

**Minutes for State Board for Career and Technical Education
Procedure Manual Subcommittee**

The meeting of the State Board for Career and Technical Education Procedure Manual Subcommittee was held on Tuesday, January 13, 2026 at 2:00 pm CT.

Present:

Mr. Mike McHugh
Mr. Jason Rohr

Also present: Laurie Elliott and Lorie Ruff

Jason reported on the section that was assigned to him – Section 4.8 Conflict of Interest. Members reviewed and updated as they saw fit.

Due to her absence, Lyndsi had emailed members with suggestions for the remaining portions of the document. Those present reviewed and implemented Lyndsi's recommendations.

Members reviewed the remainder of the document.

Next Steps:

Laurie Elliott will rewrite the wording in the Conflict of Interest paragraph.

Lorie Ruff will format the document for consistency.

A draft of the cleaned version will be included in the material packet for next the Board Meeting.

The meeting adjourned at 3:00 pm.