

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

July 20, 2017

The State Board of Career and Technology Education began its regular session at 9:05 a.m., Thursday, July 20, 2017 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 3:00 p.m., Tuesday, July 18, 2017, in accordance with 25 O.S. 2011, § 311(9).

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

Dr. Marcie Mack, State Director, ex-officio nonvoting member
Mr. Tim Burg, Shawnee
Mrs. Janet Smith, Tulsa
Mr. David Stewart, Afton
Mr. Philip Kennedy, Lawton
Mrs. Marilyn Harrel, Weatherford

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

Mrs. Joy Hofmeister, State Supt. of Public Instruction and Chair of the Board
MG (R) Lee Baxter, Lawton
Mr. Bill Price, Oklahoma City
Mr. Randy Gilbert, Tecumseh

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

See Attachment A.

CALL TO ORDER

Dr. Marcie Mack called the meeting to order at 9:05 a.m. Ms. Jessica Ventris called the roll and ascertained there was a quorum.

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

Dr. Mack 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 and DIRECTOR'S COMMENTS

Dr. Mack gave the Board an update on the following items:

Dr. Mack told the Board that it is the 50th Anniversary of our Summer Conference to be held August 1-2 in Oklahoma City, and an outline of the conference is in their packets. She told Board members to let her know if they would like to attend. We will have a seat in the VIP section of the general session if they can attend. This is the joint conference put on by the agency and OKACTE.

For the last two weeks we have had new teacher orientations at the agency. She told the Board it is always exciting to have new teachers in the building.

Dr. Mack reminded the Board of the lottery conversation at the June Board meeting. It was requested by the Board that the agency review the Lottery process and bring the findings back to Board. A committee has been set up to look at the process to see if there are better options. They have met and started the process. The committee has representation from across the agency and the field. They will also review the legal requirements of the funding.

The Office of Educational Quality and Accountability (OEQA) is required by law to provide Board members the Profiles 2016 State Report and we have included those in their packets.

Dr. Mack told the Board there will be a television series called Oklahoma at Work that will be aired on channel 9 and channel 6. CareerTech will be featured in part of the segment. This is supposed to air July 24 and 25. We will bring this back to the August Board meeting to view.

1.05 MINUTES OF THE JUNE 15, 2017 REGULAR MEETING

Mr. Kennedy noted two corrections that needed to be made on pages five and nine. It was stated on page five that Mrs. Harrell made a comment and it was Mrs. Smith. On page nine, it stated that Mr. Kennedy seconded the adjournment and Mr. Kennedy wasn't at the meeting. Mr. Burg moved to approve the minutes as amended of the June 15, 2017 regular meeting. Mr. Stewart seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Kennedy, yes; Mrs. Harrel, yes; Mr. Stewart, yes; Mr. Burg, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 SKILLS CENTERS PRESENTATION

Dr. Mack introduced Kent Roof and Jeremie Moore from the Skills Centers Division to present an update on Skills Centers. Mr. Roof said the partnership with the Oklahoma Department of Corrections has been in place for approximately 46 years. Last year, DOC moved medium security inmates to Sayre, and the Oklahoma State Reformatory, Granite, became community corrections and minimum security. The reorganization gave the agency more appropriations and allowed us to expand. Granite now has welding, construction, and transportation, distribution and logistics. There is also a career readiness piece that incorporates academics. The inmates move through quickly and are either discharged, moved to half way houses or GPS monitored. Mr. Roof said staff in OKC and Tulsa help with transitions and provide resources to get jobs. Currently, 53 inmates are enrolled and 33 have completed the program. More than 100 inmates have participated in the program since the reorganization at Sayre and Granite.

Mr. Moore is involved with business and industry engagement to find out what our programs can do to meet their needs. He has found that safety, equipment operations and life skills are essential. He told the Board a new program, Basic Manufacturing Principles, was started at Jackie Brannon Correctional Center located in McAlester, Oklahoma. He said we have found inmates interested in the program, targeting the Shawnee area. The first group of students to complete the program will be entering the work-force in a few weeks.

Mr. Roof said that another partnership is with the Oklahoma Office of Juvenile Affairs. He introduced Keith Musick, an instructor at Cedar Canyon. Oklahoma Family Counseling Services is now the provider for Cedar Canyon. There are 17 men in the program. This is a "step down program," the last step before going home. They are able to finish their education, learn construction and cabinet making trades and gain life skills. Through the years, 760 youth have gone through the program at Cedar Canyon.

Mr. Moore explained the Journeyman Program. He introduced Cecil Wainscot, instructor. He is based out of Lexington but travels to minimum security facilities and community facilities. He said DOC targets inmates that have one to five years left on their sentence so that they have enough time to get their hours in. They are trained in HVAC, electrical and mechanical. Upon release, Mr. Moore said the inmates are expected to make approximately \$60,000 annually. Mr. Moore told the Board that 80 have completed the program. DOC has employed 48 and industry 32. The impact to the tax base is \$1.9 million and saved DOC approximately \$2.9 million during the last three years.

Mr. Burg asked how the connection is made to business and industry. Mr. Moore said they contact businesses across the state and discuss the company's needs. Mr. Burg said that if the Board can be of any help to let them know.

Mr. Burg asked if the technology centers in the juvenile's area provide free tuition if they choose to continue their education there. Mr. Roof said the ages of the students are 16-19 in the program. Some return or continue their education and some enter the work force. We do help them find tuition funding opportunities for those wanting to continue their education.

Dr. Mack thanked Mr. Roof and Mr. Moore for the update.

MANAGEMENT INFORMATION

3.01 FY17 END OF YEAR REVIEW OF THE OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION AND DISCUSSION

Dr. Mack gave the Board an end of year review and update on the areas covered in January with the mid-year review.

She told the Board that Pinnacle awards were given again. Pinnacle awards are for leadership, achieving excellence, innovation and customer service. The winners will be listed in the Weekly Memo.

There have been recent retirements that totaled approximately 246 years of service to Oklahoma Department of Career and Technology Education. Individuals were also recognized for their years of service. There were four with over 30 years of experience.

She gave a recap of the budget. We are down 30 percent in our funding allocations since 2010. This has directly impacted the agency's FTE. We continue to work to maintain a workforce that can provide our core services.

Okcareerguide was launched in 2015. She showed a graph illustrating the growth of the number of individuals using the program since 2016. There was legislation this year that requires individualized career and academic plans, or ICAP for students. This aligns with the purpose of Okcareerguide. Through the two year cycle, there were 27 pilot schools and 21 have decided to use the program. The Connect to Business portion is set to be released soon. We also offer Okcareerguide training throughout the state.

She told the Board that we now have a badging system and the last step in the process will be able to access the building with the badge instead of keys.

This week the agency has updated to Microsoft Office 365 and our phone system. These are examples of the cost saving measures being put into place.

There are three more accreditations on the agenda for today. This will complete our first full cycle. We have already started on the next cycle with the application process for the technology center school districts.

Recently, the agency started updating the computer system. The computer system we were on, known as DP Tools was supposed to be used for one year while we migrated to a new system. DP Tools ended up being used for about 20 years. We are now moving into the new system, CareerTech Information Management System (CTIMS). She showed the Board a list of completed modules as well as upcoming modules with their migration dates. At the end of this process, there will be a dashboard that shows data results system wide.

We are starting a new professional development opportunity for agency staff. She told the Board they are also welcome to attend. The first topic will be Career and Technology Education history, followed by skills centers and finally technology center tours. This is an opportunity for staff to understand the foundations of CTE. Mr. Burg asked how we will select the schools to tour. Dr. Mack said it will probably be based on proximity and how many sign up for the tours.

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Dr. Mack told the Board that from the Communications and Marketing department they have seen the new program map and the first live video feature of the state officers. Mr. Kennedy asked if the videos are on the web site. Dr. Mack said yes they are on our YouTube channel and she will email them the link. There are videos on the student organizations, occupational areas, business and industry services and our educators. She said we are also in process of updating our web site. A lot of the information on our site is from 2005. She told the Board that a lot has happened since then and we are going to get the information updated to reflect all that has been done.

This year, we are also celebrating 50 years of our curriculum department providing career and technology education curriculum across the United States.

Mrs. Smith asked if the computer system upgrades are just the state system or the CareerTech system. Dr. Mack said it's a combination. It is primarily an agency upgrade but it also helps us communicate more efficiently with technology centers. We will be able to better review data and reports from technology centers and comprehensive schools. One example of being able to capture better data is our comprehensive school follow up data. In the past, this data has only been available for seniors. Now we hope to capture sophomores and juniors that are in our programs. We are expanding what we can capture.

Mr. Stewart asked if the agency has looked back at various metrics, how it impacts what is important to the agency, and how it is affected by the budget decreases. He said it would be good to see on the chart that shows the budget going down, how it affects performance. Dr. Mack said one example that was just run is career readiness credentials and not having as much funding for it. Local supporters have also decided to take it out of their budget as well.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON MID-YEAR PERSONNEL REPORT AND RATIFICATION OF PERSONNEL ACTIONS FROM JANUARY 1, 2017 TO JUNE 30, 2017

Mr. Jeff Casto told the Board the document they have in their packet illustrates our Human Resources functions over the last six months. Our head count is holding flat at about 229.5 and this includes our part-time employees. He said the reason for actions was predominately resignation and retirement. We were also able to add three Skills Centers employees when DOC decided to fund more programs at facilities. He told the Board that the list of retirements that Dr. Mack mentioned earlier will be recognized in the next report because most of them take effect after July 1, 2017.

One thing that Mr. Casto looks at is the turn over rate. For the first six months the regular turn over rate was about 5.4 percent. There will be an increase in the second half due to the retirements and this is to be expected. He also described what the turn over is from. The agency has lost several employees to larger roles or greater financial growth opportunities outside of the agency.

The third page lists the agency's part-time temporary resignations. Mr. Casto said that as our head count has gone down over the years, the agency has tried to better utilize the part-time help.

The HR department is also working on leadership development, performance management and employee development. He said he anticipates retirements to continue over the next couple of years.

He asked the Board for questions. Mr. Stewart asked what the average age of our employees is and what the future retirement numbers look like. Mr. Casto said that the agency has approximately 70 people eligible for retirement. The average age of our workforce is 52. He anticipates the rate of retirements to slightly increase over the next few years. He has found that this is common outside our agency as well. Many baby boomers are entering retirement age.

Mr. Burg moved to approve the mid-year personnel report and ratification of personnel actions from January 1, 2017 to June 30, 2017. Mr. Kennedy and Mrs. Harrell seconded the motion. The motion carried with the following votes: Mr. Burg, yes; Mr. Stewart, yes; Mrs. Harrell, yes; Mr. Kennedy, yes; Ms. Smith, yes. Motion carried. (A copy is on file at the Oklahoma Department of Career and Technology Education.)

4.02 DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE A RESOLUTION REQUESTING THAT AN ELECTION BE CALLED IN OSAGE COUNTY FOR THE ANNEXATION OF PRUE INDEPENDENT SCHOOL DISTRICT NO. 57I050, OSAGE COUNTY TO THE CENTRAL TECHNOLOGY CENTER SCHOOL DISTRICT NO. 3.

Dr. Mack told the Board that in their packets is the resolution that has been passed by Prue Public Schools. There is also the minutes of Central Technology Center approving Prue annexing into their school district. We also have to do an unlawful exclusion study whenever two schools want to come together. Mr. Randy Feagan conducted the study and found that the data does not indicate the addition of Prue public schools to Central Technology Center to have an unlawful discrimination impact on the students. She said that if the Board approves the annexation and call of the election, the election would be October 10, 2017. The approximate cost will be about \$3800.00. There may be a couple precincts closed for the election because no eligible voters from Prue live in those precincts. This could slightly lower the cost.

Mr. Burg moved to approve the resolution requesting that an election be called in Osage County for the annexation of Prue Independent School District No. 57I050, Osage County to the Central Technology Central School District No. 3. Mr. Kennedy seconded the motion. The motion carried with the following votes: Ms. Smith, yes; Mr. Kennedy, yes; Mrs. Harrell, yes; Mr. Stewart, yes; Mr. Burg, yes. Motion carried. (A copy of the resolution is on file at the Oklahoma Department of Career and Technology Education.)

4.03 DISCUSSION AND VOTE ON FULL POSTSECONDARY ACCREDITATION OF FRANCIS TUTTLE TECHNOLOGY CENTER SCHOOL DISTRICT NO. 21, KIAMICHI TECHNOLOGY CENTER SCHOOL DISTRICT NO. 7 AND WESTERN TECHNOLOGY CENTER SCHOOL DISTRICT NO. 12.

Dr. Mack introduced Dawn Lindsley to present the accreditation reports to the Board. Ms. Lindsley reminded the Board they are approving institutional accreditation, which means accrediting the entire institution. It is a three-part process when a school is up for accreditation. The purpose of accreditation is to ensure the education services provided by the technology centers meets acceptable levels of quality and a focus on continuous improvement. It is the examiners' responsibility to understand exactly what is going on at the technology center and point out both strengths and areas of opportunity for growth. Their goal is to make firm, fair and comprehensive reviews. She told the Board it is a five year cycle and 20 percent of our schools go through the cycle each year. During the first year the application is turned in and schools go through the onsite review. Following the onsite review, the school receives a Board report and a full report with recommendations. There is also letter sent to the school, listing any safety issues. The safety issues are followed up on over the next six months to a year.

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After Board approval, the schools have six months to determine which opportunities for improvement or growth they want to work on. They have to select at least one in each of the first six standards. The agency monitors these in year three of the cycle. If any opportunities have been completed, the school can select more to work on before the next visit.

Ms. Lindsley told the Board there is one new item in the report. The report now includes business, industry and stakeholder involvement in the process. They were interviewed during the process to get their perspective on how they think the technology center is doing.

Ms. Lindsley asked the Board if they had any questions. Mr. Burg asked if the entire report is something she could share. She said it is all available online at ctYOU.org. There will be three cycles, or 15 years, of information online. They are published after Board approval.

Mr. Burg moved to approve the full postsecondary accreditation of Francis Tuttle Technology Center School District No. 21, all campuses. Mr. Kennedy seconded the motion.

The motion carried with the following votes: Mr. Burg, yes; Mr. Stewart, yes; Mrs. Harrell, yes; Mr. Kennedy, yes; Ms. Smith, yes. Motion carried. (A copy is on file at the Oklahoma Department of Career and Technology Education.)

Mr. Burg moved to approve the full postsecondary accreditation of Kiamichi Technology Center School District No. 7, all campuses. Mr. Stewart seconded the motion.

The motion carried with the following votes: Ms. Smith, yes; Mr. Kennedy, yes; Mrs. Harrell, yes; Mr. Stewart, yes; Mr. Burg, yes. Motion carried. (A copy is on file at the Oklahoma Department of Career and Technology Education.)

Mr. Burg moved to approve the full postsecondary accreditation of Western Technology Center School District No. 12, all campuses. Mrs. Harrell seconded the motion.

The motion carried with the following votes: Mr. Burg, yes; Mr. Stewart, yes; Mrs. Harrell, yes; Mr. Kennedy, yes; Ms. Smith, yes. Motion carried. (A copy is on file at the Oklahoma Department of Career and Technology Education.)

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

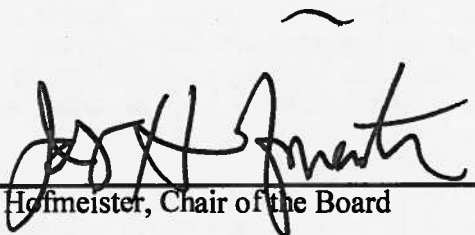
There were no announcements.

ADJOURNMENT

There being no further business, Dr. Mack adjourned the meeting at 10:00 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, August 17, 2017 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.

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Joy Hofmeister, Chair of the Board


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

**OKLAHOMA STATE BOARD OF
CAREER and TECHNOLOGY EDUCATION
REGULAR MEETING - July 20, 2017
SIGN-IN SHEET**

| (Please Print) Name | Business-School-Agency | Address |
|---------------------|------------------------|------------------------------|
| Kenny Burrell | Carrizosa Tech | 307 Circle, Norman, OK 73072 |
| Kent Roof | OCTE | Stillwater |
| Serena Leonard | OCTE | Stillwater |
| Cecil W. Grossert | OCT Skills Centers | Lexington |
| Peter Musick | OCT Skills Center | Weatherford, OK |
| Paula Bowles | OCTE | Stillwater |
| Stevie Horns | Asst. Atty General | STW |
| Darin Shady | OCTE | |
| Shelley Tree | 1300 S. Oklahoma | |
| Mary Mack | Kiowa Tech Ctr | Box 546, Wilburton, OK 74578 |
| Tom FRIEDMAN | OCTE | STW |
| Tom Dye | FRANCIS TUTTLE | OKC |
| Katie Doss | Central Tech | Drewright |
| Sandra Doss | OCTE | STW |