Minutes of the Special Meeting of the

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

July 27, 2021

The State Board of Career and Technology Education began its special session at 9:02 a.m., Tuesday, July 27, 2021 at the Oklahoma State Department of Education, Oliver Hodge Building, Room 1-20, Oklahoma City, OK; and the meeting was also streamed on Youtube. Notice was properly given, and the final Agenda was posted at 3:54 p.m., July 20, 2021, in accordance with 25 O.S. 2011, § 311(9).

Members of the State Board of Career and Technology Education present and all appeared in person:

Ms. Joy Hofmeister, State Superintendent of Public Instruction and Chair of the Board
*approx. arrival 9:06am
Dr. Marcie Mack, State Director, ex-officio nonvoting member
Mr. Michael Brown, Lawton
Mr. Randy Gilbert, Tecumseh
Ms. Estela Hernandez, Oklahoma City
Mr. Edward Hilliary, Elgin
Ms. Janet Smith, Tulsa
Mr. Peter Dillingham, Enid

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

Mr. David Stewart, Afton
Mr. Brian Bobek, Oklahoma City

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

See Attachment A.

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Career and Technology Education
July 27, 2021

CALL TO ORDER

Dr. Marcie Mack 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 it's good to see our new members and in person and to have everyone here.

DIRECTOR'S COMMENTS

Dr. Mack said good morning and thank you for being here this morning and thank you very much for adjusting your calendars so that we could have this special meeting to conduct July business.

- Sunday, August 1st will kick off The Summit. We have provided you information on that. We have an opportunity to honor our CareerTech educators across the state with awards as well as professional development. That will run August 1st thru August 3rd so if any of you would like to participate in any of those events, we would be happy to send you that information. We will also provide recordings of the general session and some of the professional development sessions for those that may be unable to attend the event.
- We have been notified that the last week of August we will have our Adult Basic Education monitoring from the U.S Department of Education, basically they call it monitoring but it is our audit. It will be a week-long virtual audit. Our team is preparing the documents that they want to see. This will be our second time to do that since it was transitioned to us in 2014. We are excited to work through that process, see if there are areas for improvement and then the areas that our staff has been doing exceptional work in.
- Talking about at the national level, iCEV which is an online curriculum, they are hosting a large national Career and Technical Education conference. We were asked to be a panelist with our meat training that we're doing across the state with the mobile meat trailer. We did have successful programs with that at Kiamichi, Talihina and at McAlester.
- We've also been asked, at the federal level, to serve on the U. S. Department of Education's Back-to-School Showcase panel to talk about our virtual work-based learning and the work that we did through the pandemic to connect students with CareerTech training and simulation. We were honored to be invited to do that as well. The showcase panel will air August 9th through 13th.
- When you are at the agency in September, that is the time that we have the state board meeting in Stillwater, we do have our new signage installed and you'll see our new name tags that we have with the new logo which was all done by our print shop. If you like anything you see they are the ones who made all that happen. We also have various items that we'll get to show you when you're in Stillwater in September.

- I had an opportunity to be a part of the conversation around Fort Supply and the Oklahoma Department of Corrections since they are closing that location. We do have three programs there for our skill centers and we will be moving those programs to other locations so that we can still serve individuals and serve our students behind prison walls. We are working to finalize those results and where they will go in the next couple weeks so we will still have those programs, they will just be in a different location.
- I had sent you an email to let you know about the transition of the Jobs for America's Graduates (JAG) which was transitioned to our agency from Office of Educational Quality and Accountability (OEQA). In that transition, there were four individuals that will be teaching in those areas and so we have a few positions that are open. We're already operating and so we are working with those schools to see if we're able to get those back online before school starts and then moving that forward. When we get our plan moving forward, the deliverables and that outlined we will have them present to the board so that you can learn more about that program. It was started by Secretary Walters in the Office of Educational Quality and Accountability last year and then it was transitioned to us this year so we will move that forward and make sure that we're providing those opportunities for students.
- We did complete our new teacher orientations in July with all of the new CareerTech teachers across the state in the various disciplines. We're very excited that we have completed that.
- Today starts our teacher induction and institute for educators coming into education for the first time and want to work on that professional development. They're assigned a mentor; we kick off and we help them throughout the year kind of like entry year teacher, is what it used to be called, when we did that in other areas. We're kicking that off this morning so that's where Becki is this morning and starting that group.
- Another area that we're getting to work in is Aerospace and our conversation around that. This year I get to serve on a panel at Tinker and the Primes, August 10th through 12th and so we'll talk about the work that we do in aerospace. We are also starting to work with a group on biomanufacturing. Just a lot of things going on and looking forward to kicking off the school year.

1.05 MINUTES OF THE JUNE 17, 2021 SPECIAL MEETING

Ms. Hernandez moved to approve the minutes of the June 17, 2021 special meeting. Mr. Hilliary seconded the motion. The motion carried with the following votes: Mr. Dillingham, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

MANAGEMENT INFORMATION
2.01 CAREERTECH PURCHASE CARD AUDIT REPORT (7-16-2021) BY DR. MACK

Dr. Mack said thank you Superintendent Hofmeister. Board members in your packet you will see a copy of the Purchase Card Program (p-card) Audit that was completed for the state agency.

You will notice in the audit of the accomplishments very specifically outline the great work all of our individuals. Julie Bunch is over the p-card which is a part of Lisa Batchelder's staff and Stephanie Rossander. Through their exceptional work we had a wonderful p-card audit. There is one finding in that piece, which I had mentioned before, is that we have some that did not spend to their max limit and because of not spending to that limit their recommendation is we look at what their limit may be set to. Our p-card is primarily utilized for travel and for booking hotels and things like that. The year that we were audited was the time period that we were not traveling so we do know why their limits were lower. We will evaluate the totals and the limits that they're set at but a very exceptional job by Julie and her team and all those that administer the p-cards across the agency. I want to make sure that we share that audit with you, and I am happy to answer any questions that you might have.

No action was required on this item. A copy of the purchase card audit is on file at the Oklahoma Department of Career and Technology Education.

MANAGEMENT ACTION ITEMS
3.01 DISCUSSION AND VOTE ON MID-YEAR PERSONNEL REPORT AND RATIFICATION OF PERSONNEL ACTIONS FROM JANUARY 1, 2021 TO JUNE 30, 2021 BY MS. MELISSA STURGEON, HUMAN RESOURCES MANAGER

Ms. Sturgeon said good morning. Today I am pleased to share with you our personnel report showing all employment movements between January 1, 2021 to June 30, 2021. Marie Saatkamp, our amazing Human Resources Specialist, tracks all of this for us. There should be a copy in your packet for review.

Ms. Smith moved to approve the Mid-Year Personnel Report and Ratification of Personnel Actions. Mr. Dillingham seconded the motion. The motion carried with the following votes: Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Dillingham, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

3.02 DISCUSSION AND VOTE ON INDIAN CAPITAL TECHNOLOGY CENTER, DISTANCE EDUATION ACCREDITATION BY MS. JESSICA VENTRIS, ACCREDITATION MANAGER

Ms. Ventris said good morning board. It's good to see everyone face to face and new faces since the last time I was here.

The Oklahoma Department of Career and Technology Education (ODCTE) is required to evaluate Distance Education programs and that is different than you've seen us do before. These programs offer Pell Grants using the quality standards approved by this Board and listed in the Accreditation Guidelines. These standards include program integrity, resources and technology, learning development and instruction, skill attainment and assessment, student support and

services, marketing and recruitment, student engagement and satisfaction, and program effectiveness and improvement.

The program approval teams are comprised of ODCTE program specialists and staff. Examiners interviewed the technology center administrators, certified and support staff, and students.

Agency staff will follow up on these programs and provide technical assistance as needed. The programs, if approved, will become part of their full accreditation every five years. Once we cover this initial process then they're evaluated with the institution every five years.

On June 15th the Accreditation Division conducted a program approval on-site visit at Indian Capital Technology Center in Muskogee, Oklahoma for their Distance Education Paramedic program. We recommend the board grant full accreditation status to the Paramedic program at Indian Capital Technology Center.

Here to represent Indian Capital Technology Center is Assistant Superintendent, Doyle Bates.

Mr. Gilbert moved to approve the Indian Capital Technology Center Distance Education Accreditation. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Dillingham, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the distance education accreditation report is on file at the Oklahoma Department of Career and Technology Education.

3.03 DISCUSSION AND VOTE ON NORTHWEST TECHNOLOGY CENTER, DISTANCE EDUATION ACCREDITATION BY MS. JESSICA VENTRIS, ACCREDITATION MANAGER

The Oklahoma Department of Career and Technology Education (ODCTE) is required to evaluate Distance Education programs and that is different than you've seen us do before. These programs offer Pell Grants using the quality standards approved by this Board and listed in the Accreditation Guidelines. These standards include program integrity, resources and technology, learning development and instruction, skill attainment and assessment, student support and services, marketing and recruitment, student engagement and satisfaction, and program effectiveness and improvement.

The program approval teams are comprised of ODCTE program specialists and staff. Examiners interviewed the technology center administrators, certified and support staff, and students.

Agency staff will follow up on these programs and provide technical assistance as needed. The programs, if approved, will become part of their full accreditation every five years. Once we cover this initial process then they're evaluated with the institution every five years.

Ms. Ventris said on June 29th the Accreditation Division conducted a program approval on-site visit at Northwest Technology Center in Fairview, Oklahoma for their Distance Education

Paramedic program. We recommend the board grant full accreditation status to the Paramedic program at Northwest Technology Center.

Here to represent Northwest Technology Center is Superintendent Darren Slater.

Mr. Hilliary moved to approve the Northwest Technology Center Distance Education Accreditation. Mr. Dillingham seconded the motion. The motion carried with the following votes: Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Dillingham, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the distance education accreditation report is on file at the Oklahoma Department of Career and Technology Education.

3.04 DISCUSSION AND VOTE ON CENTRAL TECHNOLOGY CENTER, DISTANCE EDUATION ACCREDITATION BY MS. JESSICA VENTRIS, ACCREDITATION MANAGER

Ms. Ventris said on July 8th the Accreditation Division conducted a program approval on-site visit at Central Technology Center in Drumright, Oklahoma for their Distance Education Networking program. We recommend the board grant full accreditation status to the Networking program at Central Technology Center.

Here to represent Central Technology Center is Assistant Superintendent, Kent Burris.

Ms. Smith moved to approve the Central Technology Center Distance Education Accreditation. Mr. Hilliary seconded the motion. The motion carried with the following votes: Mr. Dillingham, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the distance education accreditation report is on file at the Oklahoma Department of Career and Technology Education.

3.05 DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE A RESOLUTION REQUESTING THAT AN ELECTION BE CALLED IN GREER COUNTY, OKLAHOMA FOR THE ANNEXATION OF MANGUM INDEPENDENT SCHOOL DISTRICT NO. 1, GREER COUNTY, OKLAHOMA TO THE SOUTHWEST TECHNOLOGY CENTER SCHOOL DISTRICT NO. 27 BY DR. JUSTIN LOCKWOOD, DEPUTY STATE DIRECTOR

Dr. Lockwood said thank you. It's my pleasure to bring before the board for your consideration today the possibility of annexation of Mangum schools to the Southwest Technology Center district. I know we have several board members who have not been through the annexation process. There are essentially three ways that an election can be called by the State Board for a K-12 school to become a member of the technology center:

1. County Commissioners can pass a resolution
2. Petition by patrons in that district
3. A school board passing a resolution to joining the technology center

In this instance the school board passed a resolution seeking election for voters to decide to join Southwest Technology Center. The second step is Southwest Technology Center's board passed the resolution saying they welcome the sending school. Third step in the process is our agency conducts a civil rights study to make sure that there will be no class affected negatively by the annexation. We've conducted that and there were no issues. You have the results of that in your packet.

The next step is for this board to consider the resolution. If this board passes the resolution then we will file paperwork and the agency will cover the expense with the election board, call for an election in November which would be the date of this election and at that election the patrons of that school district will then vote yes or no to join the technology center. If it passes once the election's over the results will come back to this board for you to certify the election results. If that all happens then that school district and its patrons both students as well as adults and businesses are then immediately part of the Southwest Technology Center.

Here to represent the schools are Dr. Booth, Superintendent of Mangum Independent School District and Mr. Latham, Superintendent of Southwest Technology Center.

Mr. Brown moved to approve a resolution requesting that an election be called in Greer County, Oklahoma for the annexation of Mangum Independent School District No. 1, Greer County, Oklahoma to the Southwest Technology Center School District No. 27. Mr. Dillingham and Ms. Smith seconded the motion. The motion carried with the following votes: Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Dillingham, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the resolution from Mangum Independent School District requesting an election is on file at the Oklahoma Department of Career and Technology Education.

3.06 PROPOSED EXECUTIVE SESSION TO DISCUSS THE TERMINATION OF STEVE EVANS, SKILLS CENTER INSTRUCTOR (AUTHORITY: 25 O.S. 2011, § 301 (B)(1))

Mr. Dillingham moved to convene into executive session at 9:33am. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Dillingham, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Superintendent Hofmeister, yes. Motion carried.

State Director Marcie Mack and Assistant Attorney General Glen Hammonds joined the Board in executive session.

Mr. Hilliary moved to return to open session at approximately 9:42am. Mr. Brown and Mr. Dillingham seconded the motion. The motion carried with the following votes: Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Dillingham, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Hilliary moved for approval of terminating Steve Evans, Skills Center Instructor, effective at the end of the working day on July 27, 2021. Mr. Brown seconded the motion. The following motion carried with the following votes: Mr. Dillingham, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Superintendent Hofmeister, yes. Motion carried.

ANNOUNCEMENTS

No announcements

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:44 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, August 19, 2021 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