

Minutes of the Regular Meeting of the

**STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
HODGE EDUCATION BUILDING
2500 NORTH LINCOLN BOULEVARD
OKLAHOMA CITY, OKLAHOMA**

June 18, 2020

The State Board of Career and Technology Education began its regular session at 9:01 a.m., Thursday, June 18, 2020 via the zoom platform. The final Agenda was posted at 4:04 p.m., June 16, 2020, 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
Ms. Estela Hernandez, Oklahoma City
Mr. Jimmy Stallings, Enid
Mr. David Stewart, Afton
Mr. Michael Brown, Lawton
Mr. Tim Burg, Shawnee
Mrs. Janet Smith, Tulsa
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
Mr. Brian Bobek, Oklahoma City

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

See Attachment A.

CALL TO ORDER

Dr. Mack, State Director, called the meeting to order at 9:01 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

Mr. Glen Hammonds said Dr. Mack, board members and guests welcome to our State Board meeting via zoom. Our meeting today is being held on the official platform of zoom. It is consistent with the Senate Bill that was passed this last session which amended the Oklahoma Open Meeting Act. Ms. Jones and I have worked together to make sure that CareerTech is in compliance with the posting requirements and that bill does allow virtual meetings such as this and we are in compliance.

SUPERINTENDENT'S COMMENTS

Superintendent Hofmeister was unable to attend this morning.

DIRECTOR'S COMMENTS

Dr. Mack welcomed everyone. Thank you for joining us virtually again this morning. In my opening comments and outline I have one thing that I want to do and reassure our board members as we are going through very challenging unprecedented times and things changing on a daily basis. I want to commend our staff who has stepped up, above and beyond being able to not only continue their daily work in different environments but to be there for administrators and teachers as they go through challenges in the field whether that was finishing school or how they're preparing school. As well as, being there for business and industry because they are continuing and need a workforce. Our staff across the board continues to step up and make sure that things are happening. I'm very proud of our team, very proud of all the work that they're doing and as I mentioned various challenging times. We are very dedicated to making sure that we're evaluating our process and evaluating our actions so that we are providing the best guidance and not only guidance but also following the outlines that we put forth in our core values that we have at the state agency that you have approved in our strategic plan. I just want to reassure you that our team is continuing to move things forward. We look at the challenges as opportunities and we're finding the positive ways that we can continue as everybody looks at defining, potentially, what normal or daily business may look like. We're excited about being able to move that forward and support Career and Technology Education and all of our partners.

- Thank you very much to board members, our Perkins V (five) plan was approved. In your electronic packet you received a letter from the United States Department of Education that our Perkins plan was approved. One of those pieces, as we talked about making sure we're providing the resources, in the Perkins V plan that you approved was specifically the local needs assessment. As everyone evaluates the community and what resources, where our strengths, our weaknesses and how do we help fill that gap with the approval of our Perkins V. The local needs assessment is a tool that we can utilize to help support that so thank you for your support of the Perkins V plan and to the Perkins team that helped make that happen. Applications were due June 8th and we are already in the application review process so that we can notify the schools by the 1st of July that are approved.

- We received notification that, you as state board, have been approved as a nationally-recognized accreditor for a four-year cycle. We have been in the process of re-approval for about five years. Congratulations, you are approved to be an accrediting body for a four-year cycle. We will go back through re-approval on Accreditation in four years. With that approval we do have eight accreditation visits set for the fall. Right now we are looking to see if we need to conduct those virtually. We are putting plans in place to do that. We will continue forward with planning to have on-site visits but in the instance that we need to do that virtually, Randy Feagan and his team are going ahead and putting those plans in place.
- We will have our all staff meeting, our biannual, on Monday, June 22 for any of you that would like to attend. We are going to have that virtually so if you would like to attend any part of that let Angela know and we can send you the link to connect. It gives us an opportunity to recognize our staff, to look at our strategic plan, what are our deliverables, where have we moved the needle and what do we need to reevaluate.
- In talking about our strategic plan and how do we move that forward we have a couple of opportunities. We are going to launch a statewide online curriculum for meat processing in partnership with the Department of Agriculture to meet an industry demand right now. We recently had an industry advisory panel where we had the opportunity to receive their input and to meet their immediate need. We will have that information out soon.
- I have an opportunity to co-chair, with two industry leaders, one from Northrup Grumman and one from AAR Corporation on the workforce for Aerospace Commerce Economic Services (ACES) at the Department of Commerce. We are moving that initiative forward as well and having committee meetings this week to get some deliverables outlined and we will send you that information as we get further in the process of aerospace workforce.
- It is time again for registration for the Oklahoma Summit which will be held virtually this year. We'll have a general session and we will have 36 professional development opportunities for all of the OKACTE members and CareerTech educators to participate in on August 4th. On August 5th we will have an opportunity for the divisions to have their meetings and specific professional development. We'll send you information on that and make sure that we get you connected.

1.04 MINUTES OF THE MAY 21, 2020 MEETING

Mr. Tim Burg moved to approve the minutes of the May 21, 2020 meeting. Mr. Dave Stewart seconded. The motion carried with the following votes: Mr. Gilbert, yes; Ms. Smith, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Stallings, yes; Ms. Hernandez, yes. Motion carried. A copy of the minutes are on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 NATIONAL OFFICER CANDIDATES

JESUS MESTA, GUYMON HIGH SCHOOL WITH BUSINESS PROFESSIONALS OF AMERICA (BPA)

Jesus Mesta said good morning and thank you, Dr. Mack. Hello everyone, my name is Jesus Mesta, former Business Professionals of America State Vice-President and National Officer Candidate. I'm a graduate from Guymon High School and I'm a four-year member of BPA. My journey began when I was our local chapter secretary and was helping plan and host events for our chapter members and residents of my community to enjoy. This was also the first time I attended a BPA State Leadership Conference networking with other members across the state and led me find my purpose in this organization. I knew that I wanted to be a part of the 2019-2020 BPA state officer team. During my term of State Vice President I was able to see the impact of BPA, CTSOs and CareerTech has made for our students across the state of Oklahoma. This fueled my motivation to continue exploring leadership opportunities for BPA with the next opportunity being a national officer. I was ready to represent Oklahoma BPA on the national level. We have 313 chapters and 6,039 members across the state making us one of the top three states along with Texas and Ohio. Even though I was not elected to serve on the 2020-2021 BPA national officer team, I'm honored to have represented Oklahoma during the process. I plan on continuing my membership into the post-secondary division for BPA and plan on using the skills and experiences I've gained on the career path that I plan to pursue. Thank you to all the amazing staff and opportunities CareerTech has available and thank you all for allowing me to share my story and for your support of CareerTech Student Organizations.

RYAN TINDER, PRE-ENGINEERING STUDENT AT CANADIAN VALLEY TECHNOLOGY CENTER IN CHICKASHA WITH SKILLS USA

Ryan Tinder said thank you, Dr. Mack. Hello everyone, my name is Ryan Tinder. I'm proudly serving as the Skills USA High School State President currently and I'm blessed to be running as the national candidate, in the high school division, from Oklahoma. I'm a proud pre-engineering student at Canadian Valley Technology Center where I will be a senior this next school year. I was just turning 16, I could finally find a job and I was so excited. That first week I probably applied to twenty (20) different jobs. I filled out every application I could get my hands on but after a few days I started getting the letters and emails. Time after time I would rip them open only to find the words "unfortunately we didn't select you for the position". In fact, now that I think about it, I really didn't have anything going for me at the start at 16. I failed my driver's test twice, my girlfriend dumped me and I got rejected from twenty (20) jobs. It wasn't feeling so hot, not a great start. Matter of fact, just about the only good part of turning 16 was the brand-new opportunity to enroll in CareerTech, so following my childhood dreams I enrolled in the pre-engineering program and what a bargain, the deal also came with the Skills USA membership. Not wanting to get rejected from another twenty (20) jobs I saw a leadership opportunity and I jumped at it. I had the opportunity to serve at the local level as the Skills USA chapter president of Canadian Valley Technology Center in Chickasha, Oklahoma. That's where Skills USA came

in; Skills USA boosted my technical education and I received a ton of professional development training. Then I was blessed with the opportunity to go to the state level, Skills USA high school State President, to advocate and represent Skills USA and the CareerTech education to all of Oklahoma. Now throughout our training as state officers we focus on one number. We love our six (6) districts, we love our seventy-three (73) chapters but the number we focus on is fifteen thousand five hundred and thirty five (15,535) and this represents every single member of Skills USA Oklahoma. Each of those fifteen thousand five hundred thirty-five (15,535) members is their own unique person with their own goals, their own hopes and their own dreams. As state officers we have fifteen thousand five hundred and thirty-five (15,535) chances to impact a member's life in a positive way. We do everything we can to empower them to reach their goals. Now every one of those fifteen thousand five hundred and thirty-five (15,535) members has a common goal; we want to find a great job and become successful workers. Skills USA helps them achieve that goal by providing the direct link from students to industry. Many of our industry partners provide our contest material. Just to give one example, every year at our State Conference Lincoln Electric, Miller Electric, eSAAB and Ditch Witch provide over \$100,000 in welding materials, cutting equipment, gases and welding machines to over eighty (80) students competing in the welding contest. Every single skilled contest is judged by business and industry professionals from companies such as the Oklahoma Home Building Association, the Association of General Contractors, Boeing, OneOK and other major companies such as Toyota, Dell and Lowe's are putting their money where their mouth is by financially supporting Skills USA. Throughout my Skills USA journey, I have learned that our state has an incredible CareerTech system and my next step is to represent Oklahoma on the national level.

With the time I have left I would like to say one thing, it's not every day you find yourself in a room or zoom call with the most influential people in the CareerTech system so I want to take this opportunity to give each and every one of you a huge thank you. Without the CareerTech system I would have never found CTE or Skills USA or any of this because of each one of you and your hard work you make it possible for kids like me to experience journeys like this, so personally and on behalf of the entire Skills USA state officer team and on behalf of each and every one of our fifteen thousand five hundred thirty-five (15,535) members, Thank You.

**SEAN KUEHN, CHARLES PAGE HIGH SCHOOL IN SAND SPRINGS WITH
TECHNOLOGY STUDENT ASSOCIATION (TSA)**

Sean Kuehn said good morning, Dr. Mack. Thank you everybody for having me this morning. Obviously this isn't what we would have expected to be meeting this morning but I'm still very thankful to be here. My name is Sean Kuehn and this past year I had the opportunity to serve as the Oklahoma Technology Student Association (TSA) State President and then representing Oklahoma TSA and Oklahoma this summer as one of three Oklahoma National Officer Candidates. I'll be a rising senior this year at Charles Paige High School in Sand Springs. I got started in TSA because although Sand Springs in my school is a relatively large school, 6A, we have a relatively small TSA chapter and our CareerTech programs out there are rapidly expanding but our TSA was still fairly small. I started out running for office in order to help bring our smaller chapters up to be able to get those same opportunities and all the amazing programs that we have here through CareerTech. I started out running for a regional office serving as a

Regional Vice President then serving as State Secretary and then this last year's State President and it's honestly been the best two years of my life. As much as I'm looking forward to having the opportunity to serve on the national level it is a little sad to think that I'll be shifting from just being focused on Oklahoma because it's been a great opportunity. As State President, this last year, our motto for the Technology Student Association is "Learning to Lead in a Technical World" and that's our creed that our members live by and that we take with us to all our conferences. I think that was something that really stuck with me, especially, the last couple months because that first part learning, tells us that you know there's still constantly more that we can still be doing and throughout this entire situation it's been a huge learning experience. Finishing out this last year as a state officer, we were able to transition and have a virtual session online and to be able to recognize our scholarship winners and induct our new state officer team, even though we ended the year a little bit differently than we had hoped, we still had great success. This year we had a membership increase from around fifteen thousand five hundred (15,500) members to just over eighteen thousand (18,000) members. Even though we weren't able to gather together, at the end of the year, for a state conference we were still really happy with the year that we were able to have as far as running for national office. I just finished up the campaign experience. We shifted to a four-day campaign window that was all online and all the candidates were able to campaign on Facebook and Instagram. Learning to utilize those platforms a little more was definitely a learning curve than being able to interact and engage with members at conference. We'll be hearing about election results on the 30th in a virtual session. Although it may have been a little different, I still very much enjoyed the experience and still just learning how to connect in these times.

MANAGEMENT INFORMATION

3.01 LEGISLATIVE UPDATE– DR. MACK

Dr. Mack said that specific to our administrative rules, the joint resolution that approves or disapproves our proposed permanent rules which you approved as a board earlier this year, was not heard by the Senate prior to them adjourning. As a result, our proposed rules will not take effect unless the Governor signs a declaration and files it with the Secretary of State's office by June 25th. If that declaration is not signed then our administrative rules will not go into effect. We would go back through the administrative rule cycle to work to get those updated for next year. If they are not approved, we will bring those back to you in the next administrative cycle so that we can get those approved. The rules that we have needed some clean up language and updated terminology. As far as operational pieces those particular things will not stop progress and being able to move things forward. We will keep you up to date on that.

The interim study process has started and the House of Representatives has through June 26th to submit interim studies. The Senate has through July 10th to submit their interim studies. Then we should know the House and the Senate by July the 24th if which ones will be approved and in what committees those are assigned to. At our August meeting, we will be able to have that information on interim studies that may directly impact us in Career and Technology Education and Workforce and Business Development in those particular pieces.

3.02 COVID-19 UPDATE– DR. MACK

Dr. Mack said that she just wants to give you an update of some of the work and the various things that we're doing that are specific to and have helped us through the process as we address COVID-19.

- Jennifer Wehrenberg presented to the board back in January about our Master Educator program that is online professional development. Jennifer had the target of two hundred (200) users, as of yesterday we have one thousand four hundred fifty-three (1,453) users. Master Educator does provide professional development, it provides the opportunity for individuals to offer that to their staff in an online environment, and we had requests of curriculum to be added. We have the opportunity to customize that so we are adding to that the programs that are required for professional development at the beginning of the school year such as blood-borne pathogens, FERPA, those specific areas in mental health, as well as diversity, inclusion and equity training so that the schools can utilize those in an online platform or utilize them if they're having in person and they can utilize those for professional development. That system has grown and Jennifer definitely met the user target.
- We also are looking to launch, here in the next couple of weeks, one of the criteria for the individualized career academic plan for work-based learning. We have H.L. Baird, who we hired as a work-based learning coordinator for the state, looking at virtual job shadow. This is an opportunity for an online platform for individuals who may not have the opportunity to actually job shadow within an industry or they are in an area of an industry to be able to job shadow in specific industries they may not have the opportunity to do that during the school day. Virtual job shadowing will provide the opportunity for students to connect to industry. We talked about our Perkins V being approved. Dr. Steve Aragon works with our non-traditional students, introducing individuals to a non-traditional career paths. This will provide us an opportunity to open the door for various experiences with industry for individuals who may not have the opportunity to view those industries in their local area.
- We have a percentage of our staff that is still teleworking. Our other staff are alternating schedules at the agency and following all of the safety protocols. Our Skills Centers classrooms were notified on Tuesday evening that our Skills Centers instructors will be allowed to start offering education again at the correctional facilities. We are deploying our back to worksite plan and should be operational at our sites by June 23rd for individuals that are transitioning into our workforce that they will have the opportunity to provide them with the technical skill sets for the workforce.
- The Cares Act, which is specific for us at Career and Technology Education and the Technology Centers. There are three pieces to the Cares Act; one of the pieces is to the State Department of Education and Superintendent Hofmeister. Approximately \$161 million dollars is available as they work through the pandemic making sure they are providing those resources. The Governor's dollar amount is approximately \$40 million dollars that is at the Governor's discretion for the educational piece. For us, there is the higher education component which applies directly to the Technology Centers. Their dollar amount, that is calculated because you as an accrediting board offer them the opportunity to become accredited, that qualifies them to offer Title IV or Pell grants to

their students and their adult population. Each of the Technology Centers have varying dollar amounts that they receive; 50% of that dollar amount goes directly to the students and the schools have already started dispersing that; the other 50% goes specifically to institutional expenditures as they work through COVID-19. The schools have various plans on how they're moving that forward and those are posted on their website as per the federal guidelines. We are providing them updates as they become available on the federal level. The Cares Act funding does not pass through our agency, it goes directly to the Technology Centers.

- As an accreditor we have been given the opportunity from the U.S. Department of Education through December 31st for the flexibility of educational delivery. Originally that was set to end at the end of May and they have extended that through December 31st so that our educational institutions as they need flexibility and delivery. You, as an accreditor, have the opportunity to be able to provide that and helping them with resources and flexibility.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION FY21 BUDGET – DR. MACK AND MS. LISA BATCHELDER, CHIEF FINANCIAL OFFICER

Dr. Mack said that while Lisa Batchelder, our chief financial officer, will present the information and as Lisa is sharing out the screen I just want to take a minute, to again, to commend our finance staff, all of our areas, putting a budget together in various places, where we usually meet on a regular basis face to face. We have had a lot of opportunities to connect virtually as they move this forward and we're able to get this completed, notify the schools of the temporary budget allocations and pending approval today. They have done an exceptional job. I'd like to commend Lisa, Stephanie and all of their teams that have made this budget a reality.

Ms. Lisa Batchelder said good morning ladies and gentlemen of the board. I do come today to present to you the FY21 budget. I know you've received your executive summary and I just want to take a minute to go through some highlights of that summary with you.

- Our state general appropriations were decreased a little over \$6 million (actual number is \$6,008,800) dollars that equates to about five million one hundred seven thousand four hundred eighty (\$5,107,480) decrease that we share with our pass-through entities. The formula that we use to share in any appropriation decreases that we have, is the same as we have had in the past. We use 85% of the decrease shared by our pass-through entities and 15% of that decrease goes to the agency. The five million (actual number is \$5,107,480) dollar decrease is the 85% pass-through. We use again the 85/15 formula there with four point three million (\$4.3 million) dollars or 85% of that reduction shared by the Technology Centers and 15% percent of that reduction or seven hundred sixty six thousand one hundred twenty two (\$766,122) shared by the comprehensive schools. The remaining 15% or nine hundred one thousand three hundred twenty (\$901,320) is shared by the agency.

That would look like:

State general appropriations were decreased \$6,008,800 or 4.308%

- \$5,107,480 - Pass-Through (85%)
 - \$4,341,358 – Technology Centers (85%)
 - \$ 766,122 – Comprehensive Schools (15%)
- \$ 901,320 – Agency (15%)
- Our lottery appropriations were increased by five hundred twenty three thousand eight - hundred sixty two (\$523,862) that's a 15% increase for us. Just a reminder about our lottery, we spend the prior year's collections so our FY20 lottery appropriation is what you will see in our budget for this fiscal year so that we are only expending lottery appropriations that we have actually received.
- We did receive an increase in our Carl Perkins federal grant allocation by two hundred ninety-four thousand five hundred twenty one (\$294,521). That brings that total to over six sixteen (\$16,000,000) million dollars which has been a goal of ours for a while. We're very excited about that.
- Our Adult Basic Education federal grant allocation also increased by a little over a hundred thousand (actual number is \$173,823) dollars. There again, we are very excited for those increases in our federal allocations.

Lisa went on to explain each page of the FY21 Draft Budget Executive Summary along with a power point presentation that just enlarged the executive summary pages to the board members.

- The FY21 legislative Appropriations for CareerTech and Senate Bill No. 1922.
- Total CareerTech Appropriations and Revenue Failures starting with FY 2011 through FY 2021. Each year shows General Revenue, Lottery, Revised FY Total and whether or not we had a revenue failure for that year.
- State Appropriations History from FY10 through FY21
Agency FTE Trends from FY10 through FY21. Dr. Mack talked a little bit about our current FTE, retirements, resignations and how we evaluate each of those positions as they become open. Dr. Mack said I just want to reassure the board that you do see a decrease in staff but that does not mean that we aren't filling positions. What it means is that we are evaluating all of our processes, we are reassigning some areas for efficiencies and making sure that we can still deliver on the objectives that we have in the strategic plan.
- FY21 CareerTech Revenue Sources
- FY20 vs FY21 Projected Revenue vs Budgeted Expenditure Comparative
- FY21 Projected Revenue vs Budgeted Expenditure Detail

Mr. Tim Burg moved to approve the FY21 Budget. Ms. Estela Hernandez seconded. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Ms. Smith, yes; Mr. Gilbert, yes. Motion carried. A copy of the approved FY21 Budget is on file at the Oklahoma Department of Career and Technology Education.

NEW BUSINESS

There was no new business.

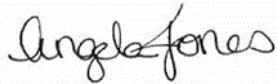
ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

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

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, July 16, 2020 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.



Angela Jones, Executive Assistant
to the CareerTech State Director and Secretary
of the CareerTech Board

Joy Hofmeister, Chair of the Board