

**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, December 16, 2025, via Microsoft Teams. It began at 1:30 pm CT.

Present:

Ms. Lyndsi Engstrom

Mr. Mike McHugh

Mr. Jason Rohr

Also present: Laurie Elliott and Lorie Ruff

Lyndsi reviewed the revisions she received from Chair Meehl and members agreed to the suggestions.

Committee members continued to update the manual. Discussion was held on public comment procedures and recordings of meetings.

It was agreed that for the remaining sections each committee member will take a section, review/revise and report back at the next subcommittee meeting.

Board Member Conflict of Interest and Board Member Performance – Jason

Board Member Responses to Comments and/or Complaints – Mike

Director Performance – Board Member Concerns – Lyndsi

The next meetings will be January 2, 2026 at 10:30 am where members will review and bring feedback to their assignments and January 13, 2026 at 2:00 pm at which time a comprehensive review of the whole document will be done.

The meeting adjourned at 3:05 am.