Pierce County Skills Center

Back-to-School Newsletter
Fall 2022

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Greetings PCSC Students & Families

Allow me to introduce myself. My name is Scott Martin and I am excited to take on the role of PCSC Director this fall. I have spent the last 17 years as a school administrator in the Bethel School District at both the middle and high school levels. The Skills Center is an amazing place for students to build towards their future, and I am thrilled to become a part of their journey.

The PCSC staff and I are excited to welcome you to the 2022-2023 school year. In the following pages, you will find specifics about attending the Skills Center, start of school details, and PCSC expectations. Please take a minute to read through the information so you are prepared with the information you need for a fantastic start to the year.

We congratulate you on making the decision to attend PCSC. Students who attend PCSC are expected to demonstrate a higher level of responsibility and maturity. PCSC serves 10 school districts and 26 high schools and requires students to navigate two different systems. We understand that attending two different schools/districts can pose some interesting challenges. Please remember, PCSC is able to assist with many of the common barriers students encounter during the year. We only ask that you advocate for yourself and communicate with the main office so we can assist.

Our mission is to provide rigorous technical and professional experiences that prepare students for high demand, high wage jobs and post-secondary education. Our programs are taught by industry experts who use competency-based instruction to help each student learn occupational, academic, and technical skills. Instructors challenge, motivate and provide opportunities for students to achieve in technical skill attainment, critical thinking, and leadership through applied academics and technology training. PCSC programs offer both IRC’s (industry recognized credentials) and college credit. Our programs articulate with local community and technical colleges, allowing your student to earn both high school and college credit at the same time at no cost. These are just a few of the PCSC benefits!

We are so excited to welcome you all to PCSC on the first day of school on Tuesday, September 6th.

Scott Martin
Director, PCSC

PCSC Mission
The Pierce County Skills Center is committed to providing rigorous technical and professional experiences that prepare students for high demand, high wage jobs and post secondary education.
Back-to-School Night

The PCSC Back-to-School Night is scheduled for Thursday, September 1

The Skills Center will be open from 5:30pm-7:00pm. Stop by any time during these hours and take advantage of the opportunity to:

- Attend an informational session on how to successfully navigate the operations of PCSC (attendance, dress code, communication, etc.)
- Purchase PCSC gear and pay any program fees
- Meet program instructors and other important PCSC staff
- Visit your program and learn about some of the things you can expect throughout the year
- Get answers to any questions you may have

First Day of School

Tuesday, September 6th
AM Session - 7:55-10:25
PM Session - 11:15-1:45

School/Program Fees

There are different program fees, certification fees, and uniform fees based on a student’s program. The fee list is on page 8, or you can also visit https://www.bethelsd.org/domain/5523

Students will be provided with online payment instructions after the start of school when they have been assigned their student ID #.

All uniforms and t-shirts will be ordered by the middle of September to ensure timely delivery. If a student isn't able to make the payment in September, a fine will be assessed, and it can be paid at a later date.

Financial assistance is available. Program fees will not be a barrier for students accessing programs. Please contact the main office for more information.

PCSC T-Shirt - All Students

Short Sleeve
S  XL  $9
XXL $11

Long Sleeve
S  XL  $14
XXL $15

Program Uniforms
See Fee Schedule for Automotive, Culinary, Medical Careers, Pharmacy, Physical Therapy & Veterinary

SkillsUSA - Student Leadership
$16 optional

Program Specific Fees
See Fee Schedule for specific testing information

** T-Shirts are optional for students with program uniforms (Automotive, Culinary Arts, Medical Careers, Pre-Pharmacy, Pre-Physical Therapy, and Pre-Veterinary)
PCSC Expectations & General Information

PCSC Student Handbook
Every PCSC student will have electronic access to the PCSC Student Handbook detailing center rules and expectations. It is important for students to understand that PCSC may have different rules and expectations than their home high school. One of the reasons PCSC only enrolls juniors and seniors is that it takes maturity and responsibility to navigate two different systems. The PCSC Student Handbook can be found on our website under “Resources” https://www.bethelsd.org/domain/4815

Dress Code
PCSC students are expected to dress and conduct themselves in a professional manner. Our programs require students to move and work, and students must dress in a manner that allows them to do so. Some programs will require a dress code or uniform, and students are expected to comply in order to remain in good standing. Specific program dress codes are outlined in the course syllabus and will be reviewed on the first day of school.

The following items are not permitted at PCSC:

- Any article of clothing, style of grooming, or behavior that displays or promotes the use of illicit drugs, profanity, tobacco products, lewd or obscene behavior, alcohol, or the degradation of human character.

- Any clothing, grooming, or behavior that symbolizes, represents, or exhibits gang-related activity (i.e. bandanas, bandana print shoes, rags, confederate flags, swastikas, display of gang colors or patterns (paisley), gang behavior, gang affiliation) or hatred toward another person or group.

- Pants with holes/rips above the knee. The only exception is students who wear an opaque layer underneath.

- Tank tops, spaghetti straps, tube tops, spandex clothing, short skirts/dresses (not extending below the finger tips when standing), bare midriff/bare torso clothing, sagging, and other revealing clothing.

- Pajamas, slippers, and/or blankets.

- Metal attachments and chains.

- Sunglasses, hats, scarves, combs, or any other headgear.

Lunch
PCSC has a Culinary Arts program and a full deli that is open to students, as well as the public. We anticipate opening our deli by late September. It is important for students to remember that they are expected to have eaten prior to class and food is not permitted in classrooms.

Attendance
Just like in the workplace, on time attendance at PCSC is critical. Students are in class for two and a half hours each day at PCSC. Essentially, each day at PCSC equals three traditional school days. If students are absent, it is critical that they immediately connect with their teacher upon their return and get missed work. Unfortunately, PCSC does not have access to sending school attendance records, which requires parents/guardians to notify PCSC of any absences. Although we need absences to be excused, PCSC considers ALL missed days as part of an attendance pattern. Students who demonstrate "Chronic Attendance" issues (missing more than two days per month) will be referred for administrative interventions.

Attendance office and message line numbers are listed under “Contact Information” on page 5.

Transportation
Each individual school district is responsible for providing bus transportation to PCSC. For information regarding routes/times, contact the home high school or school district transportation office.

Student Parking
Student drivers are permitted to park at PCSC, and although a parking permit is required, there is no fee. Applications will be available to pick up at Back to School Night and in the main office after the start of school. Along with the applications, students need to bring proof of insurance, drivers license and registration to the main office. We will start accepting applications the second week of school. Students are permitted to park the first few weeks without a permit.

Student Photo Release

Opt Out Request
PCSC regularly posts photos of students and classroom activities on our social media accounts. We also have visitors from the press and other organizations who regularly take photos of our students in the classroom setting. Photos may be used in publications, on websites/social media sites, or in the media. Parents/Guardians who do not want student photos to be released, need to email their request to PCSC Director, Scott Martin at smartin@bethelsd.org
**Important Dates**

**September 1**
Back to School Night

**September 6**
First Day of School

**September 14**
Late Start  No AM Session

**September 23**
PD Day for Staff  No School for Students

**October 12**
Late Start  No AM Session

**October 20**
Grade Prep  No PM Session

**October 21**
PD Day for Staff  No School for Students

**November 11**
Veterans Day  No School

**November 16**
Late Start  No AM Session

**November 23-25**
Thanksgiving Break

**December 6**
End of 1st Trimester  No PM Session

**December 7**
PD Day for Staff  No School for Students

**December 19- January 2**
Winter Break

**PCSC Contact Information**

- Main Office  253.800.4800
- Attendance  253.800.4822
- Fax  253.800.4898
- Email  info@pcskillscenter.org
- Website  pcskillscenter.org

**Academics, Account Access & Grade Reports**

PCSC is a place of practice and mastery; a school focused on meeting and exceeding industry-recognized standards and earning certifications. It is one of the reasons that we do not offer D grades. Students only earn A, B, C or F at PCSC.

Student responsibility and advocacy are key elements to success at PCSC. It is critical that students are turning in their best work, on-time. Equally important, is that they are regularly checking the online gradebook to verify their grade and progress and, if needed, taking action and seeking assistance when they are not at standard.

**Trimesters & Grading Periods**

PCSC is on a trimester schedule so students/families will receive three formal report cards throughout the year. These are official grades and will post to the student’s transcript. Additionally, at the half-way mark of each trimester, students/families will receive an official progress report.

**Student/Parent Access**

PCSC uses Synergy as our student management system. Students/parents are able to access attendance and grade information at any time.

- Bethel SD students - Synergy log in is the same as your home high school.
- Non-BSD students - If by September 2nd you have not received an email from BSD/PCSC with log in information contact Paulla Hockaday at phockaday@bethelsd.org or 253.800.4800. Students will also receive log in information directly from their teachers the first week of school.

**Medication at School**

If your student has a health care plan, and is required to have medication at school or self-carry, PCSC MUST receive current med orders from a physician before the first day of school. All questions can be directed to Paulla Hockaday at phockaday@bethelsd.org or 253.800.4800.

**Follow PCSC on Social Media**

Facebook – @PCSkillsCenter
Instagram – @pcskillscenter
Twitter – @PCSskillsCenter
School Calendar
For the most part, PCSC follows the Bethel School District Calendar. There are some differences in the number of late start days. The calendar is included and can also be found at https://www.bethelsd.org/Page/6972

Late Start All Late Start days are noted on the PCSC calendar. On Late Start days there is no AM session; the PM session runs as normal.

Early Dismissal All Early Dismissal days are noted on the PCSC calendar. On Early Dismissal days there is no PM session; the AM session runs as normal.

Inclement Weather
The Pierce County Skills Center follows the Bethel School District school calendar. A copy is included in the newsletter, and it can also be found on our website www.pcskillscenter.org. In the event of inclement weather, PCSC will follow the same school closure or delay schedule as the Bethel School District. We will also post school closure information on our Facebook page.

School Supplies
At the Open House, as well as on the first day of school, teachers will share with students any program specific materials/supplies they will need for class. Students should come prepared on the first day of school with a notebook, paper, pen, pencils and a USB drive.

Lockers & Textbooks
PCSC does not assign students lockers; however we have more than enough to accommodate students who would like to secure their belongings and course materials. Students are responsible for providing their own lock. Students will be issued textbooks and other course materials and supplies and are responsible for securing such items. Students who leave items unattended are financially responsible for theft or damage. PCSC does not allow locker decorations.

Electronic Devices
Personal electronic devices, including but not limited to iPods, iPads, PSP’s, tablets, etc. can be a disruption to the educational process and are not permitted at school. The only exception to the following policy is if a teacher specifically grants permission for usage for educational purposes. All electronic devices, including Cell Phones, are to be turned off and put away before entering the building.

Staff will provide initial reminders at the beginning of the year, however, students who continue to violate the electronic equipment policy can expect their device to be confiscated, a parent/administrative conference, and additional disciplinary action. Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.

Electronic devices are commonly targets of theft or lost due to personal negligence and are rarely recovered. Any student who chooses to bring a device on campus assumes full responsibility for theft, loss, and/or damage. PCSC is not responsible, nor will we investigate theft of electronic devices.

Parents Communication
The Back-to-School Newsletter is the only formal communication you will receive through the mail. We encourage you to “like” us on Facebook to see the great things students are doing at PCSC.

We also use the REMIND app to send center-wide reminders, calendar announcements, school closures, etc. We encourage parents to sign up for the center-wide reminders. Simply text @remindpcsc to 81010
### PCSC Student Calendar 2022-2023

#### September
- **Aug 31**: PD Day #1 - No Students
- **1**: Waiver Day #1 - No Students
- **2**: Back to School Prep - No Students
- **5**: Labor Day - No School
- **6**: First Day of School
- **12**: Late Arrival
- **14**: Late Arrival
- **23**: PD Day #2 - No Students

#### October
- **12**: Late Arrival
- **20**: Grade Prep - Early Dismissal
- **21**: PD Day #3 - No Students

#### November
- **11**: Veterans Day - No School
- **16**: Late Arrival
- **23-25**: Thanksgiving Break

#### December
- **6**: End of 1st Trimester
- **7**: PL Day #1 - No Students
- **14**: Late Arrival
- **19-30**: Winter Break

#### January
- **2**: New Year’s Day (observed)
- **11**: Late Arrival
- **16**: Martin Luther King, Jr Day - No School
- **25**: PL Day #2 - No Students

#### February
- **15**: Late Arrival
- **17**: Snow Make-up Day or No School
- **20**: President’s Day - No School
- **21**: Waiver Day #2 - No Students

#### March
- **8**: Late Arrival
- **23**: End of 2nd Trimester & Grade Prep - Early Dismissal

#### April
- **3-7**: Spring Break
- **12, 26**: Late Arrival

#### May
- **10**: Late Arrival
- **26**: Snow Make-up Day or No School
- **29**: Memorial Day - No School

#### June
- **7**: Late Arrival
- **19**: Juneteenth - No School
- **20**: Grade Prep - Early Dismissal
- **23**: Last Day of School - Early Dismissal

#### July
- **1**: Late Arrival
- **3**: Early Dismissal (No AM Session)
- **4**: No School for Students
- **5**: Non School Days

#### August
- **1**: Late Arrival
- **17**: Snow Make-up Day or No School
- **20**: President’s Day - No School
- **21**: Waiver Day #2 - No Students

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*Student Calendar = 178 school days for students and 2 waiver days for teachers.*
## Pierce County Skills Center

### Fee Schedule 2022-23*

*All fees are subject to change*

<table>
<thead>
<tr>
<th>Aerospace Composites</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Long Sleeve T-shirt</td>
<td>$14-$15</td>
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<tr>
<td>SkillsUSA</td>
<td>$16</td>
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<thead>
<tr>
<th>Aerospace Machining &amp; Fabrication</th>
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<tr>
<td>Short or Long Sleeve T-shirt</td>
<td>$9-$15</td>
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<tr>
<td>SkillsUSA</td>
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<tr>
<td>ATE Certification</td>
<td>$50</td>
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<tr>
<td>Uniform Shirt</td>
<td>$31-$38**</td>
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<td>SkillsUSA</td>
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<tr>
<td>T-Shirt</td>
<td>$9-$15</td>
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<th>Cosmetology</th>
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<tr>
<td>Program Kit - Includes textbook and all equipment and tools</td>
<td>$1,200</td>
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<tr>
<td>Uniform - Chef Coat</td>
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<td>Uniform - Chef Hat</td>
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<tr>
<td>Food Handler's Permit</td>
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<tr>
<td>ServerSafe Certification (optional)</td>
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<tr>
<td>Uniform - Scrubs - see below for pricing</td>
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</tr>
<tr>
<td>HIV Certification/Pharmacy Assistant</td>
<td>$50</td>
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<td>SkillsUSA</td>
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<td>SkillsUSA</td>
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<td>Unity</td>
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<tr>
<td>T-Shirt</td>
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<td>NA-C Testing Fee</td>
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<td>NA-C Certification Fee (paid to State)</td>
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<td>SkillsUSA</td>
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### Unicorns

PCSC T-Shirt/Uniforms

- Programs without a specific uniform will purchase a PCSC t-shirt. Students have the choice of a long or short sleeve t-shirt.
- Short Sleeve  S-XL - $9  XLL - $11
- Long Sleeve   S-XL - $14 XLL - $15

The following programs have a PCSC uniform and are not required to buy a t-shirt, however, they have the option to do so:
- Automotive
- Culinary Arts
- Medical Careers
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Vet

**Scrub Fees - Medical Careers, Pre-Pharmacy, Pre-Vet**

- Bottoms: S-XL - $20/2XL & above - $22
- Tops: S-XL - $20/2XL & above - $22

### SkillsUSA Membership Fee

**SkillsUSA Membership - $16.00 - Optional**

SkillsUSA is the PCSC student leadership organization. Students have the opportunity to compete in various competitions at the regional level to qualify for the state and even national competition.

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*Students/Families with a financial need should see the PCSC main office for more information on financial assistance.*

*The Pierce County Skills Center is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. PCSC does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any disability, or use of a trained service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact Title IX Officer Bryan Steeves, Director of Athletics and Security at 253.800.4032, Section 504 Coordinator Brian Lounsbury, Executive Director of Special Education at 253.900.2861 or Civil Rights coordinator Debbie Carriera, Director of Equity and Achievement at 253.800.3011 with any questions or complaints.*

*Updated 7.25.2012*
The Pierce County Skills Center is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any disability, or use of a trained service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact Title IX officer Bryan Streleski, Director of Athletics and Security at 253.800.4302, Section 504 coordinator Brian Lowrey, Executive Director of Special Education at 253.800.2300 or Civil Rights coordinator Debbie Carlman, Director of Equity and Achievement at 253.800.2019 with any questions or complaints.

### PCSC Staff Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Email</th>
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<tbody>
<tr>
<td>Anderson, Rob</td>
<td>Automotive Technology</td>
<td><a href="mailto:randerson@bethelsd.org">randerson@bethelsd.org</a></td>
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<tr>
<td>Bell, Pat</td>
<td>Construction Trades</td>
<td><a href="mailto:pbell@bethelsd.org">pbell@bethelsd.org</a></td>
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<tr>
<td>Bieber, Trish</td>
<td>Assistant Director</td>
<td><a href="mailto:pbieber@bethelsd.org">pbieber@bethelsd.org</a></td>
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<tr>
<td>Cappetto, Phil</td>
<td>Pre-PT &amp; Spts Med</td>
<td><a href="mailto:pcappetto@bethelsd.org">pcappetto@bethelsd.org</a></td>
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<tr>
<td>Charbonneau, Eliza</td>
<td>Culinary Arts</td>
<td><a href="mailto:echarbonnee@bethelsd.org">echarbonnee@bethelsd.org</a></td>
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<tr>
<td>Cruz, John</td>
<td>Criminal Justice</td>
<td><a href="mailto:jocruz@bethelsd.org">jocruz@bethelsd.org</a></td>
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<tr>
<td>Dannen, Elizabeth</td>
<td>Medical Careers</td>
<td><a href="mailto:edannen@bethelsd.org">edannen@bethelsd.org</a></td>
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<tr>
<td>DeWitt, Sarah</td>
<td>Pre-Vet Tech</td>
<td><a href="mailto:sdewitt@bethelsd.org">sdewitt@bethelsd.org</a></td>
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<tr>
<td>Hockaday, Paulla</td>
<td>Office Assistant</td>
<td><a href="mailto:phockaday@bethelsd.org">phockaday@bethelsd.org</a></td>
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<tr>
<td>Iyall, Jennifer</td>
<td>Manager</td>
<td><a href="mailto:jiyall@bethelsd.org">jiyall@bethelsd.org</a></td>
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<tr>
<td>Jones, Hayden</td>
<td>Aerospace Composites</td>
<td><a href="mailto:hajones@bethelsd.org">hajones@bethelsd.org</a></td>
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<tr>
<td>Leger, Maggie</td>
<td>SPED Liaison. 504 Coordinator</td>
<td><a href="mailto:mleger@bethelsd.org">mleger@bethelsd.org</a></td>
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<tr>
<td>Lewis, Ian</td>
<td>Video Game Development</td>
<td><a href="mailto:ilewis@bethelsd.org">ilewis@bethelsd.org</a></td>
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<tr>
<td>Lovre, Robb</td>
<td>Fire Science &amp; Emergency Services</td>
<td><a href="mailto:rlovre@bethelsd.org">rlovre@bethelsd.org</a></td>
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<tr>
<td>Martin, Scott</td>
<td>Director</td>
<td><a href="mailto:smartin@bethelsd.org">smartin@bethelsd.org</a></td>
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<tr>
<td>Merafuentes, Gaudencio</td>
<td>Pre-Pharmacy Tech</td>
<td><a href="mailto:gmerafuent@bethelsd.org">gmerafuent@bethelsd.org</a></td>
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<td>Milbradt, Gary</td>
<td>Automotive Technology</td>
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<td>Nurse</td>
<td><a href="mailto:kostlund@bethelsd.org">kostlund@bethelsd.org</a></td>
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<td>Salhus, Christine</td>
<td>Office Assistant</td>
<td><a href="mailto:csalhus@bethelsd.org">csalhus@bethelsd.org</a></td>
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<td>Scroggins, Adam</td>
<td>ITS &amp; Cybersecurity</td>
<td><a href="mailto:ascroggins@bethelsd.org">ascroggins@bethelsd.org</a></td>
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<td>Aerospace Mach/Fabrication</td>
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<tr>
<td>Wilkinson, Sam</td>
<td>Student Support</td>
<td>swilkinson, Sam</td>
</tr>
<tr>
<td>Witten, Ben</td>
<td>Culinary Arts</td>
<td><a href="mailto:bwritten@bethelsd.org">bwritten@bethelsd.org</a></td>
</tr>
</tbody>
</table>