

**Meeting Minutes**  
**Career and Technical Education (CTE) General Advisory Board**  
**Bellingham Public Schools**  
**Wednesday, May 29, 2019**  
**5:00 – 6:00 p.m.**  
**Sehome High School | Room 128**

**BPS Staff Present:** Jeff Tetrick (CTE Director), Jessica Smith (Squalicum High School), Jennifer Hento (Shuksan Middle School), Keefe Healy (Bellingham High School), Jared Greenwood (Options High School), Rob Hendricks (Kulshan Middle School), Michael Bechkowiak (Sehome High School), Paul Clement (Bellingham High School), Maggie Hite (Sehome High School), Heather Steele (Bellingham High School), Jenny Styer (Sehome High School), Riley Liddle (Squalicum High School), Kevin Criez (Sehome High School)

**Community Members Present:** Craig Lang (General Advisory Chair), Rachel Garcia (Workforce), Dana Hickenbottom (Western Solar), Michael Jay (Education Systemics, Inc.), Gil Lund (Fives Lund LLC), Lin Nelson (Whatcom Building Alliance), Guy Occhiogrosso (Bellingham/Whatcom Chamber of Commerce & Industry), Lucas Holtgeerts (Veritas Media Productions), Danny Bennett (Whatcom Goodwill), Pat Draper (Community Member/Former Culinary Teacher), Katherine Hendricks (Community Member/STEM Volunteer at Kulshan Middle School)

**Call to Order** – 5:00 p.m.

**Introductions** – Staff/Industry members introduced themselves.

*(Based on PowerPoint presentation presented by Jeff Tetrick)*

**Main Presentation**

**Old Business**

- Approval of Prior Meeting Minutes
  - Noted the TOSA approvals from last meeting will be on hold due to budget priority.
  - Lin Nelson – motions to approve / Maggie Hite seconds motion

**New Business**

- District Wide Plan and Review
  - New Courses 2018-2019 (Sustainable Design Technology, Health Science/Health field Careers, Costume and Makeup Design, Traffic Safety and Financial Education and Sports Medicine 2)
  - New Courses 2019-2020 (Construction and Trades Foundations, Careers in Education / Bilingual Education Academy 2<sup>nd</sup> year)
- Labor Market and Skills Gap Data
  - Reviewed Occupational Openings data 2016-21 based on Washington Student Achievement Council, State Board for Community and Technical Colleges,

- Workforce Training and Education Board. Data showing trends in employment areas for Business, Production, Health Professions, Computer Science etc.
- Reviewed Skills Gaps for Major Occupational Groups to see projected annual undersupply.
  - Five Year Plan and Programs of Work
    - Jeff highlighted the handout for the 2018-2019 school year – any items that weren't covered this year, will be moved over to the 2019-2020 school year. Staff was encouraged to write down any suggestions on their chart to share for future needs.
    - Programs of Work that were discussed: Agricultural Science, Business and Marketing, Family and Consumer Sciences, Health Sciences, Skilled and Technical Sciences, STEM: Science Technology Engineering Math)
    - Discussion at Tables – staff was encouraged to find future needs and note them in their program of interest. Jeff collected forms to review feedback.
  - Staffing Projections for 2019-2020
    - Sixty-four staff members are currently assigned to a CTE program for 2019-2020
    - Conditionals for Approval – staff assigned have certificates or experience in assigned program area and many have certificates in progress to earn initial CTE certificate.
      - Rob Hendricks motions to approve / Michael Jay seconds motion

## **Industry Updates**

- Rachel Garcia (Workforce Industry) shared a summer opportunity in the carpenter's union – student must be seventeen or older and working towards high school education. Workforce is looking for applicants to learn about a 4-week apprenticeship program which covers carpentry basics and hands on experience to help enter into a union.
- Michael Jay (Educational Systemics, Inc.) Shared out on his work around curriculum development and learning engineering in terms of training educators to think about how we can integrate that thinking into the Careers in Education Program as we begin to train the next generation of educators.
- Dana Hickenbottom (Western Solar) is working with Bellingham High School installing six small solar panels on the roof. They are working with the Environmental Club, hoping this could be a future framework for other schools. Students were writing grants in order to receive funding.
- Jeff Tetric (CTE Director) shared the Bellingham High School Career Fair.

**Concluded at 6:00 p.m.**