

Minutes of the Regular Meeting of the
STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
HELD AT THE OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY
EDUCATION, 1500 WEST SEVENTH AVENUE, STILLWATER, OKLAHOMA 74074

June 19, 2025

The State Board of Career and Technology Education began its regular meeting at 9:04 a.m. Thursday, June 19, 2025, at the Oklahoma Department of Career and Technology Education, Tuttle Seminar Center, Stillwater, OK, and the meeting was also streamed on YouTube. Notice was properly given, and the final agenda was posted at 8:35 a.m. on June 18, 2025, 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
- Ms. Shaelynn Haning, Tulsa
- Mr. Leonard McCullough, Tulsa

Members of the State Board of Career and Technology Education who were absent:

- Mr. Ryan Walters, state superintendent of public instruction and chair of the board
- Mr. Zachary Archer, Hammon
- Mr. Rob Seeman, Morris

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

See Attachment A.

1.01 CALL TO ORDER, ROLL CALL AND DETERMINATION OF QUORUM

Mr. Brent Haken called the meeting to order at 9:04 a.m., and 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 said, "Thank you all for being here. We don't have the State Superintendent with us, so I'll skip through his comments."

1.04 DIRECTOR COMMENTS

Mr. Brent Haken said, "I'll remind you of some things that are going on here. Hopefully you're getting emails that update as well. The first thing I want to make you aware of is you're going to see an Oklahoma CareerTech ad on KOCO if you watch the Thunder game tonight.

"That came to us as a last-minute thing. They had reached out to us and said, 'Hey, would you be willing to advertise?' And we had plenty of money to do so in our advertising budget. We don't do a lot of media like that, so it was a great opportunity to jump out and share our name. So you will see that. I don't want you to be caught off guard by that.

"Also, we are almost at 10,000 followers. Kind of a milestone that we've been working on and they're (CareerTech communications and marketing team) doing a great job there getting the word out.

"As money is coming into CareerTech, another \$9 million that we got from the Legislature this year, we're going to talk about that later. It's important that we stay a focal point where people know that they can come to us for a resource.

"Enrollment should continue to go up over the next few years. We just got some polling information shared publicly that you have a copy of. I did a black and white for you. I have a full survey if you need to see it.

"Oklahoma business leaders' poll – State Chamber Business Roundtable and the Research Institute for the State Chamber does this every year. They polled 302 businesses, and Oklahoma CareerTech was the highest polling education entity. We had an 85% approval rating. It's very, very high for businesses to rate an education institution or system, so pretty excited about that. That was shared at the Business Roundtable meeting last week that the lieutenant governor was at. So great recognition for CareerTech and just recognition for you guys and what you do.

"We have some more big things coming to the state. You've probably heard, like the aluminum smelting plant and GBC coming to Mid-America. A lot of businesses coming to Oklahoma. We're going to have a significant role in their training needs, so it's pretty exciting there what we're going to be able to do as these new jobs come in. We'll work pretty hard to try to meet their needs and make sure that they have the workforce that they need. So a lot of pressure will be put on us over the next few years, but all good things related to that.

"I've been working pretty steadily with the governor's team, secretary of education and some business and industry partners. And we're going to be going to Germany this fall to look at apprenticeship opportunities and how we can upskill people while they're employed, without them having to leave employment, and see how we can do that for high school students as well. I've already got some ideas, but it'll be great to learn as well. So pretty great things that are going on. The team here is working pretty steadily. You're going to get to hear the budget, of course, and that is a quick turnaround from the legislature closing. Then really, you've got a couple of weeks to get that all done and turned back in. It'll be a good meeting, and I'll kind of cut things short so we can get into the business."

1.05 MINUTES OF THE MAY 15, 2025, REGULAR MEETING

A vote was taken on the motion to approve the minutes of the May 15, 2025, regular meeting. The results were as follows:

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

Mr. McCullough, yes
Ms. Haning, yes
Mr. Gilbert, yes
Mr. Dillingham, yes
Mr. Brown, yes

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

2. MANAGEMENT INFORMATION

2.01 State Staff Meeting Summary with Possible Discussion – Dr. Justin Lockwood, Chief of Staff.

Dr. Justin Lockwood presented a PowerPoint Presentation: Overview of Summer State Staff Meeting.

- CareerTech hosts two state staff meetings annually:
 - June (focus on professional development)
 - December (more celebratory in nature, but June includes celebration as well)
- June 2025 meeting held at the Payne County Expo Center in Stillwater
 - Challenge: finding a venue large enough to host all 220 staff members
 - Venue rotates between a few locations
- Director Haken addressed staff
 - Provided uplifting and well-received comments
- New employees were introduced
 - Names and roles shared via slide; attendees encouraged to start putting faces with names
 - Highlights:
 - New hires in BMITE, Financial Services, Testing Center, Facilities and HR
 - Internal promotions, including Testing Center, WED and Skills Centers
- Employee Service Recognition
 - Service pins awarded for 5, 10, 25, 30 and 35 years of service
 - Both CareerTech and overall state service recognized
 - Examples:
 - Tammy Greenwood – 10 years (front desk)
 - Renae Lomenick – 25 years (Facilities & Vehicle Coordination)

Minutes of the Meeting of the State Board of
Career and Technology Education
June 19, 2025

- Lisa Batchelder (CFO) – 30 years
 - Lana Knott (APEX Accelerator Manager) and Terri Tomson (Purchasing) – 35 years
 - Andrea Bradley – 30 years at CareerTech, with additional prior state service
- Spotlight Awards Presented
 - Rising Star Award (for new employees)
 - Maretta Cheek (Financial Services) – recognized for handling complex state travel tasks
 - Ashley Jacobs (Regional Coordinator) – tied in scoring, both received award
 - Spotlight Award (employee nominated and committee selected)
 - James Gordon (Health Division Admin Assistant) – praised for responsiveness and initiative
 - Team Award
 - Shauna Nord & Julie Childers (CCD) – recognized for their work on high school graduation requirements
- Retiree Recognition
 - Retirees were Kyle Johnson (Bindery Worker), David Riggs (longtime Print Plant Manager) and Allen Miller (Ag)
 - Retirees returned to serve lunch to current employees during the event
- Guest Presentation
 - Kyle Eastham delivered a session on creativity tools
 - Well-received by attendees
- Afternoon Professional Development Sessions
 - Staff selected sessions of interest from a list
 - Mix of internal presenters and external experts
 - Feedback was positive; future events may expand PD offerings
- Key Themes
 - Employee retention and recognition are agency priorities
 - Despite budget constraints, events like this promote unity, development and morale
 - EA and internal committees played a major role in planning and execution
- Invitation Extended
 - Board members are welcome to attend future state staff meetings
 - Dates will be shared in advance

2.02 Discussion and Review of Agency Goals – Mr. Brent Haken, State Director of Career and Technology Education.

- Opportunity for board members to ask questions and discuss CareerTech system progress; no action required.
- Goal is to better serve Oklahoma through CareerTech expansion.
- Currently reach only ~34% of 5th-8th graders; need to improve career exposure at younger ages.

Minutes of the Meeting of the State Board of
Career and Technology Education
June 19, 2025

- 29 new programs launching this year (not net growth) without additional legislative funding.
- CareerTech now has programs in some charter schools (e.g., Santa Fe Charter).
- Cannot currently serve private schools due to public funding limitations.
- 45% of high schools currently have students in CareerTech programs.
- Teacher shortage is a barrier to growth.
- Alabama requires all students to take CTE before graduation; Oklahoma is moving closer with recent graduation changes.
- Ideal CTE program participation rate would be ~70%.
- Engagement in extracurriculars (like CTE) reduces dropout rates.
- Many schools are unaware they can offer CareerTech programs like ag or FACS without going through a tech center.
- CareerTech is working with education organizations (KOSA, OSSBA, OROS) to improve awareness.
- Tech centers do not oversee K-12 programs; CareerTech does.
- 143,000+ students served outside tech centers.
- High school programs offer career exposure; tech centers provide deeper career training.
- CareerTech helps with startup costs and quality assurance.
- Legislative funds previously used to support unfunded approved programs.
- Schools can have non-CareerTech FACS programs, but CareerTech adds instructional consistency and quality monitoring.
- Local tech centers have no authority over high school CareerTech programs.
- CareerTech is in 394 of ~550 school districts.
- Misconception exists that CareerTech is only tech centers or correctional facility programs.
- Limited state advertising budget, but outreach is effective.
- More public promotion needed to clarify CareerTech's broad role.
- Raises and regional staffing under review to improve recruitment and retention.
- Stillwater roles may shift regionally for efficiency.
- Hard to compete with higher local teacher salaries.
- Need more regional staff to meet demand.
- Student growth is up 3,000; waiting list still ~7,500.
- Data analysis underway to determine true demand and eligibility.
- CareerTech enrollment has grown 16.5% in two years.
- Legislators need talking points showing impact of funding.
- Example: Gordon Cooper aviation program expansion cut waitlist and has 99.9% job placement.
- CareerTech continues to lead in workforce preparation thanks to dedicated staff.

3. MANAGEMENT ACTION ITEMS

3.01 Review and Possible Action of the Proposed Technology Center Funding Formula -- Mr. Brent Haken, State Director of Career and Technology Education.

- Mr. Brent Haken introduced the topic again for questions and discussion, referencing a previously shared PowerPoint and email.

Minutes of the Meeting of the State Board of
Career and Technology Education
June 19, 2025

- The formula is divided into four sections:
 - Local needs (based on annual county estimates).
 - Secondary service incentive (rewarding districts for serving more students).
 - Approved campus funding (required by statute).
 - Student service formula (ensuring funds go toward instruction).
- 70% of funding is based on local program needs to balance funding across tech center districts.
- If a district has sufficient local revenue, it receives less state funding.
- Example provided: A school with more than \$9 million in local collections has \$6 million available for programs (65%).
- That school offers 31.4 programs or partial programs based on FTEs (adjusted for contract length).
 - 10-month contract = 1.0 FTE
 - 11-month = 1.1 FTE
 - 12-month = 1.2 FTE
- Program funding is compared to the state average (\$266,000 per program).
 - Example school averages \$194,000 per program, needing \$72,000 more per program.
 - Total need – \$2 million; they'd receive \$1.6 million from the state.
- 10% of funding is reserved as an incentive for serving more students:
 - Districts serving >27.5% of eligible 11th/12th graders get a larger incentive (9 districts).
 - Districts serving 22 – 27.4% get a smaller incentive (9 districts).
 - 18 districts receive incentive funding; 11 do not and need to improve student service.
- Clarification:
 - "School" refers to a "district."
 - "Campus" refers to individual sites within a district.
 - Campus numbers vary by district (e.g., Kiamichi has 11, Gordon Cooper has 2, some have 1).
- Students should ideally not travel more than 45 minutes to reach a campus.
- There are 29 tech center districts and 62 campuses (up from 60 last year).

A vote was taken on the motion to approve the proposed technology center funding formula. The results were as follows:

Motioned by Mr. Michael Brown
Seconded by Ms. Shaelynn Haning

Mr. Brown, yes
Mr. Dillingham, yes
Mr. Gilbert, yes
Ms. Haning, yes
Mr. McCullough, yes

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

**3.02 Discussion and Possible Action on the Proposed State Board Meeting Locations on
September 18 and November 20, 2025 – Mr. Brent Haken, State Director of Career and
Technology Education.**

A discussion was held among the board on proposed state board meeting location for September 18, 2025.

A vote was taken on the motion to approve the State Board regular meeting on September 18, 2025, location at Great Plains Technology Center in Lawton, OK, and to amend the time to 10 a.m. The results were as follows:

Motioned by Mr. Michael Brown
Seconded by Ms. Shaelynn Haning

Mr. McCullough, yes
Ms. Haning, yes
Mr. Gilbert, yes
Mr. Dillingham, yes
Mr. Brown, yes

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

A discussion was held among the board on proposed state board meeting location for November 20, 2025.

A vote was taken on the motion to approve the State Board regular meeting on November 20, 2025, location at Mid-Del Technology Center. The results were as follows:

Motioned by Ms. Shaelynn Haning
Seconded by Mr. Randy Gilbert

Mr. McCullough, yes
Ms. Haning, yes
Mr. Gilbert, yes
Mr. Dillingham, yes
Mr. Brown, yes

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

**3.03 Discussion and Possible Action on the Proposed Calendar Year 2026 State Board Meeting
Dates – Mr. Brent Haken, State Director of Career and Technology Education.**

A vote was taken on the motion to approve the proposed calendar year 2026 State Board meeting dates. The results were as follows:

Minutes of the Meeting of the State Board of
Career and Technology Education
June 19, 2025

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

Mr. Brown, yes
Mr. Dillingham, yes
Mr. Gilbert, yes
Ms. Haning, yes
Mr. McCullough, yes

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

3.04 Discussion and Possible Action on the Proposed Oklahoma Department of Career and Technology Education FY26 Budget – Ms. Lisa Batchelder, Chief Financial Officer.

- Board members received the FY26 executive summary (spiral-bound).
- General appropriation increased by \$11.661 million (7.1%) for FY26:
 - \$2.1 million for tech center flexible benefit allowance
 - \$9.5 million for tech center program funding and operational support
- \$28.59 million in one-time appropriation from FY25 not included in base for FY26 (except minor carryover)
- Funding changes:
 - Lottery: decreased by \$261,000
 - Carl Perkins: small increase
 - Adult Education & Family Literacy: decreased by \$255,000 due to loss of English language civics funding
- ARPA funds: \$2.2 million budgeted; final year of funding (sunsets December 2026)
- Apprenticeship expansion federal grant: \$591,000 budgeted, pending DOL approval
- SAF3 funding: anticipated but not yet officially awarded
- TANF-related programs (career training, HSE, JAG): \$6.66 million via DHS contracts (PO/agreement received)
- New teaching apprenticeship grant (ARPA-funded): \$1.25 million via Oklahoma Workforce Commission
- Rapid Response federal grant (WIOA): \$1.126 million, mostly budgeted for FY26
- HB 2766 authorized:
 - \$3.575 million lottery appropriation
 - \$175.562 million state general appropriation

Budget Trends & Overview:

- Federal revenue down 8.79% from FY25, up ~30% over FY15
- FY10 general appropriation was \$154 million; exceeded again only in FY24
- Lottery funds have been steadily declining in recent years
- Total revenue breakdown:
 - 78.62% from general appropriation
 - \$35.3 million from federal funds
 - Remaining from ARPA, lottery, revolving and special accounts

Minutes of the Meeting of the State Board of
Career and Technology Education
June 19, 2025

- Agency special account: used for registration & expenses of conferences and professional development (not for profit)

FY25 vs FY26 Revenue & Expenditures:

- Projected general fund carryover: \$1.4 million (mostly from FY25 one-time appropriation)
- Lottery: spend only what's received; using prior year collections
- Expenditures:
 - Pass-through vs operational categorized
 - Fund balance amounts show use of carryover in FY26

Pass-Through Funds by Entity:

- 75.6% of all pass-through funds go to tech centers (for FBA, salary increases, workforce projects, federal grants)
- 19.7% go to comprehensive schools (program assistance, salary supplements, lottery/federal programs)
- "To be determined" funds are pending based on future eligibility and carryover needs

Key Funding Sources:

- State General Appropriations:
 - Admin costs only 2.9% of state funds (2.3% of all funds)
 - \$24.565 million to comprehensive schools (29 new programs funded out of 93 on waitlist)
 - \$6.721 million total projected carryover (mainly for skill centers)
- Lottery Funds: 45% Tech Center equipment, 45% comprehensive school upgrades, 10% educator scholarships
- Revolving Funds: from contracts (DOC, OJA), curriculum, testing; \$5 million projected revenue, \$49,000 carryover used
- Carl Perkins: \$20.923 million total budget (after \$2.467 million carryover)
 - 85% pass-through, 10% leadership, 5% admin
- Adult Ed & Literacy: same structure, but IELC funding was cut
- ARPA Programs:
 - Nursing: \$3.5 million
 - Truck driver training: \$6.2 million
 - Broadband: \$5 million
- Teaching to Teach Apprenticeship:
 - One-year, \$1.25 million
 - Partners: RUSO universities
 - Supports tuition, books and testing and includes apprenticeships
- Other Federal:
 - USDOL Apprenticeship Program: \$590,719 budgeted
 - One employee currently funded
 - Full program budgeted while waiting for award

Total Budgeted for FY26:

- \$234.742 million across all funds

Additional Notes:

- Agency is using within-band salary adjustments to stay competitive (not board-approved but shared for awareness)
- Motion made and seconded to approve budget; passed with no discussion

Minutes of the Meeting of the State Board of
Career and Technology Education
June 19, 2025

- Gratitude expressed to Ms. Danielle Kipp and the finance team for outstanding budget preparation work

A vote was taken on the motion to approve the proposed Oklahoma Department of Career and Technology Education FY26 Budget. The results were as follows:

Motioned by Mr. Leonard McCullough
Seconded by Mr. Michael Brown

Mr. McCullough, yes
Ms. Haning, yes
Mr. Gilbert, yes
Mr. Dillingham, yes
Mr. Brown, yes

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

3.05 Discussion and Possible Action on the Distance Education Accreditation for Canadian

**Valley Technology Center School District No. 6 – Mr. Joey Vaneck, Accreditation Manager
and Mr. Bryan Hawk, Instructional Services Director, Canadian Valley Technology Center.**

Mr. Joey Vaneck said, "Good morning, everyone. Canadian Valley came to us wanting accreditation for their esthetician program via distance ed.

"The first part that I'm going to read to you is just kind of the process that they go through, and then I'll go through our recommendation.

"ODCTE is required to evaluate all full-time programs with any portion offered via distance education using the standards approved by this board and listed in the accreditation guidelines. These standards address are program integrity, resources and technology, learning development and instruction, skill attainment and assessment, student support and services, marketing and recruitment, student engagement and satisfaction and program effectiveness and improvement.

"The program approval examiner team was comprised of ODCTE program specialists and staff. Examiners interviewed technology center administrators and staff, viewed a demonstration of the DE platform and observed the program area.

"Due to DE still being new for many of our technology centers' full-time programs, agency staff will follow up on the programs midyear and provide technical assistance as needed. We will confirm attendance tracking, clock hour monitoring, verification of same student doing the work and DE program quality, including all full-time program requirements.

"We will report back to the board if any changes are made as a result of the midyear review.

"If approved, the program will be part of their full institutional accreditation every five years.

"On May 19, the Accreditation Division conducted a distance education program on-site review at Canadian Valley Technology Center in El Reno, Oklahoma, for their esthetician program. The report is in your packets.

"We recommend that the board grant full accreditation status to the program at Canadian Valley Technology Center."

A discussion was held among the board and Mr. Bryan Hawk.

A vote was taken on the motion to approve the Distance Education Accreditation for Canadian Valley Technology Center School District No. 6. The results were as follows:

Motioned by Ms. Shaelynn Haning

Seconded by Mr. Leonard McCullough

Mr. Brown, yes

Mr. Dillingham, yes

Mr. Gilbert, yes

Ms. Haning, yes

Mr. McCullough, yes

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

3.06 Discussion and Possible Action Concerning the Employment of Ms. Letha Bauter, Federal Programs Manager – Mr. Brent Haken, State Director of Career and Technology Education.

Proposed Executive Session for discussing the employment of an individual salaried public employee (Authority: 25 O.S. 2011, § 307 (B)(1)).

Should the Board enter the Executive Session to discuss the employment of Ms. Letha Bauter, Federal Programs Manager, the following actions may be taken:

- a. Vote to Convene in Executive Session.**
- b. Discuss the Employment of Ms. Letha Bauter.**
- c. Vote to Acknowledge Return to Open Session.**
- d. Possible Vote on Any Action Regarding Subjects of the Proposed Executive Session.**

Mr. Brent Haken said, "To make the board aware, you have the opportunity, if you would like, to go into executive session. But I'll give you a brief summary of a recommendation. We have taken the action to demote Ms. Letha Bauter. from her status as federal programs manager, and that has gone through an appeal process to me. Through our policy, the board must approve or disapprove my action. So you have the final say on whether I can demote or not demote an individual. We could go into executive session if that is your choice, or you can take action."

Ms. Shaelynn Haning asked, "Can you tell us any more details without going into an executive session?"

Mr. Brent Haken said, "I feel comfortable in telling you that the action is not taken lightly. We take the action based on performance, which is evaluated by their manager. That action has been reviewed by our process, taken to the Salary Adjustment Committee, reviewed by the team in that committee, brought through an appeal process to me and now is for the board to decide. But if you'd like to go into executive session, we're welcome to."

Ms. Shaelynn Haning said, "We trust you."

A vote was taken on the motion to demote Ms. Letha Bauter, federal programs manager. The results were as follows:

Minutes of the Meeting of the State Board of
Career and Technology Education
June 19, 2025

Motioned by Ms. Shaelynn Haning
Seconded by Mr. Michael Brown

Mr. Brown, yes
Mr. Dillingham, yes
Mr. Gilbert, yes
Ms. Haning, yes
Mr. McCullough, yes

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

[There was confusion among the board on whether the motion was to go into executive session or to demote Ms. Letha Bauter, and another vote was taken.]

A vote was taken on the motion to demote Ms. Letha Bauter, federal programs manager. The results were as follows:

Motioned by Ms. Shaelynn Haning
Seconded by Mr. Michael Brown

Mr. Brown, yes
Mr. Dillingham, yes
Mr. Gilbert, yes
Ms. Haning, yes
Mr. McCullough, yes

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

3 NEW BUSINESS

There was no new business.


4 ADJOURNMENT

There being no further business, the meeting was adjourned at 10:35 a.m.

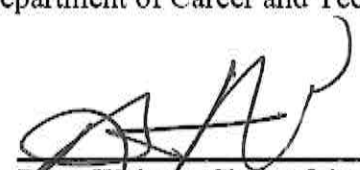
The next regular meeting of the State Board of Career and Technology Education will be held Thursday, July 17, 2025, at 9:00 a.m. The meeting will be held at the Oklahoma Department of Career and Technology Education, 1500 West Seventh Avenue, Tuttle Seminar Center, Stillwater, Oklahoma.

Minutes of the Meeting of the State Board of
Career and Technology Education
June 19, 2025

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



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



Ryan Walters, Chair of the Board or
Brent Haken, State Director,
Ex-Officio Nonvoting Member

