



5/11/2022 | Time: 5:00 PM

Meeting called to order by Jill Bickelhaupt

In Attendance

Jill Bickelhaupt, Debbie Handy, Trish Blehm, Hang Liu

Approval of Minutes from previous meeting

MOTION REQUIRED: Motion: Move to accept previous meeting minutes as is.

Moved by: DH Seconded by: TB

Approved: Yes

Any Old/Unfinished business?

- Any items not completed from Meeting #2 packet, including new course proposals and recommendations for 21-22 programs. **Discussion:**Reviewed Family & Consumer Science Four Year Plan. Moved to approve Four Year Plan by TB, seconded by HL—motion was approved.

New Business

1. New instructional materials for 22-23 school year: What instructional materials do you need for next school year? All textbooks will need approved by CAC.

Action Plan for New Material:N/A

Moved by: Click or tap here to enter text. **Seconded by:** Click or tap here to enter text.

Approved: Choose an item.

2. New course proposal and course title changes and instructional materials for **2023-24 (year after next)** school year. **Motion:** N/A

Moved by: Click or tap here to enter text. **Seconded by:** Click or tap here to enter text.

Approved: Choose an item.

3. State Program Assurances: Facilities Equipment and Safety – **(Motion combined for all statements)**
 - a. Laboratories and equipment are comparable to those used in public, private, or home-based workplaces and are appropriate to support the OSPI approved curriculum framework and industry training procedures.
 - b. CTE programs are structured so that safety factors, supervision, and the number of training stations determine the maximum number of students per classroom. Facilities, procedures, and safety lessons taught follow the guidelines as reflected in related federal, state and county standards.
 - c. If there are industry regulations related to this program, those requirements have been met.

Motion: Moved to approve all state program assurances.

Moved by: DH **Seconded by:** HL

Approved: YES

- Instructor Approval – Advisor approval of next year’s instructor(s) and recommendations for instructor professional development. **Motion: Moved to approve Jill Bickelhaupt as FCS instructor for 2022 – 2023 school year**
Moved by: DH Seconded by: HL
Approved: YES

Classes & CTSO Update

- Student Leadership Update – **Discussion:** FCCLA has had a rough time recruiting members after Covid. We are hoping to re-build next year. We have 6 kids go to the Regional competition to evaluate.
- Report on **SECOND** Semester of school.
 - Program Enrollment Numbers – **Discussion:** Foods & Nutrition: 24, 27, 25; Culinary Arts: 21
 - Things that are going well – **Discussion:** We recently had Restaurant Wars in Culinary Arts— both teams did really well! Foods & Nutrition classes have been very engaged and interested in the curriculum.
 - Things that need to be improved: **Discussion:** Need to incorporate more work-based learning in courses to meet state requirements beginning next year.
- Registration numbers for 22-23 school year – **Discussion:** We will have 3 periods of Foods & Nutrition, 2 periods of Culinary Arts, and 1 period of Textiles & Apparel. Initial numbers for the program are looking very good next year.

Review Program Advisory Committee End of the Year Program Evaluation

Review program evaluation from last year and complete the End of Year Program Evaluation for the 21-22 school year.

Discussion: We discussed each section of the evaluation and made changes as discussed.

Motion: Move to accept end of year program evaluation

Moved by:TB **Approved by:**DH

Approved: YES

Review Documents that will need to be **SUBMITTED** by year end

- Curriculum Mapping – all levels/classes need to be updated.
- Program of Study
- Inventory
- Industry Recognized Certifications Awarded
- Work Based Learning Tracking sheets

Adjournment

Motion: Move to adjourn meeting

Moved by:HL **Seconded by:**TB

Approved: YES

NEXT MEETING (1st mtg for 2022-23 school year – between September-October):

9/1/2022, Time: [Click or tap here to enter text](#) Location: PHS

Minutes will need to be submitted to the CTE Director and CTE Secretary by the instructor within one week of meeting date. Minutes will be posted on the PSD website under CTE.