Minutes of the Regular Meeting of the

STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION HELD AT THE OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION, TUTTLE SEMINAR CENTER, 1500 W. 7TH AVE., STILLWATER, OK

September 16, 2021

The State Board of Career and Technology Education began its regular meeting at 9:01 a.m., Thursday, September 16, 2021 at the Oklahoma Department of Career and Technology Education, Tuttle Seminar Center, 1500 W. 7th Ave., Stillwater, OK. The meeting was also streamed on Youtube. Notice was properly given, and the final Agenda was posted at 2:42 p.m., September 14, 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
Dr. Marcie Mack, State Director, ex-officio nonvoting member
Mr. Brian Bobek, Oklahoma City arrived at 9:03am
Mr. Michael Brown, Lawton
Mr. Randy Gilbert, Tecumseh
Ms. Estela Hernandez, Oklahoma City
Mr. Edward Hilliary, Elgin
Ms. Janet Smith, Tulsa
Mr. David Stewart, Afton

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

Mr. Peter Dillingham, 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. Valerie McBane called the roll and ascertained there was a quorum.

SUPERINTENDENT'S COMMENTS

Superintendent Hofmeister said the start of school is a very busy time. I know that extends to all of our schools and students being served both those in our common education programs as well as those adults who are completing their certification and pursuing career education in our CareerTech centers. It is a busy time and we are grateful for all of those who are taking seriously the delta variant and we also know that our prayers are with those families who are suffering right now.

DIRECTOR'S COMMENTS

Dr. Mack said good morning Superintendent and board members. I do have a few announcements:

- One of the things that you will notice at your place is our new administrative rule book. It is official every September. We get an opportunity as we go through the rule process which will start in December and going through that process we take input and information from all members, staff and individuals and then we put those together and then we have our first reading of those after the first of the year for the board and then bring that finally to the board for your approval in March. After board approval, then it goes to the legislature and then we get the approval process in our book and that we present this to you in September. We will start the process again by evaluating our rules and how we move those forward. The rules book is also posted on the website if you would like to search it a little bit easier than trying to find it in here.
- The agency here was awarded a grant from Advanced CTE (career technical education) on attracting students to high quality CTE and the focus will be on STEM (Science, Technology, Engineering and Mathematics) programs. Kylie Moulton is leading that; Alice Rushmore wrote the grant and we were fortunate to be one selected. It will allow an opportunity for us to help financially support the school districts in promoting what they offer in STEM and be able to move that forward so we're very excited for that. We were notified in August and how we can support the schools, at the local level, in promoting the great things they're doing in STEM.
- We have our Construction Industry Board and our information with them and what we've worked on. Their first videos have been released of what we're working on to make sure the individuals are aware of what's available in the construction industry. There are lots of careers across the board and the role that we play in career and technology education as well as with our private partners where they offer specific partnerships and being able to move that forward. We have had conversation with other industry groups, the Oklahoma Department of Labor and the Construction Industry Board on potentially offering specific professional development and that is a part of the grant that I mentioned

as well. Specific professional development for individuals, counselors and teachers about what is available in construction so we can help connect students to those careers.

- Today we have our virtual CareerTech educators conference that's going on as the same time as our board meeting. Our professional development staff and program area staff are helping with that today.
- Next week continuing what Gina Hubbard and her team did in moving our Oklahoma Educator Industry Partnership (OEIP) that we offered in the summer for everybody to come together we moved that to virtual. They're continuing to do that and that provides us an opportunity to connect industry with students and teachers and so the next virtual OEIP is September 21st, and the topic is cosmetology. The registration is available on our website and they will continue moving that forward.
- We have officially hired an instructor who will be teaching, she started this week, our second female juvenile program and that will be Science, Technology Engineering and Math. We're very fortunate we have had the opportunity to start two female programs which we had not been in that space before. We are very excited to be able to do that and provide individuals with the education they need as they transition back into society and help them work through that.
- The Oklahoma Centers of Workforce Excellence, oklahomaworkstogether.gov, website is up and running; I had a presentation on it yesterday. The Oklahoma Department of Commerce is running that; we currently have ten (10) Centers of Workforce Excellence; we do have some that are in the process. I'm looking for more of those to come online. Any information that you want on that, the marketing piece, or how that is outlined is on commerce's website (www.okcommerce.gov) and then the application for Centers of Workforce Excellence is on the agency website.
- And mentioning the website, Russell and his team are in the process of updating the website. It's been a long journey, but Russell has indicated it will come to fruition; we are looking at the first week in December.
- We are very fortunate that our first draft video for Aerospace is ready. We did a concentration on aerospace with the working workforce development group at the Oklahoma Department of Commerce. One of the things was to make sure that individuals know about aerospace, what's available, how do we do that. Eddie Compton and Russell Ray have taken that and we are working with an outside firm. The first video talks about what we do in aerospace in the State of Oklahoma, and the role that Career and Technology Education plays in that and helping to make that connection.

1.05 MINUTES OF THE JULY 27, 2021 SPECIAL MEETING

Ms. Hernandez moved to approve the minutes of the July 27, 2021 special meeting. Mr. Gilbert seconded the motion. The motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Mr. Bobek, 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 ANNUAL ACCREDITATION TRAINING FOR STATE BOARD – MS. JESSICA VENTRIS, ACCREDITATION MANAGER

Ms. Jessica Ventris said good morning everyone. Every year the accreditation division is required to give our State Board training.

Jessica had a presentation that was shared on the screen. The U. S. Department of Education recognizes our state board as the approval entity for our technology centers in the state of Oklahoma. The accreditation division is the one that goes out and conducts the activities and brings them back to you, the state board.

Why do we want to accredit our technology centers? We want to assess the programs that the schools are offering, we want to provide a culture for continuous improvement across the state, we want to ensure that our practices align with statutes and regulations and determine eligibility for participation in federal student financial aid.

What are the benefits of accreditation? Our examiner teams are comprised of agency staff and technology center staff so this provides an external peer review for the technology centers and they get to identify strengths and opportunities for improvement. School administrators and staff are able to learn effective practices being implemented at the schools they're visiting. The examiners get to learn different practices during the on-site review when they are looking at other programs. They also learn more when they're visiting with their fellow examiners. Then technology centers receive institutional accreditation therefore enabling their students to receive financial aid.

The latest data from the U. S. Department of Education is from 2017-2018:
28 Technology Center districts participate in Title IV

The approved quality standards are:
Standard 1 – Leadership and Administration
Standard 2 – Instruction and Training
Standard 3 – Support Services
Standard 4 – Measurement and Analysis
Standard 5 – Personnel
Standard 6 – Operations
Standard 7 – System Impact

Slide 7 listed the types of accreditation a school can earn:
Full Accreditation, Probational Accreditation, Accreditation Dropped, Accreditation Reinstated
It is not to exceed five years and we do review the status annually

The Technology Center processes are that they receive required training, write their application, coordinate the visit with the Accreditation staff, participate in the visit, review and provide comments on the feedback report and write corrective action plans, if necessary, they attend the

State Board meeting, write action for continuous improvement and participate in a three-year monitoring visit. At that visit we review their action plan document for status updates.

The examiner process include all examiners complete online training, new examiners participate in virtual training before the visit, accreditation examiner team meetings are completed the day before the visit, participate in the visit, write strengths and opportunities for improvements for the feedback report and score assigned standards.

Then we develop the feedback reports that are presented at Board. It includes, average examiner scores, it contains strengths and opportunities for improvement that are written by our examiners, the technology centers pick one opportunity for improvement from each standard that they choose to work on over the next five years and that is what we review at their three-year monitoring visit. If there's a corrective action plan needed for items not in compliance that will be in with your board report. They have 60 days to get that completed after board approval.

We are continuing hybrid visits this year. It's a mix of virtual and on-site. The length of the visit is always determined by the size of the technology center and the number of campuses that they have. The first one to three days we are conducting virtual group interviews. the second half of the visit is on site where we do program observations, we conduct one-on-one interviews, compliant review compliance items and review any items that we did not observe virtually.

Some recent improvements are that we've made more specific assignments to the examiners for the on-site portion, we've streamlined data collection on-site, we've streamlined examiner final assessments and we've added new examiner training and updated technology center training.

No action was required on this item. A copy of the accreditation training power point is on file at the Oklahoma Department of Career and Technology Education.

MANAGEMENT ACTION ITEMS
3.01 DISCUSSION AND VOTE ON THE 2022 CAREERTECH BUSINESS PLAN AND THE FY23 APPROPRIATIONS REQUEST – DR. MARCIE MACK

Dr. Mack said thank you Superintendent Hofmeister. Board members in your packet you have a copy of the 2022 Business Plan. Other documents that come after the business plan are the annual report and our strategic plan which you will have the opportunity to go through at the October board meeting. So, when you approve our budget in June we start talking about how to move things forward, where do we need to make sure we have investments in career and technology education to support our schools and our educators and the operations that we have here at the state agency.

The specific format we have is garnered information from various groups, we have specifically talked to some educator groups and provided their input on where their needs are. Our managers group has gone through this as we get specific to the appropriations piece. The managers that are

specific to our K-12 program areas and outlining that walking through those details. This is published out there for all of our staff to see on our CT hub as a draft.

In the August board meeting we would have gone through the business plan as a group so we could garner your feedback. I have received some of your feedback on information in here with those that I was able to meet with about the business plan. We have included those and updated that information so this information that I present to you today is a draft.

The reason that we bring this to you in September is so that Lisa Batchelder and Stephanie Rossander, in Finance, can submit by the deadline of October 1st. They have to go through a series of questions and information and break this down, very detailed, like what you see in the executive summary.

The outline primarily is the executive summary of who we are, what we do and the amazing things going on in career and technology education. Success stories making sure that we can connect that to the local success stories what they are, the great work that is happening on the front line, and then one of the recommendations that we had from managers we have little tag pieces that you see throughout the business plan for example our counseling and career development piece on page three - the question was around how do we connect with all of our groups so that they see themselves in an investment in career and technology education this is what it means, this is what that supports.

An added piece this year, which was a recommendation from one of the board members, on page four is around showing our dollar figures. It's not as detailed as what you will see in the annual report when that is completed but it does give you an idea of what our revenues are for the state agency, where we spend that money and where that is invested. You'll notice that in the expenditures that are listed here, this is with the calculation of the investment that is recommended in this document if that investment is provided to career and technology education. This is what would be done with it.

The additional state general appropriations for FY23, the request that we have before you is a $34 million dollar increase. In that increase you would see in the categories below where that dollar amount would go. The primary source of that dollar amount is in the pass-through component, which goes directly to our educators and into our schools. That's what the majority of the request is for.

One of the shining jewels of what we get to do in career and technology education is our CTSO's (CareerTech Student Organization). Sometimes individuals may not know that certain programs are a part of career and technology education. If you ask them if they wore a certain jacket or were part of a certain organization and they're going to say, oh yeah I was; well that is career and technology education. We have dedicated a whole section to career and technology education because it's that important, it's integrated into what we do, it's the leadership development team development and important for individuals to know the work there. Page 6 has those data point areas as well other points that show the great work that individuals have done in FY21 and why, through input, this investment is vital for us to move forward in career and technology education.

On page seven, you will see the appropriations request. Last year our general appropriations was a little over $134 million. To that $134 million this appropriations request is a $34 million dollar increase to that appropriation and you'll see the outline here of that dollar amount. The statutory requirement of health benefit allowance estimated for our technology centers, that is a statutory requirement that we must fund. The dollar amount for FY23 is approximately $900,000 dollars. That is one piece to that which would be reflected in the pass-through that you saw on the page.

The $8.5 million dollar request would be specifically for program assistance; support for our K-12 programs from agriculture education, family and consumer science, science, technology, engineering and math, trade and industrial, health, business marketing and information technology. We do provide program assistance to our K-12 programs that are in 394 school districts across the state. This would allow for all the program assistance dollars to be brought up to the same level for each program. All program assistance for existing programs would be increased as well as the opportunity for us to increase the teacher assistance. Teacher assistance was one of the things that, in speaking with the teachers, is very important and as we look at retention and recruitment of our educators. This is a piece that would also increase that as well. Then we would be able to fund programs that are on the waiting list which we have approved but we have not been able to provide them with the finance so this would also allow for us to fund those unfunded programs as well.

The $20 million dollars is specific to the work that is being done at the technology centers in all the various industries from aerospace to automotive, agriculture, construction, engineering you see all of those listed. I did meet with the superintendent's finance subcommittee and had conversation around that dollar amount, what does that look like, where can we best invest that, how does that best meet their resources.

- In the breakdown of that, $15 million of that would be specifically for their long-term programs that they have in place to be able to invest in that and keep up with the equipment, what's required in industry, making sure that what our students are having in the classroom we're emulating that, directly from industry.

- Then $5 million dollars of that would be specific for the customized training that they do whether that be safety, management training, what we do with business and industry, what they do for adult career development and those particular pieces.

The $2.5 million is for the skill centers and the dropout recovery. We've been very fortunate with our partnership with the Oklahoma Department of Corrections and Oklahoma Office of Juvenile Affairs to be able to have our programs. We do have requests for other programs at other sites. Dr. Justin Lockwood is working directly with the Oklahoma Department of Corrections on what that looks like whether community corrections or in our minimum security.

- $1.5 million would be dedicated to our skills centers in making sure that we are being able to keep those programs that we currently have and also add additional programs.
- The other $1 million would specifically go to our dropout recovery. Our dropout recovery right now is at eight technology centers and at ten sites.

During the time period that we were receiving reductions in our budget, dropout recovery was one of the areas that was reduced and also one of the areas that some of the schools were not able

to maintain. We do have schools that would like to expand their dropout recovery, we have some that would like to add dropout recovery and the difference in this dropout recovery compared to some of the other areas that we get to partner with the Oklahoma State Department of Education. This does combine helping them get their high school equivalency, GED, high school diploma and combines that with the technical piece that we can help the individuals in this program transition into post-secondary education or directly into a career.

The final piece that we have is specific to agency operations. We mentioned this in the July board meeting about investment in our staff and the salary piece out of the $2.1 million dollars that you see listed.

- $1.8 of that would be specifically to salary for employees and the operation of our JAG (Jobs for America's Graduates) program. Making sure that we are investing not only in our current staff and all the great things that they are doing but making sure that we can stay competitive as we work to recruit individuals to come here and help move the mission forward of career and technology education.
- The other $285,000 is specifically for professional development for staff and also for travel. That is one area that unfortunately where we have had reductions in those time periods. We want to make sure that we have the resources so that the individuals here who are supporting those programs across the state have the resources to be able to do that because it makes a difference, and we want them to be able to be there for the teachers and the administrators.

There are success stories that follow the appropriations request that illustrate every facet of what we get to do in career and technology education. Each of our CareerTech Student Organizations, Champions, Business and Industry that have been a part of what we get to do and what we get to support and then even our business spotlight as we work with training for industry programs and we recruit individuals in the state. It's very important that we support the industry that we have and make sure that they can grow and develop. One of the things we also get to do is be a part of the conversation when we try to recruit industry to the State of Oklahoma and one of those examples is in our business spotlight that you'll see with Milo Tea and Tulsa Technology Center and their exceptional work that they did and the contribution that we get to make from the state through our training for industry programs dollar amount.

Mr. Gilbert moved to approve the 2022 CareerTech Business Plan and the FY23 Appropriations Request. Mr. Stewart seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

3.02 PROPOSED EXECUTIVE SESSION TO DISCUSS
A) DISCUSS AND APPROVE RESIGNATION OF STATE DIRECTOR MACK
B) DISCUSS AND VOTE ON APPOINTMENT OF BECKI FOSTER AS INTERIM STATE DIRECTOR, AND
C) DISCUSS ESTABLISHMENT OF HIRING PROCEDURE FOR STATE DIRECTOR
(AUTHORITY: 25 O.S. 2011, § 301 (B)(1))

Mr. Stewart moved to convene into executive session at 9:45am. Superintendent Hofmeister seconded the motion. The motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried.

State Director Marcie Mack, Assistant Attorney General Glen Hammonds and Ms. Karen Long with Rosenstein Fist & Ringold joined the Board in executive session.

Mr. Brown moved to return to open session at approximately 12:03pm. Mr. Hilliary seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Stewart moved to not accept the resignation of State Director Dr. Marcie Mack and to be clear a vote of yes would be to not accept the resignation and void items B and C of the agenda. Ms. Smith seconded the motion. The following motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Stewart said to Dr. Mack that you have this board's full support and we look forward to your leadership at CareerTech.

ANNOUNCEMENTS

No announcements

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:04 p.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, October 21, 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