

**Minutes of the Regular Meeting of the**

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

**July 16, 2020**

The State Board of Career and Technology Education began its regular session at 9:01 a.m., Thursday, July 16, 2020 via the zoom platform. The final Agenda was posted at 3:57 p.m., July 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. Brian Bobek, Oklahoma City  
Mr. David Stewart, Afton  
Mr. Michael Brown, Lawton Arrived at 9:05am  
Mr. Tim Burg, Shawnee  
Mrs. Janet Smith, Tulsa  
Mr. Randy Gilbert, Tecumseh

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

Ms. Estela Hernandez, Oklahoma City  
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 9:01 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

## **SUPERINTENDENT'S COMMENTS**

Superintendent Hofmeister said I definitely know that this is a challenging time. In one week's time we have nearly five thousand (5,000) additional cases of COVID-19. We know this is a time where we do have decisions to make about each individual community responding to the path of the virus. We are asking for each of the CareerTech directors and all of those in charge of facilities to be wise and stay as focused as they can on their own county's data and respond accordingly. We know it's different in different parts of the state as well. For everyone, we are encouraging thinking of others and recognizing there's a lot of people that have unseen comorbidities and compromised immune systems. I always try to keep that in mind and we know we'll get through this. It's going to last a while and we certainly are watching Governor Stitt as he is now battling this. I appreciate every one that's leading in the field and then each of you and your respective businesses and communities. Lots coming and a lot of decisions to make for us as we think about our common education as students, who are also part of the CareerTech system, and we just want a safe reopening. We're so eager to get to be with our kids again and we know it's going to look different, schools will be different but where we are adaptable and we're going put our students first.

## **DIRECTOR'S COMMENTS**

Dr. Mack said thank you and good morning. I have a few comments and then I have some specifics that we'll cover later in the agenda on our review that we do for the year, each July, with the board members. As Superintendent Hofmeister talked about making adjustments and moving forward being very mindful and allowing opportunities for individuals to have choices of how they participate.

- Our CareerTech Student Organizations are planning options for virtual for all of fall so that we can make sure students still have the opportunity. We know the vital importance of the co-curricular pieces of our CareerTech Student Organizations so we want to make sure that we still have that opportunity for our students. Our state advisors are working diligently to provide those options and be able to move that forward.
- The month of July is our opportunity to have new teacher. We have new teacher in each of our occupational areas and we have our last one next week that I'll get to participate in which is our Business, Marketing and Information Technology Education (BMITE). We've already had our Health Careers Education, Family and Consumer Sciences (FCS), our Trade and Industrial (T&I), our Science, Technology, Engineering and Math (STEM) and our Agricultural Education. We also had an opportunity to meet with some new career counselors across the state. We are trying to make sure that we keep that connection but we should have an opportunity to have touch base with all of our new teachers by the end of July.

- That takes us right into August 4th and 5th which is our 53<sup>rd</sup> Annual Oklahoma Summit which will be virtual this year. On the first day we will have our general session. We will have our general session, where we recognize our winners for the year as well as there will be thirty-six (36) professional development opportunities for individuals to engage in. The second day, August 5<sup>th</sup>, will be specific to the divisional areas, each of them will have their own specific meetings for business meetings, professional development, teacher resources and so forth. We'll make sure that you get a copy of that agenda and if there is any section that you would like to participate in let us know and we'll make sure that we get you registered so we can get you connected.
- In the last couple of months you have watched four (4) of our National Officer candidates. I'm very happy to say that four (4) of our candidates are National Officers. You were able to see their speeches and all of their tag lines. Oklahoma does have four national officers – One (1) in Technology Student Association (TSA), one (1) in SkillsUSA and one (1) in Health Occupations Student Association (HOSA). We are very excited about that. (note: Oklahoma CareerTech Student Organization, Technology Student Association (TSA) had two (2) national officers that were elected. That brings our total to five (5) national officers.)
- In talking about the national level, I have the opportunity to serve on Perkins Advisory Board. It will be a two to three weeks where we will get an opportunity to provide input on the Perkins reauthorization and moving that forward. As well as serving with Education Commission of States and Advance CTE as we look at the national landscape in adapting with what we have before us now and then how we continue to carry that forward.

### **1.04 MINUTES OF THE JUNE 18, 2020 MEETING**

Mr. Tim Burg moved to approve the minutes of the June 18, 2020 meeting. Mr. Dave Stewart seconded. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Smith, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Bobek, abstained. Motion carried. A copy of the minutes are on file at the Oklahoma Department of Career and Technology Education.

### **MANAGEMENT INFORMATION**

#### **2.01 CAREERTECH END OF YEAR REVIEW – DR. MACK**

Dr. Mack said each July we take the opportunity to outline the specific targets that you have approved, as a board, in our strategic plan. We use this to show you the forward movement that we've had or areas that we must continue to work on to be able to meet those targets.

- We did have the opportunity to have our guest speaker as the Lieutenant Governor to mention all the various things going on in the State of Oklahoma as well as the conversation around braiding. As you'll see we do have our new branded logo in our new template so you will see that more and more. We will be integrating that as we continue to move forward.
- We have nine (9) new employees since this time last year.

- We also had nine (9) retirees during out State Staff. We did honor them in a couple of different ways virtually, however, we are hoping that as we have an opportunity to come back together that we will be able to get together and celebrate their many years of service.

Dr. Mack went on to explain each page of the End of Year Review.

- Agency FTE
- FY21 Budget numbers
- FY21 CareerTech Revenue Sources
- Strategic Goal Updates for Career Awareness, Educational Attainment, Business/Educational Partnerships and Agency Operations.
- Recognized our Pinnacle Award winners
- Professional Development opportunities for the afternoon sessions
- Return to School Plans will be available on our website. We also have the distance education plans on the website.
- We continue to update our Frequently Asked Questions document for the return to school. We do keep those in partnership with the State Department of Education. We make sure that the guidance we are providing is in alignment with our educational partners at the State Department of Education and the Regents for Higher Education.
- An outline of Things to Consider with various policy examples, things for schools to think about as they go into this year making sure that we're providing quality education and providing safety and security of our students and staff.
- We continue to have frequent meetings and our return to worksite policy for our staff is in phases and we do keep that updated.
- One of the things we are launching, which will be in our December meeting, is to be able to have some data on work based learning, which is very important. During this time period the concern or challenge of being able to have students still have a work based learning or engage with business and industry so we will be launching a Virtual Job Shadow opportunity.
- Lastly, Flexibility is key and working to provide solutions. Solutions – seeing opportunities, relying upon teamwork, innovation, optimism and never stopping.

## MANAGEMENT ACTION ITEMS

### **3.01 DISCUSSION AND VOTE ON MID-YEAR PERSONNEL REPORT AND RATIFICATION OF PERSONNEL ACTIONS FROM JANUARY 1, 2020 TO JUNE 30, 2020 – MS. MELISSA STURGEON, HUMAN RESOURCES MANAGER**

Ms. Melissa Sturgeon said good morning and you should have in your board packet a copy of this personnel report. This represents all of our employment actions for pay bands below 14 and as you know if it's a pay band 14 or higher we bring those to you on a monthly basis. This report will reflect January 1st through June 30th of 2020.

Mr. Tim Burg moved to approve Mid-year Personnel Report and Ratification of Personnel Actions from January 1, 2020 to June 30, 2020. Mr. Brian Bobek seconded. The motion carried with the following votes: Mr. Bobek, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Ms. Smith, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the approved Mid-Year Personnel Report and Ratification of Personnel Actions is on file at the Oklahoma Department of Career and Technology Education.

**3.02 PROPOSED EXECUTIVE SESSION TO DISCUSS HIRING THE INFORMATION  
MANAGEMENT DIVISION MANAGER AND HIRING THE FAMILY AND  
CONSUMER SCIENCES PROGRAM MANAGER  
(AUTHORITY: 25 O.S. 2011, § 301 (B)(1)) – DR. MACK**

Mr. Burg moved to convene into executive session at 9:46am. Ms. Smith seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Smith, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Stewart moved to return to open session at approximately 9:56am. Mr. Burg seconded that motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Ms. Smith, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried.

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

Mr. Burg moved for hiring Kerri Watkins as the Information Management Division Manager effective July 20, 2020. Mr. Stewart seconded the motion. The following motion carried with the following votes: Mr. Gilbert, yes; Ms. Smith, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Burg moved for hiring Holly Hanan as the Family and Consumer Sciences Manager effective August 1, 2020. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Ms. Smith, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried.

**NEW BUSINESS**

There was no new business.

**ANNOUNCEMENTS**

There were no announcements.

Minutes of the Meeting of the State Board of  
Career and Technology Education  
July 16, 2020

### ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00 a.m.

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