<p align="center">Minutes of the Regular Meeting of the</p>

## STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
### HELD AT THE OLIVER HODGE EDUCATION BUILDING,
### 2500 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OKLAHOMA

### OCTOBER 17, 2024

The State Board of Career and Technology Education began its regular meeting at 9:05 a.m. Thursday, October 17, 2024, at the Oliver Hodge Education Building, Room 1-20, Oklahoma City, OK, and the meeting was also streamed on YouTube. Notice was properly given, and the final agenda was posted at 3:50 p.m. on October 15, 2024, in accordance with 25 O.S. 2011, § 311(9).

Members of the State Board of Career and Technology Education present and all appeared in person:

Mr. Brent Haken, state director, ex-officio nonvoting member
Mr. Michael Brown, Lawton
Mr. Peter Dillingham, Enid
Mr. Randy Gilbert, Tecumseh
Mr. Rob Seeman, Morris
Ms. Kendra Wesson, Norman
Mr. Ryan Walters, state superintendent of public instruction and chair of the board, entered at 9:12 a.m.

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

Mr. Edward Hilliary, Elgin
Ms. Shaelynn Haning, Tulsa
Mr. Zachary Archer, Hammon

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

See Attachment A.

### 1.01 CALL TO ORDER, ROLL CALL

Mr. Brent Haken called the meeting to order at 9:05 a.m. Ms. Ashley Rink called the roll and ascertained there was a quorum.

### 1.02 PLEDGE OF ALLEGIANCE, SALUTE TO THE OKLAHOMA STATE FLAG AND A MOMENT OF SILENCE

Led by Mr. Brent Haken.

## 1.03 OPENING COMMENTS –MR. BRENT HAKEN, STATE DIRECTOR

Mr. Brent Haken said, I know the superintendent will be joining us in just a few minutes, so we'll go ahead and get started.

We will skip the superintendent's comments for now, and if he arrives while I'm speaking, we will circle back to him.

Now, for my comments...

## 1.04 DIRECTOR'S COMMENTS –MR. BRENT HAKEN, STATE DIRECTOR

### Attendance Update

- Mr. Edward Hilliary is unable to attend due to work commitments.
- Mr. Zack Archer and Ms. Shaelynn Haning are out of town.
- Appreciation expressed for those present.

### Recognition

- Acknowledgment of Mr. Randy Gilbert's induction into the Hall of Fame.
- Mr. Edward Hilliary sponsored the event, which was a great success and completely sold out.
- Special thanks to Ms. Gina Hubbard and her team for coordinating the event.

### Enrollment Updates

- Pre-enrollment deadline was Tuesday.
- Preliminary enrollment information will be gathered for review at a future board meeting.
- Ongoing efforts with schools outside technology center service areas ("white spaces").
- Increased focus on educating superintendents and school boards about their options.

### Taxation Education

- More time spent with assessors to explain how taxation works, to inform patrons accurately if a vote arises.

**Waitlist Survey**

- A waitlist survey has been sent out; results will be reviewed at the next board meeting.

- This will be compared to previous funding requests.

**One-Time Funding Survey**

- A survey will be sent out to collect data on how one-time funding is being used.

- Schools have a two-year window to spend these funds, with data collection planned for spring and next fall.

**Enrollment Projections**

- Anticipation of increased enrollment, though final data is pending.

- Concerns about addressing the waitlist due to higher interest in programs.

**Freshman Legislative Orientation**

- Organizing an orientation for freshman legislators to showcase CareerTech.

- Potential visits to local K-12 programs, such as Stillwater FFA.

- Targeting December or early January for the event before the legislative session.

**Finance Committee**

- Working with a committee of superintendents to discuss current funding formulas.

- Meeting scheduled next week to review and propose improvements.

- Recommendations to be presented either late fall or early spring for next year's budget.

### 1.04    MINUTES OF THE SEPTEMBER 19, 2024, REGULAR MEETING

A vote was taken on the motion to approve the minutes of the September 19, 2024, regular meeting. The results were as follows:

Motioned by Mr. Randy Gilbert
Seconded by Mr. Michael Brown

Ms. Kendra Wesson, yes
Mr. Rob Seeman, yes
Mr. Randy Gilbert, yes

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Mr. Peter Dillingham, yes
Mr. Michael Brown, yes
Superintendent Ryan Walters, absent

Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career
and Technology Education.

## 2. RECOGNITIONS AND PRESENTATIONS

### 2.01 Annual Accreditation Training for State Board – Ms. Jessica Ventris, Director of Academic Affairs

**Training Requirement**

- Annual training required for the board on accreditation processes.

- Confidentiality agreement forms included in packets for board members to sign.

- List of eight schools participating in accreditation next year provided.

**Accreditation Overview**

- The board is responsible for accrediting technology centers.

- The state agency conducts accreditation activities on behalf of the board.

- Purpose of accreditation:

    o Ensure program quality and services.

    o Create a continuous improvement model.

    o Align practices with state and federal regulations.

    o Determine eligibility for student financial aid.

**Benefits of Accreditation**

- Provides external peer review through participation of examiners from other technology centers.

- School administrators learn best practices from peers.

- Accreditation enables students to access financial aid and state/federal funding.

- Data from 2023-2024:

- 28% of technology centers participated.
- More than 3,000 students received Pell grants.
- Eligibility for Oklahoma's Promise and Oklahoma Tuition Aid Grant.

**Accreditation Standards**

- Seven approved standards:
  - Leadership and administration.
  - Instruction and training.
  - Support services.
  - Measurement and analysis.
  - Personnel.
  - Operations.
  - System impact.

**Accreditation Status**

- Schools can earn:
  - Full accreditation.
  - Probational accreditation.
  - Dropped accreditation.
  - Reinstated accreditation.
- Accreditation status reviewed annually.
- Processes include:
  - Online training for schools.
  - Coordination of visits.
  - Review and feedback on compliance.
  - Corrective action plans for non-compliance.

**Monitoring and Improvement**

- Continuous improvement model requires schools to:
  - Attend state board meetings.
  - Develop a three-year plan for improvement.
  - Undergo monitoring visits to assess progress.
- Examiners complete training and preparation for visits.
- Feedback reports contain average scores and opportunities for improvement.

## Visit Structure

- Visit length determined by school size and number of sites.
- First half includes virtual group interviews.
- Second half includes on-site program observations and interviews.
- Compliance with civil rights and financial aid regulations is assessed.

## Recent Improvements

- Streamlined data collection and updated online training platform.
- Added examiner resources and team lead training for new examiners.
- Implemented additional virtual Q&A sessions for schools.

## Upcoming Visits

- Visiting Northwest next week, followed by Central, Wes Watkins, Indian Capital and Tri County.
- Eight schools will be visited next year; board members invited to participate.

## Distance Education Accreditation

- Programmatic accreditation required for technology centers offering distance education.
- Accreditation staff conducts visits to ensure quality and compliance.
- Follow-up visits conducted to ensure adequate processes are in place.
- Distance education standards include:
  - Program integrity.

- Resources and technology.

- Learning development and instruction.

- Skill attainment and assessment.

- Student support services.

- Marketing and recruitment.

- Student engagement and satisfaction.

## Discussion Points

- Inquiry about the number of examiners involved in the process (typically around 30).

- Question about examiners' accommodations and downtime during visits.

- Suggestion to connect with local chambers of commerce to showcase towns during visits.

- Board member appreciation for the thorough accreditation process.

- Inquiry about the status of distance education programs and their evaluation.

## 3. MANAGEMENT INFORMATION

### 3.01 Discussion on the 2024 Annual Report – Mr. Brent Haken, State Director of Career and Technology Education

**Accreditation Training Overview**

- **Annual Requirement**: Training for the board on accreditation processes.

- **Confidentiality Agreement**: Form included in packets for board members to sign.

- **Upcoming Schools**: Eight schools listed for participation next year.

**Purpose of Accreditation**

- **Accreditation Body**: The board approves the accreditation of technology centers; the state agency conducts activities on behalf of the board.

- **Goals:**

- o Evaluate program quality and services.

- o Ensure compliance with state and federal regulations.

- o Determine eligibility for financial aid for students.

## Benefits of Accreditation

- **External Peer Review**: Involves examiners from other Technology Centers.

- **Best Practices Sharing**: Administrators learn from peers during visits.

- **Financial Aid Access**: Accreditation allows students to receive financial aid and state/federal funding.

- **Student Statistics**: In the 2023-24 data, 28 technology centers participated, with more than 3,000 students receiving financial aid.

## Accreditation Standards

- **Seven Standards**: Leadership and administration, instruction and training, support services, measurement analysis, personnel, operations, and system impact.

- **Accreditation Status**: Schools can earn full, probationary, dropped, or reinstated accreditation, reviewed annually.

## Accreditation Process

- **Training Requirements**: Online training for technology centers and examiners.

- **Application and Review**: Schools write applications, coordinate visits, and provide feedback on reports.

- **Continuous Improvement Plans**: Schools create plans based on identified opportunities for improvement.

- **Monitoring Visits**: Follow-up on continuous improvement every three years.

## Visit Logistics

- **Hybrid Visits**: Combination of virtual and on-site evaluations.

- **Duration**: Visit length depends on school size and number of sites.

- **Interview Process**: Group interviews conducted virtually, followed by on-site observations.

## Recent Improvements

- **Data Collection Streamlining**: Updates to the online platform for training and examiner resources.

- **Team Lead Training**: Experienced team leads support new examiners.

- **Virtual Q&A Sessions**: Additional support for technology centers.

**Distance Education Accreditation**

- **New Programmatic Accreditation**: Technology centers can offer distance education, requiring a specific visit to assess program integrity.

- **Follow-Up Visits**: Conducted to ensure adequate processes post-approval.

**Annual Report**

- **Director's Annual Report**: Comprehensive overview of year's activities, data, and narratives.

- **Positive Feedback**: Noted the report's clarity and comprehensibility, highlighting increased enrollments.

- **Return on Investment Study**: Ongoing analysis with reports to be shared in future meetings.

**Discussion Points**

- **Examiners Involvement**: Typically around 30 examiners per visit, including staff.

- **Potential for Community Engagement**: Idea to engage local chambers of commerce during visits to share the CareerTech story.

- **Growth of Student Organizations**: Highlighted the large number of participants in organizations like SkillsUSA.

**Closing Remarks**

- **Appreciation for Team Efforts**: Recognition of the hard work put into the accreditation process and annual report by staff and examiners.

## 4. MANAGEMENT ACTION ITEMS

**4.01 Discussion and Possible Action on the Full Accreditation for Skills Centers – Ms. Jessica Ventris, Director of Academic Affairs**

## Overview

- The accreditation review for Skills Center programs was conducted in 2022-2023.

- This discussion was initiated due to the upcoming three-year monitoring of Skills Centers and the need for board approval of accreditation actions.

## Accreditation Process

- The examiner team included agency program specialists and a civil rights safety coordinator.

- There are currently 16 Skills Center programs across the state.

- On-site visits focus on strengths and opportunities for improvement in safety; curriculum; student and instructor engagement; and industry relationships.

- Staff and stakeholders, including employees from the Department of Corrections, provided input through surveys based on adapted accreditation guidelines.

## Strategic Planning and Recommendations

- Skills Centers identified strategic planning as a key area for improvement, and they have begun the process with agency support.

- The board is recommended to accept and approve the actions presented in the report.

## Industry Needs and Program Development

- The skills offered at Skill Centers are largely driven by industry needs and suggestions from the Department of Corrections.

- A recent example includes the establishment of an underground utility construction program in response to industry demand.

## Culinary Training

- Currently, there is no direct food service training at Skills Centers, but there are partnerships with organizations like Teams in Oklahoma City that offer culinary training. The Skills Centers support these programs by assisting with student placements and job support.

## Potential for Visits to Skill Centers

- A suggestion was made to consider board visits to Skills Centers to gain insight into their operations, similar to past experiences with other boards.

- Plans include taking partners from Georgia through both technology centers and Skills Centers to observe and learn from the Oklahoma system.

**Conclusion**

- The discussion highlights the importance of accreditation for Skill Centers and the value of aligning training with industry needs. Board members are encouraged to engage with the Skills Centers programs to better understand their impact and operations.

A vote was taken on the motion to approve the full accreditation for Skills Centers. The results were as follows:

Motion by Mr. Randy Gilbert
Seconded by Mr. Michael Brown

Mr. Michael Brown, yes
Mr. Peter Dillingham
Mr. Randy Gilbert, yes
Mr. Rob Seeman, yes
Ms. Kendra Wesson, yes
Superintendent Ryan Walters, yes

Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.


**4.02 Discussion and Possible Action on the 2025 CareerTech Business Plan – Mr. Russell Ray, Director of Communications and Marketing**

**Enrollment Figures:**

- Total systemwide enrollments are now **52,733**, reflecting a **6.3% increase** from the previous fiscal year.

**Business Spotlight:**

- Featured story on **CaptiveAire Manufacturing** in Muskogee remains unchanged, highlighting its significance.

**Appropriations Requests:**

- Reviewed recently by Mr. Brent Haken, with minor updates. Notable mention of the **podcast interview** with **Mr. Mike Rowe**, captured in a photo on page 4. This unexpected opportunity provided valuable publicity at no cost.

**CareerTech Champions:**

- Success stories from various technology centers are included. Notably, T.J. Ellis from Meridian Technology Center shares how CareerTech laid a strong foundation for his career, emphasizing its impact on both college readiness and workforce skills.

**Director's Column:**

- Discusses the partnership with the State Regents for Higher Education to apply CareerTech credits toward college degrees.

**Conclusion**

- The overall message remains consistent with previous presentations. The focus continues to be on enhancing career readiness and promoting the value of CareerTech education. If there are any questions, the team is ready to respond.

A vote was taken on the motion to approve the 2025 CareerTech Business Plan. The results were as follows:

Motioned by Mr. Peter Dillingham
Seconded by Mr. Randy Gilbert

Ms. Kendra Wesson, yes
Mr. Rob Seeman, yes
Mr. Randy Gilbert, yes
Mr. Peter Dillingham, yes
Mr. Michael Brown, yes
Superintendent Ryan Walters, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

**4.03 Discussion and Possible Action to authorize the Department, in consultation with legal counsel, to begin the rulemaking process and to file the Notices of Rulemaking Intent for the following chapters 10 (Administration and Supervision), Chapter 15 (Technology Centers) and Chapter 20 (Programs and Services), in the Oklahoma Administrative Code pursuant to the Oklahoma Administrative Procedures Act, 75 O.S. § 250.1 et seq, and 70 O.S. §§ 14-103.1, 14-103.2, 14-104, 14-106, 14-108, 14-129, 14-131– Ms. Gina Hubbard, Director of Statewide Outreach**

Overview: The ongoing rule-making process is a crucial aspect of our governance. This morning, we're discussing the authorization for the department, in consultation with legal counsel, to begin the rule-making process and file notices of intent for several chapters.

Committee Update:

- The Rules Advisory Committee, which includes agency staff, educators, and a technology center superintendent, has held two productive meetings.

- They have reviewed and voted on key edits to present today.

Highlights of Proposed Edits:

- Chapter 10: Administration and Supervision

  o Procedural edits for consistency.

  o Substantive updates to:

    - Align GI Bill language with current statutes.

    - Remove specific shipping and return policies, referring instead to agency policy.

- Chapter 15: Technology Centers

  o Similar procedural clean-up.

  o Removed outdated terminology related to the computerized enrollment system and replaced it with "instructional framework."

- Chapter 20: Programs and Services

  o Procedural clean-up and omission of outdated text.

  o Substantive updates include:

    - New graduation requirements from House Bill 2672.

    - Updated agriculture education offerings from House Bill 2321.

    - Clarifications on CTSO participation prerequisites and K12 teacher contracts.

    - Name change from health careers education to health science education.

> - New rules for administering dropout recovery grants as required by statute.

Next Steps:

- Seeking your approval to move forward with these edits, which will initiate the public comment phase.

- The advisory board has not indicated any critical feedback so far, which is encouraging.

Conclusion

This approval will enable us to engage the public in the rule-making process effectively.

A vote was taken on the motion to authorize the beginning of the rulemaking process. The results were as follows:

Motioned by Mr. Peter Dillingham
Seconded by Mr. Michael Brown

Mr. Michael Brown, yes
Mr. Peter Dillingham, yes
Mr. Randy Gilbert, yes
Mr. Rob Seeman, yes
Ms. Kendra Wesson, yes
Superintendent Ryan Walters, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.


**4.04 Discussion and Possible Action on a resolution by High Plains Technology Center School District No. 24 of Woodward, County, Oklahoma, adopting the attached map of board districts for School Board elections – Mr. Brent Haken, State Director of Career and Technology Education**


Overview: We are discussing the resolution for High Plains Technology Center (School District No. 24 of Woodward County) regarding the adoption of the attached map of board districts for school board elections.

Context:

- Following a significant election in Beaver County last year, there was a substantial increase in voter registration and district membership.

- This growth necessitated a rezoning process to accommodate the larger district size.

Current Action:

- The rezoning has been completed through the appropriate channels.

- We now need to approve the new board district map reflecting these changes.

Conclusion: This is a straightforward process, and I'm happy to answer any questions you may have regarding the new zoning. It's an exciting time for the district as they adapt to their expanded membership!

A vote was taken on the motion to approve the resolution. The results were as follows:

Motioned by Mr. Randy Gilbert
Seconded by Mr. Peter Dillingham

Ms. Kendra Wesson, yes
Mr. Rob Seeman, yes
Mr. Randy Gilbert, yes
Mr. Peter Dillingham, yes
Mr. Michael Brown, yes
Superintendent Ryan Walters, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

**4.05 Discussion and Possible Action on a resolution by Moore Norman Technology Center School District No. 17 to discontinue the practice of electing school board members at large and begin requiring the electors of each district zone to elect a resident within the district zone to represent the district zone on the MNTC Board of Education - Mr. Brent Haken, State Director of Career and Technology Education**

Overview: We are discussing a resolution for Moore Norman Technology Center (School District No. 17) to discontinue the practice of electing school board members at large. Instead, the resolution proposes that electors from each district zone elect a resident from that zone to represent them on the board of education.

Context:

- This change is prompted by a recent statute modification rather than a recent election.

- One of the board members played a significant role in advocating for this law change due to community concerns.

Key Points:

- The previous at-large voting system allowed candidates to win without any support from their own district zones, which raised questions about representation.

- The new zoning approach ensures that each board member is elected by voters within their own zones, promoting better local representation.

Conclusion: The proposed resolution aligns with the new statute and enhances accountability in board representation. We are now seeking to approve this change to implement the zoning practice effectively.

A vote was taken on the motion to approve the resolution. The results were as follows:

Motioned by Mr. Peter Dillingham
Seconded by Mr. Randy Gilbert

Mr. Michael Brown, yes
Mr. Peter Dillingham, yes
Mr. Randy Gilbert, yes
Mr. Rob Seeman, yes
Ms. Kendra Wesson, yes
Superintendent Ryan Walters, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.


## ADJOURNMENT

A vote was taken to adjourn the meeting at 9:51 a.m. The results were as follows:

Motioned by Mr. Randy Gilbert
Seconded by Mr. Michael Brown

Ms. Kendra Wesson, yes
Mr. Rob Seeman, yes
Mr. Randy Gilbert, yes
Mr. Peter Dillingham, yes

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Mr. Michael Brown, yes
Superintendent Ryan Walters, yes

Motion Carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

There being no further business, the meeting was adjourned at 9:51 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held Thursday, November 21, 2024, at 9:00 a.m. The meeting will convene at Northeast Technology Center, 1901 OK-88, Claremore, Oklahoma.

Ryan Walters, Chair of the Board

Ashley Rink, Executive Assistant
to the CareerTech State Director and
Secretary of the CareerTech Board