

**H.S. Graduation Requirements Implementation Task Force**  
**February 26, 2008**  
**Minutes**

In attendance: Michelle Abernathy, Sherrie Brown, Linda Chapman, Helen Cratsenberg, Dennis D'Amelio, Byron Gerard, Maria Griggs, Ira Hyman, Bobbie Jaffe, George Kaas, Dawn Kearney, Julie Kratzig, Susie Landsem, Mary McClement, Terry McClement, Gigi Morganti, Michelle Ouilette, Michael Schackel, Phyllis Textor, Lynn Torpey, Jamie Freeman

- I. The meeting was held from 3:00 – 4:30 at Central Services in room 212.
- II. Information shared with the group:
  - Each member received an updated schedule for task force meetings. In addition members received data that included a copy of an August 14, 2006 memo from Brian Rick to Susan Zoller entitled “College Ready Transcript Study Follow Up,” OSPI publication entitled “Graduation and Dropout Statistics” from September 2006, and a summary of College Ready Data dated Fall 2007 that was prepared for the Gates Foundation. Members were asked to review the data and bring any questions about it to the next meeting.
- III. “Management Action Plan” Template
  - Sherrie shared a Management Action Plan template with task force members. The plan format will be used for displaying a multi-year implementation plan. The plan includes objectives in curriculum and instruction, staffing, budget, special programs, professional development and other considerations. It provides information about who will be responsible for each objective, the deadline for completion and the status of the objectives.
- IV. Technology Connections Requirement Overview
  - Sherrie gave a general description of the Technology Connections class. She shared the timeline for moving tech connections to middle school and creating new Career Technical Education (CTE) classes to fill in the spots when the move takes place. Tech Connections is currently a 9th grade, technology competency class (.5 credits) with modules for functions such as web design, Excel, word processing, etc. Tech Connection modules are to be moved from high school to middle school because the No Child Left Behind Act requires these modules to be taught in middle school starting in 2008-2009. These changes involve two issues: 1) CTE classes need to be developed to provide other options for students to earn an occupational credit when Tech Connections is moved, and 2) a process needs to be created to move the Tech Connections modules to middle school.
- V. Career and Technical Education (CTE) Overview
  - Gigi Morganti, Director of Career and Technical Education for the Bellingham School District, presented an overview of the CTE program to the task force. She used a Power Point presentation to provide information about CTE, the “Four Pathways,” the 16 CTE Clusters, and Program of Study. She also provided handouts about the 16 Clusters, SCANS skills, Employability and Leadership skills, a chart showing the current course offerings in the district and other information. Ms. Morganti asked the task force for their input and answered questions about the program.

## VI. Movement of Modules to Middle School

- Ann Reed, Director of Instructional Technology and Libraries, provided an overview of a plan to move the Tech Connections modules to middle school. The plan included a rationale, timelines and proposed classes where the modules will be taught.

## VII. Next meeting

- The next meeting of the task force is scheduled for Tuesday, March 11, 2008 at 3:00 p.m.. It will be held at Central Services in Room 212.
- Members were asked to review the material they received about CTE and middle school modules and come to the next meeting ready to process the information with the group.
- Members were given a comparison chart showing English classes that were offered at each high school. They were asked to review the information and come to the next meeting prepared to discuss the English requirement. Michelle Ouillete will provide information about English classes at Options High because they were not included on the spreadsheet given to the task force members.

### Notes/Questions from the task force:

1. Will Tech Connections be tracked at the high school or is it strictly at middle school?
2. Does the 1.0 OCC credit have to be aligned sequence or can they be any CTE credit?
3. Do we have to offer all 16 clusters in our district?
4. Is tech prep here to stay (there was talk about us leaving that)?
5. Sequence of courses: 1) declaration of study, 2) by what time/grade?
6. What if a student makes a change to a different arena? Then what?
7. Isn't this what college does—sort it out?
8. For Voc Tech classes, what counts as a sequence?
9. Is dual equivalency credit allowed automatically or do we do the work of articulating?
10. How do we allow students to sample multiple tracks in occupational courses?
11. Attempt to have district align high school schedules and courses at each school or the ability of students to attend different schools.
12. Problem with taking courses at different high schools based on schedules, transportation, and offerings outside the normal school day.
13. Can we get a list of membership on the task force?
14. Can we get the color-coded handout that showed elective offerings?
15. What about creating high schools that specialize in specific career clusters?
16. What about money and resources for more teachers to get trained in CTE? How do we do this?
17. How do we make sure students attain tech skills if they miss the module when presented or do not pass the module but pass the class?