

Minutes of the Regular Meeting of the

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

April 21, 2022

The State Board of Career and Technology Education began its regular meeting at 9:04 a.m., Thursday, April 21, 2022 at the Hodge Education 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 4:00 p.m., April 19, 2022, 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. Lee Denney, Interim State Director, ex-officio nonvoting member
Mr. Brian Bobek, Oklahoma City
Mr. Michael Brown, Lawton
Mr. Peter Dillingham, Enid
Mr. Randy Gilbert, Tecumseh
Ms. Estela Hernandez, Oklahoma City
Mr. Edward Hilliary, Elgin

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

See Attachment A.

Shortly before the meeting started, Dr. Lee Denney, Interim State Director swore in Ms. Estela Hernandez, board member, for another term.

CALL TO ORDER

Superintendent Hofmeister called the meeting to order at 9:04 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

SUPERINTENDENT'S COMMENTS

Superintendent Hofmeister said welcome to our guests, honorable board members and our guests online. We welcome all of you. It is a busy time of year for most all of our schools as they are concluding the end of the semester and also end of the year recording and all of those efforts and work that go on behind the scenes that a lot of people aren't aware of. We appreciate all of those serving and all of those who are teaching and completing their work.

DIRECTOR'S COMMENTS

Dr. Denney said welcome everybody. It is a very busy time of year.

Last Thursday night we had our CareerTech Hall of Fame banquet. It's been much anticipated as we've had to put it off several times due to the pandemic. We had over 300 people that attended. The Oklahoma State University student union ballroom in Stillwater was absolutely full of former CareerTech employees, current employees and family members of our honorees. The Oklahoma CareerTech Foundation inducted six people into the Oklahoma CareerTech Hall of Fame: Kent Boggs, the FFA Advisor; Carolyn Cotton, who has a wonderful story in Family and Consumer Science, Posthumously Nancy Randolph Davis, her daughter spoke about what she did and she'd had quite the career; Bob Funk of Express Ranch and Express Personnel; Phil Waul and Greg Winters who are both former Superintendents and have over 40 years of history with CareerTech. This year's class of inductees have increased the Hall of Fame membership to 86 people. Gina Hubbard and her staff were intricately involved in putting the hall of fame together and they did an excellent job. I want to thank Mr. Hilliary and Mr. Gilbert for bringing their wives and coming to the event. The foundation board decided they want to go back to every other year with the next banquet in the Fall of 2024.

Another exciting thing we're doing at the agency, in preparation for our summer staff meeting in June, we're having a professional development series using Linda Clark, who is a certified leader of the Dare to Lead book written by Brene Brown. She has been working with us on different topics. We have a new one each week we're talking about Trust, Confidence, Purpose and Values, Tough Conversations, Creativity, Courage, Accountability and more. Everybody's engaged and working hard on it. Ms. Clark will be our keynote speaker at State Staff.

Today at noon, the Journal Record will be hosting a virtual panel discussion about CareerTech's new video series highlighting career and training opportunities in Oklahoma's aerospace industry. The panelists will also talk about the demand in Oklahoma for skilled workers and the benefits of pursuing a career in aerospace. The panel includes Ryan Goertzen, vice president of

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Maintenance Workforce Development for AAR Corp.; Geoffrey Camp, state director of Aerospace & Defense; and Eddie Compton, aerospace liaison for Oklahoma CareerTech. Starts and noon today. Here's the registration link to attend: https://us02web.zoom.us/webinar/register/WN_Fzo5DiUfTWiKX9JiDk8yRg

Oklahoma FCCLA's 76th Annual State Convention took place March 24th with approximately 5,000 members attending at the Oklahoma City Convention Center where they were challenged to "Level Up" their leadership. The day kicked off with greetings from the Choctaw Nation Junior Miss and Caney FCCLA member Adelyn Brown and included an outstanding keynote presentation from speaker Nick Scott. Students then attended workshop breakouts and visited exhibitors during the afternoon. Our STAR Event and Awards sessions saw approximately \$17,000 in scholarships awarded to members and chapters. The day wrapped up with the installation of the newly elected State Executive Council.

The Oklahoma HOSA State Leadership Conference was held April 11-13. More than 2,700 HOSA members and advisors registered for the conference and more than \$21,100 was raised for a HOSA Service Project called Be The Match. Also, Oklahoma HOSA members logged over 10,000 community service hours during the 2021-22 school year and awarded four \$500 scholarships in memory of Rebecca Needham Anderson. Rebecca was a former OKHOSA state officer and was the only health care provider who died because of an injury sustained in the April 19th bombing in Oklahoma City. Oklahoma HOSA also hosted the state's first in-person Anatomage Tournament. More than 40 HOSA teams from across the state participated. HOSA's International Leadership Conference will be held in June in Nashville, Tennessee.

Very exciting to see the Oklahoma HOSA conference ending at 10:00am and the Oklahoma TSA conference starting at 11:00am in the very same venue.

Oklahoma TSA held their annual State Leadership Conference April 13-15 at the Embassy Suites in Norman. More than 1600 middle and high school students and volunteers attended. Students competed in more than 70 events in areas such as architecture, construction, leadership, computer science, information technology, CAD, inventions and innovations, problem solving, dragsters, robotics, research and more. Most of our TSA judges were industry professionals who had expertise in each event. Some of the companies and organization involved in this year's event were: OG&E, FAA, AFA, Tinker, Kicker, Northrop Grumman, Iowa Tribe, Choctaw Nation, Ditch Witch, Hitachi, and more. Awards were presented on April 15 for the top three in each event. In your packet, you will see a flyer on Oklahoma TSA competition options.

Another event I was able to attend was the First Robotics Competition in Tulsa. Not only were Oklahoma teams represented, there were also teams from Missouri, Iowa, Kansas and Mexico. It was a huge competition. Autry Technology Center and Gordon Cooper Technology Center both participated. Dr. Denney shared her thoughts of seeing the competitions.

Reminder about our State Staff Meeting June 13 at Meridian Technology Center in Stillwater. That is when we have the culmination of our professional development with Linda Clark, we have some retirements and awards, which we would let you help hand out those awards. We hope you can join us

Becki Foster and Lisa Batchelder will be representing the agency at the annual Advance CTE meeting May 11-13 in Maryland.

Board members are always welcome to observe the accreditation process. In your packet, there is a list of the schools being accredited this year along with the dates. Ms. Jessica Ventris would be happy to have any time you could give her.

Business & Industry Services Certification Program (BISCP)

Twenty-four CareerTech coordinators recently completed the annual Business & Industry Services Certification Program (BISCP). This eight session program introduces participants to the following:

- History and overview of the Oklahoma CareerTech system
- Understanding the Workforce & Economic Development Division's role within the Oklahoma CareerTech System.
- Building an effective peer network system
- Learning best practices from their peers in the field

Locations who hosted and presented to the class include: Oklahoma Department of Career & Technology Education in Stillwater, Pioneer Technology Center in Ponca City, Francis Tuttle Technology Center, Danforth Campus in Edmond, and Great Plains Technology Center in Lawton. This year's class was organized and facilitated by Regional Coordinators, Lori Laufer and Patrick Clanin.

The next Virtual OEIP (Oklahoma Education & Industry Partnerships) will be taking place on April 26th from 10-11am, via zoom. All the details are on a flyer in your packet.

Mr. Bobek requested some information on our CareerTech Foundation. Superintendent Dwight Hughes is the President of the foundation and he will be on the May Agenda to explain how the foundation works, what they do and so on. The CareerTech Foundation voted to give \$2,000 to the American Heart Association in honor of Lisa Eden and the work she did for the foundation. That was a wonderful gift.

The SkillsUSA conference will be the last week of April, in Tulsa. Next month we will have an update on their conference. The first of May is the FFA Conference and I will be attending the FFA State Officers lunch.

Mr. Randy Gilbert said that the hall of fame banquet was very good, well attended and six good inductees and a well mixed crowd. Mr. Edward Hilliary said that it was very enjoyable. It was his first time attending and he was very impressed with the whole process and the awardees.

1.05 MINUTES OF THE MARCH 24, 2022 REGULAR MEETING

Mr. Dillingham moved to approve the minutes of the March 24, 2022 regular meeting. Mr. Gilbert seconded the motion. The motion carried with the following votes: Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Dillingham, 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 STRATEGIC PLANNING PROCESS AND UPDATE – MS. BECKI FOSTER, CHIEF OF STAFF

Ms. Becki Foster said honorable members of the board, Superintendent Hofmeister, Director Denney, thank you for giving me an opportunity to give an overview of the process. We talked during our senior leadership meetings and want to really focus on gaining input on the front side instead of the back side of the strategic planning process. We've made a few tweaks.

Slide 1: This is a reminder that every state agency has the opportunity to submit a strategic plan, every even year. In 2022, we will submit our strategic plan. We also produce a publication for marketing purposes. We also have our template from OMES. We haven't received our template information yet for 2022, we are expecting that by July. Our strategic plan will be for five fiscal years (FY23 through FY28), however, every even year we have the opportunity to update/redo.

We have to submit our strategic plan to several groups before approval:

Budget Analyst at OMES
Director of Strategic Performance
State Chief Operating Officer
Secretary of Budget
House of Representatives Fiscal Director
Senate Fiscal Directory
Secretary Walters
State Auditor Inspectors

Slide 2: Covers our Vision, Mission and Values

Recommendation is that until we get our new State Director, we stay with the current Vision, Mission and Values. We have four goals but really look at the performance measures under those goals to modify and tweak them a little bit. Then when our new state director gets on board, we will give them an opportunity to evaluate. My recommendation is to stay with the core, modify our performance measures for this year and then really work with our new state director when they're on board.

Slice 3 and 4: Our Goals

Educational Attainment, Business/Educational Partnerships, Career Awareness and Agency Operations.

We did add Agency Operations about 4 years ago. It was important to focus on our agency procedures.

Slide 5: Timeline

April-June,

- Open meetings will be scheduled to gather input from stakeholders (internal/external)

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- Compile input on strategic plan from internal and external stakeholders

June-July

- Goal owners/committee review input/feedback
- Goal owners/committee/senior leaders refine goals and develop performance measures from stakeholder feedback

July

- Goals and performance measures developed

Stakeholders can be internal staff, Superintendents, K-12, Department of Corrections, agency partners, etc. We will start holding meeting in mid-May. There will be virtual opportunities and face-to-face.

We would really like the board's input up front so Dr. Denney and I would like to meet with you, maybe one or two at a time and get your feedback. We'll bring you up on where we are on our current goal performance measures and get your input.

Traditionally, we gather the input along the way and bring it to the board for review in August; then make any changes or input the board might have.

Slide 6: Timeline continued

August

- Draft of strategic plan developed
- Draft of strategic plan goes to the CareerTech Board for first reading
- Feedback solicited on draft strategic plan

September

- CareerTech Board approves final draft of strategic plan
- Strategic plan final copy is produced

October

- Submit final strategic plan to the state by October 1
- Complete state required templates and forms
- Goal owners and committee members identified per each goal for Strategic Plan 2023-2028
- Strategic Plan Launches 2023-2028 (Technically FY23-FY28)

2.02 LEGISLATIVE UPDATE – DR. LEE DENNEY, INTERIM STATE DIRECTOR

HB4330 is the Diploma RN bill; author is Representative Chris Sneed, Senator Jessica Garvin. Representative Sneed plans an interim study on nursing this summer and I told him that CareerTech really wanted to be invited.

HB4389 is a curriculum bill out there that they made some changes. It modifies computer science curriculum; they're changing the word computer technology to computer science; passed the senate committee and ready for the floor. The author is Rhonda Baker.

We are concentrating on our funding request. Right now, we feel like they will fund the \$900,000 for the flexible benefits for the technology center employees. The senate is really

excited about the money that we have requested for our skills centers. They think that it is a wonderful program; the house is really excited about the money we want for the K-12 programs that are unfunded.

The house is also interested in the JAG program (Jobs for America's Graduates) funding. As you recall, the Governor gave JAG to us last summer with no funding (they had put the money into the lottery funds and we cannot spend lottery funds on this program). We are excited that they are looking at that. H.L. Baird is doing an overhaul of the JAG program; he has very exciting plans.

~~We do have a request in for ARPA (American Rescue Plan Act) funding for nursing. Floor leader, Jon Echols has said that he really wants us to ramp up getting students in the pipeline through our CNA (certified nurse aide) program and our LPN (licensed practical nurse) program.~~

This next item is at the federal level, we did get some information that Congress, through the President's budget, has money for earmarks. We've talked to some of our delegation and because we must have a letter from someone in the delegation to apply for these earmarks and they are willing to support us asking. We put that information out to our technology center superintendents and hope that might be great for nursing programs. The most you can ask for is \$2 million. CareerTech has asked for a \$2 million earmark for a software program that will help us collect data and connect students to internships and business and industry.

There was some discussion about the curriculum bill and the diploma RN bill between the board members.

MANAGEMENT ACTION ITEMS

3.01 DISCUSSION AND VOTE ON FULL POSTSECONDARY ACCREDITATION – MS. JESSICA VENTRIS, ACCREDITATION MANAGER

Ms. Ventris said good morning. All board members are welcome to observe and participate anytime on the accreditation visits.

The examiners evaluated all aspects of the technology center's operations using the quality standards approved by this Board and listed in the Accreditation Guidelines published by the Oklahoma Department of Career and Technology Education. These standards address leadership administration, instruction and training, support services, management and analysis, personnel, operations and system impact.

Examiners also interviewed technology center administrators, certified and support staff, and students and stakeholders. Stakeholders interviewed included business industry representatives, community leaders, partners school administrators and teachers, and parents of students attending the technology center.

If approved the technology centers will have 90 days to submit an action plan addressing one opportunity for improvement identified in the report for each of the six quality standards.

Agency staff will monitor progress toward completion of these continuous improvement action plans and provide technical assistance as needed.

- **KIAMICHI TECHNOLOGY CENTER SCHOOL DISTRICT NO. 7,
WILBURTON, OKLAHOMA**

On October 12th through the 14th, 2021 the accreditation division conducted a hybrid visit including virtual and on-site accreditation review at Kiamichi Technology Center in Wilburton, Oklahoma including their 11 campuses. The examiner team comprised 31 examiners, ODCTE staff including 18 examiners from other Technology Centers.

During the review, examiners interviewed 88 stakeholders in various manners including individual settings and in small groups. Examiners found no areas of noncompliance.

We recommend that the Board grant full accreditation status to Kiamichi Technology Center.

Here to represent Kiamichi Technology Center is Superintendent Shelley Free. Superintendent Free said that they will have a focused effort on creating standard operating processes across all 11 campuses so that we have standard consistency

Mr. Gilbert moved to approve the accreditation of Kiamichi Technology Center. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Dillingham, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister had to step out briefly; Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

- **FRANCIS TUTTLE TECHNOLOGY CENTER SCHOOL DISTRICT NO. 21,
OKLAHOMA CITY, OKLAHOMA**

On November 2th through the 5th, 2021 the accreditation division conducted a hybrid visit including virtual and on-site accreditation review at Francis Tuttle Technology Center in Oklahoma City, Oklahoma. The examiner team comprised 39 examiners, ODCTE staff including 25 examiners from other Technology Centers.

During the review, examiners interviewed 26 stakeholders in various manners including individual settings and in small groups. Examiners found no areas of noncompliance.

We recommend that the Board grant full accreditation status to Francis Tuttle Technology Center.

Here to represent Francis Tuttle Technology Center is Superintendent Michelle Keylon. Superintendent Keylon talked about the Accuplacer test and how they use that to understand the educational foundation of the student that is coming in and for guidance purposes to help students be successful in their programs.

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

Ms. Hernandez said that it's so important to highlight a CareerTech in Oklahoma. We have our CareerTech's doing wonderful things. Yesterday, I had the privilege of being at the Greater Oklahoma City Chamber of Commerce. We had 5 of our CareerTech's who really highlighted a fast-track program they are working on and really them working together in collaboration. This was something that was self-highlighted with our major companies in the Oklahoma City Metro. It's so important to share best practices so that other CareerTech's also know what's happening in other parts of the state.

Superintendent Keylon said that they have a compact called Onward OKC. It is five technology centers in the greater Oklahoma City area which includes Francis Tuttle Technology Center, Metro Technology Center, Mid Del Technology Center, Moore Norman Technology Center and Canadian Valley Technology Center. Three years ago, we were getting feedback from the chamber that it's really hard to work in the Oklahoma City area with CareerTech, it seems very disjointed, we don't know who to call and so we came together and said that's not acceptable and that we need to solve this problem. It's taken us that long to set the vision, get our teams acclimated, put processes in place and yesterday was kind of the launch, if you will, publicly.

One of the products that we're offering is a foundational skills class for anyone that wants to take it. We've partnered with employers and we've asked them "Would you guarantee graduates of these classes an interview if they have that certificate?" and they've said "yes". We have a lot of employers that we're feeding them applicants. We're hearing that it's so hard to find workforce right now so we're partnering with them on that.

We've been able to do asset maps of all of our curriculum, our programs, our equipment, our teachers and we're sharing. If a company comes in and says we need this training and we don't have it, then we can reach out to the other four technology centers and collectively we can provide something like 1900 educational opportunities through courses and things as we come together as a group instead of just individually working. It's actually been phenomenal in our teams. Early on there was this kind of this competitive nature, you know, we have more numbers, we have more enrollments, etc. well that's been eliminated now that we're all working together; our staffs are enjoying it and we're seeing a really big impact in the Oklahoma City area not only with the current companies but we also are now setting at the table with the Chamber when they recruit companies to Oklahoma and we tell them we have this collective education system coming together.

The next phase, which we didn't talk about yesterday, is that we're partnering with the community colleges also in the greater Oklahoma City area so then we'll begin to expand our partnership through the community colleges.

3.02 PROPOSED EXECUTIVE SESSION TO DISCUSS THE FOLLOWING: UPDATE ON THE SEARCH FOR STATE DIRECTOR; DISCUSSION AND POSSIBLE CHANGE OF CONDITIONS OF EMPLOYMENT (POSSIBLE INCREASE IN SALARY) FOR CHIEF OF STAFF; DISCUSSION AND POSSIBLE TERMINATION OF GAIL TAYLOR, SECRETARY/BOOKKEEPER – DR. LEE DENNEY (AUTHORITY: 25 O.S. 2011, § 301 (B)(1))

Dr. Lee Denney, Interim State Director, Ms. Becki Foster, Chief of Staff and Assistant Attorney General Glen Hammonds joined the Board in executive session.

Mr. Bobek moved to convene into executive session at 9:52am. Mr. Dillingham seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Gilbert moved to return to open session at approximately 11:25am. Mr. Hilliary seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Mr. Hilliary, yes; Motion carried.
Ms. Hernandez left the meeting at approximately 11:20am; Superintendent Hofmeister had to leave the meeting at approximately 11:25am.

Nothing was decided while in executive session. The only items discussed are the topics that were on the agenda and no votes were taken. Those present include the seven board members, Director Denney, Ms. Becki Foster (for part of the conversation) and Mr. Glen Hammonds (for the entire session).

VOTE ON POSSIBLE CHANGE OF CONDITIONS OF EMPLOYMENT (POSSIBLE INCREASE IN SALARY)

Mr. Brown made a motion to give a \$7890 stipend to Ms. Becki Foster for her efforts during the transitional period. Mr. Bobek seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Mr. Hilliary, yes; Motion carried.

Ms. Hernandez left the meeting at approximately 11:20am; Superintendent Hofmeister had to leave the meeting at approximately 11:25am.

Mr. Bobek said thank you Becki for all the hard work with the interim director and we'll have a new full time director you'll be helping with so we appreciate you in advance for that.

VOTE ON CHANGES TO THE JOB DESCRIPTION FOR THE STATE DIRECTOR

Mr. Bobek made a motion to revise the Education to Master's degree or Doctorate degree preferred; Bachelor's degree required; under Experience must have changing to preferred that. Mr. Hilliary seconded the motion. The motion carried with the following votes: Mr. Hilliary, yes; Mr. Gilbert, yes; Mr. Dillingham, yes; Mr. Brown, yes; Mr. Bobek, yes. Motion carried.
Ms. Hernandez left the meeting at approximately 11:20am; Superintendent Hofmeister had to leave the meeting at approximately 11:25am.

VOTE ON TERMINATION OF GAIL TAYLOR, SECRETARY/BOOKKEEPER

Mr. Bobek made a motion to terminate Gail Taylor effective end of business today, April 21, 2022. Mr. Hilliary seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Mr. Hilliary, yes; Motion carried.

Ms. Hernandez left the meeting at approximately 11:20am; Superintendent Hofmeister had to leave the meeting at approximately 11:25am.

~~Mr. Gilbert said that Gordon Cooper Technology Center and their robotics team received second~~
in the contest and the chairman's award at Arkansas. They are in Houston, TX this week competing at the First Robotics World Championship.

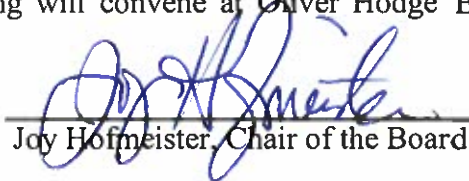
ADJOURNMENT

There being no further business, the meeting was adjourned at 11:29a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, May 19, 2022 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.



Angela Jones, Executive Assistant
to the CareerTech State Director and
Secretary of the CareerTech Board


Joy Hofmeister, Chair of the Board

