

Subject: Online Form Submittal: Board and Commission Application
Date: Wednesday, November 29, 2023 8:25:29 AM

Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

Title Ms.

First Name Heather

Last Name Steele

Today's Date 11/29/2023

Street Address [REDACTED]

City [REDACTED]

Zip [REDACTED]

Do you live in & are you registered to vote in Whatcom County? Yes

Do you have a different mailing address? *Field not completed.*

Primary Telephone [REDACTED]

Secondary Telephone *Field not completed.*

Email Address [REDACTED]

Step 2

1. Name of Board or Committee Business and Commerce Advisory Committee

Business and
Commerce Advisory
Committee Position:

Public K-12 Education

2. Do you meet the
residency,
employment, and/or
affiliation requirements
of the position for
which you're applying?

Yes

3. Which Council
district do you live in?

District 1

4. Are you a US
citizen?

Yes

5. Are you registered to
vote in Whatcom
County?

Yes

6. Have you declared
candidacy (as defined
by RCW 42.17A.055)
for a paid elected office
in any jurisdiction
within the county?

No

7. Have you ever been
a member of this
Board/Commission?

No

8. Do you or your
spouse have a financial
interest in or are you
an employee or officer
of any business or
agency that does
business with
Whatcom County?

No

You may attach a
resume or detailed
summary of
experience,
qualifications, &
interest in response to
the following questions

Attached

9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education

CTE Director – Bellingham Public Schools
July 2023 – present
Develops, supports, and grows CTE programs across middle and high schools. Promotes program equity by implementing strategies of non-bias in student recruitment and retention; develops and supports partnerships and agreements among local entities such as secondary schools, post-secondary institutions, local workforce investment boards, and business and industry organizations; supervises and evaluates assigned staff; develops recommended budget for areas of responsibility and monitors allocation of resources; maintains current knowledge of state, federal and private CTE funding sources, research, trends, and practices in career technical, and secondary education. Provides additional support and leadership in a variety of district-wide projects and initiatives.

CTE Business Education Teacher – Bellingham High School, Bellingham Public Schools
August 2017 – June 2022
Develop lesson plans and materials for classroom instruction to meet learning targets and state standards. Use a variety of teaching methods including lectures, class discussions, hands on activities and demonstrations. Classes taught include Technical Literacy, Business & Retail Management, Marketing and Yearbook.

10. Please describe why you're interested in serving on this board or commission

Close collaboration between educational institutions and industries is crucial for CTE's success in the K-12 system. Regular collaboration with industry experts, employers, and local businesses helps to ensure that CTE graduates possess the skills and knowledge demanded by the job market. To bridge the gap between education and employment, CTE program offerings must align with real-world industry requirements. Our industry partners provide valuable insights into the skills and competencies required in the job market. Being part of this board would help maintain up-to-date relationships and program alignment with rapidly changing industries.

References (please include daytime telephone number):

Guy Occhiogrosso 360-746-0738

Appointment Requirements

I understand and agree

Signature of applicant:

Heather Steele

Place Signed / Submitted



Heather Steele



EMPLOYMENT HISTORY

CTE Director – *Bellingham Public Schools*

July 2023 – present

Develops, supports, and grows CTE programs across middle and high schools. Promotes program equity by implementing strategies of non-bias in student recruitment and retention; develops and supports partnerships and agreements among local entities such as secondary schools, post-secondary institutions, local workforce investment boards, and business and industry organizations; supervises and evaluates assigned staff; develops recommended budget for areas of responsibility and monitors allocation of resources; maintains current knowledge of state, federal and private CTE funding sources, research, trends, and practices in career technical, and secondary education. Provides additional support and leadership in a variety of district-wide projects and initiatives.

Assistant Principal – *Bellingham High School, Bellingham Public Schools*

January 2023 – June 2023

Assists with implementation of a school instructional model which focuses on high student achievement; building a positive school climate that supports the whole student; leveraging research and data to drive instructional practice; and building a high-performing staff to achieve the district's vision and goals. Other duties including attending building and district-level high school meetings, reviewing data to support school improvement, conducting meetings, organizing staff professional development, attending 504 and IEP meetings, discipline procedures, master scheduling, and ensuring district and state policy compliance.

CTE TOSA (Teacher on Special Assignment) – *Bellingham Public Schools*

February 2021 – January 2023

Provides leadership and support for CTE programs and collaborates with administrators, instructional staff, and community members in administering, monitoring, and implementing quality CTE and dual credit opportunities across the district. Responsible for implementation of district-wide High School & Beyond Plan lessons and graduation requirements, creating frameworks for new courses, assisting with state and federal grant applications, facilitating articulation agreements, reviewing, and updating CLNA, and serving on the CTE General Advisory Committee.

Administrative Intern – *Bellingham High School, Bellingham Public Schools*

May 2021 – June 2022

Supporting and learning from the Principal and Assistant Principals with a variety of leadership responsibilities including fostering a safe and inclusive school climate, teacher observations, professional development, student discipline, master scheduling, IEP and 504 meetings, community relationships, and the daily operations of a high school environment.

CTE Business Education Teacher – *Bellingham High School, Bellingham Public Schools*

August 2017 – June 2022

Develop lesson plans and materials for classroom instruction to meet learning targets and state standards. Use a variety of teaching methods including lectures, class discussions, hands on activities and demonstrations. Classes taught include Technical Literacy, Business & Retail Management, Marketing and Yearbook.

Registrar – *Kulshan Middle School & Bellingham High School, Bellingham Public Schools*

Kulshan Middle School: August 2014-August 2016 / Bellingham High School: August 2016 - August 2017

Responsible for maintaining student records at the school level. Process student enrollment, transcript requests, transfers, and withdrawals. Coordinate master schedule, create student schedules and resolve scheduling conflicts.

ASB Secretary – *Kulshan Middle School, Bellingham Public Schools*

August 2011 - August 2014

Maintain ASB budget records for building, monitor use of funds, submit purchase orders, and pay bills for ASB; supervise students who have been assigned detention; enter and track behavior and assessment data; coordinate school athletic program.

Marketing Manager/Graphic Designer - *NW Explorations, Bellingham*

February 2008 - February 2010

Point of contact for all incoming and outgoing reservation inquiries. Coordinate and administer charter contracts, reservation payments, and scheduling of service providers. Also responsible for creative content and design of all printed and electronic marketing materials.

Graphic Design Supervisor – *Western Washington University, Bellingham*

July 2006 - February 2008

Management and supervision of the graphic design department. Responsible for product management, art direction and branding of marketing materials created for the university, coordination of photo shoots, and working with departments to determine budgets and track expenditures.

Heather Steele

Resume page 2

Freelance Graphic Designer – *Self-employed, Bellingham*

2001 - present

Work with a variety of clientele including Victoria San Juan Cruises, Bellingham Chamber of Commerce, The American Alpine Institute, and Whatcom County Tourism. Responsible for the creative content and layout of brochures, advertisements, direct-mail pieces, manuals, displays and a variety of other publications.

Product Manager/Art Director – *Clipper Navigation, Seattle*

1998 - 2001

Worked with all-levels of the organization to provide the best possible travel experience to customers. Responsible for the entire creative process of all brochures, advertising, direct-mail pieces, displays, manuals and all in-house publications.

Administrative Assistant/Project Manager – *WRQ, Inc., Seattle*

1991 - 1998

Provided project management and administrative services to various software development teams within the company. Acted as a liaison between development teams and clients while communicating to internal departments, outside vendors and customers through both written and verbal means.

LEADERSHIP POSITIONS

Aspiring Leaders Cohort, 2021-2022, Bellingham Public Schools

Unified (Special Olympics) Robotics Coach, 2018-2020, Bellingham Public Schools

Building Leadership Team/Department Chair, 2018-2021, Bellingham High School, CTE Department

ASB Co-Adviser, 2014-2016, Kulshan Middle School

CTE Advisory Committee Member, 2017-present, Bellingham Public Schools

Yearbook Adviser, 2012-2016, Kulshan Middle School

FIRST Robotics Coach/Mentor, 2015-2021 Bellingham Public Schools, Team 2605

PTSA Co-President, 2014-15, Kulshan Middle School

PTA President, 2010-2013, Carl Cozier Elementary School

CERTIFICATIONS

Washington State CTE Director Certification #542119C
Issue date: 7/21/2023

Career and Technical Education Teacher Certificate #542119C | Expiration: 06/30/2027
Endorsements: Accounting & Related Programs, Business Management, Career Choices, Communication Technologies, Computer Applications & Related Programs, Marketing Management, Publishing, Worksite Learning Coordinator

Washington State Principal Certification Residency Administrator Certificate #542119C
Issue date: 8/4/2022

EDUCATION

Western Washington University
Master's Degree, Educational Administration, June 2021

Art Institute of Seattle, Seattle
Graphic Arts/Desktop Publishing, 1996

Eastern Washington University
CTE Teacher Certification, June 2017
CTE Director Certification, June 2023

University of Washington, Seattle
Bachelor of Arts, 1993

PROFESSIONAL ORGANIZATIONS

WA-ACTE *Washington Association for Career and Technical Education*
ACTE *Association for Career and Technical Education*
WJEA *Washington Journalism Education Association*
AWSP *Washington Association of School Principals (Aspiring member)*

HONORS & AWARDS

Promise Award Recipient:
Community Partner of the Year
Bellingham School District, 2010

Woodie Flowers Award Nominee
FIRST Washington, 2017