

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**

November 17, 2022

The State Board of Career and Technology Education began its regular meeting at 9:04 a.m., Thursday, November 17, 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 4:55 on November 15, 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
Ms. Shaelynn Haning, Tulsa
Ms. Estela Hernandez, Oklahoma City
Mr. Edward Hilliary, Elgin
Mr. Rob Seeman, Morris

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

Mr. Randy Gilbert, Tecumseh

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

See Attachment A.

1.01 CALL TO ORDER, ROLL CALL

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

1.02 PLEDGE OF ALLEGIANCE, SALUTE TO THE OKLAHOMA STATE FLAG AND A MOMENT OF SILENCE

Led by Superintendent Hofmeister

1.03 SUPERINTENDENT'S COMMENTS

Superintendent Hofmeister said welcome to those of you who are with us today. I know there are others who are joining us via youtube. I appreciate all of the work and service of the board and hope that everyone has a good Thanksgiving; there is much to be grateful for. Welcome Mr. Seeman to the board as well as our new state director and we are so excited for his work to begin. Of course, we're just very grateful for your work Dr. Denney and how you have led us through this interim period. I just want to say thank you for that and it's really been exactly what was needed. Thank you.

1.04 DIRECTOR'S COMMENTS

Dr. Denney said welcome Mr. Seeman to the board; we're very excited that you are joining us. We have some wonderful things that have been happening. First, I want to talk about our United Way Campaign. Our state agency is one of the largest donors in Payne County. Our goal was \$20,000 and we raised over \$21,000.

Our new Human Resources Manager, Raquelle Parli, is here with us today. We are very excited to have her here and she comes with a wealth of experience.

As you can see in our audience, we have a nice representation of the Agriculture Education division today. They have just returned from their 95th National Convention that was held in Indianapolis. I won't steal their thunder but you're in for a treat today.

One of our other CareerTech Student Organizations (CTSO) that I want to highlight is FCCLA (Family, Career and Community Leaders of America). I want to point out that their membership is just shy of 15,000 students, which is THE largest membership in more than 20 years. When we attend workforce meetings, and they talk about needing workers with soft skills; it's my shining moment to tell them that we teach leadership and soft skills which are co-curricular. The following schools/students placed in the top 3:

- Hope Jordan, Cherokee FCCLA – National Champion in Consumer Math Challenge
- Chloe Birkenfeld, Adair FCCLA – National Champion in FCCLA Knowledge Test
- Adyson Sandusky, Adair FCCLA – National Runner Up in Hospitality, Tourism, and Recreation Challenge
- Emily Faulkenberry, Marietta FCCLA – National Runner Up in Impromptu Speaking
- Olivia Rutledge, Marietta FCCLA – National Third Place in Interior Design Challenge

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- Davin Budy, Cherokee FCCLA – National Runner Up in Nutrition Challenge

Counseling and Career Development just completed a Tri-Agency Fall Workshop hosted by ODCTE, SDE and the Regents. Julie Childers and Kathryn Willhoite took the lead in setting up these workshops in 3 areas of the state, Moore Norman Technology Center, Western Technology Center- Burns Flat, and Indian Capital Technology Center- Muskogee. They had 352 registered for these events and their topics included: Academics/ Graduation Plans, ICAP, Parchment (electronic transcript), and OK Promise/Concurrent Enrollment.

It's that time again for our state staff meeting on Monday, December 12th at the Stillwater Community Center. This is where we recognize the staff and we celebrate everyone's hard work and achievements. We will have Bonnie Kane Wood speak to us about workplace appreciation, the employees' association provides lunch at 11:30am then the afternoon will be a few awards and retirements. You are all invited to attend any part of the day that you can. We are also extending an invitation to the new state director, Mr. Brent Haken.

I've spent the last two days at our Superintendent's meeting in Altus, Oklahoma. I had great hospitality from Superintendent Latham of Southwest Technology Center. This is a great time for superintendents to get together and discuss what is happening at their campuses. We did a crisis communication training with the superintendents on Tuesday morning and how to handle the scenarios. It was a really unique program this time because they interviewed every superintendent, gave them a scenario of crisis, the media is present and put a microphone in your face, what would you say.

I was able to take Chad Warmington from the Oklahoma State Chamber, Courtney Warmington and Brent Starkey to tour three of our technology centers. Chad was raised in Michigan, and he's really concerned about workforce for the state. We visited Francis Tuttle Technology Center, Danforth Campus then to Meridian Technology Center in Stillwater and then to Central Technology Center in Drumright. I think they came away with a real appreciation of what CareerTech does for workforce development and are excited about what we do.

1.05 MINUTES OF THE SEPTEMBER 21, 2022 REGULAR MEETING

Mr. Dillingham moved to approve the minutes of the September 21, 2022 regular meeting. Ms. Hernandez seconded the motion. The motion had the following votes:

Mr. Seeman, yes

Mr. Hilliary, yes

Ms. Hernandez, yes

Ms. Haning, yes

Mr. Dillingham, yes

Mr. Brown, yes

Mr. Bobek, abstain

Superintendent Hofmeister, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

1.06 MINUTES OF THE OCTOBER 20, 2022 REGULAR MEETING

Mr. Bobek moved to approve the minutes of the October 20, 2022 regular meeting. Mr. Dillingham seconded the motion. The motion had the following votes:

Mr. Bobek, yes

Mr. Brown, yes

Mr. Dillingham, yes

Ms. Haning, yes

Ms. Hernandez, yes

Mr. Hillary, yes

Mr. Secman, yes

Superintendent Hofmeister, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

2. RECOGNITIONS AND PRESENTATIONS

2.01 MR. SCOTT NEMECEK, AGRICULTURE EDUCATION MANAGER AND MR. TREVOR LUCAS, FFA EXECUTIVE SECRETARY

Mr. Scott Nemecek said we appreciate the opportunity to be here. I am the program manager for the Agriculture Education Division of the State Department of CareerTech. I will give you a little overview of our division, our programs, our CTSO and Trevor Lucas will share some of our national accomplishments and finally Caleb will speak to you. Mr. Nemecek shared a PowerPoint presentation which covered the following:

Introduction to Agricultural Education Staff

- 483 Programs in 366 K-12 school districts: that's an addition of 16 programs from last year. Many of those are unfunded.
- Over 27,000 students
- Our program operates on a three-circle model of Agricultural Education (Class/Lab Instruction; SAE (supervised agricultural experience) which is our work based learning aspect and FFA where the kids get to showcase their skills and develop further leadership skills)

Some challenges and things that we're experiencing as are all in education and many other parts of the workforce as well is teacher recruitment and retention. We have a very large number of new students at Oklahoma State University and Panhandle State University and at Northwestern State University, our three teacher preparation programs, they have increased enrollment but as our recruitment is doing well our retention on the other hand is something that we really need to work on. We're really trying lots of different things to help assist teachers so we can retain them because that's a very big issue not just in Oklahoma but nationwide as well.

Supervised Agricultural Experience (SAE)

- We track the SAE through a platform called Agricultural Experience Tracker (AET). It is an online web-based program where students and teachers can track all of their information.

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- We have four SAE types: Foundational which is an exploratory level, Entrepreneurial, Placement, and Research
- The average program has 102 documented SAE programs and that is with about 60 students in a program.
- Documented SAE earnings of \$57,974 per program, \$21.1 million statewide that students have earned through those SAE experiences.
- Documented SAE investments (of livestock, crops, facilities, equipment, etc) of \$44.9 million statewide with a contributed economic impact of \$85.4 million statewide.

FFA is our CareerTech Student Organization. We do have a record high membership of 28,920 students. That is the highest by several hundred for us and we do expect that number to increase as we have one or two chapters that still need to submit. Oklahoma is the 6th largest nationwide, which we are the least populous state, per capita membership we are among the top one or two. The states above us are highly populated states like Ohio, Georgia, California and Texas.

Support Groups

- Oklahoma FFA Alumni
 - Alumni Camp, our largest leadership activity besides convention
 - Oklahoma Leadership Conference
 - Financial Support for events
- Oklahoma FFA Foundation
 - Industry Partners
 - New Title Sponsors
 - The Farm Bureau has doubled their sponsorship
 - Convention support, Awards, Grants, and Scholarships

Mr. Nemecek turned the presentation over to Mr. Trevor Lucas who is the FFA Executive Secretary.

Mr. Lucas said thank you for having me this morning. We just got back from the National FFA convention and I'm proud to report that they knew Oklahoma came to play. We had a lot of success with the National Convention. It is a group effort of teachers, students and state staff. You have a handout of the National FFA Convention Highlights we put together for you. We have a new National FFA Central Region Vice President, Karstyn Cantrell, who was elected at the National Convention. She is Oklahoma's 23rd National Officer. National Officers actually play a big part, they are on the board of directors and develop strategic plans for FFA. Karstyn is going to represent us very well.

You have probably heard that Prepared Public Speaking in FFA is highly competitive. We have the National FFA Winner, he's a current state FFA officer here in Oklahoma. Caleb Horne is the National Prepared Public Speaking champion. We are really proud of him.

We had two proficiency champions: Luke Gallagher from Altus FFA in beef production - entrepreneurship and Reagan McKee from Oologah FFA in agriscience research - animal systems. Those proficiency awards are based off students SAE programs so those projects that they have outside of their classroom. As you can see, we had a lot of winners, runner ups and

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champions, which is the most of any state. Stillwater single-handedly had five national agriscience champions, more than any state in the union. This is a real testament to our program, students and teachers, you can tell it's important to them and I'm honored to be a part of it.

Mr. Lucas turned the presentation over to Mr. Caleb Horne from Morrison FFA Chapter.

Mr. Horne said I'm really excited to be here, super excited to see all of you. Today I hope to share a little bit about my experience within FFA and what I was able to do at national convention and the experience that I was fortunate to receive. I started in eighth grade as most students do and originally it was just because my friends were in the class, and I needed a place to fill so I started agricultural education. I wasn't highly involved in many competitions but my freshman year rolls around, this is where the story gets kind of cool, I always thought that after high school I wanted to play baseball but I got hurt that spring and my AG teacher seeing that I got hurt and couldn't do anything sports related said so hey Caleb come try out this FFA thing, so I did and I loved it.

I started giving the FFA creed which is not very long but it's an opportunity for students in ninth grade to practice their public speaking skills; five paragraphs memorized and embodies what FFA is in my opinion. I was fortunate to win that contest in 9th grade and I was hooked not necessarily because of public speaking but because of the people in FFA that I was able to surround myself with. In my opinion that's the most special thing about our organization not only do you get to practice those skills, but you get to surround yourself with people that share similar passions as you and all surrounding around Agriculture and growing yourself as a leader. I was hooked from that point forward.

I'm serving as one of the state officers this year as the Northwest Area Vice President and that's been an amazing experience to kind of give back to what the organization has given me. I went up to National Convention again with my officer team. I served as a national delegate and competed in the national prepared public speaking contest. To sum up how the contest works, the students are tasked with writing a six-to-eight-minute speech and then memorize that speech, word for word. You walk into a room with three judges at the state level, at the national contest it was four judges, and you give your speech which is six-to-eight minutes long. My speech was over carbon sequestration which is the process of capturing/storing atmospheric carbon dioxide and some of the banks that are being established not only on state scale but the national scale to subsidize farmers for those methods of biological carbon sequestration which are no-till farming and low till farming, cover crops, crop rotation. That was a really cool topic not something that not only it could affect my family but people all over America and agriculture producers everywhere. That was really neat to get to advocate for agriculture a little bit on the national level.

I'm very fortunate to have that opportunity, to have the support system around me, it's a great experience to advocate for agriculture and not only hopefully grow myself but use the platform I've been given as a state officer to help grow others as well.

Mr. Horne also shared with the board members the first paragraph of his award winning prepared public speaking speech. The board members also ask questions and interacted with Caleb.

3. MANAGEMENT ACTION ITEMS

3.01 PRESENTATION OF ODCTE'S AUDIT BY OKLAHOMA STATE AUDITOR & INSPECTOR FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2021, AND DISCUSSION AND CONSIDERATION FOR APPROVAL BY STATE BOARD – MS. MELISSA CAPPS AND MS. ERICA BEAUFORD WHO ARE WITH THE OKLAHOMA STATE AUDITOR & INSPECTOR'S OFFICE

Ms. Lisa Batchelder presented the ODCTE Audit. Ms. Batchelder said unfortunately, Ms. Capps and Ms. Beauford with the state auditor's office are unable to attend.

We were notified on September 20, 2021 that we were having an audit. The auditors looked at the prior audits that they performed, three years prior, and the outcomes. They reviewed our revenue expenditure and assets to see that we made the recommendations that they had for us from segregation of duties for revenue and payroll and inventory account requirement and they found that to be satisfactory.

They looked at what objective could we have in this audit so what they selected was reviewing the enrollment data for the technology centers related to business and industry. Their objective was to determine whether the technology centers are reporting enrollment data in accordance with business and industry services guidelines to ensure that the tech centers were receiving proper funding. On January 22 we received the engagement letter which stated the objective. The auditors did their test work over the months and determined their conclusion was that technology centers are reporting their enrollment data in accordance with business and industry services guidelines. They did have one recommendation as a result of the review and that is reflected on the last page of that report; they recommend that we formally document the reviews that we have of discrepancy reports.

We're very pleased with the results. It shows the hard work of our information management division and our financial operations administrator. I'd like to compliment them and acknowledge that they are doing tremendous work and that this positive audit would not be possible without them.

Mr. Bobek moved to receive and accept the ODCTE Audit for the period of July 1, 2018 through June 30, 2021. Ms. Hernandez seconded the motion. The motion had the following votes:

Mr. Seeman, yes

Mr. Hilliary, yes

Ms. Hernandez, yes

Ms. Haning, yes

Mr. Dillingham, yes

Mr. Brown, yes

Mr. Bobek, yes

Superintendent Hofmeister, yes

Motion Carried. A copy of the audit is on file at the Oklahoma Department of Career and Technology Education.

**3.02 DISCUSSION AND VOTE ON EMERGENCY ADMINISTRATIVE RULES FOR
CAREERTECH TO UTILIZE AMERICAN RESCUE PLAN ACT (ARPA) FUNDS
TO RECRUIT AND TRAIN ADDITIONAL HEALTHCARE WORKERS IN
OKLAHOMA – MR. GLEN HAMMONDS, ASSISTANT ATTORNEY GENERAL**

Mr. Glen Hammonds said good morning board members. Prior to the meeting we emailed out a draft of the proposed emergency administrative rules. Everyone should have that document in the packets. Mr. Hammonds went over the administrative rules process.

You may recall with ARPA funding that was received from the legislature there was the Senate Bill 9XX, which passed during the second special session, that provided money for advancement of workforce in the nursing area and that money was to be able to be expended through CareerTech. Interestingly, in that legislation the Healthcare Workforce Development Commission was also involved in this process and the two agencies were told in the legislation that they had to promulgate rules to be able to implement the art of funding. There's nothing out of the ordinary about that but many of the ARPA funding bills did not have that kind of language in there so that's why we're in front of you today with this emergency rule.

If we do not have an emergency rule, we would consider this and we would vote on it in March 2023 then we would be talking about a September 2023 taking effective date. Obviously, the crises in the health care workforce is now and in the last six months or last year. It's not a year from now and that's why we're here voting on this two-page rule today.

What this rule allows us to do is; it determine some of the internal controls to make sure that the funding that comes to us is distributed properly and that we have the internal controls to show how the backup documentation and that it was funded properly and that if there are problems with how the money was spent there's a clear avenue that we will recoup the money. In other words, if the feds or the state determines that money should not have gone to that particular technology center then we have an avenue to recover the fund that were not appropriate.

There was some discussion and questions answered about the administrative rule.

Mr. Bobek moved to approve the emergency administrative rules for CareerTech to utilize the American Rescue Plan Act (ARPA) funds to recruit and train additional healthcare workers in Oklahoma. Mr. Brown seconded the motion. The motion had the following votes:

Mr. Bobek, yes

Mr. Brown, yes

Mr. Dillingham, yes

Ms. Haning, yes

Ms. Hernandez, yes

Mr. Hillary, yes

Mr. Secman, yes

Superintendent Hofmeister, yes

Motion Carried. A copy of the emergency administrative rules is on file at the Oklahoma Department of Career and Technology Education.

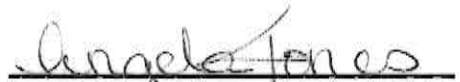
**3.03 PROPOSED EXECUTIVE SESSION TO REGARDING THE NEW STATE
DIRECTOR – DR. LEE DENNEY, INTERIM STATE DIRECTOR
(AUTHORITY: 25 O.S. 2011, § 301 (B)(1))**

It was decided that an executive session is not necessary since this is a discussion. Dr. Denney said that she has had conversations with the incoming State Director about when he would like to start and some of the other items that have been talked about. Mr. Brent Haken will be starting approximately January 17, 2023.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:12am.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, December 15, 2022 at 9:00 a.m. The meeting will convene at the Oliver Hodge Building Education Building, Oklahoma City, Oklahoma.


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


Joy Homicister, Chair of the Board

