

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 17, 2020

The State Board of Career and Technology Education began its regular session at 9:02 a.m., Thursday, September 17, 2020 via the zoom platform. The final Agenda was posted at 9:09 a.m., September 15, 2020, in accordance with 25 O.S. 2011, § 311(9).

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

Ms. 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. Jimmy Stallings, Enid left at 10:00 a.m.
Mr. Michael Brown, Lawton
Mr. Tim Burg, Shawnee
Ms. 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. David Stewart, Afton

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.

SUPERINTENDENT'S COMMENTS

Superintendent Hofmeister said thank you very much. I just want to echo the welcoming of Secretary Ryan Walters. I am just so grateful to have someone who has been a part of the agency in the early days when he was one of our finalists for the State Teacher of the Year and then he has served on different auxiliary boards, we've invited him to help represent Oklahoma on some regional and national boards. We're so pleased to have him as part of working groups that we've had going for several years. I think it is fulfilling to see someone rise through the education world and be able to make such a difference. We're so pleased to have him as Secretary of Education.

DIRECTOR'S COMMENTS

Dr. Mack said good morning. I do have a few things to share this morning.

- Every year we have an annual National Advanced CTE (Career and Technology Education) Summit and that was held the past two days. It was great conversation, it was held virtually and instead of doing one full day of eight hours on zoom we broke that up into two separate days, two afternoons. Business and Industry and various partners were invited and not just the CTE community so that we could get input on how we move career and technology education forward. We have a meeting later today to put together notes and key takeaways. I will share them out with the board so that you can see the various conversations going on around the nation as it relates to CTE and how that compares to what we're doing here in Oklahoma.
- We were notified this week that our agency will be having a P-Card (purchasing card) audit, which happens periodically. We will start the P-Card audit in the next month. Julie Buch is the individual over our purchasing department, and she does a phenomenal job. Each year that we've had the opportunity to have the audit they are highlighted with best practices.
- Secretary Ryan Walters, who is the Secretary of Education, will be visiting the agency next Tuesday. We'll have the opportunity to have conversation with Secretary Walters and talk about career and technology education, make sure we see what the goals are they are working towards and how CareerTech can support those and move those forward.
- Through the diligent work of Kerri Watkins and her team in Information Management we have the FY20 data. Those numbers are typically provided in December or January. The FY20 data has been put into our Fast Facts sheet, which was emailed to each of the Board members.

Dr. Mack shared her screen and talked a little bit about the FY20 data

- PK through 12 school districts has increased our footprint and that is very specific to the increased appropriation that we had received a couple of years ago which allowed for us to increase our programs in the PK through 12 space. We're very excited that we were able

to not only increase CareerTech in existing school districts that offered CareerTech but also add some other school districts that may not have had exposure to Career and Technology Education.

- Our Skill Centers area is down a few sites, however, we are hoping to be able to look at the sites that we're at and maybe add some additional programs. Our programming numbers, as far as the number of programs we offer, hasn't changed, we are offering them at different sites.
- The overall enrollments, in the past few years, has been around 560,00 and is now showing four hundred fifty five thousand one hundred twenty four (455,124) which is specifically to the time period of not offering training, business and industry, post-secondary or some of our secondary programs not being open, individuals not participating in those for a three to four month period has impacted our enrollment. Our enrollment is picking back up and we look forward to our FY21 numbers to show continuing movement forward.
- Last year we served a little over 8,000 companies. With the time period of not serving, not being able to have trainings while working through the COVID situation we did serve seven thousand two hundred ninety-five (7,295) businesses.
- We also had an increase/gain of almost four thousand (4,000) more individuals in our CareerTech Student Organizations. This is an excellent example of the impact that our CTSO's can have on students.
- We are looking at curriculum development specifically in the space of virtual reality with aerospace, meat processing and law enforcement. We are looking to move that forward and hopefully we'll be able to show you some of that by December and what that looks like so we can provide more access to those curriculum areas across the state.
- We do have an interim study that was originally set for September 24th. That has been moved to October 1st. This study is specifically on CareerTech training programs. Senator Bergstrom is the senator who requested that so we will be providing information. I will send out the agenda if you would like to connect.
- Starting October 1st, we will start the process of redesigning our website. We are fortunate to have been selected as one of the 25 state agencies selected. We hope to have that completed by the first of December.
- For any of you who have an opportunity to communicate or send out correspondence, if you could just remind individuals to complete the census. You have seen that on various platforms the conversation around completing the census that does impact all of us and The State of Oklahoma. There will be a opportunity on September 23rd of a twitter chat going on hosted by the Department of Commerce about the census and the importance of that. If you have an opportunity, please encourage individuals to complete the census.

1.04 MINUTES OF THE AUGUST 20, 2020 MEETING

Mr. Tim Burg moved to approve the minutes of the August 20, 2020 meeting. Ms. Janet Smith seconded. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Smith, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stallings, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 MS. CARRIE DEMUTH, BUSINESS, MARKETING AND INFORMATION TECHNOLOGY EDUCATION, MANAGER

Ms. Carrie DeMuth said thank you. I appreciate the opportunity to spend just a little bit of time with you this morning. I will share my screen so that everyone can see what I will be talking about.

- First, I just wanted to introduce my team. I'm with the Business, Marketing and Information Technology Education division. Jaclyn Arnold works with our region 2 teachers and she manages our business management cluster. Kathy McNabb works with our region 3 and she works with the marketing and finance clusters. Kristy Lofton works with region 4 and manages the IT cluster. Paxton Cavin manages both of our student organization and she is the State Advisor for BPA and DECA. Pam Porter is our administrative assistant.
- The map shows by color code the various Regions that were just mentioned, and this is what we follow when we go out and work with our teachers.
- BMITE has 277 K12 Programs (grades 6-12) and 151 Technology Center Programs
- Industry Futuring Panels are think tanks for Business Management, Finance and Marketing Clusters. This is something that we did back in the summer of 2019, a year ago, we worked with MBA Research to come in and put together these think tanks of industry people who work within the industries of business management, finance and marketing. The intent for this was to make sure that our area was remaining relevant and that our teachers are teaching the right stuff and the things that are needed in industry today. MBA Research is a non-profit education organization that Oklahoma is a consortium state member of and they work across the nation to develop standards in these areas. I've had the opportunity for the past couple of terms to serve on the board and I have been able to see the work that they've done in other states. I knew that the futuring panels was something I wanted to bring to Oklahoma to look at what we're doing and figure out where do we need to strengthen and improve what we're currently offering from our programs. The industries listed are the ones that we had representation from on the panels.

Ms. Carrie DeMuth went on to explain each page of the power point which covered:

- Industry Futuring Panel Tasks
MBA Research Report for Oklahoma 2019
- Futuring Panel Top Trends – Technology
- Industry Futuring Panel Survey – COVID
- Trending Technologies in BMITE
 - eSports
 - Cybersecurity
 - Cyber Patriot Program
- Instructional Framework Changes
- Professional Development and Support
- BMITE New Teacher academy was completely virtual this year
- OK BMITE YouTube Channel
- Return to Learn Support
- Additional Professional Development

- BMITE Teacher Advisory Committee
- Virtual Conference Opportunities, Adobe Max and MBA Conclave
- CareerTech Master Educator
- CareerTech Teacher Academy

2.02 MR. JOHN DAY, TRADE AND INDUSTRIAL EDUCATION, PROGRAM SPECIALIST

Mr. John Day said thank you and it is an honor to be here. I will share my screen so that everyone can see. My presentation is a little more topical and is called COVID-19 Resources and The Silver Lining. These are resources that are available a lot of the time outside of the Pandemic, but a lot of the resources named have been enhanced quite a bit or made free by the producers of them. We are currently working with our Professional Development division to do a lot of things we've done previously in person and now working online whether it be a Master Educator format or CTU, etc. Like I said before a lot of the educational curriculum providers and business partners have provided resources to us to use whether it be their curriculum that normally their incumbent workers would only have access to or some have actually made curriculum that they're making available to us. Carrie DeMuth mentioned it earlier, the link at the bottom of this slide is a link to a page on our website that shares the resources that were compiled across the divisions for the whole agency and from that page you can drill down to each division to see what they have made available.

- Educational and Corporation Partnerships
This is a very small representation of the companies we partner with that make it possible to do the distance learning and the online learning. You see a lot of big-name partners. Gulf States Toyota is one that I work directly with Ford Ace program. They had a lot of curriculum that was available strictly to their incumbent workforce or if you're familiar with a Toyota T10 program, which is a college level program, they opened that wide up to all of our students and instructors and this is due to a partnership we've had with them for ages that we just keep nurturing and it keeps growing. It's getting into our programs and helping them with the workforce needs.
- Events
 - 2020 OkACTE Summit, was virtual this year
 - T&I New Teacher Academy, typically we do this over three very long days and overload them with information. The pandemic has given us an opportunity to step back and look at our processes. Through this we had the opportunity to do two (2) half days in July and then the rest of the information is given in two-hour meetings, once a month. We are giving out information in real time, they are absorbing it better and they can use the information as soon as they get it.
 - SkillsUSA – Fall Leadership Conference will be held virtually. SkillsUSA National about how that conference will look next summer. A lot of conferences have been made available online or webinar versions allowing more instructors to attend than before due to travel or restricted travel and costs. This is also allowing more connections to be made by teachers.
- New Initiatives
 - Online Trade Group Meetings

- Teacher Assistance
- CareerTech Master Educator (professional development)
- Recruiting Video Repository (early stage)
- Training Video Repository (early stage)
- Virtual Reality for meat processing, law enforcement and aerospace programs
- The Silver Lining
 - We are not doing things the way we've always done them
 - Constantly evaluating internal and external processes for improved efficiency and impact
 - Things that used to take weeks to schedule now takes just days via Microsoft Teams or Zoom
 - Increased productivity and decreased travel time
 - More interaction with the field

2.03 MS. KERRI WATKINS, INFORMATION MANAGEMENT DIVISION, MANAGER

Ms. Kerri Watkins said good morning everyone. I will share my screen with everyone. I had the privilege of presenting to you last year and we discussed interactive data. Last year it was more of a concept but over the past year we've been able to make that a reality and so that's going to be the bulk of my presentation this morning.

- First, I want to introduce you to our team. Dr. Mack said earlier we were able to provide the fast facts this year months ahead of schedule and that is because of the dedication of these ladies. I recently took over as Divisional Manager. Carol Hall is the data performance and analysis coordinator; Andra Beyer is our data quality coordinator; Laurie Richison is our teacher certification specialist and Rebecca Thacker is our technical support specialist.
- Our interactive data has become a reality this past year. Our hope is that we are putting data in the hands of our stakeholders and our delivery arms. We want them to be able to drill down to their specific site and compare it with other schools or compare with the state averages. The next slide gives you three ways to get to the information.
- Interactive Data
 - Fast Facts
 - Tech Center Profiles
 - State Programs by Tech Center District and Campus
 - CareerTech Programs in PK-12 School Districts
 - Skills Center Program
 - Tech Center Feeder School
 - OKCareerGuide Dashboard
- Our other CareerTech Resources through our CTIMS (CareerTech Information Management System) page includes deadlines published, our guidebook and a lot more information as a resource for our users but also for our delivery arms. A new addition this year is that we are providing instructional videos to our comprehensive school instructors as they put in their salary and teaching schedules and entering enrollments.
- A few things that are coming soon that are new developments and opportunities. We have created a strategy room so that we can strategize how can we get training to our people, and for our users in a timely and efficient manner this year. Training is something that we

haven't had the opportunity to do much of until this year and we have a goal of quality training and resources for our users. Quality training, quality data and quality customer service are our three big missions this year. We are hoping to provide virtual training to our Technology Centers, K-12 Schools and our own CareerTech staff.

- Technology Centers
 - Business and industry
 - Full time programs and instructors
 - Instructional Leaders
 - Business Managers & HR
- K-12 Schools
 - Teachers
- CareerTech Staff
 - Finance Module
 - People Module
- Work Based Learning and data collection in CTIMS is in the beginning stages of what we hope to provide is a simple form. We hope to see that in December when they start inputting some of the follow-up information on their students. We also have the beginnings of a report.

MANAGEMENT INFORMATION

3.01 ANNUAL ACCREDITATION TRAINING FOR STATE BOARD – MR. JUSTIN LOCKWOOD, DEPUTY STATE DIRECTOR

Mr. Justin Lockwood, this is your yearly accreditation training. Our guidelines require that a yearly presentation is made to you concerning policy and procedure changes and other items to keep you up to date and help to continue explaining what our accreditation process is about.

- We will begin the first of eight visits to technology center school districts next week.
- Randy Feagan and his staff has worked diligently to make sure the process continues and that the end product will be the same as it has been in the past. The reports will continue to come to the board for consideration.
- The first thing we changed this year is that new examiners participated in a one-day virtual training while in the past we've had all examiners come to the agency for three days. Last year it was shortened to two days. Jessica Ventris conducted the new examiner training.
- The Accreditation examiner team meeting will be conducted one day immediately prior to each visit and that will be done virtually. The team will review the applications and do any prep work.
- Accreditation visits will be a hybrid model, a mix of virtual and onsite. We are very cognitive that this may change depending on notification from the Technology Center that may require us to modify our onsite visit.
 - The length of the visit is determined by the size of the Technology Center and the number of campus sites.
 - The first one to three days of the visit will be virtual and that includes interviews.
 - The last day of the visit will be onsite. A smaller group (8-10) will be onsite to complete program reviews, review compliance and review any items not observed

virtually. There will not be any overnight travel for the examiners this year leading to very long days of travel to and from the Technology Centers.

- In years past, examiners had all seven standards to look at and compiled a report on. This year we have asked them each to look at two standards and that gives us great efficiency and leverages examiner expertise.
- Streamlined data collection by capturing notes and thoughts in real time using technology and the examiners would give us more details when they were entering the information.
- Streamlined the final assessments by getting them done faster, less burden on the examiners and it allowed the team to complete the reports very quickly.
- Standard 7 – System Impact Measures
 - Benchmarks are being developed and have planned completion by January.
 - This will help Technology Centers to measure their performance and be able to give them data as they continue to work on their continuous improvement processes.
 - This will also help our agency as a whole as it serves Technology Centers in the system with hard data versus anecdotal data.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON THE 2021 CAREERTECH BUSINESS PLAN AND FY22 APPROPRIATIONS REQUEST – DR. MARCIE MACK

Dr. Mack said good morning and thank you for the opportunity for our staff members in specific areas, as we go through the business plan and the strategic plan. The work that they are doing is emulated throughout our business plan for all our divisions and gives you an idea of some of the specifics of why it's so important for the investment in CareerTech and how that aligns with education as a whole. The final Business Plan was emailed to all the board members. We did make a few modifications since we met in August.

Executive Summary and Workforce Needs

- We do have the FY20 data. We have gone through and updated each section to portray our most current data. We do still have the same specific pieces we validated the importance of the work that's being done and utilizing the specific data as it aligns to workforce and where that's at. As John Day and Carrie DeMuth both outlined, connecting with business and industry and making sure that we're aligning throughout the business plan and our strategic plan.

Career Clusters, Business and Industry, Work Based Learning, etc.

- We go back to specifically what is the alignment for the need for Career and Technology Education for certificates and credentials for our future workforce? It is definitely evident that there is a need. How do we keep that path moving forward? Oklahoma will be one of five states that will have an Energy Cluster. We will have a launch for that in October. That conversation is driven by Business and Industry. The State Department of Education and the Regents for Higher Education have been a partner in that conversation in making sure that we are providing a pipeline for the energy cluster.

- Many of the skill sets that you will see in the various clusters are transferable skill sets. Carrie DeMuth mentioned cyber security and those particular pieces. If you look in any of our cluster areas that we get to offer, cyber security and information technology are facets specifically to each of those industries.
- OkCareerGuide, we do have data that is published on our website quarterly. Kerri Watkins and her team manage that particular space. We have the data out there for OkCareerGuide as it aligns to the individualized career and academic plans.

CareerTech Numbers

- Our numbers are specific bullet points of where we are at with enrollments and yes, our total number does show a decrease from last year but that is specific to the time period where courses were not offered as we were working through the transitions. We look to definitely continue to move that forward and get those numbers back up and do anticipate that we will be able to continue to increase those with other modalities that we have in delivery and the ability for individuals to utilize other technologies in an acceptable format when it comes to curriculum instruction whether that be on an individual basis or whether that be very specific to an industry need or customized.

Appropriations Request FY22

- In the business plan, all those pieces that we did discuss, the way that we're able to do those and maintain those for optimizing Oklahoma's Workforce is through our state appropriations as well as the local funding that we have at various locations. As we discussed in August our appropriations request for FY22 as a part of the business plan.
- Being mindful of where we are currently in the economic situation our request for FY22 is to be able to maintain our budget that we currently have. We started the year with FY21 General Appropriation and that total dollar amount here is a little over 133 million dollars. By asking to maintain that is so that we can continue to move workforce development forward that does not mean that there aren't any additional investment opportunities that would help and help us to move career and technology education forward. We do list those here along with dollar amounts so that we can continue growth in our comprehensive schools (Pk through 12th), expand Skills Center and dropout recovery, meet the statutory requirement of funding the flex benefit allowance for our technology centers and enrich industry sectors with training and workforce programs in all of our delivery arms meeting the needs of industry.

Mr. Tim Burg moved to approve the 2021 CareerTech Business Plan and FY22 Appropriations Request. Mr. Bobek seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Burg, yes; Ms. Smith, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the 2021 Business Plan and the FY22 Appropriations request are on file at the Oklahoma Department of Career and Technology Education.

4.02 DISCUSSION AND VOTE ON THE 2021-2026 STRATEGIC PLAN – DR. MARCIE MACK

Dr. Mack said thank you Superintendent Hofmeister. There is a team of individuals who make all of this happen. Our finance team worked on the appropriations request. The Information Management Team (Kerri Watkins and her team) provided data. Becki Foster, Chief of Staff, played an integral part in making sure that we are getting feedback not only from internal but

from external stakeholders. We had continued conversation about our strategic plan and making sure that we are moving things forward. Our staff has gone above and beyond.

The Strategic Plan is something that we bring to you every two (2) years. We are required to update and submit for approval.

- We updated the data in this document as we did in the Business Plan. The draft we showed you in August contains the same pieces and same format as we make sure we're telling the story of the importance and why we do what we do. We are very consistent in that conversation and continuing to move that forward and tying very specifically to the goals that the board approved over five years ago.

Educational Attainment

- We have not kept the terminology here the same for that five years we do update that and we look for continuous improvement.
- The only items that have been updated are specific to the data. We did receive some feedback on the terminology, so we did make those updates.

Business/Educational Partnerships

- We talked about our externships which is the primary piece that you'll see here. The opportunity to connect educators with business and making sure that we're moving that forward. Our work based learning collection that Kerri mentioned being able to capture those learning opportunities that are out there. This is one of our objectives and we are well on our way to be able to provide that avenue for our front line educators and schools to be able to report that. We can show what experiences students have in work based learning, what does that look like and do we have areas that that we can improve and continue to grow that for them at the local level and are we providing as many resources as possible so that they can provide those learning experiences.

Career Awareness

- The data that you see here on career awareness this is also available now on the website under the OkCareerGuide information. We have the charts here and what our projection is through FY26. We will have these numbers updated quarterly and that it would be available for individuals to see and we can make sure that we are following our targets. We do not wait until two years from now to look at our data and wonder how we missed something. We'll be able to evaluate that on a regular basis and adapt and adjust where we need to continue to meet our targets.

Agency Operations

- Agency Operations is foundational to each of the other three (3) goals. We are investing in our employees and our agency operations is critical to make sure that we can deliver in all of the other areas.
- General appropriations and our full-time equivalent count for our employees.
- Making sure that we are providing professional development for our staff, providing them opportunity not only professionally but personally to develop.
- Being mindful of our fiscal responsibility.
- Utilizing information that we have to provide a safe working environment.
- Provide data and information to our stakeholders.

The remainder of the strategic plan is specific to our CareerTech Champions. Without what's in our strategic objectives they would not have the opportunity to participate in career and technology education, so we want to make sure we have that as part of the conversation.

Mr. Tim Burg moved to approve the 2021-2026 Strategic Plan. Ms. Janet Smith seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Smith, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the 2021-2026 Strategic Plan is on file at the Oklahoma Department of Career and Technology Education.

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

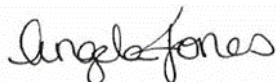
There were no announcements.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:32 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, October 15, 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