

Minutes of the Regular Meeting of the
STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
HELD AT THE OLIVER HODGE EDUCATION BUILDING, 2500 NORTH LINCOLN
BOULEVARD, OKLAHOMA CITY, OKLAHOMA

January 18, 2024

The State Board of Career and Technology Education began its regular meeting at 9:02 a.m. Thursday, January 18, 2024, at the Oliver 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 2:15 p.m. on January 16, 2024, 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:

Mr. Ryan Walters, State Superintendent of Public Instruction and Chair of the Board, arrived at 9:05 a.m.
Mr. Brent Haken, State Director, ex-officio nonvoting member
Mr. Peter Dillingham, Enid
Mr. Michael Brown, Lawton
Ms. Kendra Wesson, Norman
Mr. Randy Gilbert, Tecumseh
Ms. Shaelynn Haning, Tulsa
Mr. Edward Hilliary, Elgin
Mr. Rob Seeman, Morris

Attendees from the Oklahoma Department of Career and Technology Education and other guests:
See Attachment A.

1.01 CALL TO ORDER, ROLL CALL

Mr. Brent Haken called the meeting to order at 9:02 a.m. Ms. Ashley Rink 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 Mr. Brent Haken.

1.03 SUPERINTENDENT'S COMMENTS

Superintendent Walters said, "My comments are brief again this morning. We're going to be doing some visits here shortly. The director and I have been having some conversations with higher ed. Don't really have a big update for you on that yet, but I think we're going to start having more one-off conversations with some of you and some of the regional universities on some work going on. Very excited both with the work with the chancellor but also there's some

exciting things I think in the works for some cooperation between some regional universities and CareerTech. So, just more information to come, but I will be kind of contacting some of you. There are some folks that want some local connections there with some ideas and activities that have been going on. CareerTechs have started a lot of these projects --I'm very excited about that -- but we'll have some more information to come, and it's good to see everybody in the new year.”

1.04 DIRECTOR’S COMMENTS –MR. BRENT HAKEN, STATE DIRECTOR

Director Haken said, “All right, guys, we'll go ahead and get started. If the superintendent jumps in while we're on opening comments, we'll let him be able to do his as well. A few opening comments that I would make: Hopefully, you guys are able to receive our emails, just of what's going on and things that are happening. I appreciate what Ashley's doing to make sure that we get those. The happenings of what’s going on in the agency. She does a great job on that.

“A few things that we'll point out that are also on that list that you guys get every other week: the apprenticeship model. We will make a presentation probably in the next coming months. We have teams that are working very diligently in the apprenticeship space to make sure that Oklahoma is back on track and leading the way in what youth apprenticeships are, especially but also adult opportunities. It's a really, really encouraging work that teams have been doing, so look forward to that coming before you in the next couple of months to make sure that we are, again, setting a precedence for what apprenticeships can be.

“A lot of work going on in the space about inter-agency, so that's really, I won't list every agency that we're working with because we'd be here for a long time, but a lot of inter-agencies work on how can we make our work stronger in Oklahoma? It's been very exciting for that work to happen in conjunction with the workforce commission and their meetings, and everything is really aligning where people are focused on the same goals: How do we make livelihood better for Oklahomans? And that entails education, that entails childcare and so many different things. So just great work going on in those spaces.

“We have a very busy meeting today, so I'm not going to talk at length on opening comments. I'll turn it over to the superintendent. But we have some great people that are guests today, and I look forward to hearing from them.”

1.05 MINUTES OF THE DECEMBER 21, 2023, REGULAR MEETING

Mr. Michael Brown moved to approve the minutes of the December 21, 2023, regular meeting. Mr. Edward Hilliary seconded the motion. The motion had the following votes:

- Mr. Rob Seeman, yes
- Mr. Edward Hilliary, yes
- Ms. Shaelynn Haning, yes
- Mr. Randy Gilbert, yes
- Ms. Kendra Wesson, yes
- Mr. Michael Brown, yes

Mr. Peter Dillingham, yes
Superintendent Walters, yes

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

2. PUBLIC HEARINGS

2.01 Public Hearing on Amendments to Become Permanent Rules in the Oklahoma Administrative Code – Ms. Gina Hubbard, Director of Statewide Outreach

Title 780, Chapter 1 – General
Title 780, Chapter 10 – Administration and Supervision
Title 780, Chapter 15 – Technology Centers
Title 780, Chapter 20 – Programs and Services
Title 780, Chapter 35 – Adult Education and Family Literacy

Ms. Gina Hubbard said, “The time is 9.08 on January 18, 2024. My name is Gina Hubbard, and I am the Director of Statewide Outreach.

This is the 9:00 a.m. public comment hearing for January 18, 2024, pursuant to the requirements of the Oklahoma Administrative Procedures Act for the proposed rules located in 780 of the Oklahoma Administrative Code. The agency has proposed that the following rules be amended:

1. Chapter 1. General
 - a. 780:1-5-1. Allows the State Director to Determine All Agency Staffing Without Board Approval except for Leadership Team
 - b. 780-1-8-1. Department Complaints and Grievances [NEW]
 - c. 780-1-8-1. Technology Center Complaints and Grievances [NEW]
2. Chapter 10. Administration and Supervision
 - a. 780:10-3-3. Pricing and Guidance for Assessments and Print Material
3. Chapter 15. Technology Centers
 - a. 780:15-3-2. Zoning Procedure for Districts Serving Seventy or More Public School Districts or a Population Over 225,000 Electors
 - b. 780:15-3-5. Process for Electing District Representation
 - c. 780:15-3-6. Technology Center Program Definitions
4. Chapter 20. Programs and Services
 - a. 780:20-3-2. Clarifies Program Organization, Structure, and Requirements
 - b. 780:20-3-4. Provides Adjunct Teacher Requirements for K-12 Programs
5. Chapter 35. Adult Education and Family Literacy
 - a. 780:35-1-2. Updates Language to Reflect Current Practices of Monitoring Grant Recipients

Ms. Gina Hubbard, “The Notices of Rulemaking Intent for these proposed rules were published in the December 15th edition of *The Oklahoma Register* recorded at Volume 41, Issue 7, in accordance with the Administrative Procedures Act.

“The purpose of this public hearing is to allow the public to provide comments on the proposed permanent rule changes. This is an opportunity to provide oral comments that will be included in the administrative record for these rules. The Board will review and consider all comments on these rules. The Board will vote in February to adopt the rules as proposed, adopt the rules as amended, or cease the rulemaking process on any rule or rules. Any rules that are approved by the Board will then be submitted to the Legislature and the Governor’s Office for review in accordance with the Administrative Procedures Act.

“This hearing is being recorded for inclusion in the administrative record.

“For the record, the sign-up sheet to make public comment has been at the door since 8:25 a.m. It is now 9:11 a.m. and no one has signed up to make comment. No comments were made.

“This public hearing is adjourned at 9:11 a.m. on January 18, 2024.”

3. RECOGNITIONS AND PRESENTATIONS

3.01 Technology Student Association, (TSA) 2023-2024 Officer Presentation with Possible Discussion – Ms. Andrea Shah, TSA State President; Mr. Eric Wang, TSA State VP; Mr. Darick Pham, TSA State Secretary

What is TSA?

TSA stands for Technology Student Association. It provides an environment for students to compete in various fields within science, technology, engineering, and math. In Oklahoma, members can strengthen their competitive skills through mini conferences. This is where they compete against other schools in preparation for our state conference in April. The winners of our state conference are then qualified to compete at the national level. Oklahoma was honored to co-host the 2022 national conference with Texas, and this year’s conference will be held in Orlando, Florida. In these conferences and programs, students are equipped with technical skills that will prepare them for college and the workforce. As they compete, members create meaningful connections with fellow members outside of their chapters and learn valuable leadership skills.

Career Clusters

Every year, millions of students are met with a difficult question: “What do you want to do when you grow up?” Luckily, TSA can help students answer that through our many competitions that link skills to real-world industries. For example, Dragster Design, Structural Engineering and Software Development are all concentrated on the STEM field. We also have Children’s Stories and Career Prep that are related to human services through skills related to counseling, education and social services. Additionally, business management and administration focus on leadership and communication, which Chapter Team and Promotional Marketing align with. Lastly, since engineering is a massive field that deserves its own category, competitions like Flight

Endurance, Biotech Design, CAD, Coding and Vex Robotics fall under here. Through our variety of competitions, students can find a field that they'll enjoy and thrive in.

Leadership Opportunities

As our members hone their technical skills, they exercise their soft skills in various leadership opportunities. Many begin in teamwork-related competitive events. Then, on the chapter level, middle and high schoolers serve their respective chapters, no matter what grade they're in. The officer teams in all levels are usually comprised of 6 positions: president, vice president, secretary, treasurer, reporter, and sergeant at arms. Next is the regional office. Oklahoma has two regions: Eastern and Western. These teams prepare their regional mini-conference and assist the state officers with planning our fall leadership conference and other committees. The state officers plan the fall leadership conference, state leadership conference, and provide resources for the delegation to achieve success. We also represent OKTSA on the state and national levels. The final level of leadership is the national office, where members organize and host the national conference. Oklahoma has been lucky to have several previous state officers become national officers.

Social Media

This year, we have a huge emphasis on social media, with more attention directed towards our members, too. We've begun posting member spotlights, showcasing our wonderful peers. Additionally, we've begun posting more opportunities like scholarships and awards. It's been great so far in promoting engagement and giving TSA a face.

Newsletter

Newsletters were a new addition for students to stay in the loop with monthly updates. It has all the information from our social media, just in another medium with the added bonus of updates of what we're doing within our teams. We believe it's a great way for students to get involved in their chapters like their advisors.

Video Production

This year, we are also developing a video series called the TechTapes. Essentially, the TechTapes serve as a video essay series teaching members essential TSA topics, such as how to properly document their competitive events and proper voting etiquette, among other things. It really helps them enhance their TSA experience, so everything doesn't feel like an information overload.

Chapter Visits

But videos can't solve everything. So, to supplement TechTapes, we conduct chapter visits, primarily focused on new or inactive chapters. That way we're taking the resources straight to them without a loss of communication or understanding. And these visits are tailored to each chapter. For example, we come equipped with a slide deck detailing what TSA is, the competition and conference structure, and provide a mock competitive event for them to do, but this mock event may not suit the needs of another chapter requesting us to come in to talk to their parents on how we benefit their children. And at the end of the day, everything we're doing is geared towards building our chapters, recognizing our members, and providing everyone with resources they can use to grow now and in the future.

TSA State President Ms. Andrea Shah’s TSA Journey

I’ll be candid, I did not join TSA by choice. My mom told me it was a good idea, and I just went along with it. However, I was able to combine my love of writing with a whole new world I could explore. I grew my confidence as both a competitor and a leader. TSA’s community led me to grow and foster my interests. That is why I ran for state office: I longed to provide for the very organization that’s given me a voice. As I prepare for college, I am thankful for my TSA experience, as it led me to find my love for medicine and fine-tune my technical skills through onsite competitions.

TSA State Vice President Mr. Eric Wang’s TSA Journey

I became a state officer because I saw the potential for improvement in how we can support members in discovering their interests. For me, TSA really helped me out a lot, and today I’m an intern at the Oklahoma Medical Research Foundation because of the skills and connections I gained from TSA. But it wasn’t the most straightforward process, which is where it could use some improvement. And through this journey, I really grew as a leader to help bring change.

TSA State Secretary, Mr. Darick Pham’s TSA Journey

TSA was my gateway for me to find my voice and overcome my fear of public speaking. I didn’t mind presenting in front of my peers, but that was the problem, I didn’t mind it. TSA allowed me to explore various methods of public speaking through creating videos and podcasts. And made me realize that I had a huge passion to share everything I love about aerospace to the everyday person. That was one of the biggest motivations for me to become a state officer. I wanted to share my TSA journey to help guide our members along their path to success and inspire the next generation of STEM leaders.

[A discussion was had between the board members and presenters.]

2. MANAGEMENT ACTION ITEMS

2.01 Discussion and Possible Action on Mid-Year Personnel Report and Ratification of Personnel Actions from July 1, 2023, to December 31, 2023 – Ms. Raquelle Parli, Human Resources Manager

Ms. Raquelle Parli said, “Hello, my name is Raquelle Parli, and I am the HR manager at Oklahoma Department of CareerTech. I am presenting to you today the semiannual personnel report for July 1, 2023, to December 31, 2023. This is an account of all employment actions that have taken place during this time at the agency as far as appointments, promotions, resignations, and retirements. Do you have any questions?”

[A discussion was had among the board.]

Mr. Randy Gilbert moved to approve the Mid-Year Personnel Report and Ratification of Personnel Actions from July 1, 2023, to December 31, 2023. Ms. Shaelynn Haning seconded the motion. The motion had the following votes:

Mr. Peter Dillingham, yes
Mr. Michael Brown, yes
Ms. Kendra Wesson, yes
Mr. Randy Gilbert, yes
Ms. Shaelynn Haning, yes
Mr. Edward Hilliary, yes
Mr. Rob Seeman, yes
Superintendent Walters, yes

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

2.02 Discussion and Possible Action on Full Postsecondary Accreditation for Caddo Kiowa Technology Center School District No. 2 – Ms. Jessica Ventris, Director of Academic Affairs

Ms. Jessica Ventris said, “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 and administration, instruction and training, support services, measurement and analysis, personnel, operations and system impact. The accreditation staff also conducted technical visits for financial aid and safety before the visit to help staff prepare.

“Examiners began by reviewing the application the technology centers submitted.

“They also interviewed technology center administrators, certified and support staff, and students and stakeholders. Stakeholders interviewed included business and industry representatives, community leaders, partner school administrators and teachers, and parents of students attending the technology center. Interviews were conducted by virtual group interviews and individual onsite interviews. Examiners also observed all program areas.

“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.

“On September 12-14, 2023, the Accreditation Division conducted a hybrid accreditation review at Caddo Kiowa Technology Center in Fort Cobb, Oklahoma. The examiner team comprised 32 examiners and ODCTE staff, including 21 examiners from technology centers. During the review, examiners interviewed 33 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 Caddo Kiowa Technology Center Are there any questions?”

[A discussion was had among the board members, the presenter and Tony Hancock, superintendent of Caddo Kiowa Technology Center.]

Mr. Randy Gilbert moved to approve Full Postsecondary Accreditation for Caddo Kiowa Technology Center School District No. 2. Ms. Kendra Wesson seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Edward Hilliary, yes
Ms. Shaelynn Haning, yes
Mr. Randy Gilbert, yes
Ms. Kendra Wesson, yes
Mr. Michael Brown, yes
Mr. Peter Dillingham, yes
Superintendent Walters, yes

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

2.03 Discussion and Possible Action on Full Postsecondary Accreditation for Great Plains Technology Center School District No. 9 – Ms. Jessica Ventris, Director of Academic Affairs

Ms. Jessica Ventris said, “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 and administration, instruction and training, support services, measurement and analysis, personnel, operations and system impact. The accreditation staff also conducted technical visits for financial aid and safety before the visit to help staff prepare.

“Examiners began by reviewing the application the technology centers submitted.

“They also interviewed technology center administrators, certified and support staff, and students and stakeholders. Stakeholders interviewed included business and industry representatives, community leaders, partner school administrators and teachers and parents of students attending the technology center. Interviews were conducted by virtual group interviews and individual onsite interviews. Examiners also observed all program areas.

“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.

“On October 3-5, 2023, the Accreditation Division conducted a hybrid accreditation review at Great Plains Technology Center in Lawton, Oklahoma including their Frederick campus. The

examiner team comprised 37 examiners and ODCTE staff, including 26 examiners from technology centers.

During the review, examiners interviewed 23 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 Great Plains Technology Center
Are there any questions?”

[A discussion was had among the board members, the presenter and Clarence Fortney, superintendent of Great Plains Technology Center.]

Mr. Peter Dillingham moved to approve the Full Postsecondary Accreditation for Great Plains Technology Center School District No. 9. Mr. Michael Brown seconded the motion. The motion had the following votes:

Mr. Peter Dillingham, yes
Mr. Michael Brown, yes
Ms. Kendra Wesson, yes
Mr. Randy Gilbert, yes
Ms. Shaelynn Haning, yes
Mr. Edward Hilliary, yes
Mr. Rob Seeman, yes
Superintendent Walters, yes

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

2.04 Discussion and Possible Action to Approve the Annexation of Beaver County in the High Plains Technology Center District No. 24 – Mr. Brent Haken, State Director of Career and Technology Education

Mr. Brent Haken said, “You should find in your packet, the sheet that tells us the results of the election that has been certified. I want to make sure you have that as well. I believe this to be a monumental vote for Oklahoma in CareerTech. One of the things that I was told when I came into this position, is that you'll never get the Panhandle to be a part of a technology center district. This kind of proves that wrong, that the people of Beaver County really want their students, their kids, and the adults to have an opportunity to see what careers are out there for them and how we can work on bringing business back to the Panhandle instead of having the outward migration. It's very, very successful. I would commend a lot of people, and I have to admit I had a director fail. I should have had that superintendent from High Plains, and I talked to him this morning.

“The county commissioners were very instrumental in this, and Kenton Patzkowsky, that is the representative in that area, so we're going to set up at a future board meeting to talk about their

plans and how they're moving forward. They're very close to hiring a director of that county. Barkley said that once he has that person in place, it'll probably be better to make a presentation then to this board about how we're going to expand. It's been a long time, a long time since a whole county has come on board to a technology center district, so it's a very good movement and it has spurred many, many, many other calls from western Oklahoma that are white spaces about how do we become a part of a technology center. That's great for students, that's great for the future of our state. I recommend to approve these results.”

Mr. Edward Hilliary moved to approve the annexation of Beaver County in the High Plains Technology Center District No. 24. Mr. Michael Brown seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Edward Hilliary, yes
Ms. Shaelynn Haning, yes
Mr. Randy Gilbert, yes
Ms. Kendra Wesson, yes
Mr. Michael Brown, yes
Mr. Peter Dillingham, yes
Superintendent Walters, yes

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

2.05 Discussion and Possible Action Concerning the Employment of Ms. Emilia Contardi, Administrative Assistant III – Mr. Brent Haken, State Director of Career and Technology Education

Proposed Executive Session for discussing the employment of an individual salaried public employee (Authority: 25 O.S. 2011, § 307 (B)(1)).

Should the Board enter Executive Session to discuss the employment of Ms. Emilia Contardi, Administrative Assistant III, the following actions may be taken:

- a. Vote to Convene in Executive Session**
- b. Discuss the Employment of Ms. Emilia Contardi, Administrative Assistant III**
- c. Vote to Acknowledge Return to Open Session**
- d. Possible Vote on Any Action Regarding Subjects of the Proposed Executive Session**

Mr. Brent Haken said, “The recommendation that's before you is to terminate the employment of the individual. Here, you have the opportunity, if the board so wishes, to entertain an executive session or go into executive session. So, that is your option. You could make a motion to move forward with the recommendation, or you could go into executive session to discuss further if you would like to.”

Mr. Ryan Walters said, “Does anybody have the need to go into executive session on this, or are we good for a motion on an action?”

Mr. Brent Haken said, “Happy to entertain either or questions that you may have. The recommendation is to terminate employment.”

Mr. Michael Brown moved to approve the termination of Ms. Emilia Contardi, Administrative Assistant III. Mr. Randy Gilbert seconded the motion. The motion had the following votes:

Mr. Peter Dillingham, yes
Mr. Michael Brown, yes
Ms. Kendra Wesson, yes
Mr. Randy Gilbert, yes
Ms. Shaelynn Haning, yes
Mr. Edward Hilliary, yes
Mr. Rob Seeman, yes
Superintendent Walters, yes

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

2.06 Discussion and Possible Action of the Annual Performance Review of the State Director Education with Possible Executive Session – Mr. Brent Haken, State Director of Career and Technology Education

Proposed Executive Session for discussing the employment of an individual salaried public employee (Authority: 25 O.S. 2021, § 307 (B)(1)).

Should the Board enter Executive Session to discuss the annual performance review of the State Director, the following actions may be taken:

- a. Vote to Convene in Executive Session**
- b. Discuss the Annual Performance Review of the State Director**
- c. Vote to Acknowledge Return to Open Session**
- d. Possible Vote on Any Action Regarding Subjects of the Proposed Executive Session**

a. Vote to Convene in Executive Session

Mr. Peter Dillingham moved to convene into executive session at 9:47 a.m. Mr. Michael Brown seconded the motion. The motion had the following votes:

Mr. Rob Seeman, yes
Mr. Edward Hilliary, yes
Ms. Shaelynn Haning, yes

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Mr. Randy Gilbert, yes
Ms. Kendra Wesson, yes
Mr. Michael Brown, yes
Mr. Peter Dillingham, yes
Superintendent Walters, yes

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

c. Vote to Acknowledge Return to Open Session

Mr. Peter Dillingham moved to return to open session at 10:48 a.m. Mr. Rob Seeman seconded the motion. The motion carried with the following votes:

Mr. Peter Dillingham, yes
Mr. Michael Brown, yes
Ms. Kendra Wesson, yes
Mr. Randy Gilbert, yes
Ms. Shaelynn Haning, yes
Mr. Edward Hilliary, yes
Mr. Rob Seeman, yes
Superintendent Walters, yes

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

d. Possible Vote on Any Action Regarding Subjects of the Proposed Executive Session

Mr. Randy Gilbert moved to adjust the salary of the State Director Mr. Brent Haken to \$175,340. Mr. Michael Brown seconded the motion. The motion carried with the following votes:

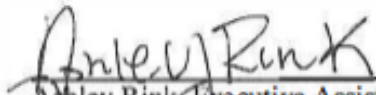
Mr. Rob Seeman, yes
Mr. Edward Hilliary, yes
Ms. Shaelynn Haning, yes
Mr. Randy Gilbert, yes
Ms. Kendra Wesson, yes
Mr. Michael Brown, yes
Mr. Peter Dillingham, yes
Superintendent Walters, yes

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

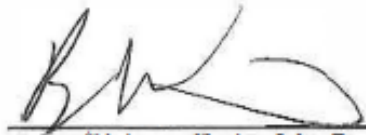
ADJOURNMENT

There being no further business, the meeting was adjourned at 10:49 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, February 15, 2024, at 9:00 a.m. The meeting will convene at the Oliver Hodge Education Building, Oklahoma City, Oklahoma.



Ashley Rink, Executive Assistant
to the CareerTech State Director and
Secretary of the CareerTech Board



Ryan Walters, Chair of the Board-