMMENTS

Dr. Mack welcomed board members and Superintendent Hofmeister. There are a few items to mention and then I will go into more detail in our mid-year review.

- We had our agency director meeting with the Governor on January 7th. That is held on a regular basis so we have an opportunity to interact with the other state agencies and how we can build on our partnerships. With the connection of Mr. Bobek we will be working with the Department of Human Services to see how we can move some things forward and partner more than we are right now. Some of our other partners are looking at various ways that we can utilize and share resources.
- We had a combination budget hearing on January 8th with the Senate and House. We had great questions, went over the annual report and talked about the approved 12% increase that you approved in September. We had great follow-up questions with legislators on our funding and also on the programs that we have in our K-12 schools, Technology Centers and in the Skill Centers. The legislative session will begin in February.
- I have the opportunity to serve on the Carl D. Perkins Career and Technical Education Act Advisory Panel from the U.S. Department of Education. I will begin the process of vetting to serve in a national role but hopefully Oklahoma can have some representation.
- As the census comes around each state agency was asked to provide an ambassador to help in all the areas to make sure all state agencies are helping. Justin Lockwood will be our census ambassador.
- In October we talked about our podcast. On January 1st we resumed the podcast. We are live on Spotify. If you are a Spotify user you can get the CareerTech app and be able to connect with the various podcasts that we have available.
- Lastly, each year as we talk about the Technology Centers, they make sure that they keep their curriculum up-to-date and meeting what industry needs. In your packet is our updated Career Programs guide. This gives you an idea of the various programs that we have across the state and how they're meeting that local need.

Superintendent Hofmeister said that we are so proud of Dr. Mack. Your work on the national level elevates the profile of Oklahoma and gives us an opportunity to really speak from the great work that's being done here.

1.05 MINUTES OF THE DECEMBER 19, 2019 REGULAR MEETING

Mr. Tim Burg moved to approve the minutes of the December 19, 2019 regular meeting. Ms. Estella Hernandez seconded. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Brown, 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 OKLAHOMA EDUCATION & INDUSTRY PARTNERSHIP (OEIP) - GINA HUBBARD, EDUCATION PARTNERSHIP AND CUSTOMIZED SERVICES MANAGER

Dr. Mack introduced Gina Hubbard, Regional Manager for partnerships and customized services at the department and the Oklahoma Education and Industry Partnership (OEIP) division.

Gina Hubbard thanked the board for the opportunity to be here. This event was a brainchild of General Ben Robinson. He wanted to expand on the mission of bringing educators and industry together to help enhance the quality and the quantity of the workforce pipeline. CareerTech began facilitating this annual event and we have grown this event from one site to five. We are looking at five events again the summer possibly six. We had someone reached out to us and ask to host. It takes a lot of collaboration to make these events happen. We work with K-12, higher education, industry, technology center partners and so on.

In 2019, we had events at Kiamichi Technology Center, Metro Technology Center, Northeast Technology Center along with Mid-America Industrial Park and Rogers State University and then at Northwest Technology Center. Approximately 180 educators participated; 13 industry tours that included aerospace, manufacturing, national resources and health sectors; 4 industry panel or roundtable discussions; 11 workshops and 12 guest speakers that ranged from industry leaders, labor commissioner, secretary of commerce. No two events are the same. They are customized for the region that they are in and the partners in that region drive the agenda. We just helped make those opportunities happen.

We visited the Ammunition plant in McAlester, Tinker, the auto collision program at Northwest Technology Center (we were able to suit up, put on masks and get some hands on training learning to paint) and also spent a day with Mach Resources learning from the leadership about HR and all of the job opportunities besides just being on the drilling rig.

In 2020, we have five events with confirmed dates (Kiamichi Technology Center-Durant; Pontotoc Technology Center, Metro Technology Center and Northeast Technology Center-Pryor campus partnering with Mid America Industrial Park and Rogers State University) and one with

Western Technology Center that should be finalized soon. We try and make the events fun and engaging while making sure that industry and education are talking and helping each other with resources and what's needed for that workforce pipeline.

Superintendent Hofmeister said this is so important especially as we have students with ICAP that are able to have a new course code that captures the work of internships. We saw a 400% increase in the use of internships just this last year. That's a really impressive shift and opportunity for our students.

Gina also mentioned that we are implementing this year are teacher externships. We hope at the end of these events to partner those teachers with industry and make sure that they have an opportunity to spend some actual time in an industry and learn more about the organization. As we grow we are trying to expand those opportunities for them.

2.02 GOVERNOR'S PROCLAMATION RECOGNIZING CAREER AND TECHNICAL EDUCATION APPRECIATION MONTH FOR FEBRUARY 2020 - MS. PAULA BOWLES, COMMUNICATIONS AND MARKETING

Paula Bowles announced that each February we celebrate, nationally, Career and Technical Education month. We have a proclamation from the Governor declaring it Career and Technical Education Month. Ms. Bowles read the proclamation.

A copy is on file at the Oklahoma Department of Career and Technology Education.

MANAGEMENT INFORMATION

3.01 MASTER EDUCATOR - JENNIFER WEHRENBURG, LEADERSHIP AND PROFESSIONAL DEVELOPMENT COORDINATOR

Jennifer Wehrenberg, from the department, started by talking about why we are creating the Master Educator program. We realized that our teachers and our educators need to grow professional knowledge, skill and have a unique opportunity in that. When we were thinking about this let's build something that allows them to decide what they need. We are providing a unique opportunity for them to be lifelong learners. As educators we understand that we want to provide that to our teachers. We've designed online courses. Right now we have a lot of face-to-face learning so this gives us an opportunity to have face-to-face and online and possibly just online and more convenient times that give them an opportunity to train.

The benefits are that this helps teachers with certification professional development hours, it creates online courses that are based on their plans and the needs that they have from their evaluations at their schools or possibly even our performance plans at CareerTech. They can learn new skills to enhance their jobs or even improve their current ones. We could also use this as a way to enhance our professional develop training within CareerTech.

Some of the categories that we have been developing with the courses, are education, leadership, Microsoft office training and wellness. We have other LinkedIn learning courses that we are

working with to develop more categories. LinkedIn learning purchased lynda.com so when we were developing master educator we thought this would be a nice piece to enhance the courses in development.

Jennifer briefly showed the website, how to log in, create an account, and what the various tiles were about. Resume a course, My Courses are the courses that you are enrolled in, the Catalog tile has over 7,000 courses, the other tiles are Frequently Asked Questions, Polls & Surveys, the Latest News, Tweets and Need help.

3.02 MID-YEAR REVIEW AND DISCUSSION OF CAREERTECH IN OKLAHOMA - DR. MARCIE MACK, STATE DIRECTOR

Dr Mack provided an update on specific things that may have changed and update the Board.

- In December, we provided the updated annual report that outlines, very specifically, each of our delivery arms and the areas that we get to work with in Career and Technology Education and of course, business and industry is a foundational piece for making sure that we align with business and industry to provide our students with the best education possible.
- Each year, we bring the strategic plan to the board in October. This is an even numbered year so we plan to bring a rewrite of the strategic plan that we must submit to the Governor's office, the House and the Senate. As we move forward we will be evaluating each of these components making sure we get stakeholder input and validate that we're moving in the right direction. Our enrollments, as indicated in the proclamation, are well over 550,000. You can see in the annual report the specific breakdown of what those enrollments are.
- As we look at some of the initiatives and things that we're doing you'll see the partnership with business and industry is vital to our success on a daily basis. We are over 8,000 this time last year. We were a little over 6,900 businesses we served in FY18; in FY19 we are over 8,000. The Technology Centers are the key component to be able to connect with business and industry and we at the state agency through our skill centers we have an opportunity to connect directly with business and industry.
- Our appropriations dollar amount, the reason that I put this in here is we have had the opportunity in the past for that to change throughout the year but we are at mid-year and we are still at the same dollar amount that we were budgeted for FY20. The increases that you see are specific to the state-mandated teacher pay raise for FY19, the support staff and the state employee pay raise (for certain employees) for certified staff. For FY20 we received \$5.2 million dollars to invest in our CareerTech K-12 programs as well as fully funding the flex benefit for our Technology Centers. The certified teachers and state employee salary increases are statutory increases; the other two are investments that the state chose to make in CareerTech.
- I want to show you what we are doing to make sure that we are providing that return. In 2015 the State Board approved for the agency to invest and grow OKCareerGuide. In the conversation about interest inventories, career planning, and what are we doing to help that for the state? We did launch, in August 2015, OKCareerGuide, our numbers have grown each year from FY16 to FY20. FY20 is a year-to-date number from the end of December. We are already halfway through the year and we're beating last year's connectivity. Individuals participating in college and career interest inventories are a

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piece of that. As Superintendent Hofmeister mentioned the ICAP (Individualized Career and Academic Plan), we do have the my ED plan component to OKCareerGuide where that will help schools if they choose to utilize this tool. They can have the documentation that helps them meet that for their students since this is the first year for their 9th grade students to meet that requirement.

- Our Connect 2 Business piece is one that was launched in 2018. The first year we got 15. We realized we had some work to do to make sure that we provided some other connectivity and make it user-friendly for our businesses. We need to make sure that it's worth their time to provide their information so we have, through their input, been able to easily double our numbers if not more. We are also using the Connect 2 Business component as we talk about work based learning and teacher externships. As we continue to grow the sites and by sites that can be a K-12 school, a Technology Center, a non-profit, or our workforce centers. We work directly with the workforce offices around the state to make sure that we're providing this opportunity at any time for someone to utilize this tool.
- In October the board approved for us to bring on a full-time liaison for work based learning. H.L. Baird is leading this and he started in November. He started talking to companies who were in Connect 2 Business that were interested in job shadowing and internships, How can we best support that? What does that look like? And in making sure that we are providing, from an industry perspective, what that looks like. The same thing with our schools and educators that want to be able to provide work based learning. What tools do they need? How can we help make that as user-friendly as possible? We have, across the state in Oklahoma, various areas that are knocking it out of the park with work based learning. We're making sure that we capture those best practices so as others want to learn that we can help to connect them with people that may already be utilizing that resource or that we can help them develop that.

HL is hosting a workshop on January 24th to start getting stakeholder input, outlining some of the best practices and what that looks like in your local area. Work based learning is a core component of Perkins V. We are in the process of looking at various database options so that we can capture the data from the school level.

- You, as a board, approved our appropriations request specifically to the ecosystem around aerospace and moving that forward for the state. We were very fortunate that American Airlines donated an MD-80 aircraft and it was delivered on December 19th to the Metro Technology Center's aviation campus. That donation will allow for us to provide that curriculum and the connectivity points across the state. It's not just isolated to training that would be there at Metro Technology Center. We also have an MD-80 aircraft at Tulsa Technology Center so now we have the opportunity to cover across the state additional aerospace training.

On February 6, 2020 we will have an official thank you and ceremony with American Airlines at Metro Technology Center Aviation Campus. We want to make sure that we talk about how important this industry is to Career and Technology Education and the aerospace industry for the State of Oklahoma.

With the conversation around aerospace, we have two (2) Technology Centers that are currently in the process of implementing additional airframe power plant offerings that would be able to do some of the customized pieces at Southern Oklahoma Technology Center in Ardmore and Autry Technology Center in Enid. We are working with our aerospace companies to get donations and help to get those kicked off so we are expanding that. We currently have four to five Technology Centers who are working

with AAR in a pathways program that will not just be specifically for A&P but it'll also include sheet metal. In Oklahoma, we want to make sure we provide multiple avenues for our students to garner the support from industry. We also have career and job fairs, we do partner with ACES, which is at Commerce. This partnership was approved last year through legislation to make sure that we are helping individuals whether they're transitioning into other work opportunities, and that we can help them know what we have available in the aerospace industry.

- I mentioned Skill Centers as one of our delivery arms in the beginning. Our Skill Centers is a partner with the Department of Corrections, Office of Juvenile Affairs, tribes and non-profits. We have received a substantial donation from Sun Construction - as we work to partner with business and industry to have the resources to purchase all of the equipment is not an option in some of the areas - of a little over fourteen thousand (\$14,000) dollars' worth of construction equipment that we are putting in various programs that we have within our Skill Centers.

A few months ago we had the construction trailer here as well as some of the students. We have also talked about the pilot truck driver training program with Central Technology Center and Canadian Valley Technology Center. We are going to transition one of our programs from Sayre and put in a truck driver training program in partnership with the Department of Corrections. We did pilot the program to make sure that we could employ the individuals and get them into the workforce. The pilot was successful with the work of our technology centers and our skill center staff.

- We will get an opportunity to serve on the Department of Corrections Public Safety panel on February 23, 2020.
- Other initiatives that we have:

Our Professional Development which is a substantial component to many of the areas that we have and talking about teacher recruitment and retention professional development continues to be very active in our conversation

During the month of February be watching your social media for posts every day that will talk about the great work that our educators do across the state and making a difference for the economy and for our students.

February also kicks off the official legislative session. As in the past we will provide you an updated legislation that will potentially impact Career and Technology Education and that state agency as we move through the session.

In September we talked about the energy pathway. Cori Gray and Ric Russell, from the department, are working with the group to launch that by June. The State Department of Education is very actively involved with us in the conversations to move that forward.

Lastly, in your packet you will find a coaster that shows you the various Facebook, Twitter and Instagram handles so that you can follow us as we promote Career and Technology Education.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON MID-YEAR PERSONNEL REPORT AND RATIFICATION OF PERSONNEL ACTIONS FROM JULY 1, 2019 TO DECEMBER 31, 2019 – MELISSA STURGEON, HUMAN RESOURCES MANAGER

Ms. Melissa Sturgeon said it is my pleasure to be with you this morning as I present our mid-year personnel report. This report represents all of our employees that have made different types of transitions, anyone that is below a pay band 14, anyone that is above a pay band 14 between July 1 and December 31, 2019. Of course we bring you anyone that is a pay band 14 and above directly to you each month as we go through the year.

(Just as a reminder, the process of semi-annual reporting was approved by the State Board on November 23, 2004)

Mr. Burg moved to approve the Mid-Year Personnel Report and Ratifications of Personnel Actions. Mr. Bobek seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Stewart, yes; Mr. Stallings, 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.

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

Mr. Randy Feagan said that it's a pleasure to be with you today. We will present three (3) technology center accreditation's today. Rather than repeat myself three times I would like to point out that when we conduct these on-site reviews examiner's interview stakeholders and they'll interview them in various formats in small groups and also in individuals. The stakeholders included business and industry representatives, community leaders, administrator's leaders from partner school districts, teachers from partner school districts and parents of students currently attending the Technology Center. Examiners also interview Technology Center administrators, certified staff and support personnel.

- **MERIDIAN TECHNOLOGY CENTER SCHOOL DISTRICT NO. 1**

On September 24th and 25th, 2019 the accreditation division conducted an on-site accreditation review at Meridian Technology Center in Stillwater. The examiner team comprised of 24 examiners, ODCTE staff including 8 examiners from other Technology Centers. During the review examiner's identified one (1) area of non-compliance with the requirements of federal regulations. Meridian 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 Meridian Technology Center. If approved Meridian 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.

Here to represent Meridian Technology Center is Superintendent Doug Major.

Mr. Burg moved to approve the accreditation of Meridian Technology Center. Mr. Brown seconded the motion. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Gilbert,

yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

**4.02 DISCUSSION AND VOTE ON FULL POSTSECONDARY ACCREDITATIONS –
MR. RANDY FEAGAN, ACCREDITATION MANAGER**
• **CENTRAL TECHNOLOGY CENTER SCHOOL DISTRICT NO. 03**

On October 22nd through 24th, 2019 the accreditation division conducted an on-site accreditation review at Central Technology Center at both the Drumright and Sapulpa campuses. The examiner team comprised 28 examiners, ODCTE staff including 9 examiners from other Technology Centers. During the review, examiners identified two areas of non-compliance with the requirements of federal law. The Technology Center has submitted a corrective action plan that addresses these issues of non-compliance. Examiners found no other items requiring corrective action. We recommend that the board grant full accreditation status to Central Technology Center. If approved Central 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.

There was a discussion about what the federal regulation is on clock hours.

Here to represent Central Technology Center is Superintendent Ron Dyer and Assistant Superintendent Kent Burris.

Mr. Burg moved to approve the accreditation of Central Technology Center. Mr. Bobek seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Stewart, yes; Mr. Stallings, 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.

**4.02 DISCUSSION AND VOTE ON FULL POSTSECONDARY ACCREDITATIONS –
MR. RANDY FEAGAN, ACCREDITATION MANAGER**
• **NORTHWEST TECHNOLOGY CENTER SCHOOL DISTRICT NO. 10**

On October 8th through 10th of 2019 the accreditation division conducted an on-site accreditation review at Northwest Technology Center at both the Alva and Fairview campuses. The examiner team comprised of twenty-five (25) examiners, ODCTE staff including 7 examiners from other Technology Centers. During the review, examiners did not find any issues requiring corrective action. We recommend that the board grant full accreditation status to Northwest Technology Center. If approved the Technology Center will have 90 days to submit an action plan addressing one opportunity for improvement identified 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.

Here to represent Northwest Technology Center are Superintendent Darren Slater, Assistant Superintendent Jeremy Eaton and Assistant Superintendent Colt Shaw.

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

NEW BUSINESS

There was no new business.


ANNOUNCEMENTS

Mr. Burg talked to the board, I've had the pleasure doing several accreditations at different schools. I got to do one with Dr. Major when he was in Ponca City and one at our Technology Center in Shawnee. I know you're all busy but please find a way take the time to attend one. You don't get to vote, you don't get to check mark, you're not asked to comment and that for me that's tough. You do get to sit and watch the process of what goes on and for me it was extremely enlightening. I encourage you, if you can find the time, to do so. Make the request of the Superintendent. They were gracious to me with flexibility to do whatever I wanted to do, to sit into the different interviews, in the different sessions and it was revealing. I think you'll be highly impressed at what the state staff does along with all of the others that came in. It is a wonderful process to be a part of and you'll be honored that you're part of the board that approves or does not approve those accreditations.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:11 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, February 20, 2020 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