

**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 Wednesday, September 17, 2025, via Microsoft Teams. It began at 3:00 pm CT.

Present:

Ms. Lyndsi Engstrom

Mr. Mike McHugh

Mr. Jason Rohr

Also present: Laurie Elliott and Lorie Ruff

Members reviewed the generic procedural manual developed by Laurie Elliott. Laurie recorded any changes that the members deemed necessary and she will provide an updated version to members prior to the next meeting.

Next Steps:

Members are to review how to use this manual from page 1 and bring their changes to the next meeting.

The next meeting will be October 2, 2025 at 1:00 pm.

The meeting adjourned at 4:10 pm.