

Minutes of the Special Meeting of the

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

March 26, 2020

The State Board of Career and Technology Education began a special session at 9:00 a.m., Thursday, March 26, 2020 via Zoom and at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 8:50am, March 25, 2020, in accordance with 25 O.S. 2011, § 311(9).

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

Mrs. Joy Hofmeister, State Superintendent of Public Instruction and Chair of the Board
Dr. Marcie Mack, State Director, ex-officio nonvoting member
Ms. Estela Hernandez, Oklahoma City
Mr. Brian Bobek, Oklahoma City
Mr. Jimmy Stallings, Enid
Mr. David Stewart, Afton
Mr. Michael Brown, Lawton (arrived at 9:18am)
Mr. Tim Burg, Shawnee
Mrs. Janet Smith, Tulsa
Mr. Randy Gilbert, Tecumseh

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

None

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 9:06 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

OPENING COMMENTS

Mr. Glen Hammonds said good morning Superintendent, Dr. Mack and board members. Our meeting today meets the statutory definition of a video teleconference so we are hosting this meeting on the Zoom platform and additionally we are pushing it out on Facebook live but that is not our official platform today, Zoom is. Everyone please remember that this meeting and the calls are part of that are being recorded. If you are not a board member, I ask that you press mute so that you're not being inadvertently being heard. We are operating under the new emergency provisions with Senate Bill 661 that was signed into law March 18th, which provides some flexibility for video teleconferencing like this. Being able to have a virtual meeting like this without a quorum physically located in a single location is what's new. CareerTech has had video conferences in the past but not under this new law and not where we did not have a quorum, all present, in one location.

Superintendent, you asked about the notice given, for the record I would like to indicate that the agenda was posted on the website with the information on how to join and attend the meeting. A notice was sent of this meeting for those on our distribution list. We already had a scheduled meeting at this date and time and the location prior to this special meeting. The Secretary of State's office received notification of a special meeting and that was made more than 48 hours in advance. In addition, we posted a paper copy on the building doors more than 24 hours in advance though that is not required to do so under the new law. For the record, this meeting agenda does not have a new business item because it is not appropriate under special meetings and for this particular meeting, we do not have a proposed executive session.

As far as virtual meeting etiquette, there will be no public comment item, there is not normally under the board of CareerTech meetings. Except for state board members I ask you to mute your microphones to prevent background noise or accidental commenting.

If we lose connection with any of our state board members please try to reconnect either through cell phone to Dr. Mack, myself or Superintendent Hofmeister or to reconnect on Zoom. We are ready to proceed with the meeting.

SUPERINTENDENT'S COMMENTS

Superintendent Hofmeister said thank you for all of your preparation for this virtual hybrid meeting. This is really new territory for a lot of us so I appreciate all of the board members who have joined us virtually as well. It's really a wonderful tool to be able to keep people safe and healthy and social distancing.

I think it's important as we follow the news and just share also the new work that the State Board did yesterday. Ms. Hernandez and Mr. Bobek, being a part of the State Board of Education, my colleagues and I, just want to thank them for their leadership and really shouldering a responsibility of having the health and safety and well-being of our children at the top of mind along with guiding our state to resume learning and do that in a safe way with distance learning, which those decisions were made yesterday. We will begin that process with a lot of guidance going out to districts. This does impact our students that are also enrolled in CareerTech and we are eager for them to be able to also virtually complete that credential or coursework that they are involved with CareerTech at this time.

DIRECTOR'S COMMENTS

Dr. Mack welcomed board members and Superintendent Hofmeister. I do have some specific general comments that I want to go over and I'll have more detailed comments as it relates to the current circumstances that we're going through in item 3.01 later in the agenda.

- February 27, NACIQI (National Advisory Committee on Institutional Quality and Integrity) approved State board and agency's recognition be renewed for four years. The Senior Department Official will make a final determination by May 27, 2020.
- Perkins V plan is being submitted this week. The Deadline is April 1. Tentative Perkins funding starting July 1 increased from approx. \$15.9 million to \$16.2 million. We were notified OCTAE reviewed and approved our State's December 31, 2019, Consolidated Annual Report (CAR) submission pursuant to the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV).
- ABE estimated allocation for FY21 is up from \$6.8 million to \$7.1 million.
- Lottery scholarships for educators have been awarded.
- Lottery grant submission are being evaluated and will be brought to the board, in May, to approve the allocation of funds.
- Our Procurement Technical Assistance Center which we do at the technology centers and we have three staff at the agency that work through the Oklahoma bid assistance network or Oklahoma PTAC. We have to submit our proposal, finished that yesterday, received that email and so we have got ours submitted for the next year so all of those are on track.

1.05 MINUTES OF THE FEBRUARY 20, 2020 REGULAR MEETING

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

RECOGNITIONS AND PRESENTATIONS

There were no recognitions or presentations.

MANAGEMENT INFORMATION

3.01 COVID-19 UPDATE SPECIFICALLY TO AGENCY AND TECHNOLOGY CENTERS – DR. MACK

Dr. Mack said, in the outline, just to give you an update, of the information and as superintendent Hofmeister mentioned as we make sure that we're providing the safe and healthy environment for our students, our staff, our administrators and also our employees at the state agency. I want to make sure that we provide you an update, let you know the work that's being done and the work that is yet to be completed, that there is a path and there is a plan taking place

- ODCTE employees are primarily working remotely. For essential services, alternative work schedules have been instituted so employees are practicing safe and healthy workspace as defined by Oklahoma Department of Health and the Centers for Disease Control and Prevention (CDC) recommendations. Our staff has gone above and beyond to be able to meet people's needs and making the telework work as much as possible. We all know in the education field we like to view with people, we like to have conversations. So many of them are finding creative ways to engage with instructors and making sure that we're providing them the best support that we can. The board should feel very secure and knowing that the employees at the state agency are definitely going above and beyond and doing everything that they can to help individuals through this situation while maintaining everyone's safety and making things happen.
- All Oklahoma CareerTech Technology Center campuses are closed through April 6. They are working on communicating with their students, staff and making sure that they're putting in plans for a continual learning plan, what that looks like, and how the courses will be made available. You'll notice some of them have posted out on social media they are surveying their students to make sure what technology needs they have and what that looks like. They are doing their due diligence to make sure that we can continue as effectively as possible continuing learning through distance education.
- Working in partnership with SDE and Regents on distance education options and support for schools and students
- Continuous coordination with proper entities to continue delivering programs to all students through distance learning if at all possible.
 - CareerTech is working with licensing and accreditation entities to remove any restrictions on completing programs via distance learning, including financial aid restrictions.
 - We have various pieces that with our programs that come into play and as the accrediting body for the Pell and for post-secondary education we are working directly with the outline for the accreditors so that we make sure we are doing everything possible for our students who do receive Pell and financial funding and also if they may receive VA benefits that we are providing that guidance to the school and outlining and documenting appropriately so that our students funding is not put at risk nor the school is at risk for meeting specific guidelines.
 - In our various program areas, we have the ability and continue to stand on our hands-on learning and the importance of being able to utilize the tools. We are

working with our licensing groups from the Construction Industry Board to nursing to cosmetology and the list goes on the various areas that license the students to work with them on acceptable distance learning percentage of hours that may be done through distance learning and what that can look like so that we are making sure and providing education for our students that would still allow them to continue to work toward their license.

- Students will receive information on specific programs from their individual technology centers in a timely manner.
- CareerTech Technology Centers will continue to offer workforce trainings for business and industry clients, if possible. Corporations can contact their local technology center to explore distance learning options to fulfill workforce training needs.
- Back in January, Jennifer Wehrenberg presented on our Master Educator program that provides professional development for educators and staff. Jennifer met her goal of 500 users and we are looking at expanding our licensing to accommodate all of those who would want to utilize that platform.
- Our other online platform is ctYOU.org that has been available for multiple years and is free to educators to utilize and to put their programs on the Moodle platform. We do have instructors that are utilizing that. We have one specific area that put their practical nursing program on ctYOU and that instructor is from Metro Technology Center. They have shared that out with the schools that would like the simulation modules. As we work through this, it goes to show how educators come together and are working to help provide each other solutions. We are so grateful that we have the opportunity to provide that platform. We do offer that out to our K-12 partners as well for programs to put on there so we look to see that grow over the next few years.
- We do have a Frequently Asked Questions (FAQs) section on our website and we are communicating with staff and schools daily.
- Adjusted deadlines for state reporting and federal reporting. That information has been posted on our website and via email. We are making sure, as we go through and look at various things, that we're as flexible as possible to be able to make sure that we can provide schools the support.
- CTSOs (CareerTech Student Organizations) – all conventions, conferences. Large face-to-face gatherings have been cancelled. We are working to provide virtual contest for National qualifying events. We know this is not optimal; however, it does allow for a student to have an opportunity to progress on to the National level. Currently the only National events that have been cancelled are BPA and DECA. We will continue to monitor those, update you in those particular areas.
- Postsecondary guidance for students impacted by Title IV (Pell), TANF, and ABE is continually evolving and we update the providers regularly. Other pieces that we look at for and specifically through the secondary guidance for our students I mentioned the Pell and VA benefits but also for our students who receive TANF services, and that's a partnership that we have with The Department of Human Services and also our Adult Basic Education sites we are working with each of them to look at what their distance

learning plan looks like for continued learning. We are making sure that we can provide services as well as addressing for some of our students who may not have an opportunity or may not have specific resources available to connect distance learning how can we make sure that we're providing them a good learning environment and finding resources out there to make that happen.

MANAGEMENT ACTION ITEMS

Mr. Hammonds presented two items for consideration and approval by the Board. On our agenda we have some proposed public hearings on some proposed rule amendments. That hearing is scheduled for 9:30am it is now just after 9:30. I have double-checked outside and as well as up and down the hall there appears to be no one appearing for our hearings. As far as the notice for our hearings, we followed the statutes as far as placing this information in the Oklahoma register and gave more than a 30-day comment period. That comment period ended March 20th. We did not receive any written comments on these proposed rules. We have two chapters of rules of which we did a first reading of these, at the February board meeting.

4.01 DISCUSSION AND VOTE ON AMENDMENTS TO BECOME PERMANENT RULES IN TITLE 780, CHAPTER 10 OF THE OKLAHOMA ADMINISTRATIVE CODE – MR. GLEN HAMMONDS, ASSISTANT ATTORNEY GENERAL

For Chapter 10, which is the next agenda item, we had one rule being proposed to change and that was 780:10-9-2 having to do with equipment inventories. I'll read that one sentence (d)(1) states, "Accountability. Tagged Equipment" and the rule as amended will read "a list of equipment to be inventoried annually will be sent to the Superintendent and their designee, by the department, with request to verify and update the list, sign and return within 60 days." That is as proposed. Board members, these rule amendments were proposed back in December and January before we were looking at the situations that we have today and so I just want you to realize that this is a process that began last September and if the board approves these rules today, this will be the first chapter of rules, then we would get these filed on or before April 1. Then the legislature and the Governor would have a review time to be able to decide whether or not to allow these rules to take effect. If they do, then we have to publish the rules and they would take effect approximately September 15, 2020.

Mr. Tim Burg moved to approve the amendments to become permanent rules in Title 780, Chapter 10-9-2. Mr. Michael Brown seconded. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Ms. Smith, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the approved rules are on file at the Oklahoma Department of Career and Technology Education.

4.02 DISCUSSION AND VOTE ON AMENDMENTS TO BECOME PERMANENT RULES IN TITLE 780, CHAPTER 20 OF THE OKLAHOMA ADMINISTRATIVE CODE – MR. GLEN HAMMONDS, ASSISTANT ATTORNEY GENERAL

Mr. Hammonds said the next agenda item has to do with rules that are in Chapter 20 of our rules book, 780 Oklahoma Administrative Code, Chapter 20 and it's rule 3-2 and 3-3. At the February

meeting we did a first reading and we also had a proposed rule that had to do with proposed amendments in changing rule 3-4, which had to do with degree requirements to be from a regionally accredited institution, that rule is no longer needed. We received some information that it will not be needed and so we withdraw that proposed rule. There are only two proposed rule changes and these are the ones that were emailed to you earlier having to do with Business, Marketing and IT Education (BMITE) in 3-2 (a)(2) “students in grades 6 through 12”; in 3-2 (a)(7)(F)(iii) adding “CareerTech” instead of specifying a specific student organization then 3-2 (c)(2)(B)(i) changing terminology to internship then finally one rule change in 3-3 (c)(3) that eliminates the phone line requirement for the BMITE classes.

Mr. Tim Burg moved to approve the amendments to become permanent rules in Title 780, Chapter 20-3-2; 3-3 of the Oklahoma Administrative Code. Ms. Estela Hernandez seconded. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Smith, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Stallings, yes; Mr. Bobek, yes; Ms. Hernandez, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the approved rules are on file at the Oklahoma Department of Career and Technology Education.

**4.03 DISCUSSION AND VOTE TO ALLOW OKLAHOMA DEPARTMENT OF
CAREER AND TECHNOLOGY EDUCATION TO MODIFY/ADJUST THE
DEADLINES PUBLISHED WITHIN THE ACCREDITATION GUIDELINES, IF
NEEDED, FOR TECHNOLOGY CENTERS TO COMPLY, CONSISTENT WITH
COVID-19 GUIDELINES – DR. MACK**

Dr. Mack said 4.03 is a discussion to allow the Oklahoma Department of Career and Technology Education to modify and adjust the deadlines published in our Accreditation guidelines. The State Board did approve our guide book and they have approved rules that go with accreditation. To make sure that that we are all on the same page, we do have published dates within our guidebook and this request is to allow for the agency to be able to adjust those deadlines to accommodate the current situation that we are in. We have a deadline for the schools to submit their applications currently as July 1, which is outlined in the accreditation guidelines. We would like to adjust that as schools are working to plan their continuing learning plan and finish out the school year. We want to make sure that we're providing them adequate time to also complete their accreditation. We would like to adjust that date, tentatively, the date that we are looking at for applications to be due is August 24th, however, we would like the flexibility to be able to adjust that so this motion would just allow for us to make the modification to the date and allow the agency to have the authority to modify the timeline.

Mr. David Stewart moved to allow Oklahoma Department of Career and Technology Education to modify/adjust the deadlines published within the Accreditation Guidelines, if needed, for Technology Centers to comply, consistent with COVID-19 Guidelines. Mr. Tim Burg seconded. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Ms. Smith, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the modified/adjusted deadlines are on file at the Oklahoma Department of Career and Technology Education.

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

No announcements

ADJOURNMENT

Because we had a special meeting roll was called one last time, to adjourn. Nine present Board members each voted yes in a roll call:

Superintendent Hofmeister
Ms. Estela Hernandez
Mr. Brian Bobek
Mr. Jimmy Stallings
Mr. David Stewart
Mr. Michael Brown
Mr. Tim Burg
Mrs. Janet Smith
Mr. Randy Gilbert

There being no further business, the meeting was adjourned at 9:46 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, April 16, 2020 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