

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

**December 15, 2016**

The State Board of Career and Technology Education began its regular session at 9:04 a.m., Thursday, December 15, 2016 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 4:00 p.m., Tuesday, December 13, 2016, 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  
Mr. Tim Burg, Shawnee  
Mr. Randy Gilbert, Tecumseh  
Mrs. Marilyn Harrel, Weatherford  
Mr. Bill Price, Oklahoma City  
Mr. David Stewart, Afton  
Mr. Philip Kennedy, Lawton  
Mrs. Janet Smith, Tulsa

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

MG (R) Lee Baxter, Lawton

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 9:04 a.m. Ms. Jessica Ventris called the roll and ascertained there was a quorum.

### **PLEDGE OF ALLEGIANCE, OKLAHOMA FLAG SALUTE, AND MOMENT OF SILENCE**

Supt. Hofmeister led Board members and all present in the Pledge of Allegiance to the American flag, a salute to the Oklahoma flag, and a moment of silence.

### **OPENING COMMENTS**

Supt. Hofmeister welcomed everyone and said it was great to see everyone at the end of our calendar year. She said it's always exciting to think about the new year and legislative session. It is a great privilege to help others understand the successes of the CareerTech board. She said she has held town hall meetings as part of the SSA state plan they are working on in collaboration with CareerTech, Higher Education, and a number of other groups. In those meetings, CareerTech often comes up when she talks about the important pathways that students need to have access to. CareerTech and industry certification, and the work around an individual academic plan always comes up and is supported.

### **DIRECTOR'S COMMENTS**

Dr. Marcie Mack reported on some of the materials in the Board member's packets.

There is a list of the National FFA Convention highlights included in the packets. Oklahoma had many shining stars and finalists on the National level. She also spoke about the National Career and Technology Education conference the last week of November in Las Vegas. There were four individuals from the state of Oklahoma that received awards at the National level. Dick Lowe from Canadian Valley won at the administrative level. Gaye Simpson, a skill center instructor in Enid and employee of the department, was a finalist for post-secondary teachers. Also, Justin Nisbett from Meridian Technology Center and Donna Metcalf from Kiamichi Technology Center were finalists. Bob Funk was recognized as the Business Leader of the Year. Oklahoma continues to make great strides, not only in Oklahoma but across the nation. Also in the packet, is the Oklahoma Technology Center Profiles book, which is also on the web site. There is a copy of the final draft of the business plan that was approved in October. Components of the business plan will be discussed in some of the other agenda items.

Dr. Mack explained that each year a professional development opportunity is offered called TechCap. The members have the opportunity to attend a state board meeting. Some chose to attend today's meeting. She asked the TechCap participants to stand and introduce themselves and what technology center they are from. They included:

1. Malachi Blaxton, Mid America	2. Kathie Bergmann, Northeast
3. Danny Britton, Western	4. Tobie Gatewood, Northeast
5. Dana Wallace, Meridian	6. Becky Ward, Kiamichi

Dr. Mack also introduced two new CareerTech staff members; Sandra McKnight, Financial Aid Coordinator and Quentin Sanders, Equity and Diversity Specialist.

Supt. Hofmeister welcomed everyone and stated that it is nice to have people from the field present to remind us of all the work we do.

### **1.05 MINUTES OF THE OCTOBER 20, 2016 REGULAR MEETING**

Mr. Burg moved to approve the minutes of the October 20, 2016 regular meeting. Mrs. Harrel seconded the motion. The vote was as follows: Ms. Smith, yes; Mr. Kennedy, yes; Mrs. Harrel, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Price, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

### **RECOGNITIONS AND PRESENTATIONS**

#### **2.01 PRESENTATION BY JAARED SCOTT AND SHANE MARTIN FROM FRANCIS TUTTLE COMPUTER SCIENCE ACADEMY**

Jaared Scott began by expressing gratitude to the board on behalf of Francis Tuttle Technology Center. He stated that without the support the academy wouldn't have been possible. Today there are about 80 secondary students in the Computer Science Academy. He thanked the board for their commitment to excellence, spirit of innovation and the trust placed in Francis Tuttle to launch the new academy and make a difference for students. In the spring of 2015, Superintendent Hofmeister, Dr. Koss, Deputy Superintendent for Academic Affairs and Planning, the board, and Dr. Mack and CareerTech supported them.

In June of 2015, the board granted final approval to move forward. He stated that Francis Tuttle has a very rigorous process for starting a program. They look at the data and start with market analysis. This answers a couple questions; how do create, capture and sustain value for our customers over time, and what is the value of the proposition. This was the process used to determine if they should start a computer science academy. As they looked at the data they noticed a million more computer science jobs than students by 2020, 1.4 million jobs and only 100,000 students. This is a huge gap. STEM is also a huge part. They discovered 71 percent of STEM jobs are in computer science but only eight percent of STEM graduates are in computer science.

Next, Mr. Scott went on to discuss the value of computer science education. Computer science graduates earn 40 percent more than other college degrees. They are also seeing that where computer science is offered, students are enrolling. The numbers of female and minority participation is also increasing. Gallup did a poll of 1600 students, parents and teachers, 10,000 principals, and 10,000 superintendents. The poll revealed nine out of ten parents want their child to have access to computer science courses and only one in four principals said they have computer science classes. He said that all industries use technology and computer science. They wanted all students in their district to have access to computer science. They received great support from partner schools.

This is not just a work-force issue, but also an economic issue. It's also a national security issue. Everyone has a cyber-protection system in place. Some will say that WWII is already here in the form of a cyber-war. This is a serious issue and talented computer science specialists are needed to protect our national interests. Based on the data and the blessing of their superintendent they decided to take the risk and add a computer science academy. In the fall of 2014, they began reaching out to higher education partners, business partners, Project Lead the

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Way, Oklahoma Center for Advancement of Science and Technology, and Francis Tuttle's sending schools to start talking about what a computer science academy would look like. They looked at what projects, course work and skills are needed when students go to a university to enroll in computer science.

He also stated that in education we can offer great programs but without great teachers, it's all for nothing. They had to get great teachers to make the academy work. He said they were fortunate enough to hire two great teachers, one of them being Shane Martin. Mr. Scott introduced Mr. Martin to talk about what the program looks like on a day to day basis.

Mr. Martin thanked everyone for endorsing the computer science academy. He said it has been in an incredible endeavor for him as someone who has taught multiple courses and levels. The program is a three-year format, typically sophomore through senior years. There are several recruitment opportunities for students to apply to the academy. Many students want to apply, and last year they actually had to turn a few away. The applications are evaluated and some students are called back for interviews. Then, a committee meets to determine which students will be in the academy.

The academy offers various math, science and computer science courses. He showed a picture of students the first year and a picture of students this year to illustrate the growth in the program.

He stated that throughout the year students work on programming, in-house and public presentations, projects and labs, field trips, Technology Student Association competitions, and recruitment. They experienced 300 percent growth in the first year and are expecting the same this year.

Mr. Martin gave some examples of what they do. A group of students competed and won at the TSA State Conference. He said this was a huge accomplishment because this was a group of shy kids. They also presented at STEM Day at the Capitol, which involved speaking with legislators about their academy. Last year they toured the University of Tulsa cyber security department and now a former senior is in that program. Some students also competed at the National TSA Competition in Nashville. He said this was a life changing trip for some students. This Fall, they participated in the Governor's STEM Summit. He also has students build trebuchets, rockets, industrial cars, mouse trap cars, etc. as part of their science labs. They also hosted the STEM breakfast this fall. They had started with two classrooms that had desks, laptops and desktops. They now have a full science lab because of Francis Tuttle's substantial investments, and other grants and support. Also with the help of Francis Tuttle investments and grants, he started the VEX robotics program. This gives students another avenue in which to compete.

He said they are all about hands-on activities, presentations and group work with students. They are trying to reverse the current trend in computer science and recruit more women and minorities into the program.

Mr. Martin said they have a lot of fun while getting a lot done. He showed pictures and said that many students begin the program very reserved and then come out of their shell throughout the program. He concluded by asking for questions.

Mr. Burg asked if there were courses that could be taken for college credit. Mr. Martin said they are AP Physics I and II, AP Calculus I and II, CSP, and CSA.

Mr. Price asked if they had thought of having something displayed at the sending schools. He said he thinks this would be an honor and also encourage other students. Mr. Scott answered by saying they are looking into National Signing Day. There is a lot of marketing around this and it takes place at the partner school. This is similar to what athletes do when they sign to go play at a school. Mr. Price said another idea would be to have something at the half time of a sporting event. He also stated that he is starting a Cristo Rey school. The school puts high schools in businesses one day a week. He recommends looking into it as a possibility. It has a remarkable effect on the kids. Mr. Price could see the academy partnering with business to do something similar.

Ms. Smith wants to know what their enrollment goal is. Mr. Scott stated that they first year they had 32 students and now they are up to 80. Typically, with their programs, they like to stay a little under 200 students. They want class sizes to be appropriate. Ms. Smith clarified that teaching is done there for all three years.

Supt. Hofmeister asked if there have been conversations with other technology centers to tour Francis Tuttle's academy. Mr. Scott says they have given tours to other technology centers and he believes there is interest out there.

Mr. Price said they may have been a pioneer for other areas that could use an academy. Supt. Hofmeister said that many don't understand the options. She believes we need to do a better job helping our parents engage in these opportunities and create a greater awareness for all students throughout the state.

## **MANAGEMENT INFORMATION**

### **3.01 MID-YEAR REVIEW OF ODCTE INITIATIVES AND DISCUSSION**

Dr. Mack stated that in July we outlined various specific action items to move forward throughout the year. She told the board she would walk them through some of the areas we have already accomplished. One of the areas talked about was recognizing individuals for the work they do and instituting a pinnacle award system for our employees on a quarterly basis. On Monday, at our state staff meeting we recognized our pinnacle winners and you will see a picture of them in the packet. Pinnacle awards are specific to individuals who went above and beyond in leadership, customer service and innovation. The third and fourth quarter awards will be recognized in June at the close out of our fiscal year meeting.

Accreditation has been discussed since 2013. We have one model of accreditation and today the board will get their first opportunity to vote on the expansion of scope. By the end of June, the first four schools to be completed will be brought to the board for review.

The rules that were posted in September are being updated and a complete set will come to the board.

She reported that with the Department of Corrections partnership, we have been able to expand our programs. We have added two more sites as well. The DOC had a definite need for us to provide skill sets and training for those entering the work force. We have added three additional programs at Granite and Sayre. In January, we will be adding a program at Jackie Brannen in McAlester. The program in McAlester is meeting the needs of the DOC and local businesses. The curriculum is designed around the requests they had in Basic Manufacturing Principles. These individuals should be able to enter the work force with the skills their community is needing. Dr. Mack said CareerTech is very fortunate to work with the DOC to

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make sure individuals are getting the skill sets they need as they transition directly into the work force.

Dr. Mack explained other items that were discussed last year. The new badging system will go into place in January. Everyone will be getting a new badge. If anyone wants a new picture, they can get one. Our archiving system is changing to all digital. This will save us time and space. We have closed the service center as we have transitioned to a digital system. Everything will be out by the end of next week. We are also closing the resource center. The resource center was primarily a library and with everything being digital, it's no longer needed. That space will be used to move other initiatives forward.

Dr. Mack said we have been discussing information management since 2014. There are various areas that have launched. We have been collecting student enrollments, instructional framework for schools to put their information is open, the grant system now allows it all to be entered electronically, and the 395 school districts we are in can now enter their Salary and Teaching schedules. The other two pieces for our comprehensive school will be launched in January.

Dr. Mack said that we have been involved in the military since the hiring events of 2012. We have had our second advisory committee meeting. In this week's memo she did outline the specific things we are doing at Ft. Sill. This is opening the door for us to provide tools to transitioning military in other areas of the state as well.

Another area that the board approved is the certification office. We have moved forward with that and hired a certification specialist. So far we have transferred all of administrative certification to her and started moving teacher certification as well. We also continue to make sure we are following the legislation that just past for alternative certification.

The print plant and curriculum and assessment are on a self-sustaining model. As we have projects come in, the revolving account will make sure we match what is coming in.

Our social media campaign started the first part of December, titled OkCareerTechDelivers. She asked everyone to be sure and follow us. This is another opportunity for us to share what we do.

We have not had an annual report since 2013. In January, the annual report is coming back. The report will include facts, data and other examples of what we do for students.

The Did You Know Cards are coming back. We will provide these to the board. They also go along with the statewide marketing campaign. She also showed the board the new pocket Fast Fact cards. She told the board to let her know if they would like more. We will also be able to provide a full sheet version. One thing Dr. Mack pointed out on the Fast Facts is that we are now in 395 comprehensive schools. Last year we were in 390.

Dr. Mack then showed the board examples of statewide marketing pieces they might see. Schools are able to customize these pieces to their local area. The new billboard templates may replace the green ones.

Dr. Mack concluded the mid-year review and Supt. Hofmeister asked for any questions and comments. Ms. Harrel commented that she had recently sat by Maryland's State Director and when she mentioned she was from Oklahoma, the Maryland director immediately called over six other directors. She said they are all very impressed with Oklahoma.

Supt. Hofmeister commented on the program enrollment numbers in various grades served on the Fast Facts handout. She said they are very exciting and encouraging numbers. She appreciates our leadership.

## **MANAGEMENT ACTION ITEMS**

### **4.01 DISCUSSION AND VOTE ON THE RESIGNATION OF DR. JOE ELY**

Dr. Mack pointed out the personal report in their packets for the resignation of Dr. Joe Ely. She asked for their approval of the resignation. Mr. Burg moved to approve the resignation. Mr. Stewart and Mr. Kennedy seconded the motion. Supt. Hofmeister asked for discussion or questions. It was asked why Dr. Ely is resigning. Dr. Mack said that he has taken a position at Caddo Kiowa Technology Center as the BIS Director. He is still in the system. Dr. Ely was a Regional Director, overseeing six of the skill centers. He also did some of our community outreach in the skill centers.

The motion carried with the following votes: Mr. Gilbert, yes; Mr. Price, yes; Mr. Burg, yes; Mr. Stewart, yes; Ms. Harrel, yes; Mr. Kennedy, yes; Ms. Smith, yes; Superintendent Hofmeister, yes. A copy is on file at the Oklahoma Department of CareerTech.

### **4.02 DISCUSSION AND VOTE TO RESCHEDULE THE JANUARY 2017 STATE BOARD OF CAREERTECH MEETING**

Dr. Mack stated she would like to propose to the board to move the January board meeting to January 26, 2017 at 2:00 p.m. This would be after the Dept. of Education State Board meeting that is in the morning. The meeting was originally January 19.

Mr. Burg moved to approve the move of January Board to the 26 at 2:00 p.m. Ms. Smith seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Kennedy, yes; Ms. Harrel, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Price, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes.

### **4.03 DISCUSSION AND VOTE ON THE APPROVAL FOR COMPETENCY-BASED EDUCATION/DIRECT ASSESSMENT ACCREDITATION FOR FRANCIS TUTTLE TECHNOLOGY CENTER DISTRICT 21**

Dr. Mack introduced Dawn Lindsley to explain the process. Dawn explained we do two types of accreditation now with our expansion of scope as of March 2015. Institutional Accreditation is what we are used to. That is when the entire institution is accredited.

Today the board will vote on Specialized or Programmatic Accreditation. This is specific for distance education or competency-based education/direct assessment. Direct Assessment does not use credit or clock hours as a means but it is solely assessing whether the student can demonstrate the competencies. It is a more extensive process when a school wants to do this. Francis Tuttle has agreed to be an experimental site. The process begins with the school submitting a self-assessment based on the standards we have outlined in the Accreditation Guidelines. Then, the accreditors do an onsite evaluation. This vote is the next part of the process. If it is approved, then we give them a follow up report which includes this decision, and today's agenda and minutes. Francis Tuttle will then fill out an application, put our report with it and then it goes on to the federal level. It will go through three different approvals. First, it starts at the U.S. Dept. of Education Accreditation Group. Then on to an experimental sites working group. The final approval is the U.S. Department of FSA (Federal Student Aid) regional office in Dallas. After today, the entire process takes 6 to 12 months. CareerTech is the first clock hour

system to do this. The official decision will come from the FSA Dallas office. At that point, the school would be able to offer the programs and students can apply for financial aid. We do have different standards for Specialized Accreditation because this is program specific. They looked at a wide variety of program information as well as visited the program areas. They are very comfortable submitting this for approval. There are five things on page two of documentation that is required. The first three are required by the federal level. The last two we require at the state level. We did make sure the advisory committees for the five programs agreed to this delivery model. There was a team of four from CareerTech that conducted this at the end of September.

Dawn asked for questions and told the board individuals from Francis Tuttle are in the audience to help answer any questions. Mr. Burg asked if the advisory councils are made up of employers. Yes, the committees are made up of employers of business and industry.

Mr. Burg moved to approve the approval for competency based education/direct assessment accreditation for Francis Tuttle Technology Center District 21. Mr. Kennedy seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Price, yes; Mr. Burg, yes; Mr. Stewart, yes; Ms. Harrel, yes; Mr. Kennedy, yes; Ms. Smith, yes; Superintendent Hofmeister, yes. A copy is on file at the Oklahoma Department of CareerTech.

#### **4.04 DISCUSSION AND VOTE ON THE 2017 STRATEGIC PLAN FOR CAREERTECH**

Dr. Mack told the board that in their packets was a draft of the strategic plan. The plan is outlined to our specific three goals which the board approved in our business plan in October. She pointed out that under each are specific, timely, agreed upon and measurable objectives. Under the objectives we will have outcomes. There are a lot of activities across the state that happen because of the objectives but we will have specific measurable outcomes to share. We will also be able to evaluate those that didn't meet our benchmark.

The format is also different this year. This was also presented to all our staff at a meeting on Monday. We have had multiple conversations with staff on what the measurables should look like. She told the board she wasn't going to go over each piece in the presentation but this is what we will be measuring to be sure we are meeting our goals and objectives. Some of the data we already collect and others we will get baseline year information for because we don't collect it at this time.

Under business and education partnerships there is an outline of our measurable that we will move forward on. On career awareness, we have found we may not have been reporting on all of the specific areas and this outline gives us written touch points to make sure we are communicating them. As Shane Martin mentioned earlier in his presentation, he has students doing many work based learning activities at his academy, we know there are many others across the state. We need make sure we do a better job exhibiting and outlining them so that everyone knows what is taking place in CareerTech. On educational attainment, we have mentioned some of the measurable items on the fast facts handout. Listed are specific areas we will measure and move these forward. The Francis Tuttle Computer Science Academy is the first one. Across the state, we have other opportunities for academies in pre-engineering and biomedical. We want to capture information on the experiences students are getting across the state at all levels, starting with 6<sup>th</sup> grade to our partnerships with sending schools and post-secondary institutions. In educational attainment we have also added the piece of high school equivalency to make sure we are helping those that may not have had the opportunity to obtain their high school diploma. In turn, as people are successful in academics, the likelihood for them to continue on to get their post-secondary credential is much higher.



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Dr. Mack said our goal is to provide data on a three-year cycle. There will be areas that don't move like we anticipated but that gives us an opportunity to see why it didn't move and was it a realistic goal that we set. She showed a chart of enrollments that we already have a baseline for. Mr. Stewart asked how much dependency is on the different regions to achieve these outcomes. Dr. Mack responded that it is completely dependent on the delivery from our comprehensive schools, technology centers, and skill centers because they are the front line. The state agency is the support and leadership so that we can help them obtain the goals. It is a 100 percent partnership.

Ms. Smith asked if school plans look similar to this. Dr. Mack said many of them have various plans at the local level developed by local boards. Many of the measurements you see here, they may have had at the local level. We would be able to utilize that to demonstrate the broader picture. Mr. Burg stated you can't measure them all the same because of the different economies across the state, that we can customize the data by region.

Dr. Mack said that is an advantage for CareerTech because the data can immortalize their communities and sending schools. Mr. Burg said that as a board member there is always a desire to see them do more. Mr. Price said to some degree this will honor ones doing the best.

Mr. Burg moved to approve the 2017 Strategic Plan. Ms. Harrel seconded the motion. Supt. Hofmeister asked for discussion or questions. The motion carried with the following votes: Ms. Smith, yes; Mr. Kennedy, yes; Ms. Harrel, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Price, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. A copy is on file at the Oklahoma Department of CareerTech.

#### **NEW BUSINESS**

Mr. Burg asked for an update on the NSFY application. Supt. Hofmeister and Dr. Mack said they will be notified in January before board. Supt. Hofmeister said we will be moving forward regardless, but if we don't have the grant it won't be on the same scale, in terms of what we want to accomplish and how quickly. There is great commitment to keep moving.

#### **ANNOUNCEMENTS**

There were no announcements.

#### **ADJOURNMENT**

There being no further business, Supt. Hofmeister adjourned the meeting at 10:15 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, January 26, 2017 at 2:00 p.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.

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Joy Hofmeister, Chair of the Board



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Jessica Ventris, Executive Assistant  
to the CareerTech State Director and Secretary  
of the CareerTech Board