

**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 Friday, January 2, 2026 at 9:00 am CT.

Present:

Ms. Lyndsi Engstrom

Mr. Mike McHugh

Mr. Jason Rohr

Also present: Lorie Ruff

Jason reported that he was not able to complete his assignment.

Lyndsi reported that she moved the newly approved vision and mission states into Section 2.

Lyndsi reported that she moved the newly approved vision and mission states into Section 2.

Mike referenced his section and reported that there were not many changes. The members reviewed Section 4.9 – Responses to Comments and/or Complaints.

Section 4.10 – Board Member Concerns: It was agreed to include verbiage from Director’s Performance section.

Next Steps:

Develop two options for last section.

Review Conflict of Interest

Full review of Sections 3 & 4

The next meetings will be January 13, 2026 at 2:00 pm

The meeting adjourned at 10:45 pm.