

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**

September 21, 2022

The State Board of Career and Technology Education began its regular meeting at 9:00 a.m., Wednesday, September 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 4:02pm on September 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
arrived at approximately 10:30am
Dr. Lee Denney, Interim State Director, ex-officio nonvoting member
Mr. Michael Brown, Lawton
Mr. Peter Dillingham, Enid
Mr. Randy Gilbert, Tecumseh
Ms. Estela Hernandez, Oklahoma City
Mr. Edward Hilliary, Elgin

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

Mr. Brian Bobek, Oklahoma City
Ms. Shaelynn Haning, Tulsa

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

See Attachment A.

1. OPENING ITEMS

Dr. Denney called the meeting to order at 9:00 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

1.03 SUPERINTENDENT'S COMMENTS

Superintendent Hofmeister had not arrived for the meeting.

1.04 DIRECTOR'S COMMENTS

Dr. Denney said that Superintendent Hofmeister thinks she will be about 45 minutes late today.

I want to tell you all that I'm very sorry about what happened with board member, Ms. Haning. I take full responsibility for not notifying her of the change in meetings and our heartfelt apologies that it happened. I also wanted to apologize to all of you as well because we are very proud of our board, we like what you do and the service that you give for nothing more than just travel expenses. I know a lot of time is involved and in taking time away from your day.

I have been going to the Capitol the last three weeks. Mr. Brown has been there as well. Earlier in the year we talked about the ARPA (American Rescue Plan Act) request which was about \$8.8 million that we received for nursing. There was a second portion of money that the agency applied for and that was for truck driver training to put some regional sites and those are going to be at Northeast Technology Center, Tulsa Technology Center, Kiamichi Technology Center and Caddo Kiowa Technology Center. We received \$6.2 million and that is mainly to buy equipment/trucks, one school needs a classroom and one school needs a driving track. A few weeks ago Skye McNeil, OKACTE director, and myself were asked to meet with Senator Pugh and Representative Baker. They told us that there is money for broadband and we need somebody to do the training, so we want you to apply for ARPA money. It was a really fast turnaround, we asked for \$5 million and we received the \$5 million. We have 11 technology centers that are interested and 6 to 8 more that are thinking about it. This would be mainly for equipment Broadband can be buried, it can be hung or the last mile they're thinking sometimes should be Wi-Fi or on towers so there's a lot of different types of fiber to be laid and there's refractometers, digging equipment, poles, learn how to hang it, there's different types of fiber, different colors of fiber, scopes, there's just a whole battery of equipment that our technology centers will need. This is one thing I like about our technology centers and that is they are flexible, agile and some of them can get the training set up by January 2023.

I want to give kudos to Ms. Lisa Batchelder, CFO, because she received a 33-page document, and she was able to turn that around and submit it in almost 24 hours.

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We have preliminary enrollment numbers. We will present the final numbers at the October board meeting. We are really excited about the way the CareerTech enrollments are going. CareerTech is hard to teach during a pandemic since most of the programs are hands on learning.

- In FY22, 95,390 students learned important leadership skills as members of seven co-curricular CareerTech Student Organizations (CTSOs). That's up 20% from 79,356 in FY21.
- Total CareerTech enrollment in FY 22 was 446,940 students, up from 426,125 in FY21.
- Enrollment at the 29 technology center districts in Oklahoma was 298,675 in FY22, up from 295,193 in FY 21.
- Enrollment in CareerTech courses in PK-12 schools totaled 127,875 in FY22, up from 121,735 in FY21.
- Enrollment in Skills Centers was 1,045 in FY22, up from 893 in FY21.

Dr. Justin Lockwood, Deputy State Director, is here so if I misspeak Justin correct me. During COVID, when DOC (Oklahoma Department of Corrections) shut down, the whole program for how often were they shut down?

Dr. Lockwood said about seven months. When DOC shut down the thing to remember about that when they shut down, their students discharge. We don't start the students until they're within a year of discharge so when they shut us down for months, we lost all of our students so hence the 800 number of the year before. It was terribly low because of that so we're getting back up. DOC still shuts us down now because of COVID but it's a two-week shutdown now versus months.

- Oklahoma CareerTech served 6,671 companies in FY22. That's up from 5,670 in FY21.

These are industry partners that we work with and then and if you look at a graph of this most of this is customized training for these companies and that's what we feel like we'll be doing with the Broadband ARPA dollars. In October you'll get the final numbers as these are preliminary.

In October in Stillwater, we participate in the United Way Campaign so October 26 to November 7th. The Payne County United Way and their goal for the first time ever is a million dollars and we're a big partner in that. We're going to have a live auction, a chili cook-off and dessert cook-off. Mr. Russell Ray, Chief Communications and Marketing Officer, is our chairman this year. Last year we raised \$23,000 and the goal was \$20,000. Our goal this year is \$20,000.

The Journal Record guest column on September 19, 2022 we talked about Time to Expand CareerTech Programs. Lawmakers, policy makers and educators are realizing they should be creating more opportunities for students to take industry-specific courses. Oklahoma CareerTech is providing technical training to nearly half a million students each year and more can be done to reach more students and meet the labor demand of our Oklahoma businesses. I have mentioned before our request for the legislature this year; the technology centers is asking for \$40 million with \$10 million of it going to the industry side for customized training and \$30 million to expand programs to alleviate the waiting lists that most of our technology centers

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have. We are also asking for the 164 PK-12 programs that are approved but unfunded to be funded. Both of those asks are sheer education of our Oklahoma kids. I am hopeful that the legislators will see fit to fund those programs.

Mr. Brown was asked to talk about his project with ARPA funds. Mr. Mike Brown said the Lawton Fort Sill Community requested \$20 million dollars for the FISTA (Fires Innovation Science and Technology Accelerator) which through the leadership of our local CareerTech (Great Plains Technology Center in Lawton, Oklahoma) was able to get started and going as an idea to support Army Futures command and several things going on with the modernization of our army but not only that education for young kids STEM and Makerspace. Through the help of Senator Pugh and his group and in our group, our group worked similar, a lot of work went into making sure all the paperwork was right for it. We were awarded \$20 million. The connection there is that CareerTech, Clarence Fortney who is our local technology center superintendent was heavily involved in that. When the idea was originally brought about, we went to our local CareerTech board and said asked can this be a CareerTech initiative to give us credence and they agreed. That gave us credibility and a little bit of street cred with people saying okay, are you just a bunch of guys and gals trying to raise money"? No, we're a CareerTech program and that helped kick us off.

I do want to tell you about some new employees we've had since July 1st. Summertime is when education agencies lose and gain people. Our agency staff is a little nervous in anticipation of the new director, we have not filled the chief of staff position because we feel like the new director should have input. Our newest employees are:

- Samantha Sherman, Skills Center Instructor
- Ashli Hall, FACS Administrative Assistant
- Ronda Hill, BMTE Program Specialist
- Rose Devers, Administration Division, Administrative Assistant
- Tim Peden, Skills Center Instructor
- Bryan Richter, Creative Services Graphic Designer
- Greg Neely, Trade and Industrial Education, Program Specialist
- Katha Cinnamon, Accreditation and Testing Administrative Assistant
- Arin Walker, Federal Programs Administrative Assistant
- Tessa Lazor, Professional Development Division, Leadership and Professional Development Coordinator
- Karsyn Bradshaw, STEM Administrative Assistant

Our current CareerTech Conversations episode is online. We sat down with Lara Morris our Health Careers Education program manager for 21 years to discuss the value of a career in health care and the need for skilled health care professionals.

We are working on setting up a tour of three technology centers (one suburban, one urban and one rural) for Mr. Warmington, President and Chief Executive Officer, of the Oklahoma State Chamber. Knowledge is power and getting people out and seeing what we're doing just educates them of what really goes on at Technology Centers and in our K-12 schools. I'm very excited to have The State Chamber tour our facilities.

Mr. Brown said kudos to you and your team. I was fortunate enough to get to see you make your presentation at the capitol and made us proud to be on the board. You guys did a great job because these things don't happen just haphazard and it's a lot of hard work. You and your team made us proud.

The Governor's office has asked us for information on our piece of workforce development on our programs for truck driver training, nursing and other programs. We have a list of questions that we'll be working on, with our Superintendents, to answer. Again, the more we tell our story, the more exciting it is and the more people will get excited about what we are doing.

1.05 MINUTES OF THE AUGUST 16, 2022 REGULAR MEETING

Mr. Brown moved to approve the minutes of the August 16, 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. Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

1.06 MINUTES OF THE AUGUST 31, 2022 SPECIAL MEETING

Ms. Hernandez moved to approve the minutes of the August 31, 2022 special meeting. Mr. Dillingham seconded the motion. The motion carried with the following votes: Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes. Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

2. MANAGEMENT INFORMATION

2.01 ANNUAL ACCREDITATION TRAINING FOR STATE BOARD – DR. JUSTIN LOCKWOOD, DEPUTY STATE DIRECTOR

Dr. Lockwood said I apologize that you have me today, Ms. Ventris, Accreditation Manager, and the accreditation staff are at Canadian Valley Technology Center today and tomorrow for the accreditation visit. Every year the accreditation division is required to give our State Board training.

Dr. Lockwood had a presentation that was shared on the screen. The State Board of Career and Technology Education is recognized by the U. S. Department of Education as the accreditation approval entity for our technology centers in the state of Oklahoma. We, as the agency, conduct those activities on your behalf. We bring reports and make recommendations to you but we're acting on your behalf.

Why do we want to accredit our technology centers?

- We want to assess the quality of their programs and the services they provide to the technology centers.

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- provide a culture for continuous improvement; we expect them to continuously be improving even if they are meeting the standard and doing well.
- ensure that our practices align with pertinent statutes and regulations. We want to make sure they are following the rules both at the state level and the federal level.
- Determine eligibility for participation in federal student financial aid programs by the U.S. Department of Education. The technology center has to be approved by a recognized accreditor.

We, the agency, go through the accreditation process with NACIQI (National Advisory Committee on Institutional Quality and Integrity). NACIQI makes a recommendation to the U. S. Secretary of Education on whether we should be an accreditor. We go through that process every five years.

What are the benefits of accreditation?

Peer Review is probably the number one thing that our technology centers can get out of the accreditation process. The teams are made up of other Technology Center staff, so this is also great professional development.

- Provides an external peer review of a technology centers practices to identify strengths and opportunities for improvement.
- School administrators and staff learn effective practices being implemented at other technology centers.
- Technology Center examiners may learn by observing exemplary practices during the onsite review or by visiting with fellow examiners.
- Technology centers receive institutional accreditation thereby enabling students to receive financial aid.

The latest data from the U. S. Department of Education is from 2020-2021:

28 Technology Center districts participate in Title IV

2,880 students received Pell Grants totaling \$11,828,162

720 students received Federal Supplemental Grants or Work Study totaling \$229,124

It's a financial win for our students for us to be able to offer the financial aid.

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

We evaluate schools on the top six standards, and this is what the technology center schools really work towards in their applications and standard 7 is judged throughout the application and is the culmination of everything they've done and how they're doing with that data.

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The accreditation process

- The schools can earn Full Accreditation, Probational Accreditation, Dropped Accreditation, Reinstated Accreditation.
- It is not to exceed five years
- We do review the status annually.

We don't bring the review back to you every year, but we look at it annually to make certain that the technology center is staying on track and performing as they should.

The Technology Center process

- we provide them with the required training
- they write the application
- the schools work with accreditation staff to coordinate the visit
- we go through the visit with them
- we provide a feedback report to the technology center to review and provide comments
- if they have to write a corrective action plan; that has to be written within 60 days of your approval
- the technology center has to attend the State Board meeting
- write an action plan for continuous improvement. This is where we give them OFI's (opportunities for improvement). They can meet the standard but will still get OFI's. They will pick one OFI per standard, if they have met the standard. If they have not met the standard, they are required to correct it within 60 days. If they don't meet the 60 days that's when they would trigger to a probationary.

The examiner process

- 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 (OFI's) for the feedback report
- score assigned assessments
- participate in a 3-year monitoring visit

Our examiner teams average between 20 and 30 people depending on the size of the technology center. Once the team of examiners have completed their information we have a team, outside of the accreditation division, that will write the feedback report. We are lucky to have a group that use to write curriculum, so they are professional writers. The 3-year monitoring visit is usually a desktop audit where we will ask questions to the technology center.

Feedback reports that are presented at Board

- Average examiner scores
- strengths and opportunities for improvement statements
 - technology centers pick one opportunity for improvement from each standard that they choose to work on over the next five years
 - 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.

Hybrid visits 2022-2023

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- Accreditation visits continue to be a hybrid model, 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.
 - 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, conduct one-on-one interviews, review compliance items and review any items that we did not observe virtually.

Some recent improvements

- made more specific assignments to the examiners for the on-site portion
- streamlined data collection on-site
- streamlined examiner final assessments
- added additional new examiner training
- 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.

3. MANAGEMENT ACTION ITEMS

3.01 DISCUSSION AND VOTE ON THE 2023 CAREERTECH BUSINESS PLAN AND FY24 APPROPRIATIONS REQUEST – DR. LEE DENNEY, INTERIM STATE DIRECTOR

Dr. Denney said in your packet, there is a letter from Attorney General John O'Connor about Open Meetings and Open Records Seminars all around the state. There is also our OEIP (Oklahoma Education and Industry Partnerships) list of events for the next several months. We will talk first about the business plan and then the strategic plan. For the business plan, are there any questions you have or any concerns about the business plan?

Ms. Hernandez asked about what some of the changes were.

Dr. Denney said our appropriations request is a big change. At the top of the page is the flex benefit which is a statutory requirement for funding that is in our base, but we do have to tell the legislature our anticipated need for benefit allowance. Then we have changed our graphics, pictures and our stories at the end. On the very first page, the executive summary of what we've talked about so the numbers change as sites change in schools that we serve and in technology centers Adult Education and Family Literacy, which is the old adult basic education, has changed so it's a change on our graphic. Lisa, Justin or Russell do you want to talk about any other changes that I may be overlooking?

Mr. Russell Ray, Communications & Marketing Officer, said it was mostly cosmetic changes, correcting typos and the budget request.

Dr. Denney said on pages 4 and 5 at the very top is what we received last year, \$137.6 million. We did put the agency needs at the top this year. It's been at the bottom and hasn't been funded and just as I spoke a while back about people leaving the agency and retiring it has been hard to hire upper-level positions. For example, we still need a finance manager, and our pay bands are such that if you have a choice to go to private industry or come to the agency they will go to private industry. We have great benefits, but the salaries haven't been raised in these inflationary times and it's taken a toll on hiring good people and we want to remain competitive. So, we are asking for some increased funds for the agency so that we can increase the salaries of the employees because we've got a great staff and we want them to know we appreciate them.

The second bullet, Educational Attainment, is to fund the 164 approved but unfunded programs for PK-12 for staff support and program support and that is \$10.8 million.

The Technology Centers are asking for \$40 million with \$10 million going to industry needs with customized training and workforce programs. The other \$30 million is to expand the offerings at our technology centers. All but 2 technology centers have waiting lists.

Our Skills Centers programs and dropout recovery programs request is \$1.25 million.

The total appropriations increase we are asking for is \$55.7 million; the FY24 Total Appropriations Request is \$193.3 million.

Mr. Hilliary said I think it looks good. I'm glad we're going and asking for more because like you said if we don't ask, we don't get it.

Mr. Gilbert said we've had discussions in the past about the agency staff whenever the classroom teachers got a raise, which is a very good thing and I hope they get another one, but our agency staff has really struggled at this level to maintain or to hire or bring in new exceptional staff so that's very good. Of course, you know my passion is K-12 so the unfunded programs are huge to ask for that to be brought up to date and to cut the waiting list.

Mr. Brown moved to approve the 2023 CareerTech Business Plan and the FY24 Appropriations Request. Mr. Dillingham 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. Motion carried. A copy of the document is on file at the Oklahoma Department of Career and Technology Education.

3.02 DISCUSSION AND VOTE ON THE 2023-2028 STRATEGIC PLAN – DR. LEE DENNEY, INTERIM STATE DIRECTOR

Dr. Denney said the strategic plan is a rolling document and it is supposed to be for five or six years but we have to update it every two years. It has been clarified and little modifications made, for instance, under our values we know that we need to be more cognizant of diversity, equity, and inclusion and so we've added that. We changed adult basic education to adult education and family literacy.

Mr. Russell Ray, Communications & Marketing Officer, said not much to add, we cleaned up a few things and added a few more stories.

Mr. Gilbert moved to approve the 2023-2028 CareerTech Strategic Plan. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes. Motion carried. A copy of the document is on file at the Oklahoma Department of Career and Technology Education.

3.03 DISCUSSION AND VOTE ON THE TECHNOLOGY CENTER RE-DISTRICTING ZONE MAPS – MR. GLEN HAMMONDS, ASSISTANT ATTORNEY GENERAL

Mr. Hammonds said good morning, to Director Denney, board members, and our viewing audience. Today we are bringing before you an opportunity to approve the rezoning maps for the Technology Center school districts in Oklahoma. This is a process that as an agency we began advising and working with the technology centers in approximately June 2021. The reason for the changes is every 10 years after the census data is released to the state then all public entities that have zones or districts go through a process where they try to equalize or as close as possible to equalize the populations between the zones or districts in their entity that includes everything from U.S House districts all the way down to counties and school districts.

This is a process that, on a priority basis, because of the way elections are held and was started with the U.S House districts in 2021 and that was one of the priorities because the election is being held every other year. The census data did not come to the State of Oklahoma or any of the states as early as it normally would after a 10-year census. Normally that information would be received in May or June of each year, and we would be rolling out the rezoning in the late summer or early fall but because Oklahoma and the states getting the census data as late as late August and early September in 2021 then as the priorities from the standpoint of rezoning began the local entities had to go through and look at their populations and figure out what precinct lines needed to be moved. Until those were finalized, we couldn't begin the process of doing our school rezoning; we have been keeping our Technology Centers apprised as to this process realizing that we were going to have a deadline of approximately August of 2022 for them to have their data presented.

The technology center rezoning process is they work with either the Oklahoma house staff, the University of Oklahoma, or their local association of government and they have mapping software to be able to do this. Why are you being called upon to do this? We have a statute in Title 70 Section 17, 14-108 which states "between August 1 and December 31 of the year following the submission by the U.S Department of Commerce to the President of the Official Federal Decennial Census, the board shall reapportion the territory of the technology center's school districts into district zones." The reason this board is being called upon to do that is because you all create the technology center districts therefore you have an approval process to make sure that everything is being done properly.

All of the Technology Centers have provided maps demonstrating that they have the data to demonstrate that they have met the requirements of the statute to be able to rezone as close as possible within the standard of what is allowed. Those maps were sent to you for review. We advise the technology center districts to work with their local county election board(s) to see what their requirements are for them to be able to have elections once this rezoning is done. The maps went to each technology center's board where they were approved; the technology center has submitted the maps to us and now they are in front of you for approval.

Bringing the technology center district re-districting zone maps to you in September allows the technology center boards to go back to their local area with approved maps and they can start looking toward school elections that are typically held in January. This gives the public time to review the new maps and tell what zone they might be in now.

There was discussion and questions about the re-districting process

Mr. Gilbert moved to approve the Technology Center Re-Districting Zone Maps. Ms. Hernandez 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. Motion carried. A copy of the document is on file at the Oklahoma Department of Career and Technology Education.

Dr. Denney said the last item in your packet is the Administrative Rules that went into effect September 11, 2022.

**3.04 PROPOSED EXECUTIVE SESSION TO DISCUSS STATE DIRECTOR SEARCH,
SELECT CANDIDATES FOR SECOND INTERVIEWS
(AUTHORITY: 25 O.S. 2011, § 301 (B)(1))**

Vote to convene into executive session:

Mr. Hilliary moved to convene into executive session at 10:01am. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes. Motion carried.

Dr. Lee Denney, Interim State Director and Assistant Attorney General Glen Hammonds joined the Board in executive session.

Vote to acknowledge return to open session:

Mr. Brown moved to return to open session at approximately 10:36am. Mr. Dillingham seconded the motion. All six board members voted AYE. Motion carried.

Superintendent Hofmeister said to let the record reflect that I joined during that time. Nothing was decided while in executive session. The Board reviewed and discussed candidates to interview for a second interview.

Possible vote on any action:

Mr. Hilliary made a motion to invite the following candidates (#2, #5, #9 and #32) for a second interview, in person, on Thursday, October 20, 2022 at the OK Department of Career and

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Technology Education Stillwater Offices. Mr. Gilbert seconded the motion. The motion carried with the following votes: Mr. Brown, yes; Mr. Dillingham, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Superintendent Hofmeister, yes. Motion carried.

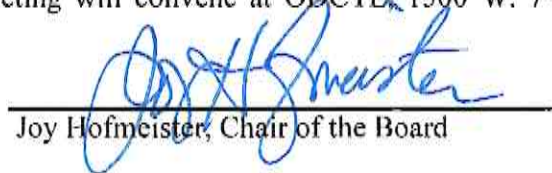
4. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:43 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, October 20, 2022 at 9:00 a.m. The meeting will convene at ODCTE, 1500 W. 7th Ave., Stillwater, OK



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



Joy Hofmeister, Chair of the Board