



Pullman School District
Career and Technical Education
GENERAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, December 14, 2022

5:30 – 6:30 pm

Pullman High School Library
510 NW Greyhound Way

AGENDA

1. **Call to Order:** In attendance: Sam Anderson; Aubrey Anderson; Melissa Mayer; Kevin Agnew; John Willy; Doug Winchell; Rodrigo Ascencio; Kurt Druffel; Miranda Stenbakken; Altaira Bogle; Jill Bickelhaupt; Amber Deeds; Rob Matthews; Molly Schotzko; and Scott Hodge
2. Welcome & Introductions – meeting called to order at 5:30 pm
3. Program Updates –
 - a. Business (Melissa) – numbers are good, DECA is doing great with 32 state qualifiers. (Kevin) – Senior showcase is coming up in mid-January; Leadership is fine. (John) – CTSO will be TSA, working with Aubrey to get started.
 - b. STEM (Sam) – Digital Electronics doing some soldering, expression design, k-mapping, etc. Engineering is working on an emergency kit design project. AP Computer – response questions and with Java. (Aubrey) – Computer coding with scratch working into Python; Bio-med are currently working on outbreak projects and after break will be in the forensic science.
 - c. Media (Doug) – sharing semester classes with Sam. Emmy’s coming up but deadline has been bumped up and we only have one game (which is next week) for recording. Woods is building a studio for Production class. VR class will take around 3 years to hit the sweet spot and be rolling, exploring with ChatGPI. Skills USA will be coming up next month for the students.
 - d. Metals/Woods (Rodrigo) – Metals - he is learning as he goes along with the students, trying to stay one day ahead of the kids. Woods – has a lot of students that want to compete and he can only take 5.
 - e. Agriculture (Rob) – Plant Science is growing herbs, doing a compost project with culinary/foods, the main planting will take place in January and currently doing a greenery project for the holiday season. Animal Science working on skeletal anatomy and dissection coming up. Biology and Physical Sci in Ag – working on labs and prepared public speeches. FFA has 40+ members – already done potato judging and meat evaluations which students won meat as prizes. Just finished Operation Gratitude Project providing 57 total packs for veterans/active duty. Employment skills are coming up.



- f. Family Consumer Science (Altaira) – Numbers are great. Foods & Nutrition they are collaborating with Rob (Ag) which has been successful. Early Childhood Education – first round of babies done and went well. January 18th students will start a rotation with the preschool. FCCLA – Jan 18th is regionals with 12 competing in 7 events. Everyone qualifies for state only 2 can go to Nationals from the entire state. (Jill) Culinary – working on serv safe certs so a lot of information being thrown at the students, labs going each week and have field trips set up to the Culinary College at SCC and a trip to LCSC.
Note: PLC time we are really working on collaborating together intermixing our programs.
4. Enrollment for 2023 – 2024 School Year – PHS at 73.60 % participation and LMS at 41.29%
 - a. Question came up in regards to comparing with other schools...something we will look into and talk with the Spokane Consortium group.
5. CLNA/Perkins Update –Grant amount is: \$33,052 which includes a one year increased amount. Purchases will include- CTE Display case; purchasing IRC's and Equipment for Woods/Metals Shop
6. Program Approvals
 - a. All Current Programs approved by Labor Market Data
 - i. 1st motion by Kurt Druffel; 2nd by Rob Matthews – All Approved-Motion Passed
7. New Course Approval and send on to CAC
 - a. Construction 2 (CIP 460000) – changing from Woods II
 - i. 1st motion by John Willy; 2nd by Doug Winchell – All Approved-Motion Passed
8. Graduation Pathways – CTE pathway requires 2 credits from same program or state approved courses shared between programs.
 - a. Proposing pathways approved by the state from other schools that align with our programs, as well as, new pairings within PHS that need approval.
 - i. 1st motion by Rodrigo Ascencio; 2nd by Melissa Mayer – All Approved – Motion Passed.
 - ii. Melissa mentioned maybe doing a capstone project sharing knowledge they learned from the combined programs.
9. Dual Credit – Currently offering 8 dual credit courses. We have a three year goal to offer at least one dual credit course per program. Currently working with Walla Walla but looking into articulating with Spokane Community Colleges and Bellevue.



10. Registration Timelines

- a. PHS Counselors will be going to LMS in March
- b. We will be hosting another Elective Fair for the 8th grade class. The High School students will be on an alternating yearly basis, so not this year but next.
- c. CTE Brochure – will be updated and printed after new year, need new photos and any updates
- d. Planning on using the display case to help advertise programs

11. Industry Recognized Credentials –

- a. Reported in Skyward for each class
- b. List in agenda packet – can still use certs not listed.
- c. Perkins will be used this year to help pay for certs (can create requirement to take it)
- d. Please make sure the IRC's chosen are meaningful certificate within the industry, check with your advisory members.

12. Work Based Learning – Please get them scheduled for semester if you have not already. Jill has created CTE Business Partnership Interest Form cards for teachers to hand out for increasing interest and help among the community.

13. Upcoming Program Advisory Requirements


- a. 2nd Meeting (Jan 9th – Feb 10th) – 4 yr Plan, Program Support Activities
- b. 3rd Meeting (April 10th – May 12th) – State Assurances, Instructor Approval, Program Evaluation
- c. Due by end of year to Jill and Amber – WBL Tracking Sheets; Any IRC's earned by students, Updated Inventory Lists, Program Evaluation, and Dual Credit – Rosters of students earning credit.
- d. Please submit ASAP to Jill and Amber if you have not so already
 - i. CTSO Invoices/Rosters/Program of Work
 - ii. Program Advisory Minutes #1
 - iii. Four Year Plan.

14. Elect GAC Chairperson – Molly Shotzko appointed

15. Future GAC Meeting – May/June

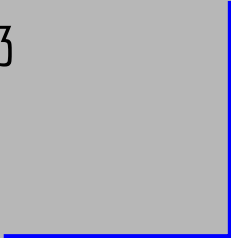
- a. We will review and approve the CTE District 4 year plan.

16. Adjourn



Pullman School
District CTE
General Advisory
Committee

December 14, 2023
5:30 pm



Welcome & Introductions

Please give your name, job title, and which area you are representing

Program Updates

Business & Marketing - Melissa Mayer, Kevin Agnew & John Willy

STEM - Aubrey Anderson & Sam Anderson

Skilled & Technical Sciences (Media/Visual Design) - Doug Winchell & John Willy

Skills & Technical Sciences (Manufacturing) - Rodrigo Ascencio

AgriScience - Rob Matthews

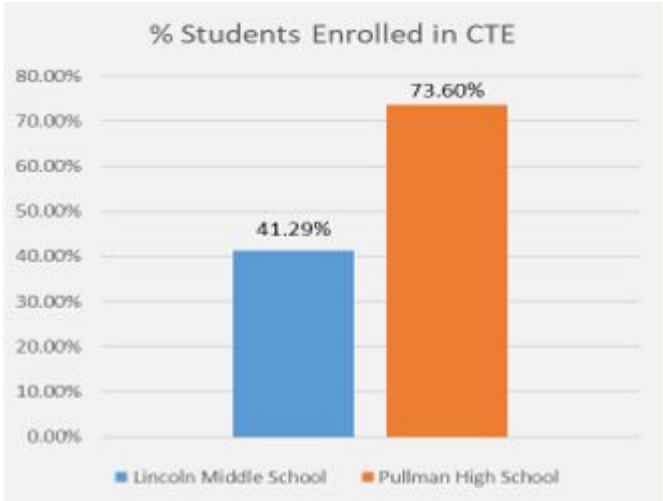
Family & Consumer Sciences - Altaira Bogle & Jill Bickelhaupt

CTSO Celebrations!



Enrollment for 2023 - 2024 School Year

School	Student Enrollment	
	Total Enrollment	CTE Enrollment (% CTE)
Lincoln Middle School- CTE	620	41.29%
Pullman High School-CTE	856	73.60%
District Wide- Secondary	1476	60.03%



Current course numbers for December are attached to agenda.

Comprehensive Local Needs Assessment (CLNA)

Rating Scale:

1 = Significant gaps and/or multiple gaps exist

2 = Some gaps exist and/or we do not have a concrete plan to address them

3 = Very few gaps exist, and we have processes in place to close the remaining gaps

4 = No gaps exist

Element	Description	Rating
1	Improving Equity and Access	3
2	Evaluation of Student Performance	2
3	Evaluation of CTE Programs: Alignment including Size, Scope, & Quality	3
4	Implementation of Programs & CTE Programs of Study	3
5	Recruitment, Retention, and Training of CTE Educators	3

Priority strategies for each element are attached to agenda.

Perkins Update

Perkins application approved by School Board

Perkins Ready to Submit

Part of Perkins money to Woods/Metals

Grant Amount: \$33,052

One year increased amount

- CTE Display Case
 - Purchase needed equipment to add a TV to the display case in the upper commons by the CTE department
 - Will allow us to showcase what is happening in our classes
 - We can specifically showcase non-traditional and special population enrollment in our courses
 - Can use targeting advertising during specific time such as registration to showcase options within CTE
- Purchasing Industry Recognized Credentials*
 - Will allow teachers to try out new IRC's in their classes
- Equipment for Woods/Metals Shop:
 - Update/buy equipment to maintain Industry Standard

*List of State IRC's in packet

Program Approvals

All programs have been approved by program advisory committees based on labor/market data.

Approval of all programs?

New Course for 2024 - 2025

Skilled & Technical Sciences (Manufacturing) - Construction 2 (CIP: 460000)

Approval to move forward with new course for next school year?

Graduation Pathways

Currently offering pathways within program areas

Wanting to add pathways that cross-over between program areas

Current and proposed pathways in packet

Approval to move forward with proposed new pathways?

Dual Credit

Currently offering 8 dual credit courses

Have only worked with WWCC in the past

3 Year Goal:

- Offer at least one dual credit course within each graduation pathways

- Work with community colleges across Washington state to provide more offerings

Registration Timelines

Counselors will visit LMS in March

Elective Fair & 8th Grade Visit

Elective Fair will only happen for 8th graders

CTE Brochure - Amber will send out after new year, reply with pictures and any updates

Will want to show recruitment video/pictures from classes & CTSO's on CTE display during 8th grade visits and throughout registration

Industry Recognized Credentials (IRC's)

We must report in Skyward which IRC's are being offered in each class

State-Approved Industry Recognized Credentials List in agenda packet

Can still use certifications not listed

Perkins will pay for student certifications (can create requirements to take it)

Industry Folks--what certifications do you find impactful in your industries?

Work-Based Learning

Teachers must include at least one WBL opportunity each semester:

1. Career Research and Job Interview/Job Shadow in Course Related Area
2. Guest Speaker Series with Assigned Career Mentors or Structure Field Trip to Related Job Site
3. School Based Enterprises
4. Placement/Unpaid Internship
5. Placement/Paid Internship
6. Apprenticeship Preparation Program/Registered Apprenticeship
7. Ownership/Entrepreneurship
8. Health Care Clinical
9. Course Related Service-Learning Project

If you have ideas for WBL in your program area, let your teacher know!

*CTE Business Partnership Interest Form Cards

Upcoming Program Advisory Requirements

Complete at 2nd Meeting (Jan 9th - Feb 10th):

- 4 Year Plan (if not completed at first meeting)
- Program Support Activities

Complete at 3rd Meeting (April 10th - May 12th):

- State Assurances
- Instructor Approval
- Program Evaluation

Due to Jill & Amber by end of year:

- Work Based Learning Tracking Sheet to be inputted into skyward
- Any IRC's earned by students to be entered into skyward
- Updated Inventory Lists
- Program Evaluation
- Dual Credit - Roster of Students who have earned credit

Program Requirements

Please submit ASAP to Jill & Amber:

- CTSO Invoices & Rosters
- CTSO Program of Work
- Program Advisory Meeting #1 Minutes
- Four Year Plan

Elect GAC Chairperson

Volunteers? :)

Questions?

Next Meeting - May/June

Review & Approval of CTE District 4-Year Plan