

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

January 17, 2019

The State Board of Career and Technology Education began its regular session at 9:06 a.m., Thursday, January 17, 2019 at the Hodge Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma. The final Agenda was posted at 10:50 a.m., Tuesday, January 15, 2019, 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
Mr. Philip Kennedy, Lawton
Mr. Jimmy Stallings, Enid
Mr. Bill Price, Oklahoma City
Mr. Randy Gilbert, Tecumseh

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

Mrs. Joy Hofmeister, State Superintendent of Public Instruction and Chair of the Board
MG (R) Lee Baxter, Lawton
Mr. David Stewart, Afton
Mrs. Janet Smith, Tulsa

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 9:06 a.m. Ms. Jessica Ventris called the roll and ascertained there was a quorum.

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

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.

DIRECTOR'S COMMENTS

Dr. Mack thanked the Board for attending and went over the following information:

- Board members were provided with a CareerTech 2019 calendar.
- February is CareerTech month. There will be various events and stories on social media to celebrate career and technology education in Oklahoma.
- Today is the College Career Summit at Moore Norman Technology Center. We hold this event with the State Department of Education. It is an opportunity for K12, technology centers, higher education and business and industry to come together to discuss pathways and opportunities for Oklahoma students.
- On Tuesday, January 22, Dr. Mack and Justin Lockwood, Deputy State Director, will go meet with National Advisory Committee on Institutional Quality and Integrity at the U.S. Department of Education in Washington D.C. to discuss our accreditation process.
- Last month, she went to USDE in D.C. to discuss the new Perkins V plan and CTE across the nation. She had the opportunity to make new connections for Oklahoma.
- The following TechCAP participants attended the meeting and introduced themselves:
 - Carla McKinley, Moore Norman Technology Center, Asst. Director, Information and Enrollment
 - Derek Williamson, Tulsa Technology Center, Chief Financial Officer
 - Ashley Fichtner, Gordon Cooper Technology Center, Director of Partner School Outreach
 - Dallas Krout, Mid-America Technology Center, Adult Training and Development Coordinator
 - Josh Shandy, Canadian Valley Technology Center, Program Administrator
 - Justin McNeil, Great Plains Technology Center, Score Director
 - Scott Smith, Canadian Valley Technology Center, Business and Industry Services
- The following new superintendents introduced themselves:
 - Gayla Lutts, Canadian Valley Technology Center
 - Traci Thorpe, Pioneer Technology Center
 - Daren Slater, Northwest Technology Center
 - Roger King, Green Country Technology Center

1.04 MINUTES OF THE NOVEMBER 15, 2018 REGULAR MEETING

Mr. Kennedy moved to approve the minutes of the November 15, 2018 special meeting. Mr. Gilbert seconded the motion. The motion carried with the following votes: Mr. Kennedy, yes; Mr. Stallings, yes; Mr. Burg, yes; Mr. Price, yes; Mr. Gilbert, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 TULSA PUBLIC SCHOOLS, K-12 PROGRAMS AND PATHWAYS

Dr. Mack introduced Taylor Hill-Taylor, Advanced Learning Director for Tulsa Public Schools. Tulsa Public Schools received the State Superintendent Award at CareerTech's Summer Conference, August 1, 2018.

Ms. Taylor said that her responsibilities include everything in K12 and beyond, such as concurrent enrollment, partnerships with Tulsa Technology Center and Tulsa Community College, counseling, internships and community partnerships. She has a staff of 10 that assist her in these endeavors. She told the Board that today she would talk about Tulsa's Career and Technology Education pathways and programs.

Tulsa Public Schools currently has 47 CTE programs; three of these are Tulsa Tech programs on public school campuses. There are approximately 865 Tulsa public school students that attend Tulsa Tech. She said it was Tulsa Public Schools second time to receive the State Superintendents Award at the summer conference in the last seven years. They have an agriculture program in the top ten model programs in the state. She has two female agricultural education teachers and the only urban agricultural education program recognized in the top ten. They also have a three star FFA chapter.

Edison Middle School's BPA chapter placed at National BPA in video production. Webster High School broadcasting program runs a full video broadcasting studio that runs live broadcasts daily. The Family and Consumer Sciences program at Nathan Hill High School runs a full-service restaurant Tuesday through Thursday. The Technology Student Association at Memorial Junior High placed qualified for the National Sea Perch Underwater Robot competition for the last two years and this past summer, they were the only public high school that placed in the top 20.

Their partnership with Tulsa Tech continues to grow. They have four high schools going through a redesign and will have a large focus on career and technology education programs. At the end of 2018, all 47 programs went through accreditation. As a result, they have students presenting at the Career Summit today. She told the Board they have nine traditional high schools, three alternative sites and 15 middle schools offering various college and career pathways. They describe pathways as highways that students can get on and off when they need to. No pathway is terminal after high school. Students have the opportunity to move through the pipeline directly into the workforce or continue their education.

Ms. Taylor said that they continue to work on and improve their programs. The next step for the high schools in redesign is to make sure they have the resources they need. Also, the Tulsa Chamber has recognized seven power sectors and Tulsa Public Schools wants to make sure students are prepared for those jobs by aligning programs to those sectors.

Mr. Burg asked her to elaborate on the engineering and manufacturing programs. Ms. Taylor said they have three Tulsa Tech instructors on three campuses doing programming for ninth and tenth graders. At East Central High School, they have manufacturing and at Edison and Memorial High School, they have Pre-Engineering. The students continue the programs in 11th and 12th grade at Tulsa Tech. In ninth and tenth grade, they focus on safety and getting them ready for the Advanced Manufacturing program at Tulsa Tech. The Pre-Engineering curriculum is through Project Lead the Way in the ninth and tenth grade. The STEM Academy at Tulsa Tech is used in the 11th and 12th grades. This includes advanced math and science in both programs.

Mr. Kennedy asked if they experience good placement after students complete the manufacturing program. Ms. Taylor said that yes, placement is very good and jobs are in high demand. Some companies hiring these students are AAON, Nordam, and Spirit Aerosystems. These three companies guarantee graduates an interview if they have gone through the program.

Mr. Gilbert said that he appreciates that they recognize the value of having students on a pathway that leads to the workforce or continuing their education. Ms. Taylor used the analogy of a pendulum. The pendulum is pushed far to the side of everyone needs to go to college. We

need to move the pendulum back to middle where focus is on workforce and college. Mr. Gilbert asked if they tracked their students in CTE programs. She said they are required to track them one year after graduation but they typically try to track students for two to three years.

Mr. Stallings asked if they track the companies that pay for students to continue their education. Ms. Taylor said that is more difficult to track because it is self-reported data from students. She does know that Nordam and Spirit Aero Systems offer that to their employees. They do try to know which companies do so that the students are aware when they look for employment.

Mr. Gilbert stated that it is critical that we set up students for success. Ms. Taylor said that their students are fortunate to have access to Tulsa Tech and Tulsa Community College. Tulsa Community College offers a free two-year degree to any student that graduates from a Tulsa High School. When students pair that with a Tulsa Tech certificate, they are very employable.

Dr. Mack thanked Ms. Taylor for being there and for her presentation to the Board.

MANAGEMENT INFORMATION

3.01 MID-YEAR REVIEW AND DISCUSSION OF CAREERTECH IN OKLAHOMA

Dr. Mack told Board members she would like to give them a mid-year update for the agency and system as a whole. She went over the following agency information.

- Ok Career Guide is an option for schools to utilize for the Individualized Career and Academic Plan (ICAP) that students are now required to complete. There are also options to complete an interest inventory and connect with business and industry. She provided members with a map that showed the secondary sites using Ok Career Guide since 2015. The map is also used to educate other schools about Ok Career Guide. Also, by the end of February, a pilot for K-5 will be launched. This program will allow elementary student to explore pathways and career options.
- There is a new statewide marketing agency. She provided the Board with examples of what the new design is and what they can expect to see on billboards and social media.
- The Career Programs and Business and Industry Brochures, also known as the Dot and Star Maps, are being updated. We will provide them to the Board when complete.
- The agency is going to launch podcasts in the beginning of 2019.
- The Annual Report is complete and in their packets. The Annual Report also outlines the budget and how it is used.
- She reminded the Board that we have many champions posted on the web site and included in the Weekly Memo that can be used if they need student success stories.
- One item added this year was the document designed for elected officials to see CareerTech in their community. These were provided to the Board in October but are also on the web site under CareerTech In Your Community.
- Tech Center profiles will be complete in February.

- Fast Fact information is on our web site. We can also provide the pocket version and one-pager for distribution. Board members can let Dr. Mack know if they would like any.

Mr. Burg asked what the resources used for OK Horizon are used for now. She said those resources are used for the podcasts and short videos we use to help educate individuals on our CTE programs in the classroom. The videos are streamed through social media and CareerTech's YouTube channel. Our old videos are still shown on OK Horizon. The agency also gets requests for videos specific to career and technology education for the 30-minute segments. There has not been any conversations about The Department of Agriculture paying for some the Ok Horizon productions again but CareerTech still has a partnership with them. Dr. Mack said the agency has more flexibility now to deliver various content through a variety of mediums. She asked Board members to let her know if they have story ideas.

Mr. Gilbert said that some of the value of OK Horizon was that it was aired regionally and nationally. He said hopefully the podcasts will too. Dr. Mack said that because she is on the Board for Advance CTE, she is able to share what we do in Oklahoma with other states. Mr. Gilbert stated that it was nice that Governor Stitt mentioned CareerTech and its value in his inaugural address. Dr. Mack said it is an honor to have him recognize all the work being done in our state.

- Dr. Mack said that in September the new Perkins V plan was signed. The agency is required to have a transition plan. The plan will be brought to the Board for approval. One of the components of the plan is a local needs assessment. She provided the Board with a sample of what a local needs assessment looks like. The transition plan is for one year. Then, the agency is required to bring to the Board, a four-year plan that will go into effect July 2020. The language in the Perkins V plan aligns with the WIOA language. This gives us another avenue to use federal dollars to align programs with workforce development. There will be a larger focus on special populations such as nontraditional students. The dollar amount for our programs in Skills Centers went from one percent to two percent. The federal money in our Skills Centers programs is used for the transition period from DOC custody to the workforce.
- The agency is in the process of going through an audit by the State Auditor's office. The agency is audited on a regular basis and when the audit is complete, it will be brought to the Board.
- Out of all the appropriated state agencies, CareerTech receives approximately 1.7 percent of the state appropriated dollars. Between the Regents for Higher Education, State Department of Education and CareerTech, we receive approximately 3.4 percent of the education state appropriated dollars. She provided the Board with a graph illustrating what CareerTech does with the 3.4 percent, 1.7 percent, federal dollars and revolving dollars. The revolving fund is not a savings account. It is where our contract services and partnerships comes from. The increase we received last year was specifically for the pay raises for certified staff, support staff and state agency employees.

Mr. Gilbert said that he wants to make sure the agency staff raises continue to be focused on. Dr. Mack said that state employees were part of the raise last year. She said they included agency operations on their budget request this year in order to be able to continue investing in staff. She also stated that she appreciates that the Board sees the value of state employees.

- Next, Dr. Mack reviewed the chart that illustrated the 28 percent reduction in general appropriations since 2010. She said the lottery funding, which is not part of general appropriations, has increased.

Mr. Gilbert asked how the number of students served has changed in comparison to the reduction of general appropriations since 2010. Dr. Mack said that enrollment numbers have increased. She will provide the Board with a spreadsheet comparing enrollments to general appropriations. Mr. Price asked how we have been able to serve a lot more students with less funding. Dr. Mack said it is our partnerships that make it possible. Paid training numbers have also increased and companies are responsible for paying for those. Mr. Burg pointed out that 45 percent of 9th – 12th graders are served by CareerTech. Mr. Gilbert said that in addition to business and industry partnerships, we have passionate teachers contributing to the growing enrollments.

- Dr. Mack let the Board know she had completed one budget hearing, has one with the House on January 23 and one with the Senate on January 31. In the hearings, they talk about our appropriations request and what each dollar of the \$21 million requested will go towards in FY20. The request also includes the supplemental request for the FY19 health benefit allowance. The information provided to legislators aligns with the information in the Annual Report.
- Dr. Mack also reviewed the federal funding the agency receives. Some of the partnerships include TANF, Department of Human Services, Job Readiness and Adult Literacy.
- Dr. Mack also provided Board members with a list of the House and Senate committee members.
- At the February Board meeting, Dr. Mack will provide a list of legislation that could directly affect the agency.
- Dr. Mack told Board members about the Aerospace Technology Center initiative.
 - There are currently aerospace programs across the state in our technology centers. This initiative compliments and expands these programs with more specialized training.
 - She provided the members with the draft business plan. The draft plan outlines a technology center at Will Rogers World Airport. The plan is being discussed with legislators, business and industry, OKC Chamber and other partners. The outline is similar to our truck driver training program at Central Technology Center.
 - Eddie Compton, CareerTech's Aviation and Aerospace Liasion, is working on collaborating all the data.

Mr. Burg asked if this would negatively affect our current programs. Dr. Mack said the goal is that this will expand our current programs. Students will have the opportunity to continue and expand their training at this new technology center. Mr. Burg asked if this was a paid for training program. Dr. Mack said that the adult programs would have tuition like other technology center programs. There is conversation around K12 pathways leading to the programs at the Aerospace Technology Center.

- The square footage of the facility is 60,000 sq. ft. and is expandable.
- Currently the funding plan is to utilize a continued state appropriation, federal resources and grants.

Mr. Stallings mentioned that over 50 percent of the Vance Air Force Base contractors are over retirement age. There is a definite demand for skilled workers. He said Vance Air Force Base would be a good partner.

Dr. Mack said that this facility could benefit companies because of our customized training resources.

- Dr. Mack said there are numerous partners working to get the resources needed to get the Aerospace Technology Center in place. One example is the active conversation taking place with the Department of Commerce's new group, ACES. The group is being led by Gen. Whitcome.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON MID-YEAR PERSONNEL REPORT AND RATIFICATION OF PERSONNEL ACTIONS FROM JULY 1, 2018 TO DECEMBER 31, 2018

Dr. Mack introduced Marie Saatkamp, CareerTech Human Resources Generalist. Dr. Mack commented on the exceptional work Ms. Saatkamp does for the agency.

Ms. Saatkamp said the employee movement is consistent with years past. She asked the Board if there were any questions. Mr. Gilbert asked what the current FTE is. Ms. Saatkamp said there are 220 full-time staff and approximately 10 part-time staff.

Mr. Burg made a motion to approve the Mid-Year Personnel Report from July 1, 2018 to December 31, 2018. Mr. Gilbert seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Price, yes; Mr. Burg, yes; Mr. Stallings, yes; Mr. Kennedy, yes.

Following the vote, Mr. Gilbert asked if there were plans to replace the resignations. Dr. Mack said yes. She said that this morning seven freeze exceptions were approved. Now, we will move forward with the hiring process for these positions.

Mr. Burg asked about the part-time clerk salary amount. Dr. Mack said that the amount listed on the spreadsheet is the hourly rate.

A copy of the report is on file at the Oklahoma Department of Career and Technology Education.

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

Mr. Burg stated that he wanted to thank everyone involved in CareerTech for what they contribute to the state.

ADJOURNMENT

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

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, February 21 at 9:00 a.m. at the Oliver Hodge building in Oklahoma City.

Jessica Ventris

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

Joy Hofmeister

Joy Hofmeister, Chair of the Board

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 CAREER and TECHNOLOGY EDUCATION
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 SIGN-IN SHEET

(Please Print) Name	Business-School-Agency	Address
Josh Shandy	CVTech	Ez, Reno, OK
Carla McKinley	MNTC	Norman, OK
Dallas Krug	MATC	Norman, OK
Ashley Fichter	Gordon Cooper Tech. Center	Shawnee, OK
DEREK WILLIAMS	TULSA TECH	TULSA, OK

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(Please Print)	Name	Business-School-Agency	Address
Scott Smith		CVTECH	ET RENO
Lisa Batchelder		ODCTE	Stillwater
Juster Lockwood		ODCTE	Stillwater
Marce Saatkamp		ODCTE	Stillwater
Eddie Compton		ODCTE	Del City
Daren Slater		NW Tech	Alva
Walter Hoyle		Pioneer Tech	Ponca City
Roger King		Green Country Tech	Okmulgee
Taylor Hill-Taylor		Fulsa Public Schools	Fulsa
Gloria D. Hammonds		Arch. Arch General	
Paula Bowles		ODCTE	Stillwater
Juster McNeil		GPTE	Lawton
Gayla Lutts		CVTECH	ET RENO