



**Meeting Minutes**  
**Career and Technical Education (CTE) General Advisory Board**  
**Bellingham Public Schools**  
**Tuesday, November 10<sup>th</sup>, 2020**  
**4:00 – 5:00 p.m.**  
**Zoom – Virtual Meeting**

**BPS Staff Present:** Jeff Tetrick (CTE Director), Jared Greenwood (Options High School), Riley Liddle (Squalicum High School), Tido Nakazato (Squalicum High School), Jennifer Hento (Shuksan Middle School), Nick Boyce (Squalicum High School), Kevin Criez (Sehome High School), Doriane Gunnels (Options High School), Meghan Dunham (Options High School), Jami Aeschliman (Options High School), Heather Steele (Bellingham High School), Jenny Styer (Sehome High School), Kristin Siemion (Sehome High School), Rob Hendricks (Kulshan Middle School), Mariette Broadbent (Sehome High School), Darin Nolan (Bellingham High School), Paul Clement (Bellingham High School), Brian Young (Squalicum High School), Jeanne Koetje (Bellingham School District), Jessica Smith (Squalicum High School)

**Industry Members Present:** Lin Nelson (General Advisory Chair), Michael Jay (MatchMaker Ed Labs), Lucas Holtgeerts (Veritas Media Productions), Guy Occhiogrosso (Bellingham/Whatcom Chamber of Commerce & Industry), Mike Korba (BP STEM Engineering), Kimberly Maki (Workforce Development/DSHS), Gil Lund (Fives Lund LLC), Tom Newcomer (BP Commercial Role), Martin Spencer (Marlin Engineering, Inc.), Laura Plaut (Common Threads)

**Call to Order** – 4:00 p.m.

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

**Main Presentation**

**Old Business**

- Approval of [Prior Meeting Minutes](#)
  - Lin Nelson motions to approve / Guy Occhiogrosso seconds motion
- General Advisory Work Focus – Jeff reviewed the purpose of this advisory
- Enrollment Data – doing well, represents duplicated students, middle school included
- Budget for 2020-2021 – TOSA on hold, no new FTE for expansion, invested in more hands-on equipment for remote learning, Career and Technical Student Organizations (CTSO) – student costs, advisor stipends
- CTE Pathways for Graduation – customized pathways for courses that are offered in the district

**New Business**

- Course Approvals: Riley Liddle motions to approve / Jeanne Koetje seconds motion

- Intro to Health Careers - 510000
  - Medical Terminology - 510799
  - Sports Medicine 1 - 510913
  - Sports Medicine Advanced - 510913
  - Sports Medicine Practicum - 518888
  - 7<sup>th</sup> grade STEM Tech - 210198
  - 8<sup>th</sup> grade STEM Tech - 210198
  - Applied Technology - 400891
  - Engineering Technology - 149991
  - Engineering Technology 2 - 149992
  - Manufacturing CNC - 149996
  - Robotics Engineering - 150406
  - Sustainable Design - 030198
- New Courses to Approve: Luke Holtgeerts motions to approve / Michael Jay seconds motion / \* revised 11.24.20 / approved by Lin Nelson
    - Home Health Care Aide (Kimberly Maki updates)
    - Broadcast Journalism - CIP 090701 - adjusted - Lin Nelson approved.
    - Plant Science – Middle School\*
    - Engineering 2\*
    - Interior Design Advanced\*
    - Digital Art\*
    - Digital World – ALE course\*
    - Agriculture, Hunger and Environment\*
  - [Updated Conditional List](#): Michael Jay motions to approve / Lin Nelson seconds motion
  - Perkins Grant: Paul Clement motions to approve / Luke Holtgeerts seconds motion
    - Teaching Consumables: \$35,000,
    - Curriculum Improvements \$45,000
    - Professional Development / Conference \$8,000
  - [Review of 5-year Plan](#): Gil Lund motions to approve / Lin Nelson seconds motion
    - Curriculum
    - Common Core Standards
    - Instructional Materials
    - Equipment
    - Facilities
    - Professional Development
    - Student Leadership
    - Dual Credit
    - Data and Assessment
    - Community and Advisory
  - [Comprehensive Local Needs Assessment](#): Lin Nelson motions to approve / Rob Hendricks seconds motion
    - Improving Equity and Access
    - Evaluation of Student Performance
    - Alignment in size, scope, and quality
    - Implementation of Programs and CTE Programs of Study
    - Retention and Training of CTE Educators
    - All tied to [employment data](#), research and working to fill the skills gaps.

**Concluded at 5:09 p.m.**

