

**Meeting Minutes**  
**Career and Technical Education (CTE) General Advisory Board**  
**Bellingham Public Schools**  
**Monday, Nov. 22, 2021**  
**4 – 5 p.m.**  
**Zoom – Virtual Meeting**

**BPS Staff Present:** Jeff Tetrick (CTE Director), Heather Steele (CTE TOSA Bellingham High School), Jessica Smith (Squalicum High School), Alan Doud (Squalicum High School), Jared Greenwood (Options High School), Rob Hendricks (Kulshan Middle School), Garrett Knoll (Sehome High School), Amanda Korthuis (Bellingham High School), Jennifer Herta (Bellingham High School), Kevin Criez (Sehome High School), Luke Holgeerts (Sehome High School), Mariette Broadbent (Sehome High School), Jennifer Hento (Shuksan Middle School), Nick Boyce (Squalicum High School), Jenny Styer (Sehome High School), Tessa Bundy (Middle School), Sarah Marshall (Squalicum High School)

**Industry Members Present:** Lin Nelson (General Advisory Chair), Dana Hickenbottom (Western Solar), Tom Newcomer (BP retiree), Martin Spencer (Whatcom Young Aviators), Joe Hoats (Centerline Logistics), Delaney Skordal (RE Store Community Jobs Program), Kimberly Maki (Workforce Development/DSHS), Michael Jay (MatchMaker Ed Labs), Megan Pike (Washington State DNR Regulatory Forester)

**Call to Order** – 4 p.m.

[Main Presentation](#)

**Old Business**

- Approval of [Prior Meeting Minutes](#)
  - ❖ Luke Holtgeerts – motions to approve / Michael Jay seconds motion

**New Business**

- Student enrollment in CTE courses
- Budget for 2021-22
  - Staffing for teacher on special assignment (TOSA) and video productions
  - Career and Technical Program support: Bellingham High School dust collector outside canopy, sports medicine equipment and furniture, Whatcom Middle School shop, updating machinery district, middle school greenhouses (Fairhaven and Kulshan), Kulshan Middle School culinary classroom
  - Career and Technical Student Organizations: student costs and advisory stipends
- Northwest Washington labor market review
  - Employment trends and project growth over ten years in Island, San Juan, Skagit, and Whatcom Counties.
- General CTE course approvals: family and consumer science courses
  - ASL 1,2,3,4 (\*T) – CIP 161603
  - Careers in Education – CIP 130101

- Costume & Makeup Design – CIP 500510
  - Costume & Makeup Design Adv. – CIP 500510
  - GRADS – CIP 190726
  - Health – CIP 190003
  - Home Care Aid – CIP 512599
  - Interior Design (\*T) – CIP 190601
  - Interior Design Advanced – CIP 190601
  - Introduction to Culinary Arts (\*T) – CIP 120500
  - Living on Your Own – CIP 190002
  - Nutrition and Wellness – CIP 120500
  - Psychology of Children (\*T) – CIP 190708
  - ❖ Lin Nelson – motions to approve / Kimberly Maki seconds motion
- New CTE courses to approve
    - High School:*
      - Broadcast Journalism (TV/Radio Broadcast Journalism Technology) – CIP 090701
      - Construction Fundamentals/CORE Plus (Commercial Construction Trades) – CIP 460000
      - Marine Maintenance & Ship Repair Technology/Technician – CIP 470616
      - Merchant Marine Officer/Crew – CIP 490309
      - Cosmetology – CIP 120401 (12/2/21 Lin Nelson motions to approve / Kimberly Maki seconds motion)
    - Middle School:*
      - Food Science (Food Science, Dietetics, and Nutrition) – CIP 190504
      - Music Production (Recording Arts and Sound Reinforcement Technology) – CIP 100203
      - Natural Resources (Forestry, General) – CIP 030501
      - Technology Foundations – CIP 210198
      - ❖ Lin Nelson – motions to approve / Megan Pike seconds motion
  - [2021-2022 CTE conditional list](#)
    - ❖ Lin Nelson – motions to approve / Amanda Korthuis seconds motion
  - Federal funding (Carl Perkins Grant) to support CTE programs
    - ❖ Michael Jay – motions to approve / Kimberly Maki seconds motion
  - Review draft of programs of work for [CTE 4-year plan](#) (final approval in spring)
  - [Comprehensive local needs assessment](#) (final approval in spring)
    - Working with our Whatcom County Consortium on how to align our local needs and design programs and practice that support in our community.

**Closing**

**Concluded at 4:56 p.m.**