

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

February 21, 2019

The State Board of Career and Technology Education began its regular session at 9:06 a.m., Thursday, February 21, 2019 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 8:00 a.m., Wednesday, February 20, 2019, 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. Philip Kennedy, Lawton
Mr. David Stewart, Afton
Mr. Tim Burg, Shawnee
Mr. Bill Price, Oklahoma City

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

Mrs. Janet Smith, Tulsa
Mr. Jimmy Stallings, Enid
MG (R) Lee Baxter, Lawton
Mr. Randy Gilbert, Tecumseh

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

See Attachment A.

CALL TO ORDER

Supt. Joy Hofmeister called the meeting to order at 9:06 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 thanked everyone for attending the meeting.

DIRECTOR'S COMMENTS

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

- She told Board members that present at the meeting are TechCAP participants and OKACTE Fellows. Those attending introduced themselves.
- Also attending were representatives from Pontotoc Technology Center for their accreditation and they also introduced themselves.
- In the State Board member's packets, there were updated Program Brochures (Dot Maps).

1.04 MINUTES OF THE JANUARY 17, 2019 REGULAR MEETING

Mr. Burg moved to approve the minutes of the January 17, 2019 regular meeting. Mr. Stewart seconded the motion. The motion carried with the following votes: Mr. Kennedy, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Price, yes; Supt. Hofmeister, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 CAREERTECH MONTH PROCLAMATION.

Dr. Mack reminded the Board that February is recognized nationally as CareerTech month. She introduced Paula Bowles to read the governor's proclamation.



MANAGEMENT INFORMATION

3.01 DISCUSSION OF ADMINISTRATIVE RULE-MAKING PROCESS AND FIRST READING OF PROPOSED 2019 ADMINISTRATIVE RULES AMENDMENTS – CHAPTERS 10, 15 & 20.

Supt. Hofmeister introduced Glen Hammonds, Assistant Attorney General, to present the first reading of the proposed rule changes. He explained to the board that there are three documents in their packets corresponding to the three chapters of rules that have proposed amendments: chapters 10, 15 and 20. This information is also available on our website and in hard copy at the agency.

He explained to the Board that this is a review of the proposed amendments. The comment period began on February 15, 2019. The public will have a month to review them and action will be taken at the March 28, 2019 Board meeting. At the March meeting, the board will hold a public hearing at 9:30 a.m. for each chapter of the proposed rule amendments and consider input received on each amendment. At that meeting, the public will have the opportunity to appear before the Board and comment on the proposed amendments. The contact this year is Ms. Jessica Ventris, Executive Assistant to the State Director.

For rules to be reviewed by the Oklahoma legislature this year, they have to be filed by April 1, 2019. The Governor has 45 days to review the rules. The way the statute is written, it anticipates that the legislature would write a resolution approving the rules during the 45 days. This has not occurred since the rules process changed to this format. The Governor is able to approve the rules with an Executive Order. We anticipate the rules being approved in July and they would take effect a month after that. The rules typically take effect mid-September.

Staff keeps track of rule questions and changes throughout the year. The information is compiled at the beginning of the year and the notice is sent to the Secretary of State and published in the Oklahoma Register in February.

Mr. Hammonds told the Board that the first page of all three documents has the guidelines and contact information, followed by the rule amendments and rule impact statements.

Mr. Hammonds started with chapter 10 on page three. This rule explains that our schools must have written and enforced ethics policies.

Next, Mr. Hammonds went over the proposed changes in chapter 15 on pages nine and 10. On page nine, the State Department of Education is taken out of the review process for capital improvement processes because they no longer review the plans. We are updating our rules to reflect this. On page 10, the language is updated to read that the Americans with Disabilities Act accessibility standards must be followed when constructing new facilities or altering existing structures.

In chapter 20, there are four proposed rule amendments. The first proposed rule amendment, 780:20-1-3, is on page two. This is a new rule that outlines the framework and definition of work-based learning.

The second proposed rule amendment, 780:20-3-1, is on pages seven and eight. The language is updated from plans of study to individual career academic plans. Paragraph five adds language that states each technology center guidance and counseling program should have an advisory committee.

The next proposed rule amendments, 780:20-3-2, are on pages 13 and 14. The language is updated for Family and Consumer Science full-time program requirements. The paragraph on course coordination is deleted. The language is clarified in the unfunded programs paragraph. Language is deleted under Occupational Family and Consumer Sciences Education, paragraph three.

The next proposed amendments deal with STEM programs. On page 19, more detail is added to the definition of STEM. On pages 23 and 24, language is added to clarify what full-time programs, part-time comprehensive programs, and unfunded STEM programs are. The lists of specific courses are stricken. On page 26, the definition of a full-time program is stricken because it was added on page 23.

The next proposed amendment is on page 34 under Trade and Industrial Education. It adds the definition of full-time programs.

On page, 39 and 40 are changes submitted by STEM. It deletes the lists of faculty requirements for teachers teaching STEM course. The language left states teachers must meet the requirements of the OSDE for the specific course they teach. All related courses must meet the OSDE and/or ODCTE requirements for the course area.

Mr. Hammonds asked for any questions and reminded the Board members they have the next month to review the rules.

3.02 LEGISLATIVE UPDATE

Dr. Mack told the Board that in their packets is the graph illustrating the historical (since 2014) actuals and current year budget by fund type. The Governor's budget showed us flat funded. She said that what is in the Governor's budget book looks different than the budget they voted on. The other areas of the budget book that mention CareerTech, use information from our Strategic Plan.

Dr. Mack explained the funding. The budget we were approved for last year was approximately \$124 million. That includes Lottery and the statutory required pay raises for certified staff, support staff and state employees. The increase for FY19 included the \$12.2 million for the required pay raises, approximately \$4 million in Lottery carryover, and \$7.3 million in general appropriations carryforward. Our carryover is for designated projects.

The Revolving Fund by definition is for our contracts with Oklahoma Department of Corrections, Oklahoma Office of Juvenile Affairs, and other contractual services.

The Federal Fund includes Perkins, Adult Basic Education, Department of Human Services, TANF and OBAN. There is a carryover amount to cover outstanding invoices for committed sub-recipients. The carryover is committed to the sub-recipients as is all federal dollars. Factors that may affect what is carried over includes varying calendar years for the sub-recipients and some federal money is 27-month funds. There is always carryover and it is 100 percent committed money.

Mr. Stewart asked what makes up the increase from \$112.1 million in FY18 to \$135.7 million FY19 in our appropriated dollars. Dr. Mack said the difference is the \$12.2 million for the statutory pay raises, \$4 million in Lottery carry forward and \$7.3 million in general appropriation carryforward for completion of prior year projects. Every year there is the same type of carryover. The \$4 million in Lottery is a second appropriation and not included in the \$112.1 million. We continue to work on clarifying the information.

The Agency Special Account contains funds for agency professional development and the Secretary of Finance gave permission for the use of this fund.

Dr. Mack said we will continue to watch legislation and narrow down our tracking list. Once we have the lists refined, we will share them. She said she has the opportunity to work with Secretary Kouplin, with Commerce and Workforce Development; and Secretary Rogers our Cabinet Secretary. CareerTech also was praised at the Business Round Table for our workforce development. Mr. Stewart said that the Governor, the Lt. Governor and Secretary Kouplin all have a high opinion of CareerTech. They support the system and believe it's one of the best in the country. He wanted to make sure we knew that our work is being recognized.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON THE ACCREDITATION GUIDELINE UPDATES

Mr. Justin Lockwood, CareerTech Deputy State Director, said there are four changes to the Accreditation Guidelines. The changes do not change the process, standards, data or artifacts submitted by the schools. The changes better explain the procedures already in place. He said there are two primary areas the changes affect: student involvement in the process and technology center ethics policies.

The changes to the guidelines are highlighted in the documents. Again, the additions to the guidelines are processes already in place but needed to be stated in the guidelines. In the Self-Assessment, a Met/Not Met section has been added to reflect the student engagement in the process.

Exhibit eight has been added. It outlines CareerTech's policy on what the technology centers ethics policy will address.

Mr. Stewart asked if each technology center has their own ethics policy or does the agency provide the same policy for all schools. Mr. Lockwood said that exhibit eight is the policy we provide them but the technology centers are not required to use it. Technology centers are able to adopt their own policy but will be measured on exhibit eight in the guidelines.

Mr. Burg moved to approve the accreditation guideline updates. Mr. Kennedy seconded. The motion carried with the following votes. Mr. Price, yes; Mr. Burg, yes; Mr. Stewart, yes; Mr. Kennedy, yes; Supt. Hofmeister, yes. A copy is on file at the Oklahoma Department of Career and Technology Education.

4.02 DISCUSSION AND VOTE ON FULL POSTSECONDARY ACCREDITATION OF PONTOTOC TECHNOLOGY CENTER SCHOOL DISTRICT NO. 14, ADA, OKLAHOMA

Mr. Lockwood provided Board members with Pontotoc Technology Center's feedback report. He said there were 19 examiners that included agency staff and various technology center

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staff. The onsite visit was October 23, 24, 25, 2018. Prior to the onsite visit, the team spent one and a half days reviewing documents submitted by the technology center.

During the onsite visit and document review, the examiners review every facet of the technology center operations; including policies and procedures, curriculum and instruction, leadership management, personnel, and student and business engagement.

Seven standards are used as a benchmark during the review. Each examiner is required to complete an evaluation independently after the onsite visit. The Accreditation staff then compiles all the data, identifies keys areas and develops the report. The report consists of strengths and opportunities for improvement for each standard. The school is allowed 30 days to submit a rebuttal to the agency. Once the State Board approves the report, the technology center has three months to submit an action plan that identifies one opportunity for improvement for each standard that they will work on. The action plan will be reviewed at the three-year monitoring visit.

Mr. Lockwood said he was recommending Pontotoc Technology Center for full accreditation and asked for any questions. There were no questions.

Mr. Burg moved to approve the full postsecondary accreditation of Pontotoc Technology Center. Mr. Price seconded. The motion carried with the following votes. Mr. Kennedy, yes; Mr. Stewart, yes; Mr. Burg, yes; Mr. Price, yes; Supt. Hofmeister, yes.

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

There were no announcements.


ADJOURNMENT

There being no further business, the meeting was adjourned at 9:52 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, March 28, 2019 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.



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 - February 21, 2019

SIGN-IN SHEET

(Please Print) Name	Business-School-Agency	Address
Kim Simpson	Pontotoc Tech Center	601 W 33 rd Ada, OK
Willie N	Northeast Tech Center	6195 W Hwy 20 Pryor, OK
Michael Williams	Kiamichi Tech Center	1509 S. Midway Pkwy, OK
Gary Wood	Kiamichi Tech Center	1509 S. McKenna Pkwy, OK
David Assiter	Pontotoc Tech Ctr	601 W 33 rd Ada Ok
Marcue Mack	ODCTE	STW
Kristal Sack	Tulsa Tech	6111 E Skelly Drive
Lisa Batchelder	ODCTE	STW
Raymond Carlson	Kiamichi Tech Center	301 Kiamichi Drive OK 74504
Rebecca S. Berry	ODCTE	STW
Robyn Castleberry	Moore Norman Tech Ctr	4701 12 th Ave NW Norman OK
Christa Simmons	Moore Norman Tech Center	4701 12 th Ave NW Norman OK
Angela Kohl	Indian Capital Tech	2403 N 41 st St E, Muskogee
Dart Drummonds	Indian Capital Tech	11 " "
Randy Gage	ODCTE	1500 W 7 th Stillwater OK
Glen A. Hammonds	Asst. Atty General	" "
Carrie C	ODCTE	" "
Chuck Hood	CV-TECH	6505 Hwy 66 E-1 Road "

